# CHULMLEIGH PARISH COUNCIL

**Minutes of Chulmleigh Parish Council Meeting held on Wednesday, 4 December 2019in the Town Hall at 7pm.**

| **Chaired by: Councillor S Phillips** | **Clerked by: Sue Squire** |
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| **Present: Councillors**<br><br>**Mrs S Croft**<br>**P French**<br>**P Gravell**<br>**H Meadows**<br>**E Phillips**<br>**S Phillips**<br>**Mrs K Pincombe**<br>**J Smith**<br><br>**County Councillor R Edgell**<br>**District Councillor K Davies**<br>**1 Member of the Public** | **Agenda: -**<br>Public Session to include any School Council Report<br>To approve apologies for absence<br>Reports<br>Code of Conduct<br>To approve the Minutes of the Parish Council Meeting held on 6 November 2019<br>Matters Arising from the Minutes<br>Planning Matters<br>Finance Matters<br>Correspondence / Notices & Publications Received<br>Items raised by the Chairman<br>Items for future Agendas<br>Tabled items received following Agenda publication<br>Items raised by Councillors<br>Date of next meeting |

| | | **Action:** |
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| 89. | **Public Session to include any School Council Report.**<br>**89.1 Email regarding the safety of pedestrians in Leigh Road.**<br>It was noted that when the Inquiry took place regarding the Ladywell Meadows development, this item was strongly discussed. The Inspector walked the route and deemed it was in order and requests for pavements, speed lumps and an island at the top of Ladywell Lane to allow pedestrians to cross was turned down by the Inquiry and, to an extent, DCC Highways.<br>The island in the middle of the road was objected to on the grounds of insufficient width available; speed bumps were not felt to be feasible unless they were all the way along to be effective and there was no funding for pavements.<br>It was not a case of the Parish Council not trying to get these features and was as a result of the Inquiry not agreeing.<br><br>**89.2 Chulmleigh Community College.** Invitation to give a talk on a community topic at the Ivor Marsh Library. Councillors would consider a talk that they could give.<br><br>**89.3 Sustainable Chulmleigh Steering Group.** The letter to be included in the circulation envelope.<br><br>**89.4 A resident was disappointed in feedback from representations made at the November Parish Council meeting regarding the S106 money which was returned to North Devon Council.**<br>Councillor S Phillips reiterated that the decision had been taken by North Devon Council and again informed the resident what had been agreed. It was stressed that no decision or vote had been taken by Chulmleigh Parish Council. | To be included in circulation envelope<br><br>Clerk to reply<br><br>Cllrs<br><br>To be included in circulation envelope |
| 90. | **To approve Apologies for Absence.** Councillors S Cridland-Smith, Mrs D Phillips. | |

91. **To receive the following Reports:**

- **County Councillor R Edgell.** Grant funding from his Locality budget was available.
  As Councillor Edgell had to attend another meeting, the date of the January 2020 meeting was advised (on the Agenda for later) as being Tuesday, 7 January at 7pm in the Town Hall.

- **District Councillor K Davies:**
  **Kings Park Tree Planting.** The proposal had been sent to North Devon Council and DCC Highways regarding ownership and details were awaited. The Countryside and Landscape Officer at North Devon Council had suggested various suitable species to be planted. Also covered under Minute No. 94.15. — January Agenda

  **Chulmleigh website** data was out of date and this was being addressed. — Clerk

  **Sustainable Chulmleigh letter** was referred to. The organisation Plastic Free North Devon was working towards a Surfers Against Sewage Policy — January Agenda

  **Road Safety Audit.** Two dates had been offered and this would be on Wednesday, 18 December, 2 – 5pm. All were welcome. It was stressed this was not a full road safety audit but a walk around. Councillor Cridland-Smith had uploaded a Survey which had subsequently been suspended due to a GDPR issue and Councillor Davies is to meet Councillor Cridland-Smith so that it can be clear on what the purpose is and who it is acting for on the Survey. — January Agenda

  **Allotment Update.** There was no further information to give from the Parish Council.

- **Playing Field – Councillor H Meadows.** The following Report was given:

For the benefit of the recently appointed Councillors a little background information about the Playing Fields. The Parish Council purchased the land in 1985 for £23,000 and is the Custodian Trustee. A charity was set up to run the Pavilion and grounds and a management committee was formed made up of representatives from the various user groups. The management committee members are nominated annually to serve until the next AGM.
The Playing Fields Committee has demonstrated a solid record of achievement this year in delivering the following three projects totalling £111,375 on time and in budget. Funding sources were: S106 £91,665 (74%) and CPFA £19,710 (26%)

1. **Hall Floor** – Cost £28,916. The new Pavilion Floor and underfloor heating system continues to get hot reviews. The short mat bowlers have got used to the level floor and the Palates and Yoga ladies think the heated floor is wonderful.
2. **Dog exercise area** – Cost £6,566. Is well used and a roaring, or should I say a barking success. It's a bit wet in places not surprising considering all the rain we have had recently.
3. **Adventure Play Area** - Cost £75,893. The adventure play area will be completed on 13th December but will not be opened until the new year to allow the ground to dry out and the grass to recover.
4. **Phatfish Youth Club.** Phatfish now has a dedicated club room in the portacabin at the Playing Fields. This means it can meet whenever it wishes. It hopes to increase frequency from one evening a week to two evenings and on Saturday mornings. This dedicated space was achieved by freeing up a room in the portacabin by moving user's equipment into the 40ft storage container located next to the main hall. Phatfish has undertaken and paid for the refurbishment works. Well done Councillor Gravell and all your members.

Moving onto the future development of the Playing Fields.
**Car Park.** An expression of interest for S106 funding was submitted to the Parish Council at the end of October for £35,000 to resurface the car park. Since submitting the application, the Playing Fields, thanks to Ian Jury, has secured £17,500 towards the cost from the Post Code Lottery.
The costs quoted are based on a tarmac surface including all the groundworks and drainage to the enlarged area that will hold 46 cars. Permeable surfaces are also been investigated. The plan is to lay the new surface in February / March next year.
The Steering Group are looking at the possibility of installing 2 electric charging points, which would be a first in our area, and are following up possible sources of funding.
Finally:
**New Build.** At the beginning of August, the Playing Fields chairman wrote to the Parish Council outlining the plans for the new build and requesting a significant six figure sum from the S106 monies which would be crucial to lever in funds from third party sources. As previously reported household surveys showed considerable demand for the proposal.
The Steering Group is waiting to hear the outcome of that request before appointing an architectural practice to develop the plans and work up the costings for funding purposes.
For reasons of cost the building program is now likely to be a two phased approach. Phase 1 in 2-3 years' time would

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| | replace the portacabin and storage container and provide another hall, half the size of the existing main hall, the youth club room, a modern kitchen, toilets, storage and reception area. Phase 2 in 3 years plus would see the old part of the pavilion removed and replaced with a modern structure to provide the facilities for sporting activities. That's changing rooms, showers and toilets and to provide yet more storage and a new bar.<br>This is an ambitious 3/5-year plan and of course dependant on securing the necessary funding before each stage can commence.<br><br>▪ **Highlights Projects – Councillor H Meadows.**<br><br>▪ **Communications via Facebook – Councillors Mrs Pincombe and Phillips.** They have created a Chulmleigh Parish Council Facebook page and invited people to join. Basic information is on at present and feedback is welcome.<br>Cououncillor S Phillips pointed out that Chulmleigh Parish Council is a democratic group and it is reasonable to expect any ideas come to the Parish Council to ensure it is in order to have its name used to promote it, and this was fully understood.<br><br>Councillor Mrs Pincombe enquired if it was in order to invite people to 'like' the page and there were no objections. The details will be edited by Councillors Mrs Pincombe and Mrs Phillips.<br>Councillor S Phillips advised he had attended a Rural Crime event at Westpoint on 18 November and spoke to officers regarding a forecasted event in Chulmleigh on 13 December.<br>The police are working to trace it back and will then speak to the organisers. | PG to ascertain position<br><br>January Agenda |
| 92. | **Code of Conduct.**<br>**92.1 To consider any Councillor Dispensation requests.** None.<br><br>**92.2 Declarations of Interest not already declared in the Members' Register of Interests.** None.<br><br>**92.3 Dispensation for all Councillors by virtue of office as Trustees of Chulmleigh Playing Field**<br>Details had been re-circulated to Councillors and when all requests had been received, the Clerk would issue the Dispensations. | |
| 93. | **To approve the Minutes of the Parish Council Meeting held on 6 November 2019.**<br>**Proposed by Councillor Gravell, seconded by Councillor E Phillips and unanimously agreed to approve and signed as a correct record.** | |
| 94. | **Matters Arising from the Minutes:**<br>**Minute No. 79 – Neighbourhood Plan.** District Councillor Davies advised there should have been an action for him which he had not done.<br><br>**Minute No. 85.4. Davy Park item.** Councillors French and Smith reported on the site visit carried out.<br>Councillor French advised that no work had been carried out. They firstly wanted to ensure they were covered under the Parish Council's Public Liability for consequences of their actions.<br>It was not considered that the item warranted removal due to the weight of the ladder. One foot is corroded right through, the one on the other side is not as bad.<br>It would take real effort to lift the ladder and Councillors French and Smith considered there was any immediate threat or risk.<br>Councillor French's recommendation was that the Parish Council ask the supplier to remove the item and re-fettle the ladder. The main body of the play item was in order.<br><br>Councillor S Phillips advised that the recommendation from Wicksteed Leisure who carried out the inspection was that the item required attention. The manufacturer was no longer in business.<br><br>**Minute No. 86.1. Councillor Meadows** requested a copy of the thank you letter to the National Lottery.<br><br>**Minute No. 77.6 Signage in Kings Park.** Representations regarding no dogs or bikes sign has been removed and other signs erected have been taken away. The situation has been explained to the resident. | |
| 94.1 | **Stagecoach Bus and Country Bus.** It was noted that representations had been sent to both companies regarding impact damage to a property in Leigh Road and the alarm experienced by pedestrians when buses passes close to them.<br>Stagecoach Bus had passed the enquiry to their Claims Department and Country Bus had spoken to their drivers | |

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| | and examined their busses. They confirmed that no impact had been made with their vehicles. | |
| 94.2 | **Road Safety Audit. To include:**<br>⇒ **Signage at the top and bottom of South Molton Street**<br>⇒ **Road markings / parking outside Chulmleigh Community College**<br>The above would be covered within the walk around on 18 December.<br>Councillor Mrs Pincombe advised that a large lorry had again become stuck in South Molton Street which hit a sign and a car.<br>Councillor Cridland-Smith will seek Councillors approval for an online survey to be carried out at a cost of £25. | Cllrs<br>January Agenda |
| 94.3 | **Faulty Street Light outside the Town Hall.** It was noted that the Clerk had reported this and the fault reference given was 14827. The light had been fixed. | |
| 94.4 | **Community Asset Register.** Councillor S Phillips suggested that Councillors' recommendations were passed to the Clerk for a list to be made. | |
| 94.5 | **Wessex Community Assets.** Following a notice in the notice board, there had been no comments from the public to be passed to Wessex Community Assets identifying potential projects.<br>The same notice is to be added to the Facebook page. | DP & KP |
| 94.6 | **Potholes in Langley Lane.** It was noted that the Clerk had reported these via the DCC website.<br>The reference number given was W19128067 and the assessment was due to be carried out by 9/12/19. | |
| 94.7 | **Trade Waste from bin at Davy Park.** It was noted that the Clerk had given details for the collection arrangements.<br>In reply, the address, postcode and a telephone number was required to arrange the collection. | SP to advise the Clerk |
| 94.8 | **St Mary Magdalene Church – Closure of the Upper Churchyard.** It was noted that the Clerk had forwarded a draft copy of the Minutes recording that the Parish Council resolved to pass the responsibility of future maintenance to North Devon Council. | |
| 94.9 | **Replacement of Defibrillator.** It was noted that this is in hand with South West Ambulance Service Trust.<br>Councillor Mrs Pincombe was of the opinion that the new machine had been fitted but no mask was included so cannot be used. | |
| 94.10 | **Davy Park Play Area.** Councillors Smith and French reported under Minute No. 94, second item. | |
| 94.11 | **EDF Energy.** It was noted that the Clerk had advised the company to contact Mr and Mrs Sweeney for access. | |
| 94.12 | **National Lottery Thank You Letter.** The draft had been completed and was approved by Councillor S Phillips. | |
| 94.13 | **Weeds in the street.** The Clerk had asked the Parish Council's insurance company on the legality of people picking these up.<br>Further clarification is required as to the nature of the work. Is it members of the public on an organised event, just as they are walking along.<br>The reply was that the public were carrying out weeding, for example outside their home.<br>District Councillor Davies advised that Barnstaple had been awarded Plastic Free status and this could be part of the agenda.<br>Councillor S Phillips advised that the Air Force Cadets, who have a group in Chulmleigh, had expressed an interest in carrying out projects in Chulmleigh as a positive contribution to the town, e.g. cleaning one area which is not usually covered. Residents thoughts would be welcome.<br>The Clerk to check with Mr L Trenaman's support worker about the routes covered. | Clerk<br>Clerk |
| 94.14 | **Compostable Bags for dog waste.** Councillor Mrs Pincombe advised that 1,000 bags could be purchased for £7.76 and Councillors were in agreement for her to proceed. A laminated sign would be provided at each location where they are placed.<br>District Councillor Davies enquired the reason for using compostable bags and this was clarified. He thought it was known who did not pick up after their dogs. | KP |
| 94.15 | **Tree Planting.** Details of the suggested area had been sent to District Councillor Davies and DCC Highways.<br>It had been ascertained that the area was owned by North Devon Council and District Councillor Davies will | |

approach them for the relevant permission to be granted.

Councillor French suggested that Chulmleigh Community College may wish to review its grounds for 'dead' areas for possible planting, and also the industrial estate opposite the Health Centre. — Clerk

It was advised that the Playing Field Committee were in dialogue with District Councillor Davies regarding tree planting, the idea being to have trees and hedges to cover up fencing and improve the aesthetics. The Committee is looking to obtain free trees and hedge planting species from the Woodland Trust. A plan is to be prepared and given to the Parish Council. — HM

95. **To consider the following Planning Matters: -**

**95.1 Planning List.** There were no Planning Applications to consider.

**95.2 Planning Applications received after the publication of the Agenda.** None.

**95.3 Planning Correspondence.** There was no Planning Correspondence to consider.

**95.4 Enforcement Cases.**

**10809 - Ladywell Meadows.** Email received regarding investigation of an unpleasant smell. Following an investigation, further instructions had been received from the Planning Officer and it is considered that there is no evidence that a breach has occurred. As no breach of planning control has been established, the file will be closed and no further action taken.

96. **To consider the following Finance matters:**

**96.1 Sanction payments due & instruct cheque signatories.** (details below).
**The following payments were approved and authorised: Proposed by Councillor E Phillips, seconded by Councillor Mrs S Croft and unanimously agreed.** — Clerk

| Item No. | Cheque No. | Payee | Description | Amount |
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| 96.2.1 | 3391 | Chulmleigh Town Hall | Hire of Hall | £12.00 |
| 96.2.2 | 3392 | HMRC | PAYE | £39.60 |
| 96.2.3<br>96.2.4<br>96.2.5 | 3393<br>3394<br>3395 | Payroll | | £547.25<br>£432.64<br>£78.40 |
| 96.2.6 | 3396 | Mr M Summers | Gardening work | £240.00 |
| 96.2.7 | 3397 | Mole Avon | Tables and benches for Davy Park<br>These had been ordered. | £410.00 |
| 96.2.8 | 3398 | Chulmleigh Town Hall | Contribution towards water rates | £63.62 |

SP to ask KB to construct and stain

**8.3 Grounds Maintenance – Mr M Summers.** Future work to be considered at the March Meeting. — March Agenda

**8.4 Finance Committee budget recommendations for 2020/21.** To ratify the details.
**Proposed by Councillor Smith, seconded by Councillor Mrs Croft, unanimously agreed.**
**The Precept is to be increased from £29,000 to £30,450.**

97. **Correspondence / Notices & Publications Received.** Notices were put on the table and available to read. Correspondence received after the Agenda has been sent will be tabled.
**97.1 North Devon Council.** Email regarding Parish based dog waste bins.
The Clerk to reply that one additional collection is to be noted. — Clerk

98. **Items raised by the Chairman.**
**98.1 Building Construction Services.** Letter regarding Red Lion Corner together with fees and terms of engagement. — Clerk to send letter of appointment

**98.2 Davy Park work.** Councillor S Phillips asked for opinions about the climbing frame and slide.
The Clerk to send the Inspection Report to Councillors French and Smith. — Jan Agenda Clerk

99. **99.1 Items for future Agendas.**

**99.2 Tabled items received following Agenda publication.**

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| | **99.3 Items raised by Councillors.**<br>**99.3.1 Councillor Mrs Croft.** A S106 meeting will be held after details of Red Lion Corner are known.<br><br>**99.3.2 Councillor E Phillips.** The Parish Council website requires updating.<br><br>**99.3.3 Councillor French.** DART is taking over the phone box in Leigh Road where a defibrillator will be provided.<br><br>**99.3.4 Councillor Mrs Pincombe** suggested a community day whereby various organisations work together on litter picks and tidying up initiatives to improve the street scene, look and feel of Chulmleigh. | Clerk |
| 100. | **Part II Confidential. Proposed by Councillor Gravell that the meeting go into Part II Confidential. Seconded by Councillor Meadows. Vote: 6 in agreement, 1 abstention.** | |
| 101. | **Date of next Meeting: Tuesday, 7 January 2020 in the Town Hall at 7pm.**<br><br>The meeting ended at 8.53pm. | |

**Summary of Decisions:**

- **Minutes of 6 November 2019**
- **Payments**
- **Ratification of the 2020/21 Budget and Precept as recommended by the Finance Committee**
- **The meeting going into Part II Confidential**

**These Minutes are agreed by those present as being a true record.**

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| Signed:<br>Chair of Chulmleigh Parish Council: | Date: |