CHULMLEIGH PARISH COUNCIL

Minutes of Chulmleigh Parish Council Meeting held on Wednesday, 5 August 2020 by teleconference at 7pm.

Chaired by: Councillor S Phillips	**Clerked by: Sue Squire**
Present: Councillors **Mrs S Croft** **P French** **P Gravell** **H Meadows** **Mrs D Phillips** **E Phillips** **S Phillips** **J Smith** **N Withers** **2 Members of the public**	**Agenda: -** Public Session To approve apologies for absence Code of Conduct Approval of the Minutes of the meeting held on 1 July 2020 by teleconference Reports Planning Matters Finance Items for discussion Items to note Chairman's Business Items raised by Councillors / Clerk Date of next meeting

		Action:
38.	**Public Session.** **38.1 Emails regarding anti social behaviour in the town.** Councillor S Phillips advised there were significantly more Police visits in Chulmleigh at present and this should be encouraged.	SP
	38.2 Email regarding flexible bollards at South Molton Street. The resident has had dialogue with DCC Highways whose reply included that the Parish Council has not given it's support. This was strenuously refuted by the Parish Council, recalling that a site meeting had been held previously and all suggestions had a negative response from the Neighbourhood Highways Officer. Details had been sent to County Councillor Edgell and District Councillor Davies (who carried out a recent road safety audit with a DCC officer). County Councillor Edgell had contacted the resident, the Clerk, suggesting that the Parish Council needs to be very clear in any suggestion it makes. Councillor Mrs Croft informed that County Councillor Edgell had spoken to her, indicating Devon County Council will not act, as the road is as it is. Obstructions are a Police matter and people should pay attention to notices. Councillor S Phillips suggested a site meeting with the Neighbourhood Highways Officer and the Police at the four areas of hatched lines in Chulmleigh where, if they are blocked, this would cause an obstruction for the fire engine. It was noted that the hatch lines outside the Town Hall were often violated causing problems for buses to get through.	Clerk to arrange
	38.3 Email regarding damage to No. 2 Langley Cottages by vehicles. Photographic evidence had been provided and the Parish Council's support requested. The resident had been in correspondence with DCC Highways for a small kerb to be installed along the side of No. 2 Langley Cottages of sufficient height to provide a more obvious visual obstacle, since bollards are continually hit and demolished. This item was further discussed under Minute No. 45.2.	
	38.4 The purpose of my being here is to support the resubmission of the 106 bid for the pavilions.	

	I have to say I am disappointed not to have received any confirmation or feedback on the submission and have written to the Chair to clarify this. However, it's a tired building in need of some TLC to bring it up to specification and In keeping with the new play area which is seeing lots of use and the soon to be refurbished car park with electrical charging points I believe a first for this part of Devon. Given the current climate on funding and the change of emphasis on its use it is more important than ever to ensure that funding sources like the 106 monies might help CPFA endeavour to secure further funding sources from lottery, Incidentally, we are now Covid 19 secure and open for business. Councillor S Phillips responded to the above submission by advising that the Parish Council will be in touch when the S106 Committee has met. **38.5 Representations regarding the Cheldon Planning Applications from the spokesman on behalf of five of the six houses in Cheldon, the sixth being the applicant.** The spokesman lives in a Listed Building in the village and advised that all five residents had formally lodged objections to the Planning Applications on the North Devon Council website. These had also been forwarded to the Parish Clerk, who had circulated the details to Councillors. The change of use would increase traffic on a blind bend in the village and in addition, there were a number of anomalies in the Application which had been covered in detail in the objections submitted to North Devon Council. Residents acknowledged the building required sympathetic restoration and they look to preserve the special nature of Cheldon. Councillor S Phillips had visited the site requested clarification on the construction which was given.	SP
39.	**To approve Apologies for Absence.** Councillor Mrs K Pincombe.	
40.	**Code of Conduct.** **40.1 To consider any Councillor Dispensation requests.** None. **40.2 Declarations of Interest not already declared in the Members' Register of Interests.** None.	
41.	**Approval of the Minutes of the meeting held by teleconference on 1 July 2020.** **Proposed by Councillor E Phillips as a correct record.** **Seconded by Councillor Mrs Croft and unanimously agreed.**	
42.	**Reports.** **42.1 County Councillor R Edgell.** Report of his telephone conversation with resident regarding bollards at South Molton Street had been covered Minute No. 38.2. Councillor Mrs Croft advised that County Councillor Edgell had asked if the Parish Council could register it's support or otherwise for a request he had received from Chulmleigh Playing Fields Association (CPFA) who were looking for funds to purchase a second hand tractor from the Cricket Club, subject to the approval of support from the Parish Council. Councillor Meadows, as Secretary of the CPFA explained that the tractor had been stored at the site and used in conjunction with a mower to cut the grass. The Cricket Club were looking to replace the tractor and would sell it to the CPFA for £3,000 of which £1,200 would be given by County Councillor Edgell, subject to the Parish Council's agreement. Councillors did not have any objection. The Clerk to send a letter of support to County Councillor Edgell confirming the item had been discussed and approved. **42.2 District Councillor K Davies.** Not present. **42.3 Councillors Mrs D Phillips and Mrs K Pincombe – Facebook.** Councillor Mrs Phillips advised that Neighbourhood Watch information had been included. There were problems getting the Parish Council Agenda on the main page.	Clerk

42.4 Councillor Mrs S Croft – Chulmleigh Community Help Group in connection with the coronavirus epidemic.
487 requests had been dealt with, a big jump from 379 the previous month.
The majority were prescription requests, 46%; 11% shopping; 25% dog walking; 13% Post Office requirements.
Three phone calls received on the day of the meeting informed that the arranged booking was not required as the residents would walk to the Health Centre and take advantage of the good weather.
Councillor S Phillips asked for a breakdown when the number of enquiries reached 500. — SC

42.5 Councillor Mrs Pincombe - Defibrillator check. Not present. The Clerk to check the situation so that she can submit the monthly Report to South West Ambulance Service Trust. — Clerk

42.6 Davy Park Play Area. Councillor J Smith.
The latest Play Area Inspection Report had been circulated to Councillors.

- ⇒ Councillor Smith had noted there were several dangerous items of equipment and questioned whether new equipment should be installed.
- ⇒ Councillor S Phillips confirmed he had investigated prices for new equipment.
- ⇒ Councillor Mrs Croft to follow up possible funding from North Devon Council based on the fact that Bickington and South Molton had received help. — SC

Quotations for two or three items of equipment and replacement of the floor surface to be available for the September meeting. — SP

Councillor S Phillips asked Councillors to consider for the next meeting a suggestion to remove the roof from the shelter in Davy park and change the fencing so that there is a different route to access the structure in an effort to combat the anti-social behaviour. — Cllrs to think about for next meeting

Councillors were aware that the July Inspection was the last one in the current contract. No decision was made to renew it as an enquiry made by the Clerk to Wicksteed Leisure regarding an item of equipment which did not appear to have been included on the Inspection Report had not received a response.

The cost of inspections would increase from £54 to £60 per Inspection. Alternative quotations to be considered at the September meeting and in response to Councillor Meadows' enquiry as to why quarterly inspections as opposed to annual were being carried out, he was informed this was an historic arrangement. — September Agenda / Clerk

42.7 Allotments. Councillors Withers advised that the second half of the vacant allotment in Davy Park had been filled.
District Councillor Davies is assisting with a plan for the new allotment area, the design for which will be prepared for approval by Chulmleigh Community College before the clearance of vegetation, after which a Working Party will be organised with the allotmenteers to carry out clearance work, fencing and general preparation.
It is hoped that necessary fencing will have been done by the new academic year.
Councillor S Phillips asked when the plan was expected to be ready to which Councillor Withers advised this should be in a few weeks. — NW

The Clerk had prepared a **Privacy Notice** for allotment holders in connection with GDPR in conjunction with a **Data Protection Policy** which had been circulated to Councillors for studying ahead of the meeting, with a view to adopting.

Councillor Meadows proposed that the Privacy Notice was adopted. Seconded by Councillor Mrs Croft and unanimously agreed.
Councillor Mrs Croft proposed that the Data Protection Policy was adopted. Seconded by Councillor E Phillips and unanimously agreed. — Clerk

42.8 Gardening Work. Councillor Smith gave details of the work identified for Mr M Summers, from whom an invoice of £60.00 had been received for gardening work carried out in July 2020.
It was understood that future work would involve two weekly periods in August and a review of the September work would be considered at the September Parish Council meeting. — September Agenda

The Clerk asked Councillors to authorise Mr Summers to commence work following the Parish Council pausing this, in line with other contractors.

Proposed by Councillor E Phillips that Mr Summers re-commences work for the Parish Council. Seconded by Councillor Smith and unanimously agreed.

Clerk to advise Mr Summers

42.9 Police. The Clerk had obtained log and crime figures for July 2020 as follows:

Logs.

ASB	6
Communications Offences	2
Domestic Related	4
Welfare Related	1
Road Related	4

Crime reports

Public order	1
Sexual Offence	1
Harassment	4
Assault	1
Domestic Incident	1
Communications offence	1
Theft	1
Criminal damage to M. Vehicle	2
Fraud	1
Other	1

The logs give an indication of the demands made and may or may not indicate that an offence has taken place. Crime reports are created from a demand where it is apparent an offence has been committed. Demand comes from reporting by phone where a log is created or online where the offence can be crime without a log.

42.10 Chulmleigh Recreational Association. Councillor Meadows had circulated a Report which was noted. The details accompany these Minutes.

43. **Planning Matters.**

43.1 The following Planning Applications were considered:

Clerk

Planning Application Ref:	Type	Applicant	Description
71718	General	Mr & Mrs Watson	Extension to existing holiday unit at South Beara, Chulmleigh Proposed by Councillor French to recommend approval. Seconded by Councillor Smith. Unanimously agreed.
71804	General		Demolition of existing garage & conservatory & replacement with single storey extension to include new integral garage, additional living space & internal alterations at 7 Four Ways Drive, Chulmleigh. Proposed by Councillor Mrs Croft to recommend approval. Seconded by Councillor French. Unanimously agreed.
71750	General	Mr Freeman	Conversion of redundant rural building to one residential dwelling at Old Milking Parlour, road from Molland Cross to Week Cross, Chulmleigh.

				Proposed by Councillor French to recommend approval. Seconded by Councillor Withers. Unanimously agreed.
	71769	Listed Building Consent	Mr A Marsh	Renovation and alterations to outbuilding to allow for use as store and studio at Winton, Chawleigh (within Chulmleigh Parish) Proposed by Councillor E Phillips to recommend refusal on the following grounds: Chulmleigh Parish Council wish to recommend refusal on the following grounds: 1. The height of the building, currently a single storey proposed to be a two storey. 2. There will be additional traffic flowing into the property on a blind bend. 3. At present, the materials used are stone and stoney cob, and whilst the stone may stay, there is no suggestion there will be stoney cob all the way around the building. 4. The proposal is out of keeping with the countryside. 5. It is considered there is adequate room for the applicant to achieve what they want to do without increasing the height. The relevant space required is covered by the building as it stands and within the grounds. Seconded by Councilllor Mrs Croft and unanimously agreed.
	71767	General	Mr A Marsh	Renovation and alterations to outbuilding to allow for use as store and studio at Winton, Chawleigh (within Chulmleigh Parish). Proposed by Councillor E Phillips to recommend refusal on the following grounds: Chulmleigh Parish Council wish to recommend refusal on the following grounds: 1. The height of the building, currently a single storey proposed to be a two storey. 2. There will be additional traffic flowing into the property on a blind bend. 3. At present, the materials used are stone and stoney cob, and whilst the stone may stay, there is no suggestion there will be stoney cob all the way around the building. 4. The proposal is out of keeping with the countryside. 5. It is considered there is adequate room for the applicant to achieve what they want to do without increasing the height. The relevant space required is covered by the building as it stands and within the grounds. Seconded by Councilllor Mrs Croft and unanimously agreed.
	71782	General	No name given on	Change of use of ground floor to 2 bed unit, conversion of outbuildings to x 3 garages & conversion of storage buildings to x 2 residential

			planning documents	**units. Erection of x 1 residential unit with additional access at 2 South Molton Street, Chulmleigh.** A Planning Committee site meeting to be arranged.

43.2 Planning Correspondence. The following North Devon Council Decision Notices were noted:
Approval for Application 71377 – Increasing height of chimney to 1.8m above roof thatch at Greenacre, East Street, Chulmleigh.

44. **The following Finance matters were considered:** — Clerk

44.1 Sanction payments due & instruct cheque signatories. (details below).
Proposed by Councillor Mrs Phillips
Seconded by Councillor Meadows. Unanimously agreed.

Item No.	Cheque No.	Payee	Description	Amount
44.1.1	**3455**	**HMRC**	PAYE	**£114.00**
44.1.2 **44.1.3** **44.1.4**	**3456** **3457** **3458**	**Payroll**		**£634.49** **£432.64** **£ 78.40**
44.1.5	**3459**	**Mr M J Baker**	Grass Cutting – Quarter 2	**£538.17**
44.1.6	**3460**	**Mrs S Croft Interest**	Reimbursement for ink cartridges in connection with Parish Council work / presentations	**£94.08**
44.1.7	**3461**	**Lara Trinder Bookkeeping**	Payroll Services April – June 2020 Including initial set up (Compared to £51.00 for previous payroll practitioner)	**£21.00**
44.1.8	**3462**	**Wicksteed Leisure Ltd**	Quarterly Play Area Inspection	**£54.00**
44.1.9	**3463**	**Mark Summers**	Gardening services	**£60.00**

44.2 EDF Energy. Provision of electricity to the public toilets. The direct debit will increase from £8 a month to £9 a month from 28 August 2020. *Noted.*

44.3 Wall at Davy Park. There is a problem with the original contractor. The Clerk had invited 14 firms to quote, some of which are interested but none are able to do the work until after the Winter.
The Clerk has requested quotes for the work to be done in 2021 and in the meantime, advise on the best way of protecting the wall from the Winter weather. — September Agenda

45. **Items for discussion.**

45.1 Abandoned cars in Pincombe's Car Park. It was not known if the vehicles are still there.

45.2 To further discuss resident's representations in connection with damage to No. 2 Langley Cottages. — Clerk to arrange
Councillor Mrs Croft advised that County Councillor Edgell had suggested a site visit between him, the Neighbourhood Highways Officer and Councillor S Phillips.
This to be done in conjunction with the site meeting in respect of line hatchings in the Town where obstructions are being experienced, namely (1) the bottom end of South Molton Street; (2) outside the mini supermarket; (3) outside the Town Hall; and (4) outside the Antique Shop in Fore Street opposite the Town Hall.

45.3 Potholes, Langley Lane. It was noted that the Clerk requested the up to date position from DCC Highways, the assessment date of 15 July 2020 having passed. The Neighbourhood Highway Officer replied as follows:
'Contractor has confirmed site is too narrow for Dragon Patcher (machine to quickly repair potholes), bid made for overlaying road with traditional material as part of non principle road recovery programme, scheme number 204259610'.
Councillors noted there is an alternative access to Langley Lane and this would be covered during the site visit. — Clerk

45.4 Provision of a defibrillator close to the Golf Club. Councillors further consider this facility.
⇒ There is no defibrillator close to the Golf Club and no defibrillator at the Golf Club

	⇒ The Clerk to apply to County Councillor Edgell for funding towards an additional defibrillator close to the Golf Club and to invite the owners of the Golf Club to consider a contribution towards it ⇒ Councillor French will ask members of DART for a contribution Councillor Meadows informed that the CPFA is intending to locate the defibrillator currently inside the premises to the outside, using the cabinet that housed the defibrillator at Pincombes Garage before the replacement was recently installed, thus making it accessible to members of the public. Councillors Meadows and French will discuss the above plan in conjunction with DART's proposal to put a defibrillator in the adopted phone box in Leigh Road, in close proximity to CPFA's proposal.	Clerk Clerk PF
46.	**Items to note.** **46.1 Offer for the land known as "The Bramble Patch" Chulmleigh for £100,000.** For information and public record. **46.2 Kier.** Notification of road closure to complete SWW utility works outside Charis House, East Street, Chulmleigh from 20 – 22 October. **46.3 DCC Highways.** B3226 – Head Bridge to Fortescue Cross – trees. Further to concerns raised by Burrington Parish Council, the trees have been inspected and based on the visual inspection report, it has been decided this record will have a Section 154 notice sent to the landowner/s which has a 28 day time frame for response and a total of 6 months before re-assessment. There may be a delay to the notice being sent due to Covid-19.	
47.	**Chairman's Business.** **47.1 Street Cleaner.** Meeting on 11 August 2020 on the basis that all understood what they should / should not be doing. **47.2 Office of the Police and Crime Commissioner.** Introducing Our New Safety In Neighbours Burglary Campaign. **47.3 Future meetings held by Zoom.** Councillors are asked to inform the Clerk of their preference for this or continue with teleconferences.	Cllrs
48.	**Matters raised by Councillors / Clerk.** No items had been raised.	
49.	**Date of next meeting. Wednesday, 2 September 2020 at 7pm by teleconference or Zoom, subject to Minute No. 47.3.** The Agenda will be sent on Wednesday, 19 August 2020 due to the Clerk's leave from 21 – 31 August. Councillors are requested to advise any items for inclusion under Matters raised by Councillors by 18/8/20. The Meeting ended at 8.21pm.	

Summary of Decisions:

- **Minutes of the Parish Council Meeting held on 1 July 2020 by teleconference**
- **Adoption of Privacy Notice and Data Protection Policy**
- **Mr M Summers to re-commence gardening work after a pause in connection Covid-19**
- **Planning**
- **Payments**

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

Signed: Chair of Chulmleigh Parish Council:	Date: