CHULMLEIGH PARISH COUNCIL

Minutes of a teleconference held on Wednesday, 1 April 2020 in place of the scheduled Parish Council Meeting due to the coronavirus epidemic and the government's instructions on gatherings of more than two people.

Chaired by: Councillor S Phillips	**Clerked by: Sue Squire**
Present: Councillors **Mrs S Croft** **P Gravell** **H Meadows** **Mrs D Phillips** **S Phillips** **Mrs K Pincombe** **J Smith** **N Withers** **District Councillor K Davies**	**Agenda: -** Annual Parish Council Meeting Addendum of the Standing Orders Public Session to include any School Council Report To approve apologies for absence Code of Conduct Approval of the Minutes of the Meeting held on 1 April 2020 by teleconference Reports Planning Matters Finance Matters Items for discussion Chairman's Business Date of next meeting

		Action:
1.	**Annual Parish Council Meeting.** The meeting would ordinarily be held during this May meeting. The National Association of Local Councils had confirmed that it was in order for Town and Parish Councils to postpone the Annual Parish Council Meeting (AGM) to May 2021. The Clerk emailed Councillors for their thoughts under the terms of the Business Continuity Plan. All but one was in favour of postponing the Annual Parish Council Meeting and accordingly, as there was a majority, the meeting will now be held in May 2021.	
2.	**Addendum of the Standing Orders.** Councillors considered, with a view to adopting, a document from the Devon Association of Local Councils prepared by Cornwall Council, in connection with the COVID-19 epidemic. The document had been circulated to Councillors for studying ahead of the meeting. Councillor Meadows felt that meetings were not accessible to members of the public and was advised that members of the public could attend or make representations if they so wished. Minute No. 3 refers. The Agendas to be made available earlier informing that members of the public can attend and should give the reasons of what they wish to say.	
3.	**Public Session.** **Graffiti in Davy Park** Covered under Minute No. 11.2.	
4.	**To approve Apologies for Absence.** Councillors French, E Phillips and County Councillor Edgell. Councillors noted that former Councillor S Cridland-Smith had resigned.	
5.	**Code of Conduct.** **5.1 To consider any Councillor Dispensation requests.** Councillor Mrs Croft declared a Prejudicial Interest in Minute No. 9.1.5, Finance. Payment to her in	

	respect of reimbursement of phone call charges relating to the Chulmleigh Community Group formed in response to the coronavirus. **5.2 Declarations of Interest not already declared in the Members' Register of Interests.** None.	
6.	**Approval of the Minutes of the meeting held by teleconference on 1 April 2020.** Councillor Withers asked for Minute No. 144.4 to be amended to read 'The project is progressing in a planning capacity and roles and responsibilities have been delegated'. **Proposed by Councillor Mrs Croft as a correct record, subject to the above amendment. Seconded by Councillor Mrs Pincombe. Unanimously agreed.**	
7.	**Reports.** **7.1 County Councillor R Edgell.** When sending his apologies, Councillor Edgell advised that he would follow up any issues required as a representative of the County Council. He had supported the DCC Prompt Action Fund Grant submitted by the Parish Council which had been successfully awarded £495.00. **7.2 District Councillor K Davies. Report.** On behalf of County Councillor Edgell, he had completed a walk via Huntacott bridge which had been repaired and the debris under the clapper bridge at the bottom of Rock Hill had been dealt with. Other items: ▪ A quarter of NDC workforce are working remotely and the remainder has access to emails ▪ Waste and recycling is being collected ▪ Scrutiny and Resources meeting was held remotely where it was reported that £6.1million for High Streets had been confirmed by the government ▪ There is cleaner air as a result of the lockdown ▪ NDC is serving all sectors of the community and allocated funding for grants being dealt with efficiently ▪ NDC has seen a significant drop in revenue ▪ The Climate and Emergency Grants Scheme has been delayed ▪ On Tuesday 12 May, there is a 'Turn it Blue' event in support of the NHS ▪ Thanks were expressed to Councillor Mrs Croft and the team of volunteers in Chulmleigh **7.3 Councillors Mrs D Phillips and Mrs K Pincombe – Facebook.** It had not been possible for this meeting's Agenda to be uploaded, but a piece about Chulmleigh Bygones had been included. On the Friends of Chulmleigh Facebook page, people had been talking about dog bins and weeding, where Councillor Mrs Pincombe commented on behalf of the Parish Council. Councillor Mrs Pincombe had been contacted by resident wanted to join the Parish Council and was advised to leave it until next year. Dog poo is a big issue in Chulmleigh, but during the coronavirus outbreak, Councillor Mrs Pincombe has decided against putting the bags in plastic bottles strapped to street light poles. District Councillor Davies would forward details of the Turn it Blue event. As regards dog poo, laws and regulations had been discussed and was deferred for the time being. **7.4 Councillor Mrs S Croft – Chulmleigh Community Help Group in connection with the coronavirus epidemic.** Councillor S Phillips expressed huge thanks on behalf of the Parish Council and the town for all the work and help which had taken place. Councillor Mrs Croft advised that the numbers had increased since she submitted her report which detailed: ▪ Prescriptions 87 ▪ Shopping 30 ▪ Dog walking 19 ▪ Post Office / letters / cash / parcels 6	KD

- Surgery / hospital using DART car 27
- Telephone support 2
- Others / Foodbank etc 5
- Logging of all requests 180

Cards were being received from people who have been helped by the Group and Councillor Mrs Croft said she has nothing but praise for all her 33 volunteers who are active, willing and enjoying what they are doing.

The Clerk had submitted a 'In This Together' funding application to Western Power Distribution in the sum of £2,000 to offset expenses incurred by the Chulmleigh Community Help Group where a decision is yet to be made.

8. **Planning Matters.**

8.1 Planning Application to consider: Clerk

Planning Application Ref:	Type	Applicant	Description
71377	Full	Dr S Firek	**Increasing height of chimney to 1.8m above roof thatch at Greenacre, East Street, Chulmleigh** To respond that clarification is required because there appear to be inconsistencies with the measurements provided.
71391	Listed Building	Mr M Neil	**Demolition of existing and erection of new extension to dwelling at 3 Fore Street, Chulmleigh** **Proposed by Councillor Smith to recommend approval. Seconded by Councillor Withers. Unanimously agreed.**
71480	Prior Approval	Mr Broughton	**Change of use of agricultural building to one dwelling house at Molland Cross Cottage, Meshaw.** **The following response to be sent in respect of the six questions:** a) transport and highways impacts of the development. Response: Concern was raised in respect of visibility of emerging vehicles. b) noise impacts of the development. Response: None. c) contamination risks on the site. Response: There is a risk due to an asbestos roof. d) flooding risks on the site, or Response: None. e) whether the location or siting of the building makes it otherwise impractical or undesirable for the building to change from agricultural use to a use falling within Class C3 (dwelling houses) of the Schedule to the Use Classes Order. Response: None.

				f) Design or external appearance of the building. Response: This would be an improvement.	

8.2 The following North Devon Council Decision Notices were noted:
APPROVAL for Applications 71071 / 71072 Listed & Full Planning Application consent for single storey rear extension to replace existing porch replacement roof over conservatory & store at Hill View, Fore Street Hill, Chulmleigh.

PRIOR APPROVAL for change of use of agricultural buildings to dwelling house (Class Q) at East Garland, Kings Nympton.

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

9.1 Sanction payments due & instruct cheque signatories.
Proposed by Councillor Meadows, seconded by Councillor Mrs Phillips. Unanimously agreed.

Item No.	Cheque No.	Payee	Description	Amount
9.1.1	3433	HMRC	PAYE	£131.00
9.1.2 9.1.3	3434 3435	Payroll		£523.28 £432.64
9.1.4	3436	Mr M Summers	Gardening work in April	£195.00
9.1.5	3437	Mrs S Croft Prejudical Interest declared	Reimbursement for telephone call charges in connection with Chulmleigh Community Group (COVID-19)	£25.65
9.1.6	3438	DALC	2020/21 Subscription	£347.80
9.1.7	3439	Mr M Baker	Grass cutting	£538.17

Clerk

9.2 INCOME.
It was noted that the sum of £15,225.00 had been credited to the Treasurers Account in respect of the first tranche of the 2020/21 Precept.

It was noted that the sum of £495.00 had been credited to the Treasurers Account in respect of a DCC Prompt Action Fund Grant for use by the Chulmleigh Community Help Group.

9.3 The Pensions Regulator. It was noted that the Clerk had submitted the re-declaration of compliance in respect of the two employees which has been acknowledged and confirmation received.

10. **Items for discussion.**
10.1 Replacement of defibrillator. Councillor Mrs Pincombe advised that Denby Smith had not installed the electric.

10.2 Weed Spraying. Councillor S Phillips advised that the Parish Clerk had obtained costs which had increased substantially since last year.
He suggested that there was a limit of 1,000 metres, to be agreed by Councillors S Phillips and N Withers.
Councillors were in agreement for them to proceed in this way.

SP / NW

10.3 Kier. Notification of road closure from 22 to 26 June 2020 to complete SWW utility works opposite Toll House.
No further details had been given on the location, although this had been requested by the Clerk.
Councillor S Phillips to check with the residents and advise the Clerk

SP

10.4 Highway Report Reference W201325515 – Trip Hazard at Langley Gardens reported by the Clerk.

	The assessment was due to be completed by 4 May 2020. Councillor Mrs Pincombe advised that it had been repaired but that another new area beside it has come up. She would take pictures and send to the Clerk for reporting. **10.5 Abandoned cars in Pincombe's Car Park.** It was noted that the Clerk had reported these to North Devon Council for the relevant attention. The vehicles had not been removed and the item to be on the June Agenda. **10.6 Grass Cutting by Mr M Baker and Mr M Summers.** It was noted that these contractors had been advised that grass and gardening contracts had been suspended for the safety and protection of them and others during the coronavirus epidemic. The letter was circulated to Councillors who all agreed the details.	KP / Clerk June Agenda
11.	**Chairman's Business.** **11.1 Allotments.** It was noted that the Clerk had received another name to be added to the waiting list. An allotment holder had passed away and his allotment was now available. It is to be divided into two as there is a dividing path between it so that the first two people on the waiting list have the opportunity to rent it. The Clerk to contact them and ask which part of the allotment they would like and provide a picture. Councillor Withers will approach another allotment holder to establish the dividing line. Councillor Withers asked the position regarding a second allotment site which Councillor S Phillips was investigating who advised he was not yet in a position to identify the area. **11.2 Graffiti in Davy Park.** Councillor S Phillips to speak to the Executive Head Teacher at Chulmleigh Community College to obtain his thoughts and ideas and, subject to those, obtain volunteers to remove the vandalism with the material held by North Devon Council by pupils of the College. **11.3 Councillor Meadows** advised that Chulmleigh Playing Field had been advised by North Devon Council that funding of £18,500 from S106 monies to tarmac the car park had been approved by the Resources Committee. It requires approval by Full Council in July and meanwhile, the Clerk will receive the relevant Funding Agreement for completion. The total amount will enable the work to be done. Thanks were expressed to District Councillor Davies for alerting the Committee to a Small Business Grant available from North Devon Council to offset the loss of revenue as a result of the coronavirus epidemic. £10,000 had been awarded which will assist with the on-going running costs of the playing field where there is zero income at present. The Playing Field continues to maintain grass cutting in the dog walking area as essential exercise area and social distancing is easily achieved. **11.4 Councillor Mrs Pincombe.** The rubbish bin at The Beacon is overflowing. **11.5 Councillor Mrs Pincombe** was aware of notices from NDC advising dog poo can be put in black bins. Conversely, a poster had been put by the bin outside the public toilet saying it was not to be used for this purpose. District Councillor Davies advised he had put the poster up as a result of resident complaints. The Clerk to add this bin to the collection route of dog waste bins.	Clerk NW SP Clerk to report Clerk
12.	**Date of next meeting. Wednesday, 3 June 2020 at 7pm by teleconference if social distancing restrictions for gatherings remain in place.**	

	The meeting ended at 7.59pm.	

Summary of Decisions:

- **Minutes of 1 April 2020**
- **Planning**
- **Payments**

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

Signed: Chair of Chulmleigh Parish Council.	Date: