CHULMLEIGH PARISH COUNCIL

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

Chaired by: Councillor S Phillips	**Clerked by: Sue Squire**
Present: Councillors **Mrs S Croft** **P Gravell** **H Meadows** **S Moyse** **Mrs D Phillips** **E Phillips** **S Phillips** **Mrs K Pincombe from Minute No. 42.6** **District Councillor K Davies** **No Members of the Public**	**Agenda: -** Public session to include any School Council Report Apologies for absence Reports Code of Conduct Approval of the Minutes of the Meeting held on 3 July 2019 Matters Arising Planning Matters Finance Matters Correspondence / Notices & Publications Received Items raised by the Chairman Items for future Agendas Date of next meeting

		Action:
42.	**Public Session to include any School Council Report.** **42.1 Letter regarding overgrown bushes in the location of Royal Charter Park.** Environment Committee to meet the resident on site and make the relevant arrangements. **42.2 Email regarding high hedges on Back Lane / Four Ways Drive.** Private residents are not involved in a dispensation and can cut hedges at their convenience. **42.3 Letter regarding anti-social behaviour in Davy Park.** Councillors were in agreement for Councillor S Phillips to meet the author of the letter. Councillor S Phillips to report this to the Police and if they have a strong recommendation, he will follow it up. **42.4 Email regarding weed spraying in Chulmleigh.** A reply to be sent thanking the resident and advising that the Parish Council will continue to do its best in 2020 to work with the centre of Chulmleigh and the worse weed areas. **42.5 Email regarding the new dog bin near the dog exercise area.** The Clerk had responded advising the bin had been ordered and delivered. **42.6 Offer to paint the Village Pump.** **42.7 Chulmleigh Playing Fields Association.** Letter formally requesting substantial allocations to be made from both Phase 2 and 3 S106 monies towards the extension of the buildings at the Leigh Road site. To be discussed at the next Section 106 meeting. The Clerk to acknowledge letter and advise it has been passed on to the Section 106 Committee.	SM to liaise with resident Clerk to reply SP Clerk Environment Committee to have a site visit and report back Clerk
42.	**To approve Apologies for Absence.** County Councillor R Edgell.	
43.	**To receive the following Reports:** **43.1 Police.** No Report received. **43.2 County Councillor R Edgell –** apologies given. **43.3 District Councillor K Davies spoke on the following:** • There had been a second fire at Brynsworthy Recycling Centre and as a result, batteries are not being accepted in recycling any more	

- At a full Council meeting, three resolutions was made:
    1. Formal representations to be made to the government to reverse funding cuts in school budgets, teacher pay rises and more support for SEN (Special Educational Needs) children
    2. Signing of Devon-wide Climate Declaration and setting up of a Working Party (more information was on the DCC website). Councillor Davies was aware that other Parishes had made Climate Emergency Declarations and the item would be further discussed at the next Parish Forum on 19 September.
    3. To call on DCC to review connectivity in North Devon regarding £90 million spent on North Devon Link Road improvements.
- There had been complaints that the dog bin in Langley Gardens had not been emptied. This had been organised.
- A District Councillor Grant of £200 had been agreed for pre-project expenses in connection with the new built of the Pavilion
- He had attended a presentation by Wessex Community Assets. Funding can be applied for any community asset, not necessarily affordable housing. £9 billion had been allocated for stimulated affordable housing, car parks, energy regeneration and transport.
- Regarding the release of Section 106 funding for the adventure play area from the second tranche of monies, Councillor Davies asked if the Survey had been progressed. Councillor S Phillips advised this would be discussed at the Section 106 Committee Meeting.

Councillor Meadows referred to the Wessex Community Assets spoken about and advising that Chulmleigh Recreational Association was looking to improve the car park.
Councillor S Phillips suggested a presentation to the Parish Council and Councillor Davies will invite them and liaise with the Clerk regarding the date.

Councillor Mrs Croft advised she had a meeting at Ladywell Meadows on 12 July with North Devon Council Countryside Landscape Officer (Andy Jones) and the site manager who had advised the tree that had been mounded was not in any danger. KD / Clerk
Councillor Mrs Croft was given a copy of the tree plan. One tree had been felled and would not be reinstated due to the amendment of the site. Hedging had been looked at and an assurance given that it would be reinstated. Mr Jones would provide a formal Report with a copy for the Parish Council.

Councillor S Phillips spoke about his site visit where he had, by chance, met a resident who worked for Mid Devon District Council Planning Department who confirmed there had been tree damage. Before the tree was removed, branches had been damaged.
There was progress between Devonshire Homes and North Devon Council regarding this item.

In connection with the Ladywell Meadows area, Councillor Mrs D Phillips asked about the telephone box which was in a poor state.
Councillor E Phillips will contact a resident to enquire if residents wish to adopt it from BT.

Benches. It was noted that several benches in the Parish had been removed or were in a poor condition.
The Clerk to forward a list of benches / locations for Councillors to check and report back at the September meeting. EP

43.4 Environment Committee. Minute No. 42.1 refers. Clerk

43.5 Playing Field – Councillor H Meadows.

- Underfloor heating and floor completed, screeding being done imminently.
- Insulation and water pipes in and system filled with water
- Portable storage containers fitted with cupboards and racks to be filled with items from various organisations
- Previous storage area to be stripped and converted into a permanent facility for the youth centre
- Four companies had been invited to quote for resurfacing the car park
- Invitations going out to architects to work with Chulmleigh Playing Fields Association Steering Group New Build Project.

43.6 Highlights Projects. There was nothing to report.

44.	**Code of Conduct.** **44.1 To consider any Councillor Dispensation requests.** • **Councillor Moyse – Minute No. 46.5 – GoodSAM and Minute No. 47.4 – Enforcement, Trench South of the Little Dart River** • **Councillors Howard and Mrs Pincombe as Secretary and Vice Chairman of the Chulmleigh Playing Field Association projects.** **44.2 Declarations of Interest not already declared in the Members' Register of Interests.** None.	
45.	**To approve the Minutes of the Meeting held on 3 July 2019.** **Approved and signed as a correct record after a minor amendment to the second line of Minute No. 34.11 was noted. Proposed by Councillor Moyse, seconded by Councillor E Phillips and unanimously agreed.**	
46.	**Matters Arising from the Minutes:**	
46.1	**Road markings / parking outside Chulmleigh Community College.** No further information was known.	
46.2	**Ladywell Meadows Development.** Covered under Minute No. 43.3.	
46.3	**Road Closure in Cricket Close.** Councillor Gravell reported that no official road closure had yet been made and a visit from the scaffolder was waited.	
46.4	**Village Sign near Bonds Farm.** It was noted that the Clerk had advised Highways that the sign is about to fall down, following their reply that it would be some time before it was replaced. It was also noted that the Clerk had obtained details of a Community Enhancement Scheme where bids can be submitted for items such as signage. Councillors to advise the Clerk about the wording who would then obtain a quotation for a replacement metal sign and also a Davy Park sign. The Clerk to ask County Councillor Edgell if brown signs are still feasible.	Cllrs / Clerk Clerk
46.5	**GoodSAM App.** Councillor Moyse declared a Personal Interest. This item was outlined at the July Meeting. Counciillor Moyse advised that the support of the Parish Clerk was sought for first aid training to be organised and funded by DART to perpetuate into the GoodSAM app and potentially a community first responder group being set up. Councillors were in agreement.	
46.6	**Defective Speed Sign at Leigh Road.** Following a further reminder, a response had been received under reference ENQ191232780 advising that the traffic team had been requested to service the unit. A follow up email was received advising 'there have been no comments entered for this enquiry'. The Clerk sent a further email asking for clarification and a reply received saying the details have been sent to the team so that an assessment can be carried out, estimated to be completed by 28/8/19.	
46.7	**Petition for design and safety measures in Leigh Road.** Councillor Meadows advised the details were being circulated.	Sept Agenda
46.9	**Request for signage at the top and bottom of South Molton Street.** It was noted that Highways had replied advising there is already an illuminated sign in place with the information.	SP to check
46.10	**Parish Council Communication via Facebook, Instagram and Twitter.** Councillor Mrs Pincombe is willing to set this up and manage the accounts. Councillor Mrs D Phillips was willing to assist. A group age proforma to be prepared and presented at the September meeting. **Proposed by Councillor Moyse, seconded by Councillor E Phillips.** Vote: 6 in favour. 2 abstentions.	KP / DP
46.11	**January 2020 Meeting.** Tuesday 7 January 2020 at 7pm. The Clerk was unavailable due to another scheduled meeting and arrangements to be made for the Minutes to be taken.	Clerk to book Town Hall
46.12	**Additional dog bin.** It was noted that this had been ordered at a cost of £75 including delivery and delivered by the Clerk to Councillor Meadows before the meeting. The Clerk advised that North Devon Council had been advised and will collect from next Wednesday.	
46.13	**Davy Park Landscaping.** It was noted that at the request of Councillor S Phillips, the Clerk had confirmed to St John's Garden Centre that their quotation has been accepted. Work would start on 19 August. It will be necessary to purchase table and chairs for the current shelter and the picnic area.	
46.14	**Potholes in New Street, Chulmleigh.** The Clerk reported these as a result of representations from a resident. DCC Highways have responded under reference ENQ191242894 that 'from the photographs it is not really possible to confirm if the surface defects would meet the criteria for urgent intervention, they certainly don't look to be >400mm sharp edged defects. I will inspect next time I am in the village. The rainwater channels depicted are entirely the relevant householders responsibility to maintain'. This information had been passed to the	

resident.

47. **Planning Matters:**

47.1 Planning Applications. Clerk

Planning Application Ref:	Type	Applicant	Description
66946 / 66947	Application & Listed Building Application	Mr K Swainson	Refurbishment works to house & barn, erection of extension & regularisation of previous alterations at The Old Manse, East Street, Chulmleigh, EX18 7DD. Proposed by Councillor Moyse, seconded by Councillor E Phillips and unanimously agreed to recommend approval.
70150	Application	Mr A Marsh	Alterations to upper floor (loft) to attached barn. Works include install stud partitions, a glazed door with existing timber door repaired and used as a shutter and widen existing window at Winton, Cheldon, Chawleigh, EX18 7JB. Proposed by Councillor E Phillips, seconded by Councillor Moyse and unanimously agreed to recommend approval.
70218	Application	Ms M Bemrose	Conversion of existing integral garage & erection of new detached garage at Monteagle, Leigh Road, Chulmleigh, EX18 7BL Proposed by Councillor E Phillips, seconded by Councillor Moyse and unanimously agreed to recommend approval.

47.2 Planning Applications received after the publication of the Agenda.

66942	Application	Mr and Mrs A Dart	Single storey extension together with conversion of loft space at Kynance, South Molton Street, Chulmleigh, EX18 7BW. Proposed by Councillor Mrs D Phillips, seconded by Councillor Meadows and unanimously agreed to recommend approval.
66921	Retrospective Application	Mr K Moore	Retrospective application for change of use of offices to form one dwelling at The Old Buttery, 1 Leigh Road, Chulmleigh, EX18 7BL. Proposed by Councillor Moyse, seconded by Councillor Meadows with 5 in favour and 2 abstentions to reply: Chulmleigh Parish Council is extremely unhappy with retrospective applications which should, particularly bearing in mind some practices, should be applied for in the first place. Chulmleigh Parish Council wish to recommend approval.
70222	Application	Mr M Hill	Conversion of agricultural building to form one dwelling at The Old Farmhouse, Thurle, Chulmleigh, EX18 7AE. Proposed by Councillor Moyse, seconded by Councillor Mrs Croft and unanimously agreed to recommend approval.

47.3 ND Council Planning Decisions. The following was noted.

Planning Application Ref:	Type	Decision	Description
66693	Application	Approval	Erection of one agricultural building together with construction of access track & hardstanding areas at South Week, Chulmleigh.

47.4 Planning Correspondence.

Application 66735 – Prior notification for erection of one agricultural building (storage) at Little Lightleigh Farm, Chulmleigh. It was noted that North Devon Council had advised the applicant that additional details would be required for the development.

Enforcement 11137 – Trench south of Little Dart River.
Councillor Moyse declared a Personal Interest.
Following a site visit by the Enforcement Officer, the file is being reviewed by the Planning Officer.

Enforcement 11419 – New access track, Leigh Farm, Chulmleigh. The Enforcement Officer had requested precise details.
To reply: The location is as per Application 65988. The Enforcement Officer to be advised of the site meeting on 8/2/19 and the concerns raised as a result. Councillors were willing to have a site visit. Clerk

48. **Finance matters:**

3.1 Sanction payments due & instruct cheque signatories. Proposed by Councillor Mrs D Phillips, seconded by Councillor Moyse and unanimously agreed. Clerk
Councillors Meadows and Mrs Pincombe declared a Personal Interest in some items and did not vote.

Item No.	Cheque No.	Payee	Description	Amount
48.1.1	3335	Chulmleigh Town Hall Committee	Hire of Hall for meetings on 19/6/19 & 3/7/19	£24.00
48.1.2	3336	HMRC	PAYE	£39.60
48.1.3 48.1.4 48.1.5	3337 3338 3339	Payroll		£564.15 £432.64 £78.40
48.1.6	3340	IDVerde	Weed Spraying. Invoice not received.	-
48.1.7	3341	Mr M Summers	July 2019 gardening	£120.00
48.1.8	3342	Mr P Marjason	Supply and install 1200 litre bunded oil tank	£1,829.81
48.1.9	3343	North Devon Council	Emptying of dog waste bins for the period July to September 2019	£218.40
48.1.10	3344	Mrs S Squire	Reimbursement for website domain name	£81.40
48.1.11	3345	John How Carpets	To supply and fit new flooring in the Pavilion (50% deposit)	£4,395.00
48.1.12	3346	DALC	3 copies (+P&P) of the Good Councillors Guide	£7.60
48.1.13	3347	Mr M Hiscock	Works in connection with new Pavilion floor	£3,600.00
48.1.14	3348	Mr M Hiscock	Works in connection with new Pavilion floor. Invoice to be received later.	-
48.1.15	3349	John White Signs	Dog exercise area signs	£220.80
48.1.16	3350	Screedmaster SW Ltd	Supply and fit liquid screed at the Pavilion	£2,724.00
48.1.17	3351	Nicholsons	Soap for public toilets	£21.90
48.1.18	3352	Advancedscape	Dog Bin	£75.00

48.2 Grounds Maintenance – Mr M Summers.
Councillor S Phillips to meet the contractor regarding August work involving cutting bushes in connection with Minute No. 42.1. SP

48.3 Community Defibrillator. Councillor Moyse advised the deadline for replacement had been extended to the end of November 2018. October Agenda

48.4 EDF Energy. Invoice from 27/10/18 – 24/7/19. It was noted that the account is £9.00 in credit.

48.5 2019 Audit. It was noted that external auditors P K F Littlejohn had acknowledged receipt of the Annual Governance and Accounting Return (AGAR) Part 3, 2019.

48.6 INCOME.
It was noted that the sum of £1,500 had been credited to the Treasurers Account in respect of a Locality Grant from County Councillor R Edgell's allocation.

It was noted that that an allocation of funding from the Phase 1 of Ladywell Meadows Section 106 funding had been requested from North Devon Council in respect of invoices paid. The sum of £8,244.37 has been credited to the Treasurers Account.
The Clerk has completed the necessary Project Evaluation Form.

49. **Correspondence / Notices & Publications Received.** Notices were put on the table and available to read.

From:	Details:
North Devon Council	Consultation on proposed removal of public payphone at Wallingbrook Cross. Covered under Minute No. 43.3.
DCC Highways	It was noted that as a result of Councillor Mrs D Phillips' representations regarding safety at the junction with the A377 and Leigh Road due to overgrowth of vegetation, the Clerk reported this via the DCC website and was given the reference number W191243720. The assessment is due to be completed by 13/8/19.
DCC Highways	Temporary road closure from 12 – 27 August 2019. Roads affected – road from Lightleigh Cross to Dobbs Moor Cross, Chulmleigh to enable Openreach works – access to overhead network, cabling for new customer connection.
North Devon Council	Parish Forum. 19 September 2019 at 6.30pm. Details had been circulated to Councillors.

50. **Items raised by the Chairman.** Benches. Covered under Minute No. 43.3.

51. **51.1 Items for future Agendas.** Those identified from these minutes.

51.2 To consider tabled items received following Agenda publication. Covered during the meeting.

51.3 Items raised by Councillors.
51.3.1 Councillor Mrs Croft advised she had been working on a document regarding a Neighbourhood Plan. Grant funding had been explored and she will advise when more information was known.

53.3.2 Councillor Moyse advised there would be a DART meeting at The Old Court House on 14/8/19.

52. **Part II Confidential. Proposed by Councillor Mrs Croft that the meeting went into Part II Confidential. Seconded by Councillor E Phillips and unanimously agreed.** District Councillor Davies, being the only member of the public present, left the meeting.

53. **Date of next Meeting: Wednesday, 4 September 2019 in the Town Hall at 7pm.**

The Meeting ended at 9.21pm.

Summary of Decisions:

- **Minutes of 3 July 2019**
- **Councillors Mrs Pincombe & Mrs Phillips to progress a group page proforma for Facebook, Twitter and Instagram as another way of the Parish Council communicating to the public**
- **Planning**
- **Payments**
- **Meeting to go into Part II Confidential**

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

Signed: Chair of Chulmleigh Parish Council:	Date: