CHULMLEIGH PARISH COUNCIL

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

Chaired by: Councillor S Phillips	**Clerked by: Sue Squire**
Present: Councillors **Mrs S Croft** **P French** **P Gravel** **Mrs D Phillips from Minute No. 65.2** **E Phillips from Minute No. 65.2** **S Phillips** **Mrs K Pincombe** **J Smit/** **One member of the public**	**Agenda: -** Public Session To approve apologies for absence Code of Conduct Approval of the Minutes of the meeting held by teleconference on 2 September 2020 and ratification of the Planning Committee meeting on 15 September 2020 Reports Planning Matters Finance Matters Items for discussion Items to note Chairman's Business Matters raised by Councillors / Clerk Date of next meeting

		Action:
65.	**Public Session.** **65.1 Rope swings / litter on footpath running from Leigh Road and adjacent to the Golf Course.** Councillor Withers (P3 co-ordinator) has inspected the site and picked up less than 20 items, most of which was recycled. Some were quite degraded and had been there for some time. He has offered to collect any litter from the area in future. Regarding the rope swing, Councillor Withers suggested there may be merit in approaching the landowner. **65.2 Abandoned van in Pincombe's Car Park with alleged person using it for sleeping.** The Clerk has reported this to North Devon Council. **65.3 Overgrown hedge between Royal Charter Park and Pincombe's Car Park.** The Clerk has reported this to North Devon Council.	SP to speak to NW re landowner KP to monitor the vehicle
66.	**To approve Apologies for Absence.** Councillor N Withers, County Councillor R Edgell and District Councillor K Davies. The resignation of Mr Howard Meadows was noted. A Notice of Vacancy is on display in the notice board and if the electorate does not request a by-election by 9 October (the cost of which would have to be borne by the Parish Council), the Parish Council can co-opt. The Chairman has sent an email of thanks to Mr Meadows. Councillor Mrs Phillips asked for Parish Council correspondence received from Mr Meadows to be addressed to the Chairman and Clerk in future and not all Councillors copied in.	Clerk to pass this message to Mr Meadows
67.	**Code of Conduct.** **67.1 To consider any Councillor Dispensation requests.** None. **67.2 Declarations of Interest not already declared in the Members' Register of Interests.** **Councillor Mrs Croft declared a Prejudicial Interest in Minute No. 71.1.6 – Finance.**	
68.	**Approval of the Minutes of the meeting held by teleconference on 2 September 2020 and ratification of the Planning Committee meeting on 15 September 2020.**	

	Former Councillor Meadows has requested that Minute 54.6 is amended so that it does not imply he believed the equipment was safe to use. He pointed out that Wicksteed's June Report rated the climbing frame MH (Medium/High) and therefore they were saying it was fit to use, not him, as he is not qualified to give such an opinion. Ordinarily, comments from members of the public in connection with the accuracy of the Minutes are noted but not acted on as they are approved by Councillors but as he was a Councillor at the time, the request was upheld. **Proposed by Councillor Mrs Phillips** **Seconded by Councillor French and unanimously agreed.**	
69.	**Reports.** **69.1 County Councillor R Edgell.** Apologies given. **69.2 District Councillor K Davies.** Apologies given. Written Report circulated, as follows: • North Devon and Torridge District Councils have adopted their Air Quality Supplementary Planning Document (SPD). The guidance provided in this SPD helps to ensure that the impacts of development on air quality are considered and addressed appropriately as part of planning applications. Tomorrow Thursday the 8th October is National Clean Air Day see www.cleanairday.org.uk • Owning electric cars will soon be a more attractive proposition for North Devon residents as NDC plans to install additional electric vehicle (EV) charging points in the district and is inviting suppliers to tender for the contract. Rapid chargers will be installed at NDC car parks. • The NHS COVID-19 app is now available to download on most smartphones. Whilst rates in North Devon still remain relatively, it is important not to get complacent and let your guard down. NDC actively encourage all of you to download the app today. • The government has launched a website where you can apply for a Green Homes Grant, see www.gov.uk/guidance/apply-for-the-green-homes-grant-scheme , if you are a homeowner or residential landlord you can apply for a voucher towards the cost of installing energy efficient improvements to your home. • The deadline to apply for the second round of the Self-Employment Income Support Scheme (SEISS) is the 19th October. If you are self-employed or a member of a partnership and have been adversely affected by coronavirus (COVID-19) you may be able to claim a grant, see https://www.gov.uk/guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-income-support-scheme • Workers on a low income who need to stay at home and self-isolate may be entitled to a one-off payment of £500 through the Test and Trace Support Payment scheme. Details will be on the NDC website and applications cannot be made for this grant until the 12th October. • NDC have worked tirelessly to trace those who were entitled to receive the government grants and by delivering 95% of the allocated funds it has provided an important boost to the North Devon economy. Overall, the Council paid out over £45 million in business grants and £20 million in business rate expanded retail reliefs. Although there has been loss of income and extra expense because of the coronavirus crisis the Council continues to work towards maintaining resilience of critical services and plan for longer term recovery. Not an easy task. • The Government has recently published its plans to overhaul the planning system. It proposes a radical root and branch reform of the planning system as a whole. NDC are currently considering the implications of this and will be responding accordingly. • DCC have suggested to me that it may an option to change some of the white line hatchings in Chulmleigh to yellow lines. Zones to be agreed and I will report separately to the Parish Council for their input. • I can confirm that I will be meeting Councillor Withers to help plan the new allotment site. • I have been asked by a number of residents what is happening at Davy Park re play equipment and the front wall repair. You may see fit to consult and sensitise the community regarding your plans here and other locations being considered for improvement. **69.3 Councillors Mrs D Phillips and Mrs K Pincombe – Facebook.** Reports had been received regarding the drains in Back Lane which were overflowing and in Langley Lane, affecting children from the Community College who have to access the road to get to the School playing field. **69.4 Councillor Mrs S Croft – Chulmleigh Community Help Group in connection with the coronavirus epidemic.** 615 requests for help had now been received, as follows:	Clerk to report to Highways

- 49% prescriptions
- 23% dog walking services
- 18% transport for hospital
- 10% shopping

2 new volunteers had come forward.

69.5 Councillor Mrs Pincombe - Defibrillator check. Report received on 1/10/20 – all in order.

69.6 Davy Park Play Area.

⇒ Removal of old play equipment and replacement play equipment. This had been arranged and the gates are locked. A notice is to be posted explaining the reason for the removal and that replacements were being sourced.
Councillor Mrs Phillips had received two enquiries as to what had happened to the equipment and this would address those queries.

Clerk to prepare notice

69.7 Gardening Work. Work for October was identified – the bottom of Royal Charter Park next to East Street. Councillor Smith advised that cracks were developing in the wall at this site.

69.8 Site Meeting with the Neighbourhood Highway Manager. Councillor S Phillips reported on the following

- **Obstructions on line hatchings in the town.**

County Councillor Edgell and the Police attended the site meeting.
Councillor S Phillips had arranged for maps of the town to be circulated to Councillors for areas to be identified where the Parish Council recommend that the parking should and should not be when the information will be collated at the November meeting for it to be sent to the Traffic Management Group in Exeter for review. This Group will produce its version when it would then go out to public consultation. On the back of that is where actions will take place.
Any actions would be followed up by recommendations from the Council to the Police to visit from time to time on that topic, to issue parking tickets which would be followed up.

Cllrs to send thoughts to the Clerk to circulate ahead of the November meeting

- **Potholes at Langley Lane**

The Neighbourhood Highway Manager is identifying a way to deal with these, as the machinery is too big to go down the Lane.
One suggestion is that it could be a one way street ending at East Street, not entering from East Street.

- **Impact damage to No. 2 Langley Cottages and request for kerb to encourage traffic away from the property**

The bollards had been placed there to protect properties and it is not possible to make the road any wider.
The whole of Chulmleigh is being reviewed from a traffic point of view, including Langley Lane.

Clerk to advise house owner

69.9 New Allotment Site. In his written Report, Councillor Withers confirmed that District Councillor Davies is drawing up plans.
Councillor Withers intends to obtain quotes to get a contractor to cut the thistles and nettles on the site.
When the work has been done he will organise a team of volunteers to fence off the approach path from the School playing field and there is high confidence that the site will be ready for next year's growing season.

There are 10 names on the waiting list for allotments at this site and this new allotment site can easily accommodate the need.

69.10 Councillor J Smith – Davy Park Play Area. The Clerk has supplied a template to follow for the monthly checks to be recorded.

70. **Planning Matters.**

70.1 The following Planning Applications were considered:

Clerk

Planning Application Ref:	Type	Applicant	Description
71998	Variation	Mr J Small	Variation of Condition 2 (approved plans) prior approval 61198 (Prior approval for change of use of agricultural

			building to one dwelling) to allow for a change in design at Week House, Lane from Week Cross to South Week, Chulmleigh. **Proposed by Councillor E Phillips to recommend approval. Seconded by Councillor Smith and unanimously agreed.**
72056	**Full**	**Mr S Rives-Roberts**	**Side, front & rear extensions to house, new garage to rear garden and alterations to access to improve safety at Springhaven, Leigh Road, Chulmleigh.** **Proposed by Councillor French to recommend approval. Seconded by Councillor E Phillips and unanimously agreed.**
72209	**Full**	**Ellicott Partners**	**Erection of a machinery shed at Elstone Farm, Chulmleigh.** **Proposed by Councillor E Phillips to recommend approval. Seconded by Councillor Mrs Croft and unanimously agreed.**

70.2 Planning Correspondence.
The following North Devon Council Decision Notices were noted:
70.2.1 APPROVAL FOR

- ⇒ **71894 – Extension to dwelling – 2 Langley View**
- ⇒ **71878 – Change of use of land from agricultural to equestrian and construction of a manege – South Week, Chulmleigh**

70.2.2 Appeal Decision - North Week Farmhouse. The appeal was made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant approval required under Schedule 2, Part 3 Class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015.
The appeal has been dismissed.

70.3 It was noted that the Planning Committee met on 15 September 2020 and considered the following Application for which separate Minutes have been recorded.

Planning Application Ref:	Type	Applicant	Description
72048	**Full**	**Mr A Miller**	**Conversion of workshop and store to furniture making workshop – 2 South Molton Street, Chulmleigh.** **Proposed by Councillor Mrs Pincombe to recommend approval with the following comments:** **Chulmleigh Parish Council Planning Committee considered this Application at a site meeting on 15 September 2020 and make the following comments:** **1. The development exacerbates parking congestion in the centre of Chulmleigh.** **2. There would also be significant parking congestion in Red Lion Car park** **3. No exit should be permitted onto South Molton Street** **4. Please refer back to the Parish Council's comments on Application 71782 for a development at 2 South Molton Street recently considered.** **Seconded by Councillor Gravell and unanimously agreed.**

71. **The following Finance matters were considered:**

71.1 Sanction payments due & instruct cheque signatories. (details below). Clerk
Proposed by Councillor Mrs Phillips
Seconded by Councillor E Phillips and unanimously agreed.

Item No.	Cheque No.	Payee	Description	Amount
71.1.1	3471	HMRC	PAYE	£122.60
71.1.2 71.1.3 71.1.4	3472	Payroll		£525.68 £432.68 £78.40
71.1.5	3473	Mr M Summers	Gardening work in August (8 hours) and September (8 hours) at £15 per hour	£240.00
71.1.6	3474	Mrs S Croft	Land Registry enquiry expenses in connection with the Red Lion Corner project	£81.88
71.1.7	3475	Zurich Insurance	Renewal premium due on 1/10/20 (an extension has been arranged). The renewal documents were circulated to Councillors on 5/9/20.	£627.19
71.1.8	3476	Chulmleigh Town Hall Committee	Contribution towards water rates relating to the public toilet	£64.36
71.1.9	3477	Wilson Scott	White Lining of Chulmleigh Playing Field car park	£800.00

71.2 Wall at Davy Park. Two quotations have been received on a like for like basis.
One contractor to be approached to enquire if they would be prepared to reduce the figure. Clerk

Councillor Mrs Croft advised on her enquiries with North Devon Council for funding (Minute No. 56.2 refers). S106 funding does not apply to repairs. Fremington Quay was a special case because the wall was falling into the river and full details of this historic site were given.

71.3 INCOME.

- **£10,000 Business Rate Relief Grant from North Devon Council.** The Clerk was invited to apply for this as the Parish Council receives Business Rate Relief from North Devon Council. The grant comprises a number of different ways of helping the community as the government assists organisations as a result of Covid-19
- **Second tranche of the 2020/21 Precept amounting to £15,225.00.**
- **S106 Funding. The following amounts have been released following Project Evaluation Forms being completed by the Clerk, supported by invoices and agreed by the Procurement Officer at North Devon Council:**
  - **£11,236 in respect of the balance of Grants 1 and 2 allocated towards the Adventure Play Area**
  - **£1,223.50 being the balance allocated towards fencing at the dog exercise area.**
  - **£456.92 has been authorised as the balance for the Pavilion floor playing field where the sum awarded was £28,916.00. The sum of £515.00 surplus will go back into the Chulmleigh pot.**
  - **Funding of 80% will be released for the resurfacing of the car park with the remaining 20% released on completion of the work. Clarification is being sought as to whether the whole amount can be released following the submission of the invoice and relevant Project Evaluation Form completed by the Clerk**

71.4 2019/20 Internal Auditor's Report. This had been circulated to Councillors separately. Items to address were:

- Allotment income was not collected in the financial year. *This had been addressed*
- VAT to reclaim. *The Clerk has this in hand*
- Grants. *When the Council reviews the 'need' for a grant, this should be minuted*
- The Asset Register should be reviewed to include basis of valuation, acquisition date, disposals, whereabouts of Deeds or licences. The Council should establish if the Playing Field (owned by the Council) should form part of their assets and if this also includes the Pavilion and other additions included in the s106 projects. *These enquiries are in hand.*

	The Annual Governance and Accountability Return (AGAR) needs to be amended in Section 2 – Accounting Statement, 11, to show that the Council are sole trustees for Trust Funds. *This has been done.* **71.5 Trade Waste Bin outside Davy Park.** In the past, this was emptied free of charge by North Devon Council but this arrangement has come to an end. The following prices will now apply if the Parish Council wish the bin to be emptied: Service from 1 August 2020 – 31 March 2021 Admin fee £10.82 Rental 1 x 660L Bin 31 weeks 12p per week £ 3.72 Collection 31 weeks £5.28 per collection £163.68 **Total £178.22** Service from 1 April 2021 to 31 March 2022 Admin fee £10.82 Bin rental 52 weeks 12p per week £ 6.24 Collection 52 weeks £5.28 per collection £274.56 **£291.62** **Proposed by Councillor E Phillips to proceed. Seconded by Councillor Smith and unanimously agreed.**	Clerk
72.	**Items for discussion.** **72.1 Representations at the September 2020 meeting regarding the poor state of North Walk.** The Clerk has replied to District Councillor Davies. Separately, it has been noted when providing time sheets for Mr L Trenaman, that this area is included within his routes. Councillor Mrs Croft spoke about overgrowing vegetation from the churchyard, and as it is closed, is now the responsibility of NDC. **72.2 Telephone box in Leigh Road.** Councillor S Phillips advised that the local Cadets are able to paint the structure but not during the current situation. As a result, this project is on hold. **72.3 Abandoned car in Pincombe's Car Park.** The car was still there. **72.4 Provision of a defibrillator close to the Golf Club.** Councillor French advised that DART and The Old Court House crazy golfers are willing to help. Fundraising is on hold during the pandemic. **72.5 Ministry of Housing Communities and Local Government.** To consider a response to the consultation involving three documents comprising a Government White Paper in connection with changes to the planning system which have been forwarded to Councillors. **72.6 DCC Public Consultation of the updated Local Flood Risk Management Strategy.** The email dated 24/8/20 was forwarded to Councillors on 1/9/20. *Noted.* **72.7 Community Priorities.** North Devon Council has enquired if the following priorities are still relevant: • Playing field pavilion extension. Reply: To be part of the different projects being put forward for s106 funding • Public realm improvement at Red Lion Corner. Reply: Plans are awaited. It is understood that a pre-Application was being submitted to North Devon Council. Councillor Mrs Croft had contacted DCC for approval to change the layout on land owned by them. When this is received, there will be a presentation to the Council and then to the public. • Permanent table tennis table – Further details required. Reply: The Council is not aware of the situation. • Allotments & suitable built structure to support its use – Further details required. Reply: This project is being worked on.	Clerk to advise LT Clerk to report again SC to study the document Clerk
73.	**Items to note.** **73.1 Wicksteed Leisure** has been advised that inspections are not required at the present time as the play equipment is being removed. **73.2 Policies adopted on 2 September 2020** have been updated with the adoption date.	
74.	**Chairman's Business.** **74.1 Section 106 Committee.** A meeting is planned shortly. **74.2 Community Orchard.** When giving his apologies to Councillor Mrs Croft, County Councillor Edgell advise he has grant money of £300 for this project if space is available.	

	The allotment area was considered to be an appropriate site. Councillor Mrs Croft, who advised that North Devon Council would be happy to fund an orchard, to approach Chulmleigh Academy for permission. **74.3 Councillor S Phillips will expand on the maps sent separately to Councillors.** This item had been covered under Minute No. 69.8. **74.4 Arrangements, including a Risk Assessment, for the Remembrance Sunday Service on 8 November 2020 at 10.45am.** It was not possible for a Risk Assessment to be completed in respect of land not owned by the Parish Council. Councillor Mrs Croft to check with the Land Registry to ascertain ownership including the Garden surrounding the War Memorial. **74.5 Query regarding VAT as part of the S106 grants.** In respect of VAT reclaimable on payments made using a grant from the Postcode Lottery, the regulations state that the application criteria does not allow Parish Councils or similar bodies to apply for a grant. As it is not money that was raised by the Parish Council, it is not possible to claim it back.	SP SC
75.	**Matters raised by Councillors / Clerk.** **75.1 Clerk's Autumn Leave – Thursday 8 October – Sunday 11 October 2020 inclusive.** **75.2 What3Words.** ▪ What3Words is a geocode system for the communication of locations with a resolution of three metres. ▪ What3Words encodes geographic coordinates into three dictionary words - the encoding is permanently fixed. ▪ What3Words is an App that can be downloaded onto a phone and can easily identify precise locations which could be useful if anyone became lost or, more importantly, save a life. It is free for both iPhones and Android devices. **75.3 Grit Salt.** Councillors are requested to check the grit bins to identify if a further supply of salt is required in preparation for the Winter.	Cllrs to check and advise the Clerk
76.	**Terms of Reference for the Finance, Environment and Planning Committees.** The documents approved at the September 2019 meeting had been circulated to Councillors. **Proposed by Councillor E Phillips to approve. Seconded by Councillor French and unanimously agreed.**	Clerk to update
77.	**Date of next meeting. Wednesday, 4 November 2020 at 7pm by <u>Zoom.</u>** This will be the Budget and Precept Setting meeting and recommendations from the Finance Sub Committee who are meeting by Zoom on Wednesday, 21 October 2020 will be given. The meeting ended at 8.22pm.	

Summary of Decisions:

- **Minutes of the Parish Council meeting held on 2 September 2020 and ratification of the Planning Committee meeting held on 15 September 2020**
- **Planning**
- **Payments**
- **Approval to enter into a Trade Waste Agreement with North Devon Council**
- **Terms of Reference for the Finance, Environment and Planning Committees**

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

Signed: Chair of Chulmleigh Parish Council:	Date: