CHULMLEIGH PARISH COUNCIL

Minutes of Chulmleigh Parish Council Meeting held on Wednesday, 7 November 2018 in the Town Hall at 7pm.

Chaired by: Councillor S Phillips	**Clerked by: Sue Squire**
Present: Councillors **Mrs S Croft (District)** **Dr J Cross** **P Gravell** **I Jury** **S Moyse** **Mrs D Phillips** **E Phillips** **S Phillips** **Mrs K Pincombe** **County Councillor R Edgell** **1 Member of the Public, Mr M Johnson, Mr T Pullen and a pupil from Chulmleigh Community College**	**Agenda: -** Public Session To receive Apologies for Absence To receive Reports Code of Conduct To approve the Minutes of 3 October 2018 Matters Arising from the Minutes Planning Matters Finance Matters Correspondence / Notices & Publications Received Items raised by the Chairman Items for report only and future Agenda items Date of next meeting

		Action:
82.	**Public Session to include any School Council Report.** Mr M Johnson, Executive Head Teacher of Chulmleigh Community College introduced a pupil who talked about his interests: Playing golf at Chulmleigh Golf Course where he had had 10 holes in one. Plays for Crediton Rugby Club He had recently been on a World War I trip to Belgium and France which included a visit to Tyne Cott Cemetery, the largest British Cemetery in the world. The pupil enjoys History, Drama, English, PE and Sci-fi action books. Councillor S Phillips asked what position he played on the rugby field, which was Centre. As regards PE, athletics particularly 400m running was enjoyed. Mr Johnson advised that Ofsted is trialing its own manifestation on the next framework at Chulmleigh Community College which was going well and a verbal report confirmed that all was in order. Mr Pullen informed the College was running 3 of his own buses. It had been difficult to obtain a permit and Turners Tours had been helpful. There had been conversations about the College's buses supporting the community but at present the permit is for children only. It is hoped to have the permit amended for members of the community. On Friday, there will be a Remembrance Day Commemoration with the Two Minutes Silence at 11am. The following Friday, the Primary School would be involved with Children in Need and Pudsey Bear would be paying a visit. The school would be represented at the Remembrance Sunday Service and the Air Cadets would also be present.	
83.	**To approve Apologies for Absence.** Councillor H Meadows and Councillor N Scott.	

	Councillor Scott had tendered his resignation. North Devon Council Election Department had been informed. Because it was less than 6 months before the Parish Council Election, the vacancy would remain due to the 6 month disqualification which could not be enforced.	
84.	**To receive the following Reports:** **84.1 Police.** No report received. **84.2 County Councillor R Edgell** gave an update on the financial applications for works that are being programmed. Two applications had been received for County Councillor funding, each for £2,500 each which had been countersigned and supported. He was hopeful that it would go through. County Councillor Edgell and District Councillor Mrs Croft were present at North Devon Council when the Executive Committee met regarding the other applications made for Section 106 funding. County Councillor is a Member of the Executive Committee of North Devon Council in his role as a District Councillor. He approved the proposals which were passed and it would now go to full Council on 21 November. Members of Chulmleigh Parish Council were encouraged to be present to stress how important the projects were. Councillor Edgell was of the opinion that it is exactly what should be being done with the Section 106 money in connection with the condition of the planning consents being granted. The bus service between Lapford and Barnstaple should have been back in operation from 27 October. It had been confirmed that it would be operating on Tuesdays, Thursdays and Fridays with different services being provided by different companies. The member of the public who had made representations in this connection had been advised by Councillor S Phillips. **84.3 District Councillor Mrs S Croft** thanked Councillor Edgell who spoke well and encouraged fellow Councillors at North Devon Council Executive Committee to support the Section 106 applications from this Parish**.** Councillor Jury thanked both Councillors Edgell and Mrs Croft for their work in connection with the Section 106 applications. Councillor Mrs Croft was unable to give any further details until the applications had been approved by full Council. She and colleagues had worked hard on projects that the public put forward as being their ideal wish. It was not possible for all applications to go forward. **84.4 Environment Committee.** **Footpath Booklet.** Councillor Dr Cross advised that the document was finalised and would be circulated imminently for Councillors to make comments by 14 November. **Wall at Davy Park.** Councillor S Phillips gave details of the work involved. The Clerk had invited quotations from 7 contractors. Two had responded and one quote had been given within other prices. The contractors who had quoted to be thanked and advising that this was likely to be a Spring / Summer job and the prices given were an indication for the time being. **Tree in corner of Davy Park.** Councillor Dr Cross had not been able to cut the ivy around the base of the tree and intended to do this at the weekend. **Grass Cutting Contract details**. The document is to be circulated to the Clerk for circulating to contractors for a price to be available in time for the Finance Committee Meeting on 26 November. It was noted that Mr M Martin had indicated his intention to retire at the end of March 2019 and the areas which are currently managed by him to be included with the grass cutting tender specification, with some of the other jobs.	JC Clerk JC Finance Committee

	The handyman jobs which Mr Martin attends to will be dealt with later.	
85.	**Code of Conduct.** **85.1 To consider any Councillor Dispensation requests.** None. **85.2 Declarations of Interest not already declared in the Members' Register of Interests.** Councillor Jury declared a Prejudicial Interest in Minute No. 89.1, Planning Applications 65779 / 65780 – his own. Councillor Dr Cross declared a Personal Interest in Minute No. 90.2, Finance. Grant request from Chulmleigh Jubilee Committee. Councillor Mrs Pincombe declared a Personal Interest in Minute No. 90.6, Finance. Grant request from Chulmleigh Playing Fields Association.	
86.	**To approve the Minutes of the Meeting held on 3 October 2018.** **Approved and signed as a correct record after it was noted under Minute No. 75.3 Councillor Jury had not made a bid to the Communities Together Fund in this financial year.** **Proposed by Councillor Moyse, seconded by Councillor Gravell and unanimously agreed.**	
87.	**Matters Arising from the Minutes:**	
88.1	**Cob Wall, Davy Park.** It was noted that the Clerk had alerted the contractor that cracks had appeared, and requested the two piles of rubbish to be cleared. A reply had been received advising that the shrinkage cracks had been inspected and will be repaired. The rubbish appears to belong to allotment holders. Councillor S Phillips advised he had spoken to the person who dumped the rubbish who did not appear to be concerned. Because there is a lot of work to be carried out in the area, it would be dealt with when the work in Davy Park is done.	
88.2	**Website.** This was in the process of being populated.	
88.3	**Road markings outside Chulmleigh Community College.** It was noted that the speed limits have been marked. The Clerk to remind Devon Highways about this Council's representations for a crossing. Separately, Devon Highways to be informed that the speed sign in Leigh Road was faulty again and not working.	Clerk Clerk
88.4	**Reduced Bus Service from Lapford to Barnstaple via Chulmleigh.** The up to date position had been given under Minute No. 84.2.	
88.5	**CCTV in Fore Street.** Councillors were advised that the Barnstaple Town Centre Manager would be giving a talk at the December Parish Council meeting regarding a Devon wide project, instigated by the Home Office throughout the country.	December Meeting
88.6	**Terms of Reference for the Planning, Finance and Environment Committees.** Revised documents had been circulated to Councillors, prepared by Councillor Mrs Croft. The following amendments to be made: • The number on each Committee to be 5 including the Chairman and Vice Chairman, with a quorum of 3. • Environment Committee. Public Rights of Way to be added as a specific responsibility, and dog bins to be checked. • Finance Committee. The last sentence to be deleted. Examine possible grant opportunities for potential funds to be added. The legal position to be checked about meetings being open to the public and allowing 3 clear days notice.	SC to amend Clerk to circulate SC
88.7	**Public Toilet.** Councillor S Phillips advised that a person was on a four week trial. Details of the contract were given and Councillors were in favour of the contract being progressed.	
88.7	**Provision of a hand rail from Beacon Rise to South Molton Street.** It was noted that the Clerk had sent a further reminder to the two contractors who had originally expressed an interest in providing a quotation.	
88.9	**Langley Lane.** A response from DCC Highways regarding the barrier was noted which informed that the path was not suitable for vehicular traffic.	

	If the resident wished to use the path for the purpose given, it would be necessary for him to implement the necessary work to accommodate a tractor. Councillor Moyse would report back to the person who had made representations with the information. It was noted that the Clerk had advised DCC Highways that the tree canopy was too low and had followed up an email of 27 July regarding the respective landowners being contacted to remove low branches. Councillor S Phillips advised that the fire engine had travelled down Langley Lane and did not experience any problems with the branches catching on the top. The canopy is lower in wet weather. Devon Highways assessment was due to be carried out by 16 November and the Clerk to request a letter is sent to landowners informing them of their responsibilities to ensure trees and hedges are not over-hanging. The meeting was advised that a house whose boundary is adjacent to some of the Lane is almost at the point of being sold and in this connection, the Clerk to inform the Estate Agents of the position, so that the new owners can make arrangements for the necessary work to be done.	SM Clerk
88.10	**Star Council Nomination.** It was noted this was appearing on the website.	
88.11	**Flooding / blocked drains – Kings Park.** A reply from Devon Highways was noted which informed that due to budgetary restrictions, it would not be possible to deal with this.	
88.12	**Community Councillor Grant – Chulmleigh Primary School.** A reply from North Devon Council Grants Department was noted which advised that the application did not fit the criteria.	
88.13	**Snow Warden.** It was noted that Devon Highways had been advised that Chulmleigh did not wish to appoint a Snow Warden.	
88.14	**Burrington Parish Council.** It was noted that a letter of support had been sent in respect of a Communities Together application.	
88.15	**Sewage problems at Ladywell Meadows.** Councillors S Phillips advised there was no feedback to report.	
89.	**The following Planning Matters were considered: -** **89.1 Planning List.**	Clerk

Planning Application Ref:	Type	Applicant	Description
65473	Prior Approval	Miss A Rhodes	Change of use of agricultural building to one dwelling house (Class Q (A) (B)) – Wilson's Tenement, Bealy Court Farm, Chulmleigh. Answers to the questions were as follows: Impact to transport or highway – None Noise impact – None Contamination – none Flooding – none Location of building – no concerns Design – in order Proposed by Councillor E Phillips to response that the Parish Council had no comments to make. Seconded by Councillor Moyse. Unanimously agreed.
65700	Listed Building	Mr C Parker	Various works to repair the tallet at rear of property – Higher Ivyside, South Molton Street, Chulmleigh Proposed by Councillor Moyse to recommend approval. Seconded by Councillor Jury. Unanimously agreed.
65737	Prior Approval	Mr J Small	Change of use of agricultural building to a dwelling house (Class Q (A&B)) at North Week Farm, Chulmleigh. This Application had been subsequently withdrawn.

65779 / 65780	Listed Building and General Application	Mr I Jury	Extension to dwelling – White Hart, Leigh Road, Chulmleigh Councillor Jury declared a Prejudicial Interest, left the room and did not take part in the discussion, decision or voting thereon. Proposed by Councillor Mrs D Phillips to recommend approval. Seconded by Councillor E Phillips. Unanimously agreed.

89.2 Planning Applications received after the publication of the Agenda. None.

89.3 Planning Correspondence:

The following North Devon Council Decision Notice was noted:
APPROVAL for 65388 – Conversion of agricultural building to form one dwelling at Gribland Linhay, Chulmleigh.

Notification of adoption of the North Devon and Torridge Local Plan. Details had been circulated to Councillors.

Planning Correspondence received after the publication of the Agenda.

Application 65666 – Prior Notification for formation of forestry access tracks at Ford Wood (South Site), Chulmleigh.
It was noted that North Devon Council had decided that prior approval of details for this development would not be required in this instance.

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

90.1 Budgetary Figures. Councillors received the second quarter's figures (July, August and September 2018)

90.2 Insurance Renewal. It was noted that Zurich Municipal had renewed the insurance.

90.3 Councillors considered a request for a donation from Torridge, North, Mid and West Devon Citizens Advice.
A copy of the latest set of accounts had been provided to comply with criteria laid down for Parish Councils to follow when grant requests are received.
The request to be reviewed at the Finance Committee Meeting.

90.2 Sanction payments due & instruct cheque signatories. (details below).
Proposed by Councillor Jury, seconded by Councillor Gravell. Unanimously agreed.

Councillor Dr Cross declared a Personal Interest in a request for a grant from the Jubilee Committee.

Item No.	Cheque No.	Payee	Description	Amount
90.2.1	3244	Chulmleigh Town Hall Committee	Hire of Hall for meeting on 3/10/18	£12.00
90.2.2	3245	HMRC	PAYE	£39.60
90.2.3 90.2.4 90.2.5	3246 3247 3255	Payroll		£ £ £
90.2.6	3248	Mr M Martin	Groundworks for October 2018	£109.98
90.2.7	3249	Amber Foundation	Donation. Proposed by Councillor Mrs D Phillips, seconded by Councillor Moyse and agreed. There was one abstention.	£50.00
90.2.8	3250	Nicholsons	Public toilet supplies	£38.34

Clerk

90.2.9	**3251**	**DM Payroll Services Ltd**	**Second quarter invoice**	**£25.50**	
90.2.10	**3252**	**Wicksteed Leisure Ltd**	**Fee for quarterly inspection**	**£45.00**	
90.2.11	**3253**	**Denby Smith Electrical**	**Visit to check operation of the light in pump and replace lamp holder**	**£77.40**	
90.2.12	**3242**	**PKF Littlejohn LLP**	**Fee for external audit – 2018**	**£240.00**	
90.2.13	**3254**	**Chulmleigh Jubilee Committee**	**Donation towards Christmas Lights, agreed at the 2018/19 budget meeting**	**£250.00**	

It was noted that the light in the pump was coming on early and Councillors decided to leave this as the evenings were continuing to draw in.

Councillor Mrs Croft queried the grant for the Christmas decorations and was informed by Councillor S Phillips that this was agreed for the 2018/19 budget.
Councillor Dr Cross advised that the grant would be put toward the cost of this year's Christmas trees which amounted to £360 last year.

90.5 2018 External Audit. It was noted that this has been completed. The Clerk advised that the external auditors had informed of 'except for' matters, meaning that attention would be required for the following:

Asset Register update to include items purchased during the prior year

Section 2 Box 6 should have been restated due to a cheque for £73 being included as an unpresented cheque. The auditors prefer this to be written back and classed as income.

Section 1, Assertion 7 should have noted that the items raised at the prior year return had been addressed.

90.6 Chulmleigh Playing Fields Association. Letter received appealing for help to finance a new children's play area.
Councillor Mrs Pincombe declared an interest.
The grant would be considered at the Finance Committee meeting.

Finance Commiittee

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

From:	Details:
North Devon Council	Email regarding loans for housing repairs through Wessex Resolutions CIC from whom more information will be provided in due course. The Clerk to send details to Councillors.
Zurich Municipal	Risk Topic Update October 2018. Tree liabilities and Cemetery/Memorial Management
Devon Community Resilience Forum	Email regarding emergency planning. Councillor Mrs Croft referred to a meeting attended by Mr and Mrs S Sweeney (Chulmleigh Town Hall) at the request of the Police to find facilities in this area to be used for up to 30 people if there has to be an evacuation or other incidents. Devon County Council has a plan in place to use the school. There would be no cost to Chulmleigh as North Devon Council would fund it. The Clerk suggested, now that the website is live, that the current draft document is revisited and updated. This to be circulated to Councillors for comment.
Mr M Martin	Letter advising of his intention to retire at the end of March 2019. This would be dealt with when the grass cutting contract is agreed.
South West Heritage	North Devon Record Office – meeting for funders and supporters on Monday, 19 November 2018 at 2pm at the Record Office. Circulated to Councillors. Councillor Mrs D Phillips advised that the meeting would outline the plans for the future of the Record Office. After being rescued 3 years ago, the funding is coming to an end and further rescue has to be put in place. In this connection, Crowdfunding has been suggested. The South West Heritage Trust has been awarded an Accreditation Award. The documents in store at the North Devon Record Office would have to be moved if funding cannot be raised have to re-rescue it.

Clerk

Clerk

		The amounts involved was £55,000 funding per annum to keep the Record Office open and £22,000 per annum for the premises, equalling £77,000 running cost per annum. This would be further discussed at the Finance Committee.	Finance Committee
	Connecting Devon and Somerset	Digital User Survey. Circulated to Councillors.	
	Wessex Resolutions CIC	Details about home improvement loans in partnership with North Devon Council. The first item refers and the Clerk would circulate the details with the Wessex Resolutions CIC	Clerk
	DCC	Proposed diversion of part of Bridleway No. 6, Chulmleigh. Comments to the proposal to be received by 30 November 2018. Taken by Councillor Mrs Croft to laminate and display on the notice board.	SC
92.	**Items raised by the Chairman.** The Beacon is being lit by Councillor S Phillips on Remembrance Sunday, 11 November at 7pm in line with other Beacons across the country. The fire brigade would be in attendance. As mentioned earlier in these Minutes, there will be a service on Remembrance Sunday by the War Memorial.		
93.	**80.1 Items for report only and future Agenda items.** **80.1 Councillor Moyse** asked about the meeting with Dr Gosrani and was advised that Councillor S Phillips would be meeting him on Friday next, 9 November. Royal Mail is involved in a project for postmen to check on people. **80.2 To consider tabled items received following Agenda publication.** None. **80.3 To receive items brought through the Chairman.** **90.3.1 Councillor Mrs D Phillips had requested an item Saving North Devon Record Office** which had been covered earlier in the meeting**.**		SP
94.	**Date of next Meeting: Wednesday, 5 December 2018 in the Town Hall at 7pm.** The Meeting ended at 9.30pm.		

Summary of Decisions:

- **Minutes of 3 October 2018**
- **Planning**
- **Payments**

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

Signed: Chair of Chulmleigh Parish Council:	Date: