

Minutes of the Annual Meeting of the Chagford Parish Council held at Endecott House on Monday 8th May 2017

Present: Cllrs: Coombe, d'Arch Smith, Mrs. Haxton, Mrs. Hill (Chairman), Lloyd Hill, Parrott, Sampson, Mrs. Stanbury, Miss Stead, Ms Thorn and Williams.

In attendance the Clerk, Mrs. S. Curtis.

1. ELECTION OF CHAIRMAN FOR THE ENSUING YEAR

Nominations were requested for the nomination for the position of Chairman. Cllr: Sampson proposed and Cllr: Mrs. Haxton seconded the nomination of Cllr: Mrs. Gay Hill. There being no other nominations it was **agreed** unanimously that Cllr: Mrs. Gay Hill should be elected Chairman for the ensuing year.

2. ELECTION OF VICE-CHAIRMAN FOR THE ENSUING YEAR

Cllr: Mrs. Hill took the Chair and asked for nominations for Vice-Chairman. Cllr: Williams proposed and Cllr: Parrott seconded the nomination of Cllr: Mrs. Margaret Haxton. There being no other nominations it was unanimously **agreed** that Cllr: Mrs. Margaret Haxton be Vice-Chairman for the ensuing year.

3. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr: Hamer.

4. DECLARATION OF ACCEPTANCE OF OFFICE

Declarations of Acceptance of Office were signed by Cllrs: Mrs. Hill (Chairman) and Mrs. Haxton (Vice-Chairman).

5. DECLARATION OF INTEREST

There were no declaration of interests.

6. CONFIRMATION OF MINUTES

a) The Minutes of the Regular Meeting held on Monday 10th April 2017 were confirmed and signed as a true record.

7. APPOINTMENT OF WORKING GROUPS

Resolved: that the Membership of the 2017/18 Working Groups should be as follows:-

Finance – Cllrs: d'Arch Smith, Lloyd Hill, Parrott, Miss Stead and Ms Thorn

Planning – Cllrs: d'Arch Smith, Hamer, Parrott, Mrs. Stanbury and Williams

Environment – Cllrs: Coombe, Hamer, Sampson, Mrs. Stanbury, Miss Stead and Williams

General Purposes – Cllrs: Coombe, Lloyd Hill, Sampson, Miss Stead and Williams

The Chairman and Vice-Chairman to serve as ex Officio on the above groups. Groups are advised to meet every three months or more often as necessary, each group should nominate the Chairperson.

8. APPOINTMENT OF REPRESENTATIVES TO SERVE OUTSIDE BODIES

Resolved: that the Council be represented on outside bodies for the ensuing year by the following persons:-

- I. **West Devon Eastern Links Committee** – Cllrs: Mrs. Hill (Chairman) and Cllr: Ms Thorn
- II. **Dartmoor National Park Communities Forum** – Cllrs: Hamer and Parrott
- III. **Jubilee Hall Trustee** – Cllr: Mrs. Hill (Chairman) - Trustee, Cllr: Mrs. Stanbury – Observer
- IV. **Chagford Recreational Trust** – Cllr: Mrs. Hill (Chairman)
- V. **Turn Lake Leat Committee** – as no meeting had been convened for some time Cllr: Miss Stead would speak to the Chairman and call a meeting to decide the future of the Turn Lake Leat Committee

9. APPOINTMENT OF TRUSTEES ON OUTSIDE BODIES

- I. **Chagford Combined Charity** – Cllr: Coombe, Cllr: Sampson, Mr. Rod Webber
- II. **Friends of St. Michael's** – Mr. Barnaby Dickens, Mr. David Jamieson, Ms Belinda Hayter-Hames
- III. **Providence School Charity** – Cllr: Mrs. Hill and Sampson

10. VENUE AND SCHEDULE OF MEETINGS

- a) The proposed dates for the Regular Parish Council Meeting be held in Endecott House at 7.30 p.m. are as follows:- 12th June, 10th July, 14th August, 11th September, 9th October, 13th November, 11th December 2017. 8th January, 12th February, 12th March, 9th April, 14th May 2018.
- b) The following dates to be reserved for Extraordinary Meeting when necessary:- 26th June, 24th July, 25th September, 23rd October, 27th November 2017. 22nd January, 26th February, 26th March, 23rd April 2018.
- c) **2018 Annual Parish Assembly Meeting**
The date and venue for the Annual Parish Assembly Meeting in 2018 was discussed. **Resolved:** that the meeting will be held at Endecott House on Thursday 19th April 2018.

11. MATTERS ARISING

Diamond Jubilee Clock (Min: 432 refers)

In response to the Chagford Parish Council's letter offering to gift West Devon Borough Council the Diamond Jubilee Clock, it appears there are a number of legal concerns/difficulties regarding the proposal. It remains the opinion of WDBC that Chagford Parish Council proceed with the proposed licence agreement. Cllr: Sampson met with Director of Services WDBC Steve Jorden last week who understands that democracy is getting out of hand and will endeavour to cut through the red tape and get an agreement sorted. Cllr: Sampson will meet with Steve Jorden later this week to find out the outcome.
Noted.

12. URGENT BUSINESS BROUGHT FORWARD AT THE CHAIRMAN'S DISCRETION

There was no urgent business to report.

13. GROUP/REPRESENTATIVES REPORTS

Listed Building Consent

a) Ref: 0203/17 9 Southcombe Street, Chagford

Replacement of two windows. **Resolved:** The Council supports this application however recognize that it does not have the necessary skills to comment on the specific details of a Listed Building.

Grant of Conditional Planning Permission

b) Ref: 0069/17 Thorn Farm, Chagford

Construction of farmhouse. Subject to conditions. **Noted.**

Withdrawal of Planning Application

c) Ref: 0110/17 Hillsborough, Southcombe Street, Chagford

Internal refurbishment of house, erection of single storey garden extension to replace existing outhouse and conversion of adjacent coach house to annex accommodation. **Noted.**

Local Plan Review

d) A summary of the Consultation and the next stage

A summary of the consultation has now been published and can be found on the DNPA website www.dartmoor.gov.uk/planning/pl-forwardplanning/local-plan-review.

DNPA will be writing to all Parish and Town Councils, and will send a settlement profile for towns and villages within the area. These will include information DNPA hold on the services and facilities, sports pitches and play space, and employment land we have in the area. Councillors will be required to look at this information and let DNPA know whether it is correct. They will also ask the Council for views on the needs of our community.

There will be a further workshop at Parke on Monday 12th June 2017 at 2.00 p.m. **Resolved:** Cllrs: d'Arch Smith and Mrs. Stanbury will attend.

14. GENERAL PURPOSES AND POLICY MATTERS

a) Report on the Future of Chagford Public Meeting

Over 150 people came to the second 'Future of Chagford' gathering on the 26th April. The meeting was convened by volunteers who were inspired into action after the initial meeting back in March. Presentations were made by James Wood, Pauline McCracken and Julia Derby and plans were put forward about how we can move forward. Volunteers were sought to form a working group and will develop ideas about what Chagford could look like in the future.

Cllrs: Mrs. Stanbury had been asked to find out if there is a need or call for having the following in Chagford, Commercial Units, Light Industrial Units,

Walking and Cycling Centre, Visitor Centre etc. **Resolved:** need to speak to DNPA to make sure this is in the Local Plan.

b) Report on the Annual Parish Assembly 2017

It was agreed that the Annual Parish Assembly was a great success with very good speakers. **Resolved:** to think of new ideas for the 2018 Annual Parish Assembly.

c) Proceeding with plans for a new Churchyard

The next stage of the new Churchyard is to seek advice from Dartmoor National Park and to meet a Planning Officer on site. **Resolved:** Cllrs: Sampson and Lloyd Hill will represent the Council in speaking to DNPA. The Clerk to contact Dan Janota the Forward Planning Officer.

d) Monitoring the Air Quality and Emissions in the Square

The Clerk has spoken to West Devon Borough Council regarding monitoring the air quality and emissions in the Square. This is something WDBC can do by monitoring the emissions for three months to give an average estimate. **Resolved:** to go ahead and ask WDBC to attach a monitor somewhere in the Square.

15. FINANCIAL MATTERS

- a) The Internal Audit has been completed and signed by Mrs. Jill Hicks, Internal Auditor in preparation for the Annual Return. **Noted.**
- b) To approve the Accounting Statement 2016/17 for the Annual Return for the year ended 31st March 2017. **Resolved:** to approve the Accounting Statement 2016/17.
- c) Approval to pay Mrs. Jill Hicks for the Internal Audit. **Resolved:** to approve payment.
- d) Approval to pay Yewtopia for grass cutting on 22/3 and 4/4. **Resolved:** to approve payment.
- e) Approval to pay Tony Mears for fencing carried out in the Skate Park. **Resolved:** to approve payment.
- f) Approval to pay Green Scheme Solutions Ltd for the recycled plastic picnic bench for the Skate Park. **Resolved:** to approve payment.
- g) Approval to pay Devon Communities Together for the Annual Membership Subscription. **Resolved:** to approve payment.
- h) Approval to pay SLCC for the resit fee for the CiLCA Qualification. **Resolved:** to approve payment.
- i) Receipt of VAT repayment. **Noted.**
- j) Receipt of payment of Wayleave. **Noted.**

16. ENVIRONMENT

a) Jubilee Field Inspection Report – Cllr: Lloyd Hill

Cllr: Lloyd Hill reported that he had collected six bags of rubbish from the Skate Park including broken glass bottles of which some were alcohol bottles. Cllr: Lloyd Hill was concerned about the empty bottles of alcohol left in the park and suggested that maybe this should be more widely monitored.

All the play equipment looked in good order. **Resolved:** to check with the Insurance Company that the Parish Council are doing all they can to protect themselves from claims.

b) Public Convenience Inspection Report – Cllr: Lloyd Hill

Cllr: Lloyd Hill reported that the public conveniences were in good order. **Noted.**

c) Installation of the Netball Hoop in the Jubilee Field

Cllr: Coombe reported that he had met with South West Play who had installed the Netball Hoop.

While at the Jubilee Field two parents mentioned how good the equipment was and how well it was maintained. **Noted.**

d) Japanese Knotweed

As Cllr: Hamer was not at the meeting it was unsure if the Japanese Knotweed had been dealt with. **Noted.**

17. CLERKS/CHAIRMAN'S REPORT

a) Chagford Two Hills Race will take place on Monday 29th May 2017. The course will be as before from the Pavilion and over Meldon and Nattadon Hill. **Noted.**

b) Western Power wish to close Chagford Square in July, however due to Chagstock and being the peak holiday period Devon County Council have refused permission and have suggested September. **Noted.**

18. CORRESPONDENCE

a) Invitation to the Devon Community Resilience Forum

Cllr: Miss Stead has received an invitation to the next Devon Community Resilience Forum on Wednesday 7th June 2017 at Whitestone Parish Hall. Unfortunately Cllr: Miss Stead is unable to attend. **Resolved:** to register one Councillor on the Forum but wait for further details regarding the Agenda.

b) A Representative for the Dartmoor Commons Owners' Association

Mr. Martin Perryman has represented the Council for many years on the Dartmoor Commons Owners' Association however he has informed the Council that he has resigned. There will be a General Meeting on Monday 22nd May 2017. **Resolved:** Cllr: Lloyd Hill to represent the Parish Council.

c) North Bovey Beating the Bounds

Councillors and/or Parishioners of Chagford have been invited to beat part of North Bovey bounds on Saturday 27th May 2017. The start will be at Lanagford Bridge at 9.45 and arrive at Firth Bridge at 15.30. **Noted.**

d) Lloyds Bank bring their mobile banking unit to Chagford Carpark
Lloyds Bank has requested to bring their mobile banking unit to Chagford Car Park on a Wednesday from 9.45 until 2.30 p.m. They did request to use the car park on a Friday however WDBC felt this was not suitable due to the usage on a Friday. The mobile banking unit will be in Chagford car park from Wednesday 3rd May 2017. **Noted.**

e) The Jubilee Hall – Nominated Trustees

From the onset the Parish Council have always had representation on the Jubilee Hall management group. When the new trust was incorporated the asset was transferred and the old trust was dissolved and removed from the Charity Commission register. When the old trust was dissolved any covenant or other agreements would have dissolved at that time.

The Trustees do not believe there is a need to retain the Category – Nominated Trustee therefore it will be changed in the constitution.

Resolved: This change will not affect Cllr: Mrs. Hill's current position as a Trustee nor will prevent an observer attending the Trust's meetings.

f) The Haulage of Timber from Fernworthy

The haulage restriction of timber from Fernworthy is similar to that used last year, basically restricting haulage to outside the busiest times. To travel through the Town before 7.30 am, between 9.30 am and 14.30, or after 17.30. In addition, during the school holidays haulage is limited to before 10.00 am or after 18.00. **Noted.**

g) DNPA Development Management Committee

The next DNPA Development Management Committee will be held at Parke on 26th May 2017. **Noted.**

19. ACCOUNTS FOR PAYMENT

a) Direct Debit – BT Broadband Services (April)	50.30
b) 4177 Mrs. S. Curtis – Salary	508.18
c) 4178 HM Revenue and Customs	126.80
d) 4179 Mrs. S. Curtis – Clerks Expenses	20.00
e) 4180 Mrs. J. Hicks – Internal Audit	50.00
f) 4181 Yewtopia – Grass Cutting	280.00
g) 4182 Tony Mears – Fencing Work Skate Park	990.00
h) 4183 Green Scheme Solutions Ltd	907.50
i) 4184 Devon Communities Together – Annual Subscription	50.00
j) 4185 SLCC – Resit Fee for CiLCA	125.00

The Meeting closed at 9.15 p.m.