

**Minutes of the Annual Meeting of the Chagford Parish Council
held at Endecott House on Monday, 10th May 2010 commencing at 7.30pm.**

Present: Cllrs Bleakman (Chairman); Coombe; Davies; Geering; Mrs Haxton; Mrs Hill; Jeffreys; Mrs Milton; Parrott; Perryman; Sampson; Ms Thorn.

Apologies for Absence There were no apologies for absence.

In attendance, the Clerk Mrs P. Stone.

1. ELECTION OF CHAIRMAN FOR THE ENSUING YEAR

Nominations for Chairman were sought for the ensuing year. Cllr Bleakman was proposed by Cllr Sampson; seconded by Cllr Jeffreys and appointed unanimously. The Chairman signed the Declaration of Office and thanked the Council and Cllr Mrs Hill for their trust and support during the past year. The Chairman made particular reference to the sterling work of Cllr Mrs Hill in preparing appraisals of major projects as they arose especially the Boundary Review. On behalf of the Council, Cllr Mrs Hill thanked the Chairman for his hard work and the progress made during the last year.

2. ELECTION OF VICE-CHAIRMAN FOR THE ENSUING YEAR

Nominations for Vice-Chairman were sought for the ensuing year. Cllr Mrs Hill was proposed by Cllr Mrs Haxton and seconded by Cllr Coombe and appointed unanimously.

Cllr Coombe left at this point to attend an emergency fire call out

3. DECLARATION OF INTEREST

There were no declarations of interest

4. CONFIRMATION OF THE MINUTES

The Minutes of the Regular Meeting held on 12th April 2010 were confirmed as a true record and signed subject to the addition of the words “and 3 members of the public” following the names of Cllrs present.

5. TO DETERMINE THE NUMBER, SIZE, MEMBERSHIP & RESPONSIBILITIES OF SUB GROUPS OF THE COUNCIL

Resolved: that Membership of the 2010/11 sub groups should be as follows:-

Finance Cllrs Davies; Jeffreys; Parrott; Perryman and Ms Thorn.

Cllr Sampson declined to stand for the following year and was thanked for his contribution in the past.

Planning Group Cllrs Davies; Geering; Mrs Haxton; Mrs Milton; Jeffreys & Parrott.

Environment Group Cllrs Coombe; Geering; Mrs Milton; Ms Thorn & Sampson

Cllr Perryman agreed to be co-opted when necessary.

Policy and General Purposes Cllrs Bleakman; Mrs Hill and Sampson.

Emergency Self Help Cllrs Coombe; Geering; Mrs Milton; Sampson & Ms Thorn

Housing Cllrs Davies; Mrs Haxton; Jeffreys

Traffic Cllrs Coombe; Davies; Jeffreys; Parrott

Bus Shelter Cllrs Mrs Haxton; Jeffreys.

The Chairman and Vice-Chairman to serve as ex Officio on the above groups.

6. APPOINTMENT OF REPRESENTATIVES TO SERVE OUTSIDE BODIES

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

Dartmoor National Park Communities Forum – Cllrs Davies and Parrott

Jubilee Hall Committee – Cllrs Geering and Sampson
Chagford Recreational Trust – The Chairman is an ex-officio Vice President of the Trust
West Devon Eastern Links Committee – Cllrs Mrs Hill and Ms Thorn
Okehampton Area Committee (DALC) – This Committee no longer exists.
Resolved: To delete this item from the Agenda.
Police Liaison – Cllr Mrs Haxton
Chagford Youth Group Liaison – Cllrs Coombe and Mrs Haxton.
Turn Lake Leat Committee – Cllrs Bleakman; Perryman and Sampson
Chagford Education & Leisure Trust (CELT) – Cllr Bleakman
Parish Tree Warden – Mr M. Palmer
Parish Arts Co-Coordinator – Mrs C. Thomas

7. VENUE & SCHEDULE OF COUNCIL MEETINGS for 2010/11

- a) **Resolved:** dates of regular meetings to be held in Endecott House May 10th; June 14th; July 12th; August 9th; September 13th; October 11th; November 8th; December 13th; January 10th; 2011 February 14th; March 14th; April 11th.
- b) **Resolved:** to reserve the following dates for extraordinary meetings when necessary. May 24th; June 28th; July 26th; August 23rd; September 27th; October 25th; November 22nd; January 24th 2011; February 28th; March 28th.

MATTERS ARISING FROM THE MINUTES

8 Annual Parish Assembly

A detailed report of the Annual Parish Assembly held on 22nd April 2010 was prepared by Cllr Bleakman and circulated to all Members. As a result of a relatively small attendance it was agreed that advertising the meeting should, in future, extend to an entry in the Parish Magazine in addition to the current practice of advertising on the Notice Boards; the Bulletin and the Parish Website.

The invited Speakers represented the DNPA; WDBC; DCC and the Police all of whom commented that the Meeting had been very useful to them. Questions put to the Police included whether more Community Support Officers were the best solution to current problems. They were, however, praised for their responsiveness to at least one incident in Chagford.

Dartmoor National Park Authority – Dr Bishop (Chief Executive) stated that the draft of the Local Development Framework would be issued within 3 months. In the question and answer session that followed, he was asked if the DNPA would help to support more bus services to Chagford, including Sundays. In reply it was stated that the DNPA only supported the cross moor Sunday route and any other services were the responsibility of the DCC. Concern was expressed at the DNPA decision not to provide funds for public convenience cleaning as they had done in previous years. It was pointed out that this facility was a necessity for a Town depending largely on tourism and Dr Bishop agreed to give further consideration to this matter.

Resolved: The Clerk to write to Dr. Bishop concerning the need to provide funds for the loos and place the matter on the Agenda for the next meeting.

West Devon Borough Council Mr David Incoll (Chief Executive) gave a detailed report of the activities of the WDBC including the intention to increase collection of recyclable materials. When questioned about the proposed collection of garden waste he intimated there was need for more liaison with the services provided with Proper Job. It was pointed out that in other areas collection of garden waste was free whereas the proper job service was not and Chagford would expect the same service from the Borough as was available elsewhere. With regard to the collection of kitchen waste, Mr Incoll advised that this would not take place until a digester plant was approved and built by DCC who were dealing with this matter.

Future Activities to improve Chagford Mr Incoll advised that Devon Renaissance might be able to help with fact finding funding to find suitable premises/ location for a youth facility **Noted:**

- b) To make arrangements for the Annual Parish Assembly Meeting to be held in 2011
Resolved: The Annual Parish Assembly Meeting for 2010/11 shall be held in Endecott House on Monday 28th March 2011.
- 9 **Boundary Commission Review** – (Min 377 & 388 refer)
The expected decision of the Judicial Review by the Boundary Commission has not been published.
Resolved: To place this matter on the Agenda of the June meeting.
- 10 **Car Parking Signage** – (Min 356 & 386 refer)
Cllr Bleakman stated that a meeting is to be held with a Representative of the Highways Department to review the effectiveness of the current parking regulations. The survey will take place on June 16th 2010. **Noted:**
- 11 **Mobile Library Service** (Mins 385; 421 refer)
The Clerk reported that she has received no reply to her correspondence re discontinued services from the Mobile Library Service.
Resolved: To take no further action.
- 12 **Dartmoor Folk Map Project** (Min 386; 422 refer)
Cllrs Bleakman & Sampson are preparing a letter in respect of the Dartmoor Folk Map Project, which will be sent shortly. **Noted:**
- 13 **First Aid Course 11th May 2010** (Min 428 refers)
Members were reminded of the First Aid Course to be held in the Fire Station on Tuesday, May 11th from 7 – 9pm. To date, 8 Members of the Council and 3 Members of the Conservation Group have agreed to take part. **Noted:**
- 14 **URGENT BUSINESS BROUGHT FORWARD AT THE CHAIRMAN'S DISCRETION.**
A question was raised concerning the Council's Policy with regard to letters of condolence.
Resolved: To refer this matter to the review of Council Standing Orders currently taking place.

COMMITTEE/REPRESENTATIVES REPORTS

PLANNING MATTERS

Cllr Bleakman presented the recommendations of the planning inspection group meeting held on 7th May 2010 attended by Cllrs Bleakman; Davies; Mrs Haxton; Jeffreys; Mrs Milton.

- 15 **Development Control Planning**
- a) **0159/10 14, Meldon Road, Chagford**
Proposed creation of usable ground floor area at rear of house with access to garden
Resolved: The Council is supportive of this application which it considers will greatly improve the safety and visual aspects of the rear garden. It is satisfied that the proposed changes will not result in any loss of privacy to neighbouring properties.
- b) **0173/10 The Bungalow, Teigncombe Cleve, Chagford**
Proposed new oak framed cottage to replace existing derelict bungalow (resubmission of previously approved application ref: 0506/06)
Resolved: The Council is supportive of the proposed development subject to the following conditions:-
1. Any trees that are removed should be replaced with native species.
 2. No further development should take place without approval being sought from the Planning Authority. (The Council noted that the application did not include the existing garage which was noted to be in a derelict state.)

- c) **The Three Crowns, High Street, Chagford**
- i) Proposed new dormers and flues to north wing and alterations to internal rooms.
Resolved: The Council supports the proposed development, which in its opinion protects the historic structure of the building and enhances the external visible elevations whilst updating the hotel to modern standards. The Council believes that the proposed development satisfies DNPA Policies COR4 & 5 and retained Policy BL6.
- ii) **The Three Crowns, High Street, Chagford – Listed Building Consent**
Proposed new dormers and flues to north wing and alterations to internal rooms.
Resolved: The Council is supportive of the principle of the proposed development, which it believes will return many of the original building features and better ensure the survival of the historic front aspect. The Council is unable to comment on the specifics of the refurbishment process.
- iii) **The Three Crowns, High Street, Chagford - Amended plans**
Cllr Bleakman explained that the amendment related to a supporting document that described the history of development of the building from the 16th century to the present. The amended document added nothing new to the Council's understanding of the current applications.
Resolved: To advise the DNPA that the amendment did not change the previously submitted decisions.
- 16 Grant of Conditional Planning Permission - Noted**
- a) **0043/10 Tower House, Thorn, Chagford**
Proposed installation of a new dormer window.
- b) **0077/10 Quintatown, Chagford**
Proposed alterations and extensions
- c) **0082/10 32, New Street, Chagford**
Proposed rear two storey extension to existing terraced house.
- 17 Grant of Listed Building Consent - Noted**
- 0720/09 Lower Jurston Farm, Chagford**
Proposed modernisation and reconfiguration of bathrooms.
- 18 Grant of Conservation Area Consent – Noted.**
- 0076/10 Upalong, The Square, Chagford.**
Proposed demolition of existing bungalow to allow erection of new single dwelling as per planning permission granted 0576/09.
- 19 Chagford Conservation Area – Proposed Tree Works – Lydstone, Chagford.**
Fell Horse Chestnut.
Resolved: The Clerk to inform the DNPA that on inspection it was essential to approve the tree felling in the interests of safety to users of the adjoining gardens.
- 20 Bat Survey**
A response from the DNPA re legal requirements for bat surveys was circulated to all members.
Resolved: No further comment.
- 21 Memorial Garden Waste Water Pipe (Min 453 refers)**
The Clerk advised that she had contacted Messrs Fowlers for details of the Owners of the property where work had been carried out resulting in the installation of a rainwater pipe to discharge into the Memorial Garden. The information was not forthcoming because of the data protection Act but the Council's complaint was passed to the owners. Subsequently, it was noticed that the pipe had been partially disconnected and left lying in the memorial garden but rainwater will still discharge from above into the garden.
Resolved: The Owners to be identified and informed of the Council's concerns with the request that the offending materials be removed.

- 22 Removal of Electricity Poles from High Street – Snagging List** (Min 450 refers)
Concern remains about the inadequacy of the drain installed following the removal of electricity cables in the high street. The Contractors have not carried out a satisfactory relaying of the drain.

Resolved: To inform the Highways Engineer and request attention to this matter.

23 DNPA Forum

Dartmoor National Park Authority Forum to be held on 28th May 2010. Any additional items for the Agenda to be forwarded by 14th May.

Resolved: Agenda items to be forwarded to the Clerk

FINANCIAL MATTERS

24 Insurance Renewal

To receive recommendations on renewal of Insurance Premium due 1st June 2010 Premium (£1,343.15) A saving of 5% per annum can be achieved by entering into a 3 year long term agreement on receipt of a signed application form. Unfortunately, the form was not forwarded.

Resolved: i) The Clerk to obtain the appropriate form and forward it to Cllr Jeffreys for an appraisal; ii) The item to be placed on the Agenda of the Extraordinary meeting to be held on 24th May 2010.

- 25** To note receipt of BT way-leave (£26.40) **Noted:**

- 26** To note receipt of vat refund (£115.25) **Noted:**

- 27** The internal audited accounts for 2009/2010 were presented for adoption and signature.
Resolved: The accounts to be adopted.

- 28** Invitation received for renewal of the subscription for Local Council Review in the sum of £13.50 for 1 copy per Quarter.

Resolved: To approve payment.

29 Devon Association of Local Councils (formerly DAPC)

Renewal of membership fee invited (£281.61)

Resolved: To approve payment

ENVIRONMENT MATTERS

30 Jubilee Park Inspection Report

Cllr Mrs Milton's inspection report indicated that she had cleared rubbish from flower beds and the leat but remarked that boulders are being deposited in the leat which could result in flooding if debris is washed down in bad weather. The skate park bank is eroded a little and two slats are missing from the fencing. A further slat is missing from the top bench. The can bin needs emptying.

Resolved: The Clerk to ask Mr Messling to carry out the necessary repairs.

Cllr Coombe returned to the meeting at this point.

31 Public Convenience Inspection Report

Cllr Mrs Milton reported that the loos were generally satisfactory save that the gents loo needs some deodoriser. **Noted:**

Arising; Attention has been drawn to the fact that the loos are closing too early at night and are not available to people getting off the bus.

Resolved: The Clerk to ascertain from WDBC what the current arrangements are with regard to locking and unlocking the loos.

32 Highways

a) Padley Bridge

The Padley bridge strengthening is progressing well and diversions are in place.

Unfortunately, it was not feasible to provide pedestrian access but the Engineers are endeavouring to complete the work in less time than was originally anticipated.

The Chairman reported that having inspected the site it was evident that the bridge was in a serious condition with cracks in the structure very evident.

Resolved. To monitor diversion routes for increased wear and tear.

b) Relocation of Granite Trough – (Min 441 refers)

An e-mail from DCC Highways Department confirms that the area surrounding the Market House is public highway. It would be necessary to obtain a licence from the Devon County Council to place planters on the public highway and this would be subject to approval on safety or environmental grounds. They would have no objection on environmental grounds but they have concerns about disabled access to parking and pedestrian safety.

Resolved: A copy of the e-mail to be forwarded to the Environment Committee for consideration.

33 DCC Highways Maintenance Surgery (Min 462a refers)

At a meeting of the Highways Maintenance Surgery held on 20th April 2010 Cllr Bleakman raised concern about the large number of recorded potholes in the Parish that were not receiving attention. When questioned, the Highways Representatives acknowledged the size of the problem and agreed to forward details of the target dates for action.

Resolved: The Clerk to write to Highways requesting a better communication system providing feedback on the issues she reports.

34 Dog Litter Bins (Mins 443a; 443b refer)

- a)** Representatives of FOCSA and WDBC have arranged to meet on the approach to the War Memorial Playing field to determine whether it is possible to effect a waste collection from the proposed new dog litter bin. The meeting will take place at 10.30am on 13th May 2010.

Resolved: The Chairman to report at the next meeting.

- b)** The Environment Committee are finding it difficult to find a replacement liner for the existing dog litter bin at the entrance to Chagford House and is currently looking at the cost of a replacement bin. **Noted:**

35 Seat or Tree Donation (Min 446b)

In response to the offer of a tree or seat for the Parish notified by Cllr Perryman, it was decided that a tree for the Jubilee Park would be most acceptable.

Resolved: The Environment Committee to liaise with Cllr Perryman to make arrangements and inform the Council of their decision in due course.

36 Chagford Car Park – Ticket Machine (Min 440 refers)

Cllr Sampson confirmed that no solution has been sought as yet for the installation of the second parking ticket machine in the car park.

Resolved: The Clerk to make enquiries and expedite the matter.

37 Chagford Leats

DNPA and Dartmoor Trust advise that they have surveyed the repair work necessary for the leats and will carry out the work during the summer with the Council's approval.

Resolved: i) The Clerk to advise landowners of the works to be carried out; ii) The Clerk to advise the Commoners and Natural England that the Parish Council is taking the lead in this matter; iii) the Clerk to extend an invitation to Natural England to attend a site meeting with the Environment Committee.

38 Floodsax

A Communication received from Floodsax re a light weight flood protection product known as Doorpac was referred to the Fire & Rescue Service by the Clerk. Cllr Coombe met with the representative of Floodsax and referred him to Fire & Rescue Headquarters because he was impressed with the product. He demonstrated the product during the meeting.

Resolved: The emergency self help committee appraise the product and place their findings on the next available Agenda for report.

GENERAL PURPOSE & POLICY MATTERS

39 Standing Orders for Local Councils (Mins 395; 435 refer)

Cllrs Mrs Hill and Bleakman drew up a draft set of standing orders for the Council which were circulated to all Members. Cllr Mrs Hill was thanked for the work she had done in preparing the appraisal.

Resolved: To call an extraordinary meeting on 24th May 2010 to enable a full consideration of the proposals.

CLERK/CHAIRMAN'S REPORT

40 Tinnors Fair – 1st May 2010.

Cllr Bleakman congratulated the organisers of the Tinnors Fair for the success of the event. The Mayor of West Devon, Cllr Alison Clish Green expressed great pleasure at having been invited and indicated she would be more than pleased to support any activity in Chagford. It is understood that the Parish Church benefited to a sum in excess of £4,000. **Noted:**

41 Public Communications

Regrettably the usual monthly news report of the Parish Council did not appear in the Bulletin for April. Due to a failure in e-mail communications neither the Parish Council report nor a paper submitted by the vice-Chairman was received. The Bulletin has been asked to advise the Clerk if they do not receive the monthly communication before the final date for printing to ensure steps can be taken to avoid a similar happening. **Noted:**

CORRESPONDENCE & e-mails RECEIVED

42 Mid Devon Cycling Club

Copy of a letter to the Mid Devon Cycling Club was received from Mrs G. Shaylor re an accident caused by inconsiderate use of the Highway resulting in one of a group of cyclists careering into her car whilst straddling the highway. **Noted:**

43 Devon & Cornwall Constabulary

a) Visual Audit

An invitation was received from the Community Police Officer to participate in a site visit to carry out a visual audit on 23rd June 2010.

Resolved: i) The Clerk to seek further information concerning the nature of the visit; ii) the Clerk to extend an invitation to the Officer to attend the extraordinary meeting on 24th May to explain the communication system offered to local communities (PACT)

b) April Newsletter received from Inspector David Hammond. **Noted:**

44 Manor Road Parking

A letter from Mr Barker, requests consideration of a restricted parking zone in Manor Road and Drive.

Resolved: The letter to be forwarded to the traffic management group.

45 West Devon Proposed Submission (Regulation 27) Core Strategy

Schedule of Changes

Resolved: In view of the length of the document, Cllr Bleakman to review and report at the Extraordinary Meeting.

46 ACCOUNTS FOR PAYMENT

£

The following accounts were approved for payment -

a)	3395	To ratify reissue of cheque paid to Mr Ellison, at his request in the name of Ms Louise McCarthy for planting trough at the Birdcage.	10.00
b)	3396	Mrs P. Stone – April salary	704.60
c)	3397	Mrs P. Stone – April Post; electric & computer	31.35
d)	3398	Computer Solutions – Print Parish Assembly Minutes	187.50
e)	3399	Mr B. Pell – Jubilee Field Maintenance – 25.03.10	130.00
f)	3400	Neat Ideas – Copier toners and sellotape	199.71

g)	3401	DALC – Membership Fee 2010/11	281.61
h)		Direct Debit – Tiscali – Broadband Services	36.74
i)	3402	Mrs P. Stone – Travel expenses to Auditor x 2	32.00
j)	3403	Mrs J.Hicks – Internal Audit fee 2009/10	41.25
k)	3404	DALC – Local Council Review	13.50

47 PUBLICATIONS/INFORMATION RECEIVED

The following publications were made available to Members.

- a)** DNPA
 - i) Dartmoor Access Forum – Annual Report 2009
 - ii) Agendas – 7th May 2010.
- b)** The Playing Field – Spring 2010.
- c)** Twenty Four Seven (NHS) – Spring edition 2010.
- d)** DCC – Helping You to Make Work Pay. (benefits; tax credits; childcare costs)

**48 Part II Items which may be taken in the absence of the public and press on the grounds that exempt information is likely to be disclosed.
Local Government Act 1972 Section 100(A)(4)**

49 Affordable Housing

The Meeting Closed at 10pm
Confirmation of the Minutes

Dated 10th May 2010

Signed.....