

**Minutes of the Annual Meeting of the Chagford Parish Council
held at Endecott House on Monday, May 11th 2009 commencing at 7.30pm.**

Present: Cllrs Bleakman (Chairman); Coombe; Davies; Geering; Mrs Hill; Jeffreys; Mrs Milton; Parrott; Perryman (after Min 1); Sampson; Ms Thorn.

Apologies for Absence were received from Mrs Haxton.

In Attendance: the Clerk, Mrs 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 Cllr Mrs Hill and the Council for their support during the past year. The Chairman also took the opportunity to remind Councillors that it is contrary to the Code of Conduct for Councillors to act as an individual or take any action as an individual.

On behalf of the Council, Cllr Mrs Hill thanked the Chairman for his hard work and the progress made during the past 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 Sampson, seconded by Cllr Jeffreys and appointed unanimously.

3. DECLARATION OF INTEREST

Cllr Coombe declared an interest in Min 15

4. CONFIRMATION OF THE MINUTES

- a) The Minutes of the Regular Meeting held on 6th April 2009 were confirmed as a true record and signed subject to i) the deletion of Cllr Parrott's name in Min 356 being substituted for Cllr Davies; ii) Min 376 resolution – to delete reference to letter to Mr. Hancox.
- b) The Minutes of the Extraordinary Meeting held on 27th April 2009 were confirmed as a true record and signed subject to i) the substitution of Cllr Geering's name for Cllr Davies as those being present; ii) to delete the word road from the resolution of Min 387 and substitute "byway open to all traffic"; iii) to delete the word open in Min 391 and substitute "land adjoining Padley Common"; iv) Min 391 line 1 "open" to read agricultural and the word overuse in line 2 to be replaced by the word alternative.

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

Resolved: that Membership of the 2009/10 sub groups should be as follows:-

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

Planning Group Cllr Davies; Geering; Mrs Haxton; Mrs Milton; Jeffreys and Parrott.

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

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

Emergency Self Help Group Cllrs Coombe; Geering and Sampson

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 Parrott & Davies

Jubilee Hall Committee - Cllrs Sampson and Geering

Chagford Recreational Trust – Cllr Bleakman in his role as ex-officio vice president

West Devon Eastern Links Committee – Cllrs Mrs Hill & Ms Thorn - 1 voting, others may attend and speak.

Police Liaison – Cllr Mrs Haxton

Chagford Youth Group Liaison – Cllrs Coombe and Mrs Haxton

Turn Lake Leat Committee – Cllr Bleakman; Mrs Milton and Sampson.

Chagford Education & Leisure Trust – Cllr Bleakman

Parish Tree Warden – Mr Palmer

Parish Arts Co-Coordinator – Mrs T. Thomas

Resolved: Clerk to write to Mrs Thomas & Mr Palmer thanking them for their support to the Council over the last year.

7. VENUE & SCHEDULE OF COUNCIL MEETINGS for 2009/10

- a) **Resolved:** dates of regular meetings to be held in Endecott House May 11th; June 8th; July 13th; August 10th; September 14th; October 12th; November 9th; December 14th; January 11th; 2010 February 8th; March 8th; April 12th.
- b) **Resolved:** To reserved the following dates for extraordinary meetings when necessary. May 29th; June 22nd; July 27th; August 24th; September 28th; October 26th; November 23rd; January 25th 2010; February 22nd; March 22nd; April 26th.

MATTERS ARISING FROM THE MINUTES

8 Annual Parish Assembly

- a) The Annual Parish Assembly Meeting held on 17th April 2009 originally planned to take place in the Jubilee Hall was transferred to Endecott House as a result of double booking. In the event, the last minute arrangements proved to be very satisfactory and the Hall proved to be adequate for the purpose on this occasion. The Chairman reported that there had been several questions for each of WDBC Chief executive, our DCC Councillor, and the DNPA Director of Planning. These had all taken actions to respond and would be considered as the replies were received. He had answered only one question from the floor asking the Council to taking action to provide a footpath to the swimming pool from Crossways junction. It was noted that this was already included in the draft Village Design Statement and would be pursued via that medium. Cllr Mrs Hill was congratulated on her thorough presentation of the end of year accounts **Noted:**

b) Annual Parish Assembly Meeting 2010

It was unanimously agreed that future Parish Assembly Meetings would return to a Thursday in late April/early May and that the Council would attempt not to clash with the Local History Group meeting. After a discussion regarding the suitability of the two venues, Jubilee Hall and Endecott House it was proposed; seconded and carried with the exception of 1 vote to book Endecott House for the event for 2010 on April 22nd.

Resolved: The Clerk to reply to a letter received from Mr Myers, Chairman Jubilee Hall Trustees advising him of the change for the next Assembly Meeting but assuring him of Council support for any other Council meetings that might arise during the next and subsequent years that requiring a larger venue.

c) Chief Executive of WDBC response to questions asked at the Parish Assembly Meeting.

- i) Snow in the Car Park S. West Highways has been asked for a quote for a more formal arrangement in the future.
- ii) Pay & Display Machine. It is hoped to install a solar-powered ticket machine in the car park in the vicinity of the Health Centre.
- iii) Toilet Refurbishment. There are plans to refurbish the toilets probably around 2012 due to budgetary constraints. General maintenance will be carried out as required.

- iv) Potholes. Civil Enforcement Officers and Environmental Services Officers report potholes they become aware of to the appropriate agencies.
- v) Timber Lorries Mr Incoll requested information re any problems with timber lorries travelling through the town so that WDBC traffic enforcement officers could arrange to be present on more occasions.

This subject arose as a result of the recent movement of road repair materials transported in convoys over a period of 2 weeks to Fernworthy. Arrangements for this were agreed between the Council and the Chief Forrester to minimise difficulties. The WDBC has since been informed that the Forestry Authority has no alternative to movement through the Town.

d) The Worshipful Mayor of West Devon

Cllr Pearce, Mayor of West Devon wrote to express his pleasure at being so well received at the Annual Parish Assembly Meeting. **Noted:**

9 Damaged Post Box – Waye Hill, Chagford – (Min 357 refers) Cllrs Mrs Milton and Ms Thorn.

A site visit with Royal Mail held on 30th April 2009 attended by Cllrs Mrs Milton & Ms Thorn was inconclusive. The Clerk stated she has not received a response to the letter she had written to Royal Mail on the matter.

Resolved: The Clerk to request a reply to her letter and add the item to the June Agenda.

10 Boundary Review – (Min 377 & 388 refer)

Cllr Mrs Hill's draft letter outlining the Council's concerns relating to the latest proposals made by the Boundary Committee was well received.

Resolved: The Clerk to forward copies of the letter to i) the Boundary Committee; the Secretary of State; Mr G. Cox QC, MP; Mr James McInnes; and the WDBC.

11 Clean Neighbourhood Act – (Min 401 refers)

A communication from Mr. D. Incoll, Chief Executive WDBC regarding cost of Court action indicated the need for a meeting to discuss more action on dog fouling in Chagford.

Resolved: Cllrs Davies and Sampson to meet the WDBC Representative at Kilworthy Park on 19th May 2009. The Clerk to confirm the arrangements and place the item on the June Agenda.

12 Car Parking Survey – (Min 356 & 386 refer)

Cllr Bleakman stated the report he was preparing in respect of the meeting held with officers of DCC Highways Dept. & WDBC parking controller was not complete but would be available before the next meeting. A copy would be sent to the Business association with a request for a meeting of representatives of both bodies

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

There was no urgent business.

COMMITTEE/REPRESENTATIVES REPORTS

PLANNING MATTERS

14 Development Control Planning

Cllr Bleakman reported the recommendations of the planning inspection group meeting held on 8th May 2009 attended by Cllrs Bleakman; Davies; Jeffreys; Mrs Milton and Parrott.

a) 0161/09 Outer Down, Thorn, Chagford

Proposed modification to eaves to stable yard buildings and replacement of derelict porch with glazed loggia, removal of kitchen from existing garage.

Resolved: The Council is supportive of this application which it feels will improve the look of the building compared with the existing apparently unauthorised structures.

- b) **0716/08 Lower Jurston Farm, Chagford – Amended Plan – Listed Building Consent**
 Proposed replacement of courtyard gate and front door.
Resolved: The Council supports the amended plans for the gate as defined in drawing LJF/EXT/01b (amended March 09). It considers that the amended design is an improvement over the original application. The Council continue to support the changes to the door design included in the original application.
- c) **0719/08 Lower Jurston Farm, Chagford – Amended Plan – Listed Building Consent.**
 Proposed installation of a central heating and under floor heating system.
Resolved: The Council is supportive of the amended plan covered by drawings LJF/CH/01 amended April 2009 & LJF/BATH/01/6 amended April 2009. It considers that the new pipe-work runs are a significant improvement over the original and as such, removes its comment on the original application.
- d) **0720/08 Lower Jurston Farm, Chagford – Amended Plan – Listed Building Consent**
 Proposed modernisation and reconfiguration of bathrooms.
Resolved: The Council is supportive of the amended plans reference LJF/BATH/04 amended April 09 and LJF/BATH/02 amended April 09 together with other supportive data. The changes of screening materials from MDF to lath & lime plaster removes the Council's concern expressed concerning the original application.
- e) **0175/09 Teigncombe Cleve, Chagford**
 Proposed replacement of single storey extension with two-storey extension and conservatory. Erection of porch, conversion of existing garage to new annexe and erection of new garage.
Resolved: The Council supports all aspects of the application subject to a condition that the new annexe is tied to the existing dwelling and is subject to a restriction that it is not to be used for holiday or long term letting.
 Cllr Coombe declared an interest in the following item.
- 15 Grant of Conditional Planning Permission Noted:**
0607/08 Greatstones, Chagford
 Proposed demolish existing frame barn; construct day care nursery plus alterations to track and road entrance.
- 16 Land adjoining Padley Common – (Min 391 refers)**
 The Chairman informed the meeting that Mr France, Director of Planning, DNPA, has agreed to meet him on 18th June 2009 to review the management of the open land adjoining Padley Common. A report will be made available to the Council for consideration at the following regular meeting. **Noted:**
- 17 Beechlands, Chagford – (Min 393 refers)**
 The DNPA Enforcement Officer indicated to the Clerk that he had inspected the area at Beechlands which appears to have been annexed to the garden and which has now been edged with granite walling. It is understood that the Owners had stated that the land has been used for garden purposes for several years.
Resolved: The Clerk to request written confirmation of the findings from the DNPA Officer.
- 18 DNP Management Plan - (Min 394 refers)**
 Cllr Bleakman circulated a detailed report of section 2 of the Development Plan which was discussed and well received
Resolved: It was proposed and seconded that the report be forwarded to the DNPA as it stood.
- 19 WDBC Local Strategic Partnership (Min 395 refers)**
 The Clerk's enquiry re Parish Council status with regard to Community Planning Protocol received information to the effect that the Planning Protocol was a joint

consultation with the Dartmoor National Park Authority. In effect, it would not be relevant to the Parish Council's needs unless consideration was being given to a major scheme in which case it could be referred to the Partnership scheme for guidance.

Noted:

20 Village Design Statement Group

Cllr Parrott distributed copies of the Village Design Statement to all Members.

The document was discussed in great detail and approved in general, subject to there being an addition to the section dealing with sheltered accommodation, to include the recent opening of an 'assisted living' facility at Glendarah, which also provided day care services for non residents.

Resolved: To adopt the report when amended and forward same to the Director of Planning, Dartmoor National Park Authority.

FINANCIAL MATTERS

21 Insurance Renewal – (Min 361 refers)

Cllr Jeffreys informed the Council that identical quotations had been sought from three possible Insurers namely i) Allianz; ii) Community 1st Parish Council Scheme; iii) Norwich Union. He is still waiting terms from all three. In view of the need to renew insurance cover from the 1st June, he will now endeavour to expedite the matter.

Resolved: On receipt of the three premium quotations and in view of the fact they will all be quoted for the same specification, they should be submitted to a panel comprising Cllrs Mrs Hill; Jeffreys and Perryman to select the most appropriate quotation and the Clerk be authorised to make the necessary payment.

22 Annual Audit 2008/09

The Annual Audit figures, approved by the Internal Auditor, were submitted for Council approval by Cllrs Mrs Hill.

Resolved: On a proposal from Cllr Sampson, seconded by Cllr Jeffreys, the Figures be endorsed and made available to the public for scrutiny.

23 Encoded information e-mailed from the WDBC.

The Chairman and Clerk drew attention to difficulties experienced when endeavouring to access encoded e-mails from the WDBC. They had advised the need for the Parish Council to purchase software (winzip) to resolve the problem. It was estimated the cost would be in the vicinity of £30.

Resolved: Cllr Parrott to investigate other systems that could be made available at zero cost and report to Council.

24 Receipt of BT wayleave Noted: 26.40

ENVIRONMENT MATTERS

25 Padley Common Gates – (Min 323 refers)

An estimate was received for the provision and installation of 2 wooden gates on Padley Common in the sum of £345 including VAT. It was considered that wooden gates were preferable to metal in this location and the cost was comparable with the supply of metal gates.

Resolved: The Clerk to place the order for the supply of the wooden gates as per Messrs Charles Scott (Fencing) Ltd's estimate.

26 Rowan Tree – (Min 369 refers)

The Trees & Landscape Officer, DNPA informed the Clerk that he had given instruction to his Contractor to prepare the site of the old Rowan Tree for a further planting in the near future. He would make enquiries about progress and report. **Noted:**

27 WDBC – Flood Prevention – (Min 408 refers)

A discussion concerning flood precautions elicited an offer from Cllr Bleakman to transfer the sand bags in his possession to the fire station where the sand would be delivered in due course.

- Resolved:** The Clerk to make enquiries about the sand delivery.
- 28 Granite Trough – 15, Lower Street, Chagford**
Cllr Mrs Hill informed the Council that a new resident in 15, Lower Street, Mr Glastonbury had kindly offered to adopt the trough for planting.
Resolved: The Clerk to make the customary payment of £10 to Mr. Glastonbury
- 29 Public Convenience Inspection Report**
Cllr Jeffreys stated that on inspection the loos were malodorous; the gents' was dirty and a flush was not working. The standard of cleanliness was unacceptable.
Resolved: The Clerk to bring these matters to the attention of the WDBC.
- 30 Jubilee Park Inspection Report**
The Jubilee Park inspection carried out by Cllr Jeffreys reported several items requiring attention i.e.- i) the wooden train and infant multi-play need cleaning; ii) splits are occurring under the seats of the cradle swings; iii) weeds need treatment beneath the spring tractor, the multi-play and the entrance path; iv) steps need new gravel; planks are missing from various fences and one needs replacing on the W.I. seat; v) skate park bank needs attention; vi) the willow tree and broom shrubs need pruning; vii) large amount of litter over the Easter period; viii) 1 large oak tree 1 small oak tree need to be felled.
The Council was reminded that it is hoped to appoint a new handyman in June to carry out essential emergency repairs.
Resolved: a) All matters to be referred to the Environment Committee for appraisal and attention where required urgently. b) The DNPA Trees & Landscape Officer to be approached for permission to fell the oak trees.
- 31 Annual Inspection of Jubilee Park and Associated Equipment**
Messrs Mogford Associates forwarded the safety inspection and risk assessment report in respect of the Jubilee Park Playing Field. There were no items of major concern, almost all being considered of low risk and not requiring any attention at present. There is a trip hazard beneath the see-saw which is being considered for replacement.
Resolved: The report to be passed to the Environment Group for inspection and report.
- 32 Highways**
Following reports by the Clerk of several pot-holes in the area, the Highways Engineer stated he was aware that the repair programme was running behind schedule but he has marked areas with yellow paint where urgent attention is needed and drawn South West Highways attention to the area concerned. **Noted:**
- 33 Pavement Obstruction**
Attention has been drawn to a bicycle which has been fastened to the wall of a house and which is presenting a hazard to pedestrians. A photograph has been taken.
Resolved: The photograph be forwarded to the Highways Department for attention.

GENERAL PURPOSE & POLICY MATTERS

- 34 Upkeep of Churchyard, St Michael the Archangel, Chagford**
Arrangements are being made for a meeting with the Church Wardens to discuss various matters of concern in respect of the Churchyard i.e. increasing cost of maintenance and the removal of lighting poles etc.
Resolved: Defer to next meeting.
- 35 The Pound Garden – (Min 398 refers)**
The Land Registry documents are being inspected to determine responsibility for maintaining the boundary wall. A report will be prepared by the working group of Cllrs, Bleakman, Mrs Hill & Sampson in due course. **Noted:**
- 36 Commons Registration Act 2006 (Min 382 refers)**
An event held to discuss the Commons Registration Act held at County Hall, on Friday, 1st May 2009. was attended by Cllrs Bleakman; Mrs Hill and the Clerk. The purpose of the event was to advise that it is now possible to add new land to the commons

registers under the 2006 Commons Act. During the discussion period, many questions were asked concerning the apportionment of grazing rights where part of a particular registration was sold off and whether it was acceptable for the whole of the grazing claim could be transferred to a new owner of only part of the original registered piece of land.

At present, Chagford Parish Council needs to be aware of the possibilities of change although it is unlikely that any change will be necessary in the immediate future. However, the Clerk has registered an ongoing interest and requested inclusion on the mailing list for any future publications. **Noted:**

CORRESPONDENCE RECEIVED

37 Street Lighting

A letter received from Mrs I Setter states need for replacement of street light on footpath to Orchard Meadow.

Resolved: The Clerk to advise Mrs Setter that the Lighting Engineer is making arrangements for a new light to be installed in the area concerned.

38 Admissions to Schools 2010-11

A letter from the Policy and Strategy Officer DCC advises that the admission arrangements for schools in Devon have been determined for the academic year 2010/11. The arrangements are available for inspection at www.devon.uk/admissions-determined2010.

39 Chagford Primary School – School Governors

The Council has received an invitation to consider nominating a Member for appointment to the Board of Governors. It has been suggested that the Board is hoping to attract someone with particular skills in financial and premises management.

Resolved: The item to be placed on the Agenda for the June meeting.

40 Bishop of Plymouth

The Chairman has been invited to attend “A celebration of Dartmoor Life” at the Dartmoor Museum in Okehampton on 4th June 2009 to celebrate the 1100th Anniversary of the Church in Devon.

Resolved: The Clerk to accept on behalf of the Chairman.

£

41 ACCOUNTS FOR PAYMENT

The following accounts were approved for payment:-

a)	2677	Mrs P. Stone – April salary	697.45
b)	2678	Mrs P. Stone – April Post; electric & computer	33.51
c)		Direct Debit – Tiscali – Broadband Services	34.17
d)	2679	Mrs P. Stone – travel allowance to audit x 2	33.60
e)	2680	Mrs J. Hicks – Internal Audit Fee	40.50
f)	2681	Mr Glastonbury – planting granite trough	10.00

42 PUBLICATIONS/INFORMATION RECEIVED

The following publications were made available to Members:-

- a) DAPC Newsletter May/June
- b) Clerks & Councils direct – May 2009
- c) Junk Mail April 2009

The Meeting Closed at 9.55pm
Confirmation of the Minutes

Dated.....

Signed.....