

**Minutes of the Annual Meeting of the Chagford Parish Council
held at Endecott House on Monday, May 14th 2012 commencing at 7.30pm.**

Present: Cllrs Bleakman; Coombe; d'Arch Smith; Mrs Haxton; Mrs Hill (Chairman); Lloyd Hill; Parrott; Sampson; Ms Stead; Ms Thorn

Apologies for absence were received from Cllr Williams.

In attendance the Clerk, Mrs P Stone.

1 ELECTION OF CHAIRMAN FOR THE ENSUING YEAR

Cllr Sampson proposed and Cllr Bleakman seconded the nomination for Cllr Mrs Hill to be re-elected Chairman for the ensuing year which was passed unanimously. Mrs Hill thanked everyone present for their vote of confidence in what had been a steep learning curve where lessons had been learnt by all. She stated that the coming year is likely to be even busier.

2 ELECTION OF VICE-CHAIRMAN FOR THE ENSUING YEAR

Cllr Sampson proposed and Cllr Bleakman seconded the nomination of Cllr Parrott to be re-elected as Vice-Chairman for the ensuing year. The vote was unanimous.

3 DECLARATIONS OF ACCEPTANCE OF OFFICE

Declarations of Acceptance of Office were signed by Cllr Mrs Hill and Cllr Parrott.

4 DECLARATION OF INTEREST

- a) Cllr Sampson declared an interest in Min 16a
- b) Cllr Ms Thorn declared an interest in Min 20e

5 CONFIRMATION OF THE MINUTES

The Minutes of the Regular Meeting held on 16th April 2012 were confirmed as a true record and signed.

6 APPOINTMENT OF SUB GROUPS

Resolved that Membership of the 2012/13 groups should be as follows:-

Planning – Cllrs Bleakman; d'Arch Smith; Mrs Haxton; Lloyd Hill; Williams

Environment – Cllrs Coombe; Lloyd Hill; Sampson; Shears; Ms Thorn

Finance - Cllrs d'Arch Smith; Mrs Haxton; Shears; Ms Stead; Ms Thorn

General Purposes – Cllrs Bleakman; Coombe; Sampson; Ms Stead; Williams

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

Groups are advised to meet before the end of June and select their Chairpersons at the first group meeting.

7 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 and Shears

Jubilee Hall Committee Cllr Ms Stead and Williams

Chagford Recreational Trust – The Chairman

West Devon Eastern Links Committee 1 voting, others may attend and speak –
Cllrs Mrs Hill and Ms Thorn
Police Liason – Cllr Mrs Haxton – when necessary. The liaison meetings are now a rarity.
Chagford Youth Group Liaison – Cllrs Mrs Haxton and Coombe
Turn Lake Leat Committee – Cllrs Bleakman; Sampson and Ms Thorn
Chagford Education & leisure Trust (CELT) – Cllr Lloyd Hill
Parish Tree Warden – Mr M Palmer
Parish Arts Co-ordinator – Mrs Tina Thomas
Friends of St. Michaels – Mr Barnaby Dickens; Mr Denys Brewer and Mrs B Tweedie.

8 VENUE & schedule of council meetings for 2012/13

- a) **Resolved** that regular meetings be held in Endecott House on the following dates:-
May 14th; June 11th; July 9th; Aug 13th; Sept 10th; October 8th; Nov 12th; Dec 10th;
Jan 14th 2013; Feb 11th; March 11th; April 8th.
- b) That the following dates be reserved for extraordinary meetings when necessary –
May 28th; June 25th; July 23rd; Aug 27th; Sept 24th; Oct 22nd; Nov 26th; Jan 28th;
2013; Feb 25th; March 25th; April 22nd.
- 9 2013 Annual Parish Assembly Meeting**
Resolved: The date and venue for the Annual Parish Assembly Meeting in 2013 shall be Endecott House on 18th April 2012,

MATTERS ARISING FROM THE MINUTES

10 Chagford Annual Parish Assembly

Cllr Mrs Hill expressed appreciation of Mrs Cook's report at the Annual Parish Assembly held on 19th April 2012. Of particular interest was the topic of bulk buying of oil etc to reduce fuel costs for local residents. It was felt that any future speakers should concentrate on ways the local community could benefit from their expertise.

The meeting expressed regret at the apparent apathy of younger members of the population who were obvious by their absence and it was felt necessary to address their particular interests in future.

The absence of the main speakers from the DCC; DNPA and the Devon and Cornwall Constabulary was also regretted. However the PCSO Sarah Coleman who was new to the area, conducted herself extremely well and made a valuable contribution to the discussion. Cllr Lloyd Hill expressed the view that it is unfortunate that Officers of her caliber had no powers of arrest. **Noted:**

11 Cattle Grids

The proposed installation of three cattle grids had ended in stalemate because neither the County Council nor the Secretary of State supported building the grids. At the meeting it was suggested that if the Commoners are so minded they could return to the table with a supported proposal for two grids, having the objectors in agreement. A further meeting will take place in six months time. **Noted:**

12 Armed Forces Day – Fly a Flag

Correspondence from the Chief of Defence Staff invites participation to “Fly a Flag for Armed Forces Day” on 30th June 2012. In an endeavour to show support for our armed forces, it is suggested the flag be hoisted on Monday 25th June to fly for the entire week.

Resolved: Details to be forwarded to the PCC to invite their participation.

13 Beating the Bounds – Moretonhampstead

The Chairman, Cllr Mrs Hill and Cllr and Mrs Lloyd Hill met the Moretonhampstead representatives at Meacombe and walked with the group to Whiddon Park. On parting, Cllr Mrs Hill thanked Moretonhampstead for their invitation. **Noted:**

14 DALC General Power of Competence

Cllr Mrs Hill circulated notes on the content of the discussion re the DALC General Power of Competence held on 25th April 2012. The Power is to enable Councils to provide cost effective services, be innovative and meet the needs of local people. Eligibility revolves around elected Councillors and qualified Clerks.

To exercise the Power of Competence a minuted resolution must be passed at a full Council meeting which must be renewed every 4 years. **Noted:**

15 URGENT BUSINESS BROUGHT FORWARD AT THE CHAIRMAN’S DISCRETION

a) Tinnars Fair – 2nd June 2012

Permission requested for the use of the Cross Tree area for a plant and book stall between 10am – 3pm.

Resolved: Permission Granted.

b) Super Links Meeting – 16th May 2012

Resolved: Cllr Mrs Hill to represent the Council

c) QE11 Fields Challenge

The Chairman confirmed that the application to register for the Challenge has been approved. The Deed will be available shortly for signature.

Resolved: The Chairman and Vice-Chairman to sign.

d) South West Play

The Chairman informed the meeting that a pro-forma invoice has been received in respect of the refurbishment of the Jubilee Park Playing Field. A request has been made that the work be carried out after the Diamond Jubilee celebrations and SW Play to be advised that arrangements for payment will be agreed when dates for commencement of the work have been notified. **Noted:**

COMMITTEE/REPRESENTATIVES REPORTS

PLANNING MATTERS

16 Development Control Planning

Cllr Sampson declared an interest in the following item and left the room.

a) 0153/12 Percy’s, Chagford

Cllr Bleakman reported that he had spoken on behalf of the Council at the DNPA Planning meeting held on 4th May 2012 in support of the Application. **Noted:**

b) 0165/12 Stinhall Farm, Chagford

Proposed replacement annex to provide ancillary accommodation to main dwelling.

(additional detail supplied).

Resolved: The Council has never disputed that there was an outbuilding previously locate on this site, and would probably not object to a suitably sized and design replacement. However, it is the Council's opinion that the additional data does nothing to demonstrate that the original building was lawfully used as domestic accommodation ancillary to the main house. As such, the new data does nothing to change the original comments submitted by this Council

c) **0215/12 Lower Hurston Farm, Chagford – Retrospective Application**

Proposed installation of solar panels on roof of outbuilding 21

Report: This Application has been determined to be Permitted Development Rights under a new amendment to the Town & Country Planning (General Permitted Development order) that came into effect on 6th April 2012 relating to solar panels on non domestic buildings.

Arising: This application has been withdrawn subsequently.

The following application was received too late to allow for a Planning Inspection Group meeting prior to the Council Meeting on 14th May 2012. Given the simple nature of the Application, the Chairman of the Planning Inspection Group submits this report for consideration:-

d) **0251/12 68 The Square, Chagford**

Proposed change of use from retail shop to beauty salon with associated retail sales. The Council is unable to see why this Application is necessary. However, the Council is supportive of the intended usage defined in the Application. Should a 'Change of Use' application be valid, the Council request that the Planning Authority place a condition that 'No structural changes are to be made to the premises that would prevent it returning to Use Class A1 – Shops at such time that the use approved by this Application ceases.

Resolved: To accept the recommendation and submit it in due time unless any opinions to the contrary are submitted before the due date.

17 **Grant of Conditional Planning Permission**

0113/12 70 The Square, Chagford

Change of use of ground floor area from A1 shop to D1 non-residential institution (Youth drop in centre) – **Noted:**

18 **Chagford Conservation Area Boundary**

Map received showing agreed variations of the Chagford Conservation Area. The plan submitted was within accordance with the recommendations of the previous submissions of the Parish Council. **Noted:**

19 **DNPA Forum – Noted:**

Notice received of a meeting of the DNPA Forum to be held on 23rd May 2012.

20 **FINANCIAL MATTERS**

a) **Came & Co., - Insurance Renewal – Approved for payment**

e-mail received re Insurance Premium renewal for 2012/13 in the sum of £1,257.30

b) **Audit – The internal audit conducted by Mrs Jill Hicks was returned with approval.**

Resolved: To endorse the internal audit.

c) **To note receipt of Vat payment in the sum of £282.79 Noted:**

- d) To note receipt of Open-reach wayleave in the sum of £26.40 **Noted:**
Cllr Ms Thorn recorded an interest in the following item and questioned the need to purchase stamps from sources other than the post office. It was stated that the stamps were purchased from Royal Mail direct in order to effect a slight saving of postage before increases in charges were due to come into effect. The action was approved by the Council in Min 410d
- e) Action taken with advance purchase of 100 1st class and 200 2nd class postage stamps in the sum of £118 -00 (a saving of £42) **Noted** and approved for payment.

ENVIRONMENT MATTERS

21 Jubilee Park Inspection Report

- a) Cllr Mrs Haxton's monthly report stated that the only problems that occurred resulted from the effects of the extremely wet weather that occurred recently. Litter is an ongoing problem especially in the Skate Park and partly because the litter bin was full. There was some graffiti in the skate park and a partly burned garment.

Resolved: The Clerk to question FOCSA re current removal of rubbish arrangements.

Arising: The wooden train needs repainting, preferably before the Jubilee event.

Resolved: A working party to meet on May 28th to generally tidy up.

b) Jubilee Park Stone Boundary Wall.

The wall had been repaired but advice was given that the area needed to be extended. The Chairman and Vice-Chairman authorized the Contractor to carry out the necessary extra repair whilst still on the site.

Resolved: To endorse the action taken.

22 Crossways Bank

Attention was drawn to the condition of the Crossways Bank. The Clerk explained that normally the Highways team carried a strimmer with them and would cut the grass when in the area but financial restrictions meant that this was now less likely to happen. Cllr Lloyd Hill indicated that he was happy to do this before the forthcoming celebrations.

Resolved: To accept Cllr Lloyd Hill's kind offer.

23 Public Convenience Inspection Report

Cllr Mrs Haxton reported satisfactory conditions at the Public Conveniences.

Noted:

24 Car Park Culvert

The Highways Department recently carried out work to improve the culvert leading to the car park. Unfortunately this has resulted in a design error and debris, on occasions, still blocks the front edge of the drain.

Resolved: The Clerk to thank Highways for what is otherwise a good installation but request they attend to the problem at the front edge of the drain.

GENERAL PURPOSE & POLICY MATTERS

25 e-mail Communications

The Chairman reminded Members that following to-day's meeting, Agendas and copies of Minutes would no longer be posted but would be forwarded by e-mail to save postage. Hard copies of Agendas would be provided by the Clerk at the Meeting. Anyone requiring a copy of the Minutes would need to give advance notice to the Clerk **Noted:**

26 Car Share Link

Following receipt of the survey from the Parish Council re the proposed car share link, a letter was received from Mr John Richardson Dawes, DCC Transport Officer, setting out options available if the project was to proceed.

Resolved: Mr Richardson Dawes to be invited to attend an Extraordinary Meeting on 25th June 2012, to discuss the matter further.

CLERK/CHAIRMAN'S REPORT

CORRESPONDENCE & e-mails RECEIVED

27 CCD – Rural Futures – Working Together.

Information received re event to be held at Exeter Racecourse on 28th September 2012. **Noted:**

28 Fernworthy Raves

Following the discussion re Fernworthy Raves at the Parish Annual Assembly meeting, members of the public voiced serious concerns about the need to control the events and prevent nuisance to the Town and damage to the environment. Mrs S Price has forwarded copy of an email she sent to the Devon & Cornwall Constabulary requesting action be taken. The Clerk informed the Council that the Constabulary was also in contact with the Forester re this matter and Mr & Mrs Young have been requested to telephone 999 if they are aware of the large number of vehicles passing through the Square again. **Noted:**

29 DCC – Commons Act 2006 – Noted:

Registration of claim re land at Lower Hurston, Chagford.

Claim to graze 120 ewes and lambs and 18 cattle or ponies on units CL146 and 176.

30 WDBC Statement of Community Involvement

Notification of Adoption. **Noted:**

31 ACCOUNTS FOR PAYMENT

£

The following accounts were approved for payment:-

a)	Direct Debit – BT broadband services	35.66
b)	3637 Mr B Pell – Jubilee Field Maintenance – 21/03; 03/04; 16/04	405.00
c)	3638 Ink Print – Printing copies Parish Assembly Agendas	51.00
d)	3639 WDBC - emptying 1 litter bin and 7 dog bins from 1/10/11 to 31/03/12	341.33
e)	3640 Mrs P Stone – April salary	719.55
f)	3641 Mrs P Stone – April post; electric; computer	31.58
g)	3642 Mrs P Stone – advance bulk purchase of postage stamps	118.00
h)	3643 Mr Glastonbury – Granite trough planting – Lower Street	10.00
i)	3644 Mrs P Stone – travel to Monkokehampton x 2 for Audit purposes	46.96

j)	3645	Mrs J Hicks – Internal Audit Fee	45.00
k)	3646	Came & Co – Insurance renewal from 1 st June 2012	1.257.30

32 PUBLICATIONS/INFORMATION RECEIVED

The following publications were made available to Members:-

- a) Devon Senior Voice – Everyone’s Tomorrow
- b) The Playing Field – Spring 2012
- c) Junk Mail – Issue 9 2012

The Meeting ended at 9.05pm

Confirmation of the Minutes

Dated.....

Signed.....