

Minutes of the Annual Meeting of the Chagford Parish Council held at Endecott House on Monday 14th May 2018

Present: Cllrs: Coombe, Hamer, Mrs. Haxton, Mrs. Hill (Chairman), Lloyd Hill, Lloyd, Parrott, Sampson, Mrs. Stanbury, Miss Stead, Mrs. 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: Williams 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: Parrott proposed and Cllr: Mrs. Thorn 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

No apologies were received.

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 on interests.

6. CONFIRMATION OF MINUTES

- a) The Minutes of the Regular Meeting held on Monday 9th April 2018 were confirmed and signed as a true record.
- b) The Minutes of the Extraordinary Meeting held on Monday 23rd April 2018 were confirmed and signed as a true record.

7. APPOINTMENT OF WORKING GROUPS

Resolved: that the Membership of the 2018/19 Working Groups should be as follows:-

Finance – Cllrs: Lloyd Hill, Lloyd, Parrott, Miss Stead and Mrs. Thorn

Planning – Cllrs: Hamer, Lloyd, Parrott, Mrs. Stanbury and Williams

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

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 if 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: Mrs. 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).

9. APPOINTMENT OF TRUSTEES ON OUTSIDE BODIES

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

10. VENUE AND SCHEDULE OF MEETINGS

- a) The proposed dates for the Regular Parish Council Meetings to be held in Endecott House at 7.30 p.m. are as follows:- 11th June, 9th July, 13th August, 10th September, 8th October, 12th November, 10th December 2018, 14th January, 11th February, 11th March, 8th April, 13th May 2019.
- b) The following dates to be reserved for Extraordinary Meetings when necessary:- 25th June, 23rd July, 24th September, 22nd October, 26th November 2018, 28th January, 25th February, 25th March 2019.
- c) **2019 Annual Parish Assembly Meeting**
The date and venue for the Annual Parish Assembly Meeting in 2019 was discussed. **Resolved:** that the meeting will be held at Endecott House on Thursday 11th April 2019.

11. MATTERS ARISING

a) The Gate at Stannary Gardens (Min: 192(a) refers)

Blue Cedar has stated that they would check the planning permission in relation to the gate and access through Stannary Gardens. To date the Council has received no clarification. When the plans were put to Chagford Parish Council a stipulation was included that there would be a right of way through the two developments and it would not be a gated community. **Resolved:** to write to Chris Hart, Head of Development Management, DNPA with the Councils concerns.

b) Devon Air Ambulance Night Landing Site (Min: 202(b) refers)

The Clerk has accepted the grant from the Community Landing Sites Development Officer towards the Night Landing Site. The Chairman

confirmed that after attending a Recreational Trust Meeting she proposed that the grant be handed to the Recreational Trust to help with maintenance of the tower and any improvements that are needed, such as lighting along the access road particularly around the bridge. The Night Landing Site was used for the first time last week. **Resolved:** members agreed to hand over the grant to the Recreational Trust but the monies should be ring fenced for the Night Landing Site.

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

a) Cattle Grids

Chagford Commoners have agreed to meet with representatives of Chagford Parish Council to discuss the installation of further cattle grids. They are suggesting a meeting week commencing 11th June 2018.

Resolved: to inform Chagford Commoners that Wednesday 13th June would suit.

b) Fitness Sessions

An email has been received asking for the Parish Council to agree that an all female fitness session, run by a local personal trainer, can take place in the Jubilee Field. The sessions are suitable for all levels, and for those who have children, who can bring them along so they do not have to arrange childcare. The planned sessions are on Wednesday mornings from 9.45 am – 10.45 am and would expect about 6-8. **Resolved:** to support the classes, however the Council would like the classes to be kept to a small number and will review this after eight week to see how it is working.

13. GROUP/REPRESENTATIVE REPORTS

Planning Control Matters – Cllr: Parrott

a) Ref: 0190/18 50 New Street, Chagford

Conversion of existing store above garage to ancillary accommodation and enclosure of balcony. **Resolved:** to support the application.

b) Ref: 0214/18 Chagford Church of England Primary School, Chagford

Removal of condition 12 (stone faced hedgebank) and variation of condition 13 (landscaping and planting). **Resolved:** to support the application however if the boundary wall is to be raised Chagford Parish Council would like to see Chagford granite used being the colour of the existing and neighbouring walls.

Grant of Conditional Planning Permission

c) Ref: 0111/18 Leatside, 3 Rivervale Close, Chagford

Demolition of existing single storey extension for replacement with granite and oak garden room. Subject to conditions. **Noted.**

Tree Works

d) Ref: 18/0018 Braeside Bungalow, Chagford

Dartmoor National Park Authority has not protected the trees with a Tree Preservation Order. **Noted.**

Refusal of Planning Permission

- e) Ref: 0101/18 2 The Old Fire Station, Manor Road, Chagford
Erection of office. **Noted.**

Report on the Development Management Committee

- f) Ref: 0101/18 2 The Old Fire Station, Manor Road, Chagford

The Chairman thanked Cllr: Mrs. Stanbury for attending the Development Management Committee on Friday 4th May 2018 and for giving an account of Chagford Parish Councils views on the planning application of 2 The Old Fire Station and for the input of other Councillors. **Noted.**

14. FINANCIAL MATTERS

- a) The Internal Audit has been completed and signed by the Internal Auditor in preparation for the Annual Return. **Noted.**
- b) To approve the Accounting Statement 2017/2018 for the Annual return for the year ending 31st March 2018. **Resolved:** to approve the Accounting Statement 2017/2018.
- c) Approval to pay Mrs. J. Hicks for the Internal Audit. **Resolved:** to approve payment.
- d) Approval to pay DALC for the attendance of Cllr: Mrs. Hill and Cllr: Parrott on the General Data Protection Regulations Council on 19/04/2018. **Resolved:** to approve payment.
- e) Approval to pay Mrs. Fynn for Trough Planting, Orchard Terrace. **Resolved:** to approve payment.
- f) Approval to pay Jason Hancox for Trough Planting, New Street. **Resolved:** to approve payment.
- g) Approval to pay Catherine Mount for Trough Planting, Brook House. **Resolved:** to approve payment.
- h) Approval to pay Mr. and Mrs. Glastonbury for Trough Planting, Lower Street. **Resolved:** to approve payment.
- i) Approval to pay Susan Powell for Trough Planting, outside Amy's Florist. **Resolved:** to approve payment.
- j) Approval to pay Flowers for Chagford for the planting of Cross Tree, three Southcombe Garden Troughs, two Fountain Troughs, one Lloyds Bank Trough and the Chemist Trough. **Resolved:** to approve payment.
- k) Approval to pay the Clerk the new NALC pay scales for 2018/19. **Resolved:** to approve payment.
- l) Approval to pay Mr. J. Shears for Lengthsmans Duties. **Resolved:** to approve payment.
- m) Approval to pay Yewtopia for grass cutting the Jubilee Field on 17/4 and 1/5. **Resolved:** to approve payment.
- n) With effect from 1st April 2018 WDBC and SHDC no longer accept cash or cheque payments. **Resolved:** Chagford Parish Council will have to decide how to go forward with payments as the only method of payment is by cheque. The Finance Group will discuss.
- o) Approval to pay the LCR Magazine renewal subscription. **Resolved:** to approve payment.

15. ENVIRONMENT

a) Jubilee Field Inspection Report – Cllr: Mrs. Hill

Due to the sunny bank holiday weekend the Jubilee Field had been well used however the litter situation was good. There were many glass bottles in the rubbish bins which had not been recycled.

Two caps were missing on the Multi Play.

Cllr: Mrs. Hill suggested having an Environment Meeting to ascertain what needed doing in the field ie weeding, tidying up, cleaning off graffiti etc.

Resolved: members of the Environment Group would meet on Friday 18th May 2018 at 19.30 hrs.

b) Public Convenience Report – Cllr: Mrs. Hill

The Toilets were very clean and well looked after. **Noted.**

Report on the Car Parking Consultation – Cllr: Mrs. Hill

c) Following the Car Parking Consultation on 10th May 2018 all the suggestions and comments had been collated. There were 61 electors who attended the Consultation out of approximately 1200.

- **Loading Bays** – the loading bay outside the current Spar should be moved to the top of the Square. The remainder of the loading bays to stay in place. The bay outside the current Spar changed to parking bays.
- **New Parking Bays** – to extend the number of bays to improve traffic safety and flow of traffic below Manor Drive and to extend the bays in Meldon Road.
- **Timing of Parking Bays** – it was thought that there should be three or four 1 hour time limited parking bays outside the current Spar and the Birdcage/Newsagents. Overall the two hour parking to remain with better signage.
- **Removal of Parking Bays** – overall people were saying keep what we have. However parking bays could be added below Manor Road.
- **Motor Homes** – there is an increasing number of Motor Homes in Chagford and the parking bays are not wide enough to accommodate them, therefore it is illegal to park in the bays.
- **Motor Bike Parking** – request an area in the Car Park for Motor Bike parking.

Resolved: the Council have already agreed to - a) parking bays on Manor Drive, b) keeping the Moorlands walking entrance clear, c) changing the parking space at Brook House. The above recommendations will be put forward to Highways as suggestions for a new Traffic Order.

16. CLERK/CHAIRMANS REPORT

a) The Chairman has received a request for better signage for the Orchard Meadow Footpath. It was also noted that it is very overgrown, trees,

brambles etc need to be cut back. **Resolved:** the Clerk will contact DCC/DNPA requesting this.

- b) The Recreational Trust have been awarded a grant from Sports England, however on the current lease the Recreational Trust have with Chagford Parish Council there is a 'Break Clause'. Sports England requires confirmation from the Parish Council that they can offer seven years without a 'Break Clause' before they will release the grant. **Resolved:** Cllr: Sampson will get advice on the lease.

17. CORRESPONDENCE

- a) The next Dartmoor National Park Authority Development Management Committee will be held on 15th June 2018. **Noted.**
- b) An email has been received from Cofton Mobile Farm Shop seeking permission to park in the centre of Chagford one evening during the week selling lamb, beef, seasonal fruit/ vegetables, bread etc. **Resolved:** members felt as Cofton Mobile Farm Shop were not local and there were many local traders selling this kind of produce they could not give permission.
- c) Celebrate Spring – sign up to the West Devon's Garden Waste Service. **Noted.**
- d) Virtual parking with an online portal that you can manage. From now on any resident who lives in South Hams or West Devon who pays for parking permits, would like to apply for parking permits, or who would like to change their parking permit, can do so online. **Noted.**

18. ACCOUNTS FOR PAYMENT

	£
a) Direct Debit – BT Broadband Services (May)	52.49
b) 4291 Mrs. S. Curtis – Salary	521.27
c) 4292 HM Revenue and Customs – PAYE	130.20
d) 4293 Mrs. S. Curtis – Expenses	20.00
e) 4294 Mrs. J. Hicks – Internal Audit	50.00
f) 4295 DALC – Attendance on General Date Protection Course	96.00
g) 4296 Mrs. Fynn – Trough Planting	15.00
h) 4297 Jason Hancox – Trough Planting	15.00
i) 4298 Catherine Mount – Trough Planting	15.00
j) 4299 Mr. and Mrs. Glastonbury – Trough Planting	15.00
k) 4300 Susan Powell – Trough Planting	15.00
l) 4301 Flowers for Chagford – Trough Planting	150.00
m) 4302 Mr. J. Shears – Lengthsmans Duties	326.40
n) 4303 Yewtopia – Grass Cutting	280.00
o) 4304 LCR Magazine Renewal Subscription	17.00

The Meeting closed at 9.30 p.m.