

**Minutes of the Annual Meeting of the Chagford Parish Council
held at Endecott House on Monday 16th May 2011 commencing at 7.30pm.**

Present: Cllrs Bleakman; J. d'Arch Smith; Mrs Haxton; Mrs Hill; Lloyd Hill; Parrott; Sampson; Shears; Ms Stead; Ms Thorn; Williams.

Apologies for Absence: Cllr Coombe was unavoidably detained on a fire service emergency call out.

In Attendance the Clerk Mrs Stone

Cllr Bleakman welcomed all new Councillors to their office and thanked all Councillors, past and present, for their unstinting support during his years of Office.

1 ELECTION OF CHAIRMAN FOR THE ENSUING YEAR

Nominations for Chairman were sought for the ensuing year. Cllr Bleakman proposed and Cllr Sampson seconded the nomination of Cllr Mrs Hill as Chairman which was unanimously adopted.

The Chairman expressed the gratitude of the Council for Cllr Bleakman's ministry of the Council. In particular his support for the entire Council; his networking ability with other Agencies and his involvement with the interests of the Youth, CELT, and the Conservation of the Area.

2 ELECTION OF VICE-CHAIRMAN FOR THE ENSUING YEAR

It was proposed by Cllr Sampson and seconded by Cllr Mrs Hill that Cllr Parrott be appointed Vice-Chairman for the ensuing year. This was unanimously agreed. The Chairman welcomed Cllr Parrott to the Office of Vice-Chairman.

3 DECLARATIONS OF ACCEPTANCE OF OFFICE

Declarations of Acceptance of Office were duly signed by those present

4 DECLARATION OF INTEREST

- a) Cllr Lloyd Hill declared an interest in Min 15a
- b) Cllr Sampson declared an interest in 15a

5 CONFIRMATION OF THE MINUTES

- a) The Minutes of the Regular Meeting held on 11th April 2011 were confirmed as a true record and signed.
- b) The Minutes of the Extraordinary Meeting held on 27th April 2011 were confirmed as a true record and signed

6 DALC - NEW COUNCILLOR TRAINING PROGRAMME

The Chairman drew attention to the new Councillor Training opportunities available through the DALC and stressed the importance of this programme. Members were advised that the cost of the training programme (£55 plus travelling expenses would be paid by the Council)

Resolved: The Clerk to provide all new members with a list of the available dates and venues and make appropriate bookings.

7 APPOINTMENT OF SUB GROUPS

Resolved that Membership of the 2011/12 sub 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 were advised to meet before the end of June and select their Chairpersons at the first group meeting.

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:-

Dartmoor National Park Communities Forum – Parrott; Shears

Jubilee Hall Committee – Ms Stead; Williams

Chagford Recreational Trust - Chairman

West Devon Eastern Links Committee 1 voting, others may attend and speak – Mrs Hill; Ms Thorn

Police Liaison – Mrs Haxton

Chagford Youth Group Liaison – Coombe; Mrs Haxton

Turn Lake Leat Committee – Bleakman; Sampson; Ms Thorn

Chagford Education & leisure Trust (CELT) – Bleakman, for 1 year; Lloyd Hill

Parish Tree Warden – Mr M Palmer

Parish Arts Co-Ordinator – Ms Tina Thomas

Friends of St. Michaels – Sampson

9 VENUE & schedule of council meetings for 2011/12

a) Resolved that regular meetings be held in Endecott House on the following dates:-
May 16th; June 13th; July 11th; Aug 8th; Sept 12th; October 10th; Nov 14th; Dec 12th;
Jan 9th 2012; Feb 13th; March 12th; April 16th.

b) That the following dates be reserved for extraordinary meetings when necessary –
May 23rd; June 27th; July 25th; Aug 22nd; Sept 26th; Oct 24th; Nov 28th; Jan 23rd 2012;
Feb 27th; March 26th; April 23rd.

c) 2012 Annual Parish Assembly Meeting

Resolved that the Annual Parish Meeting be held in Endecott House on Thursday April 19th 2012.

MATTERS ARISING FROM THE MINUTES

10 Western Power Stakeholder Workshop (Min 425 refers)

Resolved: As it was not possible to send a delegate to the Western Power Stakeholder Workshop being held at the Exeter Rugby Club on 17th May 2011, the Clerk to telephone apologies for the absence.

11 Armed Forces Day – Fly a Flag (Min 418 refers)

Correspondence from the Chief of Defence Staff invites participation to “Fly a Flag for Armed Forces Day” on 25th June 2011. In an endeavour to show support for our armed forces, it is suggested the flag be hoisted on Monday 20th June to fly for the entire week.

Resolved: The matter be referred to the Parochial Church Council for a flag to be flown from the Church flag pole.

12 Police Authority Conference (Min 395 refers)

Cllr Mrs Haxton reviewed the police authority report and indicated that there were no new issues of any substance.

13 COUNCILLORS QUESTIONS

Reference standing orders section 10b - No questions were raised

14 URGENT BUSINESS BROUGHT FORWARD AT THE CHAIRMAN'S DISCRETION

There were no urgent items to discuss

COMMITTEE/REPRESENTATIVES REPORTS

PLANNING MATTERS

15 Development Control Planning

Cllr Bleakman reported the recommendations of the planning inspection group meeting held on 9th May 2011 and attended by Cllrs Bleakman and Mrs Hill

Cllrs Sampson declared an interest in the following item and withdrew.

a) **0198/11 Tregare, 42 Mill Street, Chagford**

Proposed garden gazebo

Resolved: The Council supports this application subject to conditions that the closed sides of the gazebo face the northeast elevation of the Hey and the structure is at no point closer than 2 metres to the boundary with the Hey.

Cllrs Sampson returned to the meeting

b) **0162/11 Proper Job, Crannafords Industrial Estate**

Notice received of Withdrawal of this application.

Attention was drawn to the irregularities of the portacabins on site in relation to the plans supplied with the application.

Resolved: The Clerk to request the DNPA to issue an enforcement order for the removal of the portacabins.

16 DNPA – Refusal of Planning Permission - Noted

a) **0090/11 4 Valley View, Chagford**

Proposed alterations to existing house to form a second storey.

b) **0108/11 43 New Street, Chagford**

i) Proposed removal of recent extensions and construction of a new rear extension,

ii) Letter from Miss Meredith expressing her appreciation of the work undertaken by the Planning Committee and for the impartial assistance given by the Chairman.

17 Grant of Conditional Planning Permission - Noted

0109/11 7 Rivervale, Chagford – (circulated)

Proposed renewal of extant permission ref **0303/05** for refurbishment and extension of an existing dwelling.

18 DNPA Design Guidance Document

Cllr Bleakman circulated his summary of the contents of the Design Guide which he felt was a good document that would promote better understanding of the detail behind many of the guiding principles used by the DNPA. However, he also pointed out that there were areas where he felt opportunities to be more specific had been missed, particularly with regard to roof structures.

Resolved: The Clerk to forward a suitable response to the Director of Planning with an invitation for a meeting between representatives of both organizations where the Council could outline and openly debate all of the issues that it feels to be important.

19 FINANCIAL MATTERS

a) **Came & Co., - Insurance Renewal**

e-mail received re Insurance Premium renewal for 2011/12 in the sum of £1,260.45.

Resolved: To approve payment

b) Open Reach Wayleave - Noted

The sum of £26.40 received in respect of Open Reach Wayleave.

c) Clerk's Remuneration (Min 406d refers)

The Clerk informed the meeting that instructions from the South Hams payroll management team, issued instructions for payment to be processed in the normal until further instructions. **Noted:**

d) Precept.

To note receipt of 1st instalment of the precept for 2011/12 in the sum of £14,750. £12,000 has been transferred to the business reserve account. **Noted**

e) VAT Refund

To note receipt of £312.46 vat refund.- **Noted:**

f) DALC – Membership

Invitation received for renewal of Membership 2011/12 in the sum of £286.12

Resolved: To approve payment.

20 ENVIRONMENT MATTERS

a) Jubilee Park Inspection Report

Cllr Mrs Hill stated that she had removed a considerable amount of rubbish from the Park over her inspection period; as much as 6 bags in one day. The skate park fence was damaged; the skate park litter bin door had been kicked in; 3 piles of brush were a concern as children have been trying to light fires.

Resolved: Cllr Shears has volunteered to remove the brush with the assistance of other Cllrs if need be; all other repairs to be assessed and listed by the environment group; Mr Messling be asked to carry out other repairs as indicated by the Clerk

Arising: The safety check sheets for playground inspections be updated and a working group meeting be arranged in the near future.

ii) Mogford Associates Safety Inspection & Risk Assessment Report was circulated to all members. Among the risks mentioned for urgent attention were loose green handles on the multi play unit. An obvious attempt has been made by someone to remove them. Some broken paling needs to be replaced.

Resolved: To include the inspection comments in the Environment Group review.

b) Public Convenience Inspection Report

Cllr Mrs Hill was able to confirm that the troublesome wallgate in the gents loo was now working well. The doors have been adjusted by the WDBC and are now lockable at night. **Noted:**

21 GENERAL PURPOSE & POLICY MATTERS

DALC Conference – Making it Work Locally

Cllr Bleakman circulated a brief summary of “an excellent” conference held on 15th March 2011.

Resolved: A full report to be given at the June extraordinary meeting.

22 CLERK/CHAIRMAN'S REPORT

Royal Wedding Celebrations – Meldon bonfire.

Cllr Bleakman reported a most enjoyable evening was had by all thanks to the hard work undertaken by Cllrs Coombe and Perryman. The bonfire was lit by a young couple who were to be married in Chagford the following day. **Noted:**

23 CORRESPONDENCE & e-mails RECEIVED

a) DALC – Nomination of Parish Members to DNPA

On a proposal by Cllr Sampson, seconded by Cllr Parrott, Cllr Shears' nomination to serve the DNPA as Parish representative was unanimously adopted.

Resolved: The clerk to forward the nomination to the DALC

b) DALC – Election of DALC County Committee for 2011-2015

Cllr Mrs Hill was unanimously selected as a candidate for the DALC County Committee on a proposal by Cllr Sampson, seconded by Cllr Parrott.

Resolved: The Clerk to forward the nomination.

c) Devon Playing Fields Association

Invitation received for renewal of Membership 2011/12 in the sum of £35

Resolved: Membership fee approved for payment.

d) Community Council of Devon – Members Forum

As an existing Trustee of the CCD, Cllr Mrs Hill consented to continue for a further term of Office. Cllr Bleakman expressed interest in attending the Forum.

Resolved: The Clerk to forward Cllr Bleakman's details to the Community Council.

e) Fine Art Exhibition – Countryside Matters

Art Exhibition by Ms Virginia Pope to be held at Outer Down on May 27th; 28th & 29th. Permission for temporary road signs was obtained from the Highways Department.

Noted:

f) Chagford Bulletin

e-mail received re intention to change publication dates for the Bulletin. Next deadline to be June 15th.

Resolved: The Chairman to submit a news item by the due date.

24 ACCOUNTS FOR PAYMENT

		£
a)	Direct Debit – Talk Talk final account	credit 5.74
b)	Direct Debit – BT broadband services	16.79
c)	3511 Mr B Pell – Jubilee Park Maintenance – March 21; 31; April 21	405.00
d)	3512 Mrs P Stone – April salary	719.55
e)	3513 Mrs P Stone – April post; electric; computer	32.69
f)	3514 Mrs P Stone – Audit travel expenses 04/05/11;	36.00
g)	3515 DALC Membership Fee	286.12
h)	3516 Devon Playing Field Association Membership Fee 2011/12	35.00
i)	3517 WDBC empty 5 dog bins 01.10.10 to 31.03.11	292.03
j)	3518 WDBC empty 1 litter bin x 2 weekly 01.10.10 to 31.03.11	49.30
k)	3519 WDBC 30% Contribution to cleaning toilets 2011	1,397.71
l)	3520 Broker Network Ltd – Insurance Premium 2011/12	1,260.45

25 PUBLICATIONS/INFORMATION RECEIVED

a) Senior Council for Devon – Everyone's Tomorrow. April 2011.

b) Junk Mail – Issue 6

c) The Playing Field - Spring 2011

d) DNPA – Agenda – 13th May 2011.

e) Clerks & Councils Direct May 2011.

f) DALC Newsletter May/June 2011.

The Meeting Closed at 9.10pm

Dated.....

Confirmation of the Minutes

Signed.....