

# Chudleigh Town Council

# **Annual Meeting of Full Council**

# Monday 13th May 2019: 7pm: Town Hall

## Election of Mayor:

Councillor Boston proposed Councillor Tinkler. This was seconded by Councillor Shaw, with 9 councillors voting in favour and 3 abstentions.

## Election of Deputy Mayor:

Councillor Tinkler proposed Councillor Baxter. This was seconded by Councillor Castle, with 9 councillors voting in favour and 3 abstentions.

## Public Participation:

Alan Brunton welcomed the new councillors, wishing them success for the coming years. He also expressed thanks to the outgoing council, for all of their hard work and achievements in the past four years. Individual recognition was given to Clare Lillington for being a fantastic representative for Chudleigh, in her role as Mayor the previous year. Nick Walter gave councillors an overview summary, of Chudleigh United Charities, and the work they do. Tony Jeffs approached the council to ask if something could be done, with delivery vans parking on the zig zag lines outside Brainwave, as they obstruct the view of the road from the zebra crossing **(Action point 1)** He also raised concerns about the visibility of pedestrians on the pavement wishing to use the crossing. His observations were that people on the pavement may not be completely visible to road users as they are partially blocked by the crossing bollards. **Action point 2.** Rebecca Webber asked the council to consider, whether dogs could be kept on leads at all times, and just to the public right of way through Fore Street Park, as she is concerned for child safety due to the level of dog fouling within that area. **Action point 3**

## In attendance:

Councillors Tinkler (Mayor), Keeling, Lorraine Evans, Frost, Boston, Bushell, Shaw, Castle, Webb, Bellchambers, Bennett, and John Evans. Also in attendance County Councillor Brook, Derek Hardy (CADAS), Sam Hall (MDA), Kate McCormick (The Phoenix), 12 members of the public, John Carlton (The Clerk) and Amii Shelley (Assistant Clerk)

## Apologies:

Councillor Baxter

## Declaration of members’ interests:

None

## Confirmation of Part 1 and 2 of the meeting:

The Chair advised that there would not be a part 2.

## County Councillor’s report:

Councillor Brook informed councillors, that a meeting between the under 40 group, ministers and the treasury, is due to take place, to see if a fairer funding deal can be made, for the children in school in Devon. He supports the council’s idea of raising awareness around dog fouling at the park. Councillor Brook told councillors he would see if there was anything he could do in getting an extension on the deadline of submission for comments, on the TRO for Haldon Plain to Milestone Cross. **Action point 4**

## Police report:

No report provided. Councillor Keeling suggested that the council seek a monthly report, to include monthly crime figures, as there appears to be an increase in crime levels **Action point 5**

## Mayor’s report:

No report provided

## District Councillors report:

Councillor Keeling informed the council that both himself, and Councillor Lorraine Evans are currently undergoing training for Teignbridge District Council. They will know which of the councils committees they will sit on by 21st May. He stated that the Rocklands development, revised matters was passed on 5th May. The planning application for The Rock Garden Centre site has received an objection from Natural England, and a viability study will be carried out, to see what impact the development will have on the Town Centre. Councillor Keeling brought the councillors up to date regarding the leat. Richard Rainbow has drafted a letter that will be sent out to residents once the councillors approve it. **Action point 6**

## Minutes of the Full Council meeting on 1 April 2019:

Agreed as a true record. Proposed by Councillor Bushell. Seconded by Councillor Webb

## Minutes of the Full Council meeting on 15th April 2019:

Agreed as a true record. Proposed by Councillor Bushell. Seconded by Councillor Webb

## Review of action points from 1 April 2019 Full Council meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Action point No | Action required | By whom/when | Completed? |
| 1 | Advise Pynsent Foundation that the Council has nominated Councillor Steve Cox as a trustee | The Clerk | Completed |
| 2 | Ask District Councillor Keeling for the final version of the “leat letter” and ascertain when it would be mailed to households | The Clerk | There were no amendments from the “old” council. Councillor Keeling will circulate the draft letter so that new councillors can have an input |
| 3 | Rivendell development: Ascertain arrangements for grounds and hedge maintenance post development | The Clerk | The planning officer continues to chase the developer for a land management plan |
| 4 | Speak to street trader using forecourt and report back to April full council | Councillors Keeling & Frost | Councillor Frost will update at the meeting |
| 5 | Application 19/00466/FUL: Land at Northwood Farm: Advise TDC that the Council has no objection but express concern about access | The Clerk | Completed |
| 6 | Finish Town Council Plan update and place on website | Councillor McFarlane and the Clerk | Completed |
| 7 | Discussions on the plans for the Remembrance day service and parade to be delayed until the September meeting of full council | The Clerk | Carried forwardAction point 7 |
| 8 | Ascertain when speed survey results for Exeter Road will be available | The Clerk | Awaiting response from Highways |
| 9 | Ascertain when yellow lines at the Rock Road chicane will be marked | The Clerk | Awaiting response from Highways |

## Ratification of the minutes of the Planning Committee of 17 April 2019:

Agreed as a true record. Proposed by Councillor Webb and seconded by Councillor Frost.

## Ratification of the minutes of the Planning Committee of 1st May 2019:

Agreed as a true record. Proposed by Councillor Webb and seconded by Councillor Tinkler.

## Ratification of the minutes of the Environment committee meeting of 2nd April 2019:

Agreed as a true record. Proposed by Councillor Frost and seconded by Councillor Bushell

## Adoption of the Town Council’s Code of Conduct:

Agreed unanimously. Proposed by Councillor Bushell and seconded by Councillor Webb.

## Determination of committee memberships:

Agreed unanimously. Proposed by Councillor Tinkler and seconded by Councillor Bushell **(appendix 1)**

## Review of terms of reference for committees:

All terms of references were agreed without amendment. Proposed by Councillor Tinkler and seconded by Councillor Boston. Unanimously agreed. Councillors would like to review committees at the next Full Council meeting **action point 8**

## Review and adoption of standing orders:

Unanimously agreed. Proposed by Councillor Tinkler and seconded by Councillor Bushell. Councillors requested a review of standing orders at a later meeting **action point 9**

## Review and adoption of financial regulations:

Unanimously agreed. Proposed by Councillor Tinkler and seconded by Councillor Bushell

## Review and adoption of financial risk assessment:

Unanimously agreed. Proposed by Councillor Tinkler and seconded by Councillor Bushell

## Review and adoption of internal financial controls:

Unanimously agreed. Proposed by Councillor Tinkler and seconded by Councillor Bushell

## Review and adoption of the Council’s investment strategy:

Unanimously agreed. Proposed by Councillor Bushell and seconded by Councillor Castle.

## Review of direct debit payments for 2019/20:

Agreed unanimously.Proposed by Councillor Bushell and seconded by Councillor Webb

## Review of the Council’s membership of other bodies:

Agreed unanimously. Proposed by Councillor John Evans and seconded by Councillor Bushell.

## Review of asset register:

Unanimously agreed. Proposed by Councillor Bushell and seconded by Councillor John Evans.

## Approval of the Annual Return Governance Statements for 2018/19:

Unanimously agreed. Proposed by Councillor Tinkler and seconded by Councillor Bushell.

## Approval of the Annual Return Accounting Statements for 2018/19:

Unanimously agreed. Proposed by Councillor Webb and seconded by Councillor Bushell.

## Review of bank signatories and internet banking authorisers:

Unanimously agreed. Proposed by Councillor John Evans and seconded by Councillor Shaw. The Clerk advised Councillors that he would require one additional signatory, and Councillor Boston agreed to fill the role. **Action point 10**

## Review of insurance arrangements:

Unanimously agreed. Proposed by Councillor Bushell and seconded by Councillor Shaw

## Youth Matters:

Councillors were made aware of a multi-agency meeting taking place on 22nd May, to discuss youth matters. Councillors would like to set up a new committee to cover all youth matters **action point 11**

## Matters arising from Annual Town Meeting:

A request for a 20mph speed limit for Old Exeter Street was received, due to speeding vehicles. Devon County Council Highways has informed the council that this falls outside of their criteria. Councillors to discuss at the next environment meeting **Action point 12**

## Highways issues:

The Clerk reported that we are still awaiting a response, from Devon County Highways, on the speed survey for Exeter Road. Councillor Castle is speaking with charities, and looking to get a company to come and survey the area to improve schools safety. **Action point 13** Councillor Tinkler would like to look in to improving cycling safety, especially for younger members of the community wishing to cycle from Chudleigh to neighbouring Towns. **Action point 14**

## Correspondence:

No

## Clerk’s report:

The Clerk has asked councillors to decide who will sit on the CADAS committee and TALC as a council representative **Action point 15** Councillors have also been asked to contact MaryAnne McFarlane, if they are interested in helping marshal the road closure for the Christmas Lights on 5th December 2019.

## Finance Report:

Councillors received the finance report. **Appendix 2** Councillors unanimously authorised the payments made. Proposed by Councillor Tinkler and seconded by Councillor Webb. **Appendix 3**

## Committee reports

### Report from Environment Committee:

Councillor Frost has brought forward the next Environment meeting to 4th June at 7:45.

### Report from Planning Committee.

No report

### Report from Town Hall and Finance committee:

Nothing to report

### Report from Town Enhancement Committee:

Nothing to report

## Reports from Councillors attending meetings on behalf of the Council:

Nothing to report

Date and time of next meeting: **Monday 3rd June 2019** – 7pm – Town Hall.

Meeting closed: 8.30 pm

Signed:

Martin Tinkler: Chair of Full Council

14th May 2019

|  |  |  |
| --- | --- | --- |
| Action point No | Action required | By whom/when |
| 1 | Speak to Brainwave about delivery vehicles | Councillor Webb |
| 2 | Send images of the zebra crossing to Devon County Highways | Councillor Webb |
| 3 | Bring dog fouling at Fore Street Park to Environment | Amii Shelley |
| 4 | Submit Comments to Devon County Highways reference TRO at Haldon Plain | The Clerk |
| 5 | Request a monthly crime report for Chudleigh from the police | The Clerk |
| 6 | Councillors to inform the Clerk of any amendments to the letter by 17.05.2019 | All Councillors |
| 7 | Discussions on the plans for the Remembrance day service and parade to be delayed until the September meeting of full council | The Clerk |
| 8 | Review committees at the next Full Council meeting | All Councillors |
| 9 | Review standing orders | All Councillors |
| 10 | Arrange for Councillor Boston to become a signatory | The Clerk |
| 11 | Set up Youth Matters Committee | All Councillors |
| 12 | Add agenda item for speed limit on Old Exeter Street to Environment agenda | Amii Shelley |
| 13 | Explore how a highway survey can improve safety near the school | Councillor Castle |
| 14 | Research possibilities of improving cycling safety, and links to other Towns | Councillor Tinkler |
| 15 | Councillors to decide on a representative for TALC and the CADAS committees for next Full Council | All Councillors |

## Appendix 1 - Town Council Committee Members: May 2019

# CHUDLEIGH TOWN COUNCIL

CHUDLEIGH TOWN HALL

MARKET WAY

CHUDLEIGH

NEWTON ABBOT

DEVON TQ13 0HL

Tel: 01626 853140

Email: Clerk@chudleigh-tc.gov.uk

Clerk: John Carlton



Office Hours

Monday to Friday

9am - 3pm

**Town Council Committee Members: May 2019**

|  |  |  |
| --- | --- | --- |
| Town Hall & Finance | Environment | Planning |
| James Bushell | Tessa Frost (Chair) | Heath Baxter |
| Tessa Frost | Heath Baxter | James Bushell |
| Heath Baxter | Alice Boston | Alice Boston |
| Melanie Bellchambers | Melanie Bellchambers | Melanie Bellchambers |
| Alice Boston | Karen Castle | Karen Castle |
| Karen Castle | James Bushell | John Evans |
| John Evans | John Evans | Peter Shaw |
| Peter Shaw | Chris Webb | Martin Tinkler |
| Chris Webb | Peter Shaw | Tessa Frost  |
| Martin Tinkler | Martin Tinkler | Samantha Bennett |
| Samantha Bennett | Samantha Bennett |  |
|  | Mike Moyse (co-opted) |  |
|  | Kevin Fuller (co-opted) |  |
|  | Nick Walter (co-opted) |  |
|  | Stewart Sapp (Co-opted) |  |

## Appendix 2 - Finance Report to Full Council: May 2019

# CHUDLEIGH TOWN COUNCIL

CHUDLEIGH TOWN HALL

MARKET WAY

CHUDLEIGH

NEWTON ABBOT

DEVON TQ13 0HL

Tel: 01626 853140

Email: Clerk@chudleigh-tc.gov.uk

Clerk: John Carlton



Office Hours

Monday to Friday

9am - 3pm

 **Finance Report to Full Council: May 2019**

Balances at 30 April 2019

|  |  |  |
| --- | --- | --- |
| Current account | £18,019.41 |  |
| Deposit Account | £181,725.20 | First half of precept received on 26/4/19 - £74,179. Second payment due on 28/9/19 |
| Building maintenance account | £13.001.07 | It was agreed to set aside £6,500 per annum to build up a building maintenance fund. Its initial primary purpose is for the re-plastering of the Woodway Room.  |

Ring-fenced funds included in the deposit account above:-

£123 from DCC for P3 grant (footpaths)

£2,268: The surplus in the Fore Street project fund

£4,706.82 CIL funds (£2,667.44 received in April 2019)

£1,440 from Groundwork UK to cover NDP expenses

£3,789 from the Communities Together Fund for bus shelter at Ideford Dip and youth services project in Hennock Parish.

Total: £12,326.82

John Carlton

Town Clerk

9 May 2019

## Appendix 3 - Current Account Transactions

**Balance at 1/4/19 - £10,879.90**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Cheque No | Payee | Goods/services provided | Out | Deposits | Balance | Checked (Initials and date) |
|  |  |  |  |  |  | £10,879.90 |  |
| 4/4/19 | DD | SAGE | Accounts package | £33.05 | £0 | £10,846.85 |  |
| 9/4/19 | DD | Aviva | Monthly insurance premium | £533.77 | £0 | £10,313.08 |  |
| 15/4/19 | DD | TDC | Rates (cemetery) | £109.03 | £0 | £10,204.05 | £112 from 1/5/19 |
| 18/4/19 | DD | SAGE | Additional user fee | £6-00 | £0 | £10,198.05 |  |
| 154/19 | DD | CompWiz | IT Maintenance contract | £54-00 | £0 | £10,144.05 |  |
| 1/4/19 | DD | SWW | Water (WR) | £50.25 | £0 | £10,093.80 | £48.69 from 2/4/19 |
| 1/3/19 | DD | SWW | Water (TH) | £26.00 | £0 | £10,067.80 | Reduces to £26 from 1/1/19 |
| 14/4/19 | DD | Marsland Nash | Payroll | £42.00 | £0 | £10,025.80 |  |
| 1/4/19 | ACT | DCC Pension fund | LGPS contributions | £1,232.21 | £0 | £8,793.59 |  |
| 3/4/19 |  |  | Deposits | £0 | £85.00 | £8,878.59 | Room hire |
| 1/4/19 |  |  | Transfer to building maintenance account | £6,500.00 | £0 | £2,378.59 |  |
| 4/4/19 |  |  | Transfer from deposit account |  | £10,000.00 | £12,378.59 |  |
| 8/4/19 | ACT | Clive Edgecombe | Window cleaning | £60.00 | £0 | £12,318.59 |  |
| 12/4/19 | ACT | Piranha Print | Beating the Bounds mugs | £854.37 | £0 | £11,464.22 |  |
| 12/4/19 | ACT | Mole Valley Farmers | Safety boots and uniform for new staff member | £137.21 | £0 | £11,327.01 | Reclaimable from P3 grant |
| 12/4/19 | ACT | Mole Valley Farmers | Manure fork | £47.40 | £0 | £11,279.61 |  |
| 8/4/19 | ACT | G Thomas & Co | Citizen’s award trophies and engraving | £169.02 | £0 | £11,110.59 |  |
| 8/4/19 | ACT | TutorCare | 2 places on an Emergency First Aid at work training course | £264.00 | £0 | £10,846.59 |  |
| 12/4/19 | ACT | ICCM | Membership 2019/20 | £95.00 | £0 | £10,751.59 |  |
| 12/4/19 | ACT | DALC | Preparing for Audit training course | £48.00 | £0 | £10,703.59 |  |
| 8/4/19 | ACT | Willow Embroidery | Uniform for new staff member | £71.50 | £0 | £10,632.09 |  |
| 12/4/19 | ACT | Trade UK | Venetian blinds, coat hooks and padlock | £60.76 | £0 | £10,571.33 |  |
| 12/4/19 | ACT | Trade UK | Materials for temporary fence at Culver Green | £35.10 | £0 | £10,536.23 |  |
| 12/4/19 | ACT | DALC | Preparing for elections training | £49.96 | £0 | £10,486.27 |  |
| 12/4/19 | ACT | Rhino Play | Replacing safety surface in pre-school playground | £3,380.40 | £0 | £7,105.87 | Covered by Grant from Jerry Brook |
| 8/4/19 | ACT | Domestic Bliss | Contract Cleaning | £682.50 | £0 | £6,423.37 |  |
| 18/4/19 | DD | Thirsty Work | Bottled water | £47.94 | £0 | £6,375.43 |  |
| 6/4/19 |  |  | Deposits | £0 | £134.05 | £6,509.48 | Room hire £130.50; Wayleave £3.55 |
| 6/4/19 |  |  | Deposits | £0 | £176.00 | £6,685.48 | Room hire |
| 2/4/19 |  |  | Deposits | £0 | £484.00 | £7,169.48 | Cemetery |
| 12/4/19 |  |  | Deposits | £0 | £658.00 | £7,827.48 | Room hire £538; cemetery £50; BtB £70 |
| 12/4/19 |  |  | Deposits | £0 | £39.00 | £7,866.48 | BtB |
| 15/4/19 | ACT | Primrose | Replacement planter | £64.98 | £0 | £7,801.50 |  |
| 15/4/19 | 006419 | Simon Jones | Grass cutting at Culver Green & Two Oaks | £125.00 | £0 | £7,676.50 |  |
| 15/4/19 | DD | Apogee | Copy charges 9/1-9/4/19 | £144.00 | £0 | £7,532.50 |  |
| 15/4/19 | DD | SW Comms | Telephony & broadband | £160.80 | £0 | £7,371.70 |  |
| 15/4/19 | ACT | DALC | Membership 2019/20 | £772.98 | £0 | £6,598.72 |  |
| 15/4/19 | ACT | Woody’s Tree Services | Removal of trees at Exeter Road allotments | £220.00 | £0 | £6,378.72 |  |
| 15/4/19 | ACT | S J Shelley | Miscellaneous electrical repairs | £321.60 | £0 | £6,057.12 |  |
| 15/4/19 | ACT | Wood Metal Craft | Replacement of timber window in police office | £1,742.50 | £0 | £4,314.62 |  |
| 18/4/19 |  |  | Deposits | £0 | £140.50 | £4,455.12 | Room hire |
| 17/4/19 |  |  | Transfer from deposit account | £0 | £10,000 | £14,455.12 |  |
| 24/4/19 | DD | Gazprom | Gas (TH) | £204.77 | £0 | £14,250.35 |  |
| 24/4/19 | DD | Gazprom | Gas (WR) | £213.85 | £0 | £14,036.50 |  |
| 26/4/19 | ACT | Trade UK | Miscellaneous DIY supplies | £38.75 | £0 | £13,997.75 |  |
| 26/4/19 |  |  | Staff salaries | £5,221.20 | £0 | £8,776.55 |  |
| 30/4/19 | ACT | DCC Pension Fund | LGPS contributions | £1,155.32 | £0 | £7,621.23 |  |
| 16/4/19 |  |  | Deposits | £0 | £542.50 | £8,163.73 | Room hire |
| 26/4/19 |  | TDC | Precept | £0 | £74,179.00 | £82,342.73 |  |
| 26/4/19 |  | TDC | CIL payments | £0 | £2,667.44 | £85,010.17 |  |
| 29/4/19 |  |  | Transfer to deposit account | £70,000 | £0 | £15,010.17 |  |
| 30/4/19 | 006420 | Simon Jones | Grass cutting at cemetery & Millstream Meadow | £520.00 | £0 | £14,490.17 |  |