

# Chudleigh Town Council

# **Meeting of Full Council**

# Monday 4 October 2021: 7pm:

## Public participation:

A member of the public was concerned that the building of the pump track at Millstream Meadow without providing toilet facilities showed a lack of foresight. She was starting a community campaign to have toilets provided and had spoken to people who thought that composting toilets offered a potential solution. The Mayor advised that councillors had discussed this at the last meeting but they were concerned about cost and had questioned whether this was a demonstrated need. There had also been concerns expressed about vandalism. (Action point 1)

Mary Anne McFarlane addressed councillors about the anti-hate crime pledge. She thanked councillors for the recent grant that had enabled her to provide the first tranche of bystander training. She wanted councillors to have the opportunity to receive the same training. She suggested January 2022 as a suitable time with the training being delivered by Zoom and asked councillors to identify a preferred day of the week. (Action point 2). She also asked for an agenda item at the November full council meeting when police officers specialising in this area could join the meeting. Thereafter, councillors could identify 2 or 3 of their number to work on the anti-hate crime pledge. (Action point 3)

## In attendance:

Councillors Tinkler (Chair) John Evans Shaw, Lillington, Chris Webb, Bushell, Frost, Bayley ,, Hares and Hadley. Also in attendance Amii Shelley (Deputy Clerk) County Councillor Brook and one member of the public. Joining by Zoom – John Carlton (Town Clerk), Lorraine Evans (District Councillor) Richard Keeling (District Councillor), Kate McCormick (Chudleigh Phoenix), Derek Hardy (CADAS) , Mary Anne McFarlane (SEARCH).

## Apologies:

Councillors McCormick, Rick Webb and Sherwood.

## Declaration of members’ interests:

None.

## County Councillor’s report:

Councillor Brook was advised that the two street lights on Station Hill had yet to be repaired despite his lobbying. Councillor Brook said he would try again. (Action point 4) He went on to talk about the long-delayed project to widen the Station Hill footpath. He had lobbied the portfolio holder and also the leader of DCC, John Hart. DCC are waiting for Vestry Homes (Linden Homes parent company) to approve the change to the S106 to incorporate works to the road and wall. Then they are waiting for their financial contribution before being able to move forward. Once both are completed the will can be moved. Councillors expressed their continued concerns that this work, given its safety implications, was taking so long to conclude.

He reported that a shortage of social workers and foster parents was adversely impacting on Children’s Services. The Highways team was also some 30 staff short.

## District Councillors report:

Councillors Keeling and Evans provided councillors with a written report. Councillor Keeling the went on to speak about Station Hill. He recalled that, four years ago, the detailed application for The Oaks development had nearly been defeated due to the lack of connectivity to the town centre. Thereafter, he had been instrumental in persuading DCC to transfer the funds set aside for the Traffic Management Plan to be diverted to the pavement widening. He advised that questions would be asked of the County Councillor leader at the next full council meeting on 7 October.

He was pleased to report that the Chudleigh Shared Equity Housing scheme had received its first two take-ups. The housing officer had also advertised the programme at the last Saturday market.

Councillor Evans was thanked for organising the weeding of the car park and rain garden. Councillor Keeling was thanked for assisting the youth club with its heating and lighting costs.

## Mayor’s report and any urgent matters.

The Mayor welcomed Councillors Bayley, Hares and Hadley who had been co-opted at the October meeting. He then presented Sally Harrison with a Freedom of the Parish scroll in recognition of her 50 years of service to the Scout movement.

He went on to express his concernthat promised connectivity routes on the three most recent developments had simply not been delivered and that it was important to maintain the pressure for the delivering of the footpath widening on Station Hill.

## Ratification of the minutes of the Full Council meeting of 6 September 2021:

Agreed as a true record. Proposed by Councillor Evans and seconded by Councillor Lillington.

## Review of action points from 6 September 2021 Full Council meeting:

|  |  |  |
| --- | --- | --- |
| * Action point No | * Action required | * Update |
| * 1 | * Seek the assistance of John Hart to move forward the project to widen the Station Hill pavement | * See item 5 |
| * 2 | * Follow up the need for weed clearance in the car park | * Completed. See item 6 |
| * 3 | * Lobby the Street Lighting team regarding the two broken street lights at the Rock. | * Carried forward as action point 4 |
| * 4 | * Identify 2/3 councillors to develop the anti- hate crime pledge at the full council meeting in October. | * See item 13 |
| * 5 | * Arrange purchase of three picnic benches for Millstream Meadow | * The Clerk advised that they had been delivered on 30/9 and would shortly be in situ. |
| * 6 | * Consider cost of feasibility study to inform on the need and cost of having an indoor sports facility in Chudleigh | * Carried forward as **action point 5** |
| * 7 | * Arrange date for APSE to conduct a condition survey of the town hall | * The Clerk advised that the survey would take place on 7 October |
| * 8 | * APSE to be asked to advise on Covid ventilation solutions | * They would comment on this post 7 October |
| * 9 | * Purchase three-bay noticeboard for Millstream Meadow | * Carried forward as **action point 6** |
| * 10 | * Arrange follow-up meeting with Neighbourhood Highways Officer | * The Clerk ad tried to arrange a meeting but had yet to receive a reply. Carried forward as **action point 7** |

## Ratification of the minutes of the Planning Committee meeting 0f 8 September 2021:

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

## The Council agrees that Councillors Hadley and Bayley should be appointed to the Planning, Town Hall & Finance and Environment committees. Councillor Hares to be appointed to the Environment & Planning committees.

Unanimously agreed.

## Coronavirus: Impact on Council services:

The Clerk advised that he had nothing to add to his report to the Town Hall and Finance committee on 30 September.

## Identify 2/3 councillors to develop the anti-hate crime pledge.

To be carried forward to the November full council meeting.

## Chudleigh Active Travel.

Councillor Tinkler advised that he had yet to receive any more information from TDC so had nothing to report.

## Highways issues.

The Clerk advised that he would continue to try and arrange a meeting with the Neighbourhood Highways Officer. Concern was expressed about excessive vehicle speed by vehicles leaving Chudleigh via Station Hill. **(Action point 8)**

## The Council agrees to the expenditure of £2,178 to replace two Hydroboil water heaters and one light fitting.

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

## Adoption of the policy for the filming and recording of meetings.

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

## Adoption of the Council’s Media policy.

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

## Correspondence:

None.

## Clerk’s report:

Nothing additional to report.

## Finance Report and approval of expenditure items from 1 September 2021 to 30 September 2021:

Councillors received the finance report. See appendix 1. Councillors unanimously authorised the payments made during the month of September. See appendix 2. Proposed by Councillor Lillington and seconded by Councillor Frost.

## Approval of bank reconciliations on the three accounts covering the period from 1 August 2021 to 31 August 2021:

Unanimously agreed, having been proposed by Councillor Lillington and seconded by Councillor Bushell. Councillor Lillington then signed the hard copies.

## Reports from committees:

### Environment committee:

Nothing to report.

### Town Hall & Finance:

Nothing to report.

### Planning:

Nothing to report.

## Reports from councillors attending other meetings:

None.

Date and time of next meeting: **Monday 1 November 2021 at 7pm**.

Meeting closed: 8.10 pm

|  |  |  |
| --- | --- | --- |
| * Action point no. | * Action required | * By whom |
| * 1 | * Provision of toilets at Millstream Meadow to be placed on agenda for November full council | * The Clerk |
| * 2 | * A suitable date in January to be identified for the delivery of “bystander” training – at November full council | * The Clerk & councillors |
| * 3 | * The anti-hate crime pledge to be listed as an agenda item at November full council | * The Clerk |
| * 4 | * Lobby the Street Lighting team regarding the two broken street lights at the Rock. | * County Councillor Brook |
| * 5 | * Consider cost of feasibility study to inform on the need and cost of having an indoor sports facility in Chudleigh | * Councillor McCormick |
| * 6 | * Purchase three-bay noticeboard for Millstream Meadow | * The Clerk |
| * 7 | * Arrange follow-up meeting with Neighbourhood Highways Officer | * The Clerk |
| * 8 | * Ask Neighbourhood Highways Officer to organise monitoring of traffic speeds of vehicles exiting Chudleigh via Station Hill. | * The Clerk |

Signed:

Martin Tinkler: Chair of Full Council

Monday 1 November 2021

## Appendix 1 - Finance Report to Full Council: October 2021

Balances at 30 September 2021.

|  |  |  |
| --- | --- | --- |
| * Current account | * £14,523.94 |  |
| * Deposit Account | * £233,857.02 | * The second half of the precept was received on 29/9/21 |
| * Building maintenance account | * £26,012.99 | * 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:-

£823 from DCC for P3 grant (footpaths)

£46,847.21 CIL funds

Total: £47,670.21

John Carlton

Town Clerk

## Appendix 2

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| * Date | * Cheque No | * Payee | * Goods/services provided | * Out | * Deposits | * Balance | * Checked (Initials and date) |
|  |  |  |  |  |  | * £7,894.27 |  |
| * 16/9/21 | * DD | * SAGE | * Accounts package | * £28.80 | * 0 | * £7,865.47 |  |
| * 16/9/21 | * DD | * Sage | * Additional user | * £6.00 | * 0 | * £7,859.47 |  |
| * 9/9/21 | * DD | * RSA | * Monthly insurance premium | * £508.08 | * 0 | * £7,351.39 |  |
| * 15/9/21 | * DD | * TDC | * Rates (cemetery) | * £114.00 | * 0 | * £7,237.39 |  |
| * 15/9/21 | * DD | * CompWiz | * IT Maintenance contract | * £54-00 | * 0 | * £7,183.39 |  |
| * 2/9/21 | * DD | * SWW | * Water (WR) | * £59.38 | * 0 | * £7,124.01 |  |
| * 2/9/21 | * DD | * SWW | * Water (TH) | * £20.00 | * 0 | * £7,104.01 |  |
| * 14/9/21 | * DD | * Marsland Nash | * Payroll | * £43.56 | * 0 | * £7,060.45 |  |
| * 18/9/21 | * DD | * Thirsty work | * Water cooler | * £21.60 | * 0 | * £7,038.85 |  |
| * 6/9/21 | * ACT | * Simon Jones | * Grass cutting at cemetery | * £365.00 | * 0 | * £6,635.85 |  |
| * 6/9/21 | * ACT | * CompWiz | * Annual subscriptions for Office 365, Exhange Online Plan and Exchange Online Kiosk | * £483.12 | * 0 | * £6,152.73 |  |
| * 7/9/21 | * DD | * Initial | * Sanitary services 1/9/21-30/11/21 | * £460.65 | * 0 | * £5,692.08 |  |
| * 8/9/21 |  |  | * Deposits | * 0 | * £266.94 | * £5,959.02 | * Room hire |
| * 10/9/21 | * ACT | * Domestic Bliss | * Contract cleaning | * £525.00 | * 0 | * £5,434.02 |  |
| * 10/9/21 | * ACT | * Merlin Industrial | * Concrete bin for Millstream Meadow | * £763.55 | * 0 | * £4,430.47 |  |
| * 13/9/21 | * ACT | * Aubergine | * Website hosting and support | * £1,222.80 | * 0 | * £3,207.67 |  |
| * 13/9/21 | * ACT | * Pear Technology | * Technical support for mapping software | * £270.00 | * 0 | * £2,937.67 |  |
| * 13/9/21 | * ACT | * Viking | * 2022 diaries | * £13.78 | * 0 | * £2,923.89 |  |
| * 13/9/21 |  |  | * Transfer from deposit account | * 0 | * £10,000.00 | * £12,923.89 |  |
| * 19/9/21 | * DD | * SSE | * Electricity Q2 | * £1,228.54 | * 0 | * £11,695.35 |  |
| * 20/9/21 | * ACT | * Forte Trailscapes | * Supply and fitting of pump track signage | * £866.88 | * 0 | * £10,828.47 |  |
| * 20/9/21 | * ACT | * Clive Edgecombe | * Window cleaning | * £60.00 | * 0 | * £10,768.47 |  |
| * 20/9/21 | * ACT | * Parishioner | * Plants for Two Oaks | * £7.08 | * 0 | * £10,761.39 |  |
| * 21/9/21 |  |  | * Deposits | * 0 | * £553.50 | * £11,314.89 | * Room hire £298.50: Allotments £255 |
| * 21/9/21 |  |  | * Deposits | * 0 | * £205.00 | * £11,519.89 | * Allotments £194: Room hire £11 |
| * 21/9/21 | * DD | * SSE | * Electric Q2 | * £1,228.54 | * 0 | * £10,291.35 |  |
| * 21/9/21 | * DD | * S W Comms | * Telephony | * £271.97 | * 0 | * £10,019.38 |  |
| * 24/9/21 | * ACT | * Doug Pratt | * Tree inspection at Two Oaks | * £195.00 | * 0 | * £9,824.38 |  |
| * 24/9/21 | * ACT | * Simon Jones | * Grass cutting at Culver, Millstream and Two Oaks | * £300.00 | * 0 | * £9,524.38 |  |
| * 27/9/21 | * ACT | * S J Shelley | * Supply and fitting of two hydroboils and one light fitting | * £2,614.08 | * 0 | * £6,910.30 |  |
| * 27/9/21 | * ACT | * Staff | * September salaries | * £5,121.48 | * 0 | * £1,788.82 |  |
| * 30/9/21 | * ACT | * DCC Pension Fund | * LGPS contributions | * £1.141.70 | * 0 | * £647.12 |  |
| * 23/9/21 | * DD | * SSE | * Gas: August 21 | * £131.08 | * 0 | * £516.04 |  |
| * 24/9.21 |  |  | * Transfer from deposit account | * 0 | * £10,000.00 | * £10,516.04 |  |
| * 29/9/21 |  | * TDC | * 2nd half of precept | * 0 | * £75,168.50 | * £85,684.54 |  |
| * 29/9/21 |  |  | * Transfer to deposit account | * £75,000.00 | * 0 | * £10,684.54 |  |