

# CHUDLEIGH TOWN COUNCIL

# **Meeting of Full Council**

# Monday 1 November 2021: 7pm:

## Public participation:

The member of the public wishing to speak about the provision of toilet facilities at Millstream Meadow could not attend. Instead, a written submission had been circulated to councillors.

## In attendance:

Councillors Tinkler (Chair) John Evans, Shaw, Lillington, Rick Webb, Bushell, Frost, Bayley, McCormick and Hadley. Also in attendance Amii Shelley (Deputy Clerk) and John Carlton (Clerk). Joining by Zoom – Lorraine Evans (District Councillor), Gina Sherwood (Town Councillor), Kate McCormick (Chudleigh Phoenix), Mary Anne McFarlane (SEARCH) an two members of the public.

## Apologies:

Councillors Chris Webb and Hares. County Councillor Brook and District Councillor Keeling.

## Declaration of members’ interests:

None.

## County Councillor’s report.

In the absence of County Councillor Brook there was no report. The Clerk was asked to obtain an update from the County Councillor on the pavement widening on Station Hill. **(Action point 1)**

## District Councillors report:

Councillor Evans reported that the planning application for a new dwelling at The Retreat had been approved. The No Prior Approval application for Stancott had been refused. Concern was expressed by councillors regarding the time it was taking to solicit responses from TDC officers on all sorts of issues. They wondered whether the limitations caused by Covid restrictions was becoming an excuse for inaction.

## Mayor’s report and any urgent matters.

The Mayor noted the progress being made on cycle lanes and trialling a 20mph limit in Newton Abbot. He compared this to the lack of progress in similar issues in Chudleigh. He wondered whether the town needed to be more demanding to try and obtain a share of the resources available from DCC and TDC? In saying this, the Mayor exonerated the District and County Councillors from blame as he knew they found the lack of progress equally frustrating.

## Developing the Council’s anti-hate crime pledge.

The following actions were agreed:-

1. A briefing from Devon & Cornwall Constabulary was scheduled for 22 November at 7pm by Zoom. **(Action point 2)**
2. Training package to be delivered to councillors and staff by zoom on Monday 17 January 2022 between 7pm & 9pm
3. Councillors Hares, Bayley and Rick Webb to form working group to develop the pledge.

## The need for toilet provision at Millstream Meadow: Discussion.

Councillor Frost provided a useful presentation on how composting toilets worked. She felt they worked well in isolated facilities with sparse usage and where there were no alternatives. There was acknowledgement that they were perhaps less suited to areas prone to flooding. Councillor Bushell pointed out there were no water or electrical services to the site. The overwhelming view of councillors was that the need for toilets was not proved given that there had been no issues even with the opening of a new pump track in late summer. Councillors unanimously agreed that the need for toilets was unproven and that directional signage to the central toilets should be erected with the issue to be revisited in the summer of 2022. **(Action point 3)**

## Ratification of the minutes of the Full Council meeting of 4 October 2021:

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

## Review of action points from 4 October 2021 Full Council meeting:

|  |  |  |
| --- | --- | --- |
| * Action point No
 | * Action required
 | * Update
 |
| * 1
 | * Provision of toilets at Millstream Meadow to be placed on agenda for November full council
 | * See item 9
 |
| * 2
 | * A suitable date in January to be identified for the delivery of “bystander” training – at November full council
 | * See item 8
 |
| * 3
 | * The anti-hate crime pledge to be listed as an agenda item at November full council
 | * See item 8
 |
| * 4
 | * Lobby the Street Lighting team regarding the two broken streetlights at the Rock.
 | * Councillor Brook. Carry forward as **action point 4**
 |
| * 5
 | * Consider cost of feasibility study to inform on the need and cost of having an indoor sports facility in Chudleigh
 | * Councillor McCormick sought volunteers to work with him on this project. Councillors Tinkler, Evans and Shaw volunteered for the working group
 |
| * 6
 | * Purchase three-bay noticeboard for Millstream Meadow
 | * On order
 |
| * 7
 | * Arrange follow-up meeting with Neighbourhood Highways Officer
 | * The meeting took place on 20 October with details circulated to councillors
 |
| * 8
 | * Ask Neighbourhood Highways Officer to organise monitoring of traffic speeds of vehicles exiting Chudleigh via Station Hill.
 | * The request has been submitted and a response awaited
 |

## Ratification of the minutes of the Planning Committee meeting of 11 October 2021:

Agreed as a true record. Proposed by Councillor McCormick. Seconded by Councillor Lillington.

## Ratification of the minutes of the Town Hall & Finance committee meeting of 30 September 2021.

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

## The Council agrees to the expenditure of £645.00 to replace the Town Clerk’s lap top.

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

## Highways issues.

Councillors noted that Devon County Highways were now accepting proposals for 20mph limits in towns and communities in Devon, albeit with the caveat that it would be some time before they would be moved forward. After deliberation councillors asked the Clerk to submit a proposal seeking a limit from the Rock Road chicane to the New Exeter Street chicane with the addition of Lawn Drive as far as the junction with Clifford Street. **(Action point 5)**

## Correspondence:

None.

## Clerk’s report:

The Clerk advised that the Council had received an additional £45,897 in CIL funds covering the period 1/4/21 to 30/9/21.

## Finance Report and approval of expenditure items from 1 October 2021 to 31 October 2021:

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

## Approval of bank reconciliations on the three accounts covering the period from 1 September 2021 to 30 September 2021:

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

## Reports from committees:

1. Environment committee: Meets on 9/11/21.
2. **Town Hall & Finance**: Meets on 1/12/21.
3. **Planning:** Meets on 17/11/21.

## Reports from councillors attending other meetings:

Chudleigh Together had recently held their AGM. They were developing closer ties with Volunteering in Health, who would be taking over the administration of their defending work.

Date and time of next meeting: **Monday 6 December 2021 at 7pm**.

Meeting closed: 8.00 pm

|  |  |  |
| --- | --- | --- |
| * Action point no.
 | * Action required
 | * By whom
 |
| * 1
 | * Seek update from County Councillor Brook on the pavement widening on Station Hill
 | * The Clerk
 |
| * 2
 | * Anti-hate crime pledge: Arrange Zoom link for police briefing on 22/11/21
 | * The Clerk
 |
| * 3
 | * Arrange for signage providing directions to central toilets to be erected at Millstream Meaow.
 | * The Clerk
 |
| * 4
 | * Lobby the Street Lighting team regarding the two broken streetlights at the Rock.
 | * County Councillor Brook
 |
| * 5
 | * Submit 20mph speed limit proposal to County Highways
 | * The Clerk
 |

Signed:

Martin Tinkler: Chair of Full Council

Monday 6 December 2021

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

Balances at 31 October 2021.

|  |  |  |
| --- | --- | --- |
| * Current account
 | * £12,311.09
 |  |
| * Deposit Account
 | * £278,858.73
 | * The second half of the precept was received on 29/9/21. A further tranche of CIL funds, £45,896.96 was received on 28/10/21
 |
| * Building maintenance account
 | * £26,013.22
 | * 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)

£92,744.17 CIL funds

Total: £93,567.17

John Carlton

Town Clerk

## Appendix 2

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| * Date
 | * Cheque No
 | * Payee
 | * Goods/services provided
 | * Out
 | * Deposits
 | * Balance
 | * Checked (Initials and date)
 |
|  |  |  |  |  |  | * £13,587.24
 |  |
| * 16/10/21
 | * DD
 | * SAGE
 | * Accounts package
 | * £28.80
 | * 0
 | * £13,558,44
 |  |
| * 16/10/21
 | * DD
 | * Sage
 | * Additional user
 | * £6.00
 | * 0
 | * £13,552.44
 |  |
| * 9/10/21
 | * DD
 | * RSA
 | * Monthly insurance premium
 | * £508.08
 | * 0
 | * £13,044.36
 |  |
| * 15/10/21
 | * DD
 | * TDC
 | * Rates (cemetery)
 | * £114.00
 | * 0
 | * £12,930.36
 |  |
| * 15/10/21
 | * DD
 | * CompWiz
 | * IT Maintenance contract
 | * £54-00
 | * 0
 | * £12,876.36
 |  |
| * 2/10/21
 | * DD
 | * SWW
 | * Water (WR)
 | * £59.38
 | * 0
 | * £12,816.98
 |  |
| * 2/10/21
 | * DD
 | * SWW
 | * Water (TH)
 | * £20.00
 | * 0
 | * £12,796.98
 |  |
| * 14/10/21
 | * DD
 | * Marsland Nash
 | * Payroll
 | * £43.56
 | * 0
 | * £12,753.42
 |  |
| * 18/10/21
 | * DD
 | * Thirsty work
 | * Water cooler
 | * £23.94
 | * 0
 | * £12,729.48
 |  |
| * 1/10/21
 | * ACT
 | * Simon Jones
 | * Hedge cutting at cemetery
 | * £75.00
 | * 0
 | * £12,654.48
 |  |
| * 4/10/21
 |  |  | * Deposits
 | * 0
 | * £312.00
 | * £12,966.48
 | * Room hire
 |
| * 6/10/21
 |  |  | * Deposits
 | * 0
 | * £332.50
 | * £13,298.98
 | * Room hire
 |
| * 11/10/21
 | * ACT
 | * HMRC
 | * Tax and NI Q
 | * £2,943.65
 | * 0
 | * £10,355.33
 |  |
| * 11/10/21
 | * DD
 | * BNP Paribas
 | * Quarterly copier rental
 | * £657.60
 | * 0
 | * £9,697.73
 |  |
| * 11/10/21
 | * ACT
 | * Domestic Bliss
 | * Contract cleaning
 | * £770.00
 | * 0
 | * £8,927.74
 |  |
| * 11/10/21
 | * ACT
 | * Play inspection Company
 | * Quarterly inspections
 | * £624.00
 | * 0
 | * £8,303.74
 |  |
| * 12/10/21
 |  |  | * Deposits
 | * 0
 | * £361.00
 | * £8664.74
 | * Allotments £313: Roon hire £48
 |
| * 12/10/21
 |  |  | * Deposits
 | * 0
 | * £211.50
 | * £8,876.24
 | * Allotments £109; room hire £102.50
 |
| * 12/10/21
 |  |  | * Deposits
 | * 0
 | * £150.00
 | * £9,026.24
 | * Allotments £90; room hire £60
 |
| * 14/10/21
 |  |  | * Deposits
 | * 0
 | * £1,775.00
 | * £10,801.24
 | * Cemetery
 |
| * 15/10/21
 | * ACT
 | * Clive Edgecombe
 | * Window cleaning
 | * £60.00
 | * 0
 | * £10,741.24
 |  |
| * 15/10/21
 | * ACT
 | * Simon Jones
 | * Grass cutting at cemetery
 | * £365.00
 | * 0
 | * £10,376.24
 |  |
| * 18/10/21
 | * ACT
 | * Trade UK
 | * Perspex screens for offices + miscellaneous DIY
 | * £270.50
 | * 0
 | * £10,105.74
 |  |
| * 21/10/21
 |  |  | * Deposits
 |  | * £4.090.59
 | * £14,196.33
 | * Room hire
 |
| * 27/10/21
 | * ACT
 | * Staff
 | * Salaries: October
 | * £4,969.19
 |  | * £9,227.52
 |  |
| * 27/10/21
 |  |  | * Deposits
 | * 0
 | * £325.50
 | * £9,553.02
 | * Room hire
 |
| * 27/10/21
 |  | * TDC
 | * CIL
 | * 0
 | * £45.896.96
 | * £55,449.98
 |  |
| * 27/10/21
 |  |  | * Deposits
 | * 0
 | * £1,840.10
 | * £57,290.08
 | * Room hire
 |
| * 27/10/21
 | * DD
 | * SSE
 | * Gas
 | * £146.24
 | * 0
 | * £57,143.84
 |  |
| * 27/10/21
 |  |  | * Transfer to deposit account
 | * £45.000.00
 | * 0
 | * £12,143.84
 |  |
| * 29/10/21
 | * ACT
 | * DCC Pension Fund
 | * LGPS contributions
 | * £1,106.04
 | * 0
 | * £11,037.80
 |  |
| * 29/10/21
 | * DD
 | * S W Comms
 | * Telephony and broadband
 | * £167.11
 | * 0
 | * £10,870.69
 |  |
| * 29/10/21
 | * ACT
 | * Simon Jones
 | * Grass cutting at Culver and Two Oaks
 | * £130.00
 | * 0
 | * £10,740.69
 |  |
| * 29/10/21
 | * ACT
 | * R K Drew
 | * Servicing of four gas boilers
 | * £486.72
 | * 0
 | * £10,253.97
 |  |
| * 29/10/21
 | * ACT
 | * Neil’s Cleaning services
 | * Cleaning of pre-school carpets
 | * £148.00
 | * 0
 | * £10,105.97
 |  |
| * 29/10/21
 | * ACT
 | * Viking
 | * Stationery and cleaning supplies
 | * £63.42
 | * 0
 | * £10,042.55
 |  |
| * 29/10/21
 |  |  | * Deposits
 | * 0
 | * £252.00
 | * £10,294.55
 |  |
| * 29/10/21
 | * ACT
 | * National Allotments Society
 | * 2021-22 membership
 | * £66.00
 | * 0
 | * £10,228.55
 |  |