

# Chudleigh Town Council

# **Meeting of Full Council**

# Monday 15 May 2023: 7pm:

**Annual meeting**

## Election of Mayor.

Councillor Hadley, as outgoing Mayor, took the Chair at the start of the meeting. Rick Webb was nominated by Councillor McCormick and seconded by Councillor Hadley. There being no other candidates Councillor Webb was duly elected as Mayor and took the Chair for the rest of the meeting. (Action point 1)

## Election of Deputy Mayor.

Councillor Hares was nominated by Councillor Sherwood and seconded by Councillor McCormick. There being no other candidates Councillor Hares was duly elected as Deputy Mayor. **(Action point 2)**

## Public Participation:

None.

## In attendance:

Councillors Hadley, Mathews, Lillington, McCormick, Sherwood, Bowling, Webb, Hares and Bayley. Also in attendance John Carlton (The Clerk), Kate McCormick (The Phoenix), District Councillor Sanders and one member of the public.

## Apologies:

District Councillor Keeling.

## Declaration of members’ interests:

None.

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

The Chair advised that there would be no part 2.

## District Councillors report:

The Mayor congratulated District Councillor Sanders following her success in the recent election. Councillor Sanders advised that she was keen to develop relationships with local councils. She added that she was also the Ambassador for Fair Trade in Chudleigh. She asked if any questions from councillors could be sent to her a week in advance of each full council meeting so that she had time to properly research the subjects. Councillor McCormick expressed concern about the subject of a second car park provision in Chudleigh. He was concerned that there had been no discussion with the Town Council and observed that such provision would encourage more vehicles into the town at a time when councils and government were seeking to discourage private vehicles. A lengthy discussion ensued without reaching any particular conclusion.

## County Councillor’s report;

In the absence of County Councillor Brook there was no report.

## Mayor’s report:

Councillor Webb thanked Councillor Hadley and ex-councillor Bushell for their hard work as Mayor and Deputy Mayor respectively. He also welcomed Councillor Mathews to his first council meeting. Turning to the “Celebrate Chudleigh” event on 29 April, also incorporating the Annual Town Meeting and election hustings, he felt it was a great success with excellent participation from community groups and a good public attendance. He felt it was important to consider what form the 2024 event should take and to set a date as early as possible. **(Action point 3).** “Celebrate Chudleigh” was followed a week later by the coronation of King Charles 111. He noted that the parish church had organised a public screening of the coronation and that the Constitutional Club had organised events. He also congratulated the local scouts for organising a mass litter-pick.

## Ratification of the minutes of the Full Council meeting of 3 April 2023:

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

## Review of action points from 3 April 2023 Full Council meeting:

|  |  |  |
| --- | --- | --- |
| Action point No | Action required | Update |
| 1 | Planning application 22/02095/FUL: Land at NGR 287286 80626: Advise LPA that the council objects to the application. | Completed |
| 2 | Contact the enforcement team at the LPA to raise concerns about a static caravan on NGR 287286 80626 and the disposal of waste materials on site. | The Clerk advised that he had referred concerns to the planning enforcement team for investigation. |
| 3 | Planning application 23/00452/CAN: 5 Old Exeter Street. Advise LPA that the council has no objections provided that the tree officer considers the felling to be necessary. | Completed |
| 4 | Arrange purchase of toughened glass and paint for the refurbishment of the telephone box. | The paint and glass had been received and a volunteer was now working to refurbish the ‘phone box. |
| 5 | Arrange for purchase and fitting of play park equipment at Fore Street park and Millstream Meadow. | The new kit had been delivered and the Clerk was now awaiting a date for the fitting. |
| 6 | Arrange for repairs to be carried out on netting and the gates of the MUGA. | All works had been completed |
| 7 | Ask the Neighbourhood Highways Manager to pursue the provision of a street light to illuminate the steps linking Great Hill to The Gardens. | Response awaited |
| 8 | Station Hill VAS: Arrange for the landowner to provide written consent to access their land. | Completed |
| 9 | Exeter Road VAS: Councillor Chris Webb to approach landowner | Outstanding due to Councillor Webb having stood down as a councillor. |

## Ratification of the minutes of the Planning Committee meeting held on 18 April 2023 :

Agreed as a true record. Proposed by Councillor McCormick and seconded by Councillor Bowling.

## Ratification of the minutes of the Town Hall & Finance Committee meeting held on 5 April 2023 :

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

## Review of direct debit payments for 2023/24.

Unanimously agreed. Proposed by Councillor Bowling and seconded by Councillor Sherwood.

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

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

## Acceptance of end of year Internal Audit report.

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

## Approval of the Annual Return Governance Statements for 2022/23.

Unanimously agreed. Proposed by Councillor Lillington and seconded by Councillor Bowling. The Mayor duly signed the governance statements.

## Approval of the Annual Return Accounting Statements for 2022/23.

Unanimously agreed. Proposed by Councillor Sherwood and seconded by Councillor Lillington. The Mayor then signed the accounting statements.

## Exercise of Public Rights: The Council agrees that the notice will be published on the Council website on Friday 2 June with the public rights period commencing on Monday 5 June and ending on Friday 14 July.

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

## Review of bank signatories and internet banking authorisers:

Unanimously agreed. Proposed by Councillor Hadley and seconded by Councillor Bayley. Authorised signatories are Councillors Lillington, Hares, Sherwood and Webb. Also the Clerk and Deputy Clerk.

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

Unanimously agreed. Proposed by Councillor Bowling and seconded by Councillor Hares.

## Determination of the membership of committees.

Unanimously agreed. Proposed by Councillor Sherwood and seconded by Councillor Bayley.

## Review of terms of reference of committees.

The Clerk advised that he had reduced the required number of councillors on each committee from seven to five to reflect that the council was currently operating at reduced strength. Unanimously agreed. Proposed by Councillor Lillington and seconded by Councillor McCormick.

## Review and adoption of financial regulations, financial risk assessment and internal financial controls.

Unanimously agreed. Proposed by Councillor Hares and seconded by Councillor Sherwood. Councillor McCormick asked that these three documents be redrafted next year to reflect that almost all the council’s payments were made by ACT and DD rather than by cheque. **(Action point 4)**

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

The Clerk advised that the Town Hall & Finance Committee had decided to invest £100,000 in a nine month fixed term bond when they met on 5 April. However, since then, an additional £45,000 in CIL funds had been received. He invited councillors to consider whether they wanted to increase the amount invested. After discussion councillors unanimously agreed to increase the amount to £140,000. This was proposed by Councillor Lillington and seconded by Councillor McCormick. **(Action point 5)**

## Review of asset register.

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

## Review of insurance arrangements.

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

## Adoption of Standing Orders.

Unanimously agreed. Proposed by Councillor Hares and seconded by Councillor Webb. The Clerk was asked to redraft for next year to remove the gender specific terms used. **(Action point 6)**

## The Council agrees to the transfer of £6,500 from general funds to the Building Maintenance account.

Unanimously agreed. Proposed by Councillor McCormick and seconded by Councillor Sherwood. **(Action point 7)**

## The Council agrees that £1,500 should be provided as a section 137 grant to CCP.

Councillors noted that the previous council had agreed to provide an annual grant to CCP outside of the normal section 137 grant bidding round. Some councillors queried whether it was fair to provide this to just one community group. After some discussion it was agreed that the one-off grant of £1,500 would be paid this year but CCP should be advised that they would, in future, need to apply in the grant bidding round. This was proposed by Councillor Webb, seconded by Councillor Bowling, and agreed by seven votes to zero with two abstentions. **(Action point 8)**

## Highways issues

1. Bus shelter on Station Hill: Awaiting a final precise position from DCC Highways. We will then need to find a contactor to fit the concrete base.
2. Station Hill VAS: We are waiting for DCC Highways to erect the pole on which the VAS will be mounted.
3. Town Mills bus shelter: Councillors agreed that a quotation should be sought to replace the polycarbonate panels with toughened glass. **(Action point 9)** In response to a question the Clerk said that CIL funds could be used for this purpose.
4. Exeter Road VAS: Councillors agreed that in the absence of a suitable location this project would need to be shelved.
5. Parking of camper vans on Station Hill close to the Gappah junction. Councillors were aware that two of these vans were being lived in which residents found intimidating. There was also concern about the dumping of human waste in the vicinity. Councillors noted the suggestion from DCC Highways that signage prohibiting overnight parking could be put in place. However, they were concerned that this would impact on other vehicles legitimately parked in this area so did not wish to proceed at this point in time. It was agreed that the Clerk should contact the Environmental Health team to see what they could suggest. **(Action point 10)**
6. Illumination of the steps linking Great Hill with The Gardens: The Clerk advised that he was waiting for contact from the Street Lighting team.
7. Requests for yellow lining in Lawn Drive. To be discussed at June full council meeting.
8. Ban on camper vans using main car park: It was agreed that the District Councillors should be asked whether this ban could be lifted.

## The Council agrees to the expenditure of £1,200 to pay for the cost of white lining the junction at Bridgelands Bridge.

Unanimously agreed. Proposed by Councillor McCormick and seconded by Councillor Hadley. **(Action point 11)**

## Clerk’s report:

The Clerk advised that the council had 35 working days from the date of the election when they could co-opt new councillors without the need to go through the formal process. Consequently, he would advertise for expressions of interest through all the usual channels. **(Action point 12)**

## Correspondence:

Councillors noted the correspondence regarding the removal of a litter bin from Clifford Street some two years ago. They were also aware that TDC had been clear that it would not be replaced.

## Finance Report and approval of expenditure items from 1 April to 30 April 2023:

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

## Approval of bank reconciliations on the three accounts covering the period 1 April to 30 April 2023.

Unanimously agreed. Proposed by Councillor Lillington and seconded by Councillor McCormick. The reconciliations were then signed by Councillor Lillington.

## Reports from committees:

### Environment committee:

Nothing to report

### Town Hall & Finance:

Nothing to report.

### Planning:

Next meets on 23 May.

## Reports from councillors attending other meetings.

1. Councillor Bowling reminded councillors that Chudleigh Artists had received a section 137 grant last year to facilitate the running of workshops. The first of these had taken place last week and had resulted in two new members being recruited.
2. Councillor Sherwood advised that tickets for this year’s ChudFest events would be on sale from 29 May.
3. Councillors Lillington and Webb had attended the Youth Centre AGM and were pleased to learn that two more staff had been recruited and the attendance was increasing.
4. Councillor McCormick advised that he was considering compiling a business register. This was something that the Business Guild used to do but they were now largely defunct. Councillors Mathews and Bayley indicated that they were content to be involved. The Clerk suggested an approach to Diane Hopkins who was in possession of a draft list of community services and organisations.

**Date and time of next meeting: Monday 5 June 2023.**

**Meeting closed: 8.15pm**

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | By whom |
| 1 | Arrange for Councillor Webb to sign an acceptance of office form for the post of Mayor. | The Clerk |
| 2 | Arrange for Councillor Hares to sign an acceptance of office form for the post of Deputy Mayor. | The Clerk |
| 3 | Set date for 2024 Annual Town Meeting at June full council. | Councillors |
| 4 | Redraft financial regulations, finance risk assessment and internal financial controls to reflect that almost all payments are made by ACT and DD. | The Clerk |
| 5 | Invest £140,000 in a nine month fixed term bond with a yield of 2.9% and amend Investment Strategy to reflect this change. | The Clerk |
| 6 | Redraft Standing Orders to remove gender specific terminology. | The Clerk |
| 7 | Transfer £6,500 from general funds to the building maintenance account | The Clerk |
| 8 | Pay one-off grant to CCP of £1,500 but advise them that they will need to apply in the normal grants round in future. | The Clerk |
| 9 | Town Mills bus shelter: Obtain quotation to retrofit toughened glass panels | The Clerk |
| 10 | Seek advice from Environmental Health regarding camper vans being parked on Station Hill and being lived in. | The Clerk |
| 11 | White lining of Bridgelands Bridge junction: Obtain two further quotes for the work. Proceed with DCC Highways quote if other quotes are higher. | The Clerk |
| 12 | Advertise the opportunity to be co-opted as a councillor. | The Clerk |

Signed:

Rick Webb: Chair of Full Council

Monday 5 June 2023

## Appendix 1 - Finance Report to Full Council: May 2023

Balances at 30 April 2023.

|  |  |  |
| --- | --- | --- |
| Current account | £150,966.61 | £130,000 transferred to deposit account on 2 May |
| Deposit Account | £236,075.94 |  |
| Building maintenance account | £32,596.52 |  |

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

£143 from DCC for P3 grant (footpaths)

£165,959.54 CIL funds; This follows the receipt of £44,887.25 in CIL funds on 29/4/23

£328 for the Underwood Meadow memorial: Reduced by £672 since last report as the memorial has been paid for. The remainder should be used for a project.

Total: £166,430.54

John Carlton

Town Clerk

## Appendix 2 - Current Account Transactions

Balance at 31/3/23 - £7,954.93

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Cheque No | Payee | Goods/services provided | Out | Deposits | Balance | Checked (Initials and date) |
|  |  |  |  |  |  | £7,954.93 |  |
| 16/4/23 | DD | Sage | Accounts package | £31.20 | 0 | £7,923.73 |  |
| 16/4/23 | DD | Sage | Additional user | £6.00 | 0 | £7,917.73 |  |
| 9/4/23 | DD | Aviva | Monthly insurance premium | £950.67 | 0 | £6,967.06 |  |
| 14/4/23 | DD | TDC | Rates | £114.00 | 0 | £6,853.06 |  |
| 15/4/23 | DD | CompWiz | IT Maintenance contract | £96.00 | 0 | £6,757.06 |  |
| 2/4/23 | DD | SWW | Water (WR) | £66.47 | 0 | £6,690.59 |  |
| 2/4/23 | DD | SWW | Water (TH) | £64.50 | 0 | £6,626.09 |  |
| 14/4/23 | DD | Marsland Nash | Payroll | £48.36 | 0 | £6,577.73 |  |
| 18/4/23 | DD | Thirsty work | Water cooler | £25.14 | 0 | £6,552.59 |  |
| 3/4/23 |  |  | Deposits | 0 | £381.37 | £6,933.96 | Room hire |
| 3/4/23 |  |  | Deposits | 0 | £1,485.00 | £8,418.96 | Cemetery |
| 11/4/23 | ACT | S W Arb | Disposal of fallen tree at Millstream Meadow | £180.00 | 0 | £8,238.96 |  |
| 11/4/23 | ACT | DALC | Subscription 23/24 | £914.31 | 0 | £7,324.65 |  |
| 11/4/23 | ACT | Trade UK | Decorating materials | £118.99 | 0 | £7,205.66 |  |
| 11/4/23 | ACT | Domestic Bliss | Contract cleaning | £862.50 | 0 | £6,343.16 |  |
| 11/4/23 | ACT | Hanover Lifts | Stairlift service | £189.60 | 0 | £6,153.56 |  |
| 11/4/23 | ACT | Jonathan Valentine | Shelving for telephone box | £134.00 | 0 | £6,019.56 |  |
| 11/4/23 | ACT | Tutor Care | Fire marshal training for four | £336.00 | 0 | £5,683.56 |  |
| 11/4/23 | ACT | Torbay Display | Erection of bunting | £468.00 | 0 | £5,215.56 |  |
| 12/4/23 |  |  | Transfer from deposit account | 0 | £15,000.00 | £20,215.56 |  |
| 13/4/23 |  |  | Deposits | 0 | £327.50 | £20,543.06 | Room hire |
| 13/4/23 |  |  | Deposits | 0 | £2,452.50 | £22,995.56 | Room hire |
| 14/4/23 | ACT | HMRC | Tax and NI Q4 | £4,444.56 | 0 | £18,551.00 |  |
| 14/4/23 | ACT | Simon Jones | Grass cutting at cemetery, Millstream, Culver and Two Oaks | £705.00 | 0 | £17,846.00 |  |
| 14/4/23 | ACT | Viking | Cleaning materials | £344.06 | 0 | £17,501.94 |  |
| 17/4/23 |  | HMRC | VAT refund | 0 | £5,973.01 | £23,474.95 |  |
| 17/4/23 |  |  | Deposits | 0 | £396.95 | £23,871.90 | Cemetery £242; £151.40 room hire; Wayleave £3.55 |
| 17/4/23 |  |  | Deposits | 0 | £223.50 | £24,096.40 | Room hire |
| 21/4/23 | ACT | South Devon Bahas | Room rental refund | £14.00 | 0 | £24,082.40 |  |
| 23/4/23 | DD | SSE | Gas: March 2023 | £647.36 | 0 | £23,435.04 | VAT £107.89 |
| 24/4/23 |  |  | Deposits | 0 | £4,326.50 | £27,761.54 | Room hire |
| 26/4/23 |  |  | Deposits | 0 | £241.50 | £28,003.04 | Room hire |
| 27/4/23 |  |  | Deposits | 0 | £632.50 | £28,635.54 | Room hire |
| 27/4/23 | ACT | Staff | Salaries | £6,034.58 | 0 | £22,600.96 |  |
| 28/4/23 | ACT | DCC Pension fund | LGPS contributions | £1,313.36 | 0 | £21,287.60 |  |
| 28/4/23 | ACT | Clive Edgecombe | Window cleaning | £60.00 | 0 | £21,227.60 |  |
| 28/4/23 | ACT | Play Inspection Company | Quarterly play park inspections | £480.00 | 0 | £20,747.60 |  |
| 28/4/23 | ACT | Online Playgrounds | Wetpour repair kit and play park consumables | £501.60 | 0 | £20,246.00 |  |
| 28/4/23 | ACT | Trade UK | Miscellaneous DIY | £18.70 | 0 | £20,227.30 |  |
| 29/4/23 |  | TDC | First half of precept | 0 | £85,441.50 | £105,668.80 |  |
| 29/4/23 |  | TDC | CIL funds | 0 | £44,887.25 | £150,555.75 |  |