

# Chudleigh Town Council

# **Meeting Of Full Council**

# Monday 5th June 2023: 7pm:

## Public Participation:

Mr Tresidder spoke about the increased vandalism and graffiti to the bus shelter at Millstream Meadow. He would like the council to consider removing all side panels, and to leave just the metal framework and roofing. (Action point 1)

## In attendance:

Councillors Hadley, Mathews, Lillington, McCormick, Sherwood, Bowling, Webb, and Hares. Also, in attendance Amii Shelley (Assistant Clerk), Kate McCormick (The Phoenix), District Councillor Sanders and five members of the public.

## Apologies:

District Councillor Keeling and Town Councillor Bayley.

## Declaration of members’ interests:

None.

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

The Chair advised that there would be a part 2.

## District Councillors report:

District Councillor Saunders spoke about the issues facing the refuse and recycling collections, the delays in the service currently provided to residents, and how Teignbridge are looking into the feasibility of live tracking data. Councillors raised the issue of allowing campervans to park in Teignbridge car parks and would like this to be pursued further with Teignbridge District Council, to see if the number of campervans parking on the highways can be reduced.

## County Councillor’s report;

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

## Mayor’s report:

Councillor Webb congratulated Cads and Chudfest for the success of the Murder Mystery evening.

Councillor Hares arrives at 7:21pm

## Consideration of expressions of interest to be co-opted as a town councillor:

There were four candidates. Kevin Fuller, Robert Harvey-Howard, John Powell and David Riley were present and addressed councillors. Following the addresses, the candidates left the room and the councillors unanimously agreed to co-opt Kevin Fuller, John Powell and David Riley. Robert- Harvey Howard was unsuccessful having received 2 votes in favour and 4 against, with 2 councillors abstaining from the vote.

## Ratification of the minutes of the Full Council meeting of 15th May 2023:

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

## Review of action points from 15th May 2023 Full Council meeting:

|  |  |  |
| --- | --- | --- |
| * Action point no. | * Action required | * Update |
| * 1 | * Arrange for Councillor Webb to sign an acceptance of office form for the post of Mayor. | * Completed |
| * 2 | * Arrange for Councillor Hares to sign an acceptance of office form for the post of Deputy Mayor. | * Completed |
| * 3 | * Set date for 2024 Annual Town Meeting at June full council. | * See item 14 |
| * 4 | * Redraft financial regulations, finance risk assessment and internal financial controls to reflect that almost all payments are made by ACT and DD. | * To be done later in the year. |
| * 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. | * Completed |
| * 6 | * Redraft Standing Orders to remove gender specific terminology. | * To be done later in the year. |
| * 7 | * Transfer £6,500 from general funds to the building maintenance account | * Completed |
| * 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. | * Completed |
| * 9 | * Town Mills bus shelter: Obtain quotation to retrofit toughened glass panels | * Quotation awaited |
| * 10 | * Seek advice from Environmental Health regarding camper vans being parked on Station Hill and being lived in. | * Advice awaited |
| * 11 | * White lining of Bridgelands Bridge junction: Obtain two further quotes for the work. Proceed with DCC Highways quote if other quotes are higher. | * Quotations awaited |
| * 12 | * Advertise the opportunity to be co-opted as a councillor. | * Completed |

## Ratification of the minutes of the Planning Committee meeting held on 23rd May 2023 :

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

## Consideration of planning application 23/00817/LBC: 4 New Exeter Street: Retention of windows replaced on front elevation and replaced lime render, replaced lime plaster to lounge, proposed replacement of UPVC window on first floor rear elevation to timber frame:

Councillors raised no objections.

## Determination of date for the 2024 Annual Town Meeting and consideration of format:

Councillor Hadley proposed 18th May 2024, seconded by councillor Lillington and unanimously approved. **(Action point 2)**

## Consideration of appointing a councillor(s) to liaise with businesses and represent their interests on the council:

Councillor Lillington proposed Councillor Matthews to be the liaison between the council and the businesses. Seconded by councillor Sherwood, and unanimously agreed. **(Action point 3)**

## Ratification of the protocol on consultation meetings with developers, pre-application meetings and meetings during the application process:

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

## Ratification of the Internet & Social Media Policy.

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

## Ratification of the protocol covering the use of body-worn cameras.

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

## Ratification of the complaints procedure.

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

## Highways issues

1. Parking of camper vans on Station Hill close to the Gappah junction. Councillors were made aware of the return of a campervan parking overnight. They have decided not to proceed with signage for overnight parking restrictions, and instead favour letting environmental health and the police monitor the situation.
2. Station Hill road closure: Councillors are in favour of the suggested road closure to allow the works to be carried out on the wall to widen the footpath.

## Clerk’s report:

Nothing to report.

## Correspondence:

Councillors noted the correspondence regarding the stepped access to The Leighs, however as there are alternative forms of access to the area, no further action is required by the council.

## Finance Report and approval of expenditure items from 1st May to 31st May 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 1st May to 31st May 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:

* Nothing to report.

## Reports from councillors attending other meetings.

1. Councillor Sherwood advised that tickets for this year’s ChudFest events were selling well.

Date and time of next meeting: Monday 17th July 2023

Meeting closed: 8.40pm

Signed:

Rick Webb: Chair of Full Council

Monday 17th July 2023

|  |  |  |
| --- | --- | --- |
| * Action point no. | * Action required | * By whom |
| * 1 | * Look for solutions to the vandalism at Millstream Meadow bus stop | * Environment committee |
| * 2 | * Consider format for the Annual Town Meeting 18/5/24 | * All councillors |
| * 3 | * Provide Full Council with a plan to represent the business in Chudleigh | * Councillor Matthews |

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

Balances at 31 May 2023.

|  |  |  |
| --- | --- | --- |
| * Current account | * £15,409.33 |  |
| * Deposit Account | * £351,231.52 | * Transfer of £140,000 to fixed term deposit bond awaited. |
| * Building maintenance account | * £32,615.05 | * Transfer of £6,500 from deposit account awaited, |

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 30/4/23 - £150,966.61

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| * Date | * Cheque No | * Payee | * Goods/services provided | * Out | * Deposits | * Balance | * Checked (Initials and date) |
|  |  |  |  |  |  | * £150,966.61 |  |
| * 2/5/23 |  |  | * Transfer to deposit account | * £130,000.00 | * 0 | * £20,966.61 |  |
| * 16/5/23 | * DD | * Sage | * Accounts package | * £31.20 | * 0 | * £20,935.41 |  |
| * 16/5/23 | * DD | * Sage | * Additional user | * £6.00 | * 0 | * £20,929.41 |  |
| * 9/5/23 | * DD | * Aviva | * Monthly insurance premium | * £950.67 | * 0 | * £19,988.74 |  |
| * 14/5/23 | * DD | * TDC | * Rates | * £114.00 | * 0 | * £19,874.74 |  |
| * 15/5/23 | * DD | * CompWiz | * IT Maintenance contract | * £96.00 | * 0 | * £19,778.74 |  |
| * 2/5/23 | * DD | * SWW | * Water (WR) | * £66.47 | * 0 | * £19,712.27 |  |
| * 2/5/23 | * DD | * SWW | * Water (TH) | * £64.50 | * 0 | * £19,647.77 |  |
| * 14/5/23 | * DD | * Marsland Nash | * Payroll | * £48.36 | * 0 | * £19,599.41 |  |
| * 18/5/23 | * DD | * Thirsty work | * Water cooler | * £25.14 | * 0 | * £19,574.27 |  |
| * 2/5/23 | * DD | * S W Comms | * Telephony and broadband | * £188.80 | * 0 | * £19,385.47 |  |
| * 3/5/23 |  |  | * Deposits | * 0 | * 336.00 | * £19,721.47 | * Room hire |
| * 5/5/23 | * ACT | * IAC | * Internal audit fees | * £474.00 | * 0 | * £19,247.47 |  |
| * 5/5/23 | * ACT | * Simon Jones | * Grass cutting at Millstream, Culver and Two Oaks | * £325.00 | * 0 | * £18,922.47 |  |
| * 5/5/23 | * ACT | * G Thomas & Co | * Citizen of the year trophy | * £68.50 | * 0 | * £18,853.97 |  |
| * 5/5/23 | * ACT | * Ashfords | * Legal fees: Allotment eviction | * £257.40 | * 0 | * £18,594.57 |  |
| * 5/5/23 | * ACT | * Simon Jones | * Grass cutting at cemetery | * £380.00 | * 0 | * £18,214.57 |  |
| * 5/5/23 | * ACT | * Domestic Bliss | * Contract cleaning | * £722.50 | * 0 | * £17,492.07 |  |
| * 12/5/23 | * ACT | * CompWiz | * New TP link and data cabinet | * £834.00 | * 0 | * £16,658.07 |  |
| * 12/5/23 | * ACT | * Office Depot | * Copier paper, toilet rolls, cleaning supplies. | * £663.48 | * 0 | * £15,994.59 |  |
| * 12/5/23 | * ACT | * Trade UK | * Miscellaneous diy | * £193.40 | * 0 | * £15,801.19 |  |
| * 12/5/23 | * ACT | * S W Arb | * Ground works at Culver Green | * £420.00 | * 0 | * £15,381.19 |  |
| * 13/5/23 | * DD | * SSE | * Electricity Q 4 | * £1,983.97 | * 0 | * £13,397.22 | * VAT £324.82 |
| * 15/5/23 | * DD | * BNP Paribas | * Quarterly copier rental | * £614.40 | * 0 | * £12,782.82 | * VAT £102.40 |
| * 17/5/23 |  |  | * Deposits | * 0 | * £199.50 | * £12,982.32 | * Room hire £189.50; P/C £10.00 |
| * 18/5/23 |  |  | * Deposits | * 0 | * £162.00 | * £13,144.32 | * Room hire |
| * 19/5/23 | * ACT | * HAGS | * Play park equipment | * £4,014.00 | * 0 | * £9,130.32 |  |
| * 19/5/23 | * ACT | * Simon Jones | * Grass cutting at cemetery | * £385.00 | * 0 | * £8,745.32 |  |
| * 19/5/23 | * ACT | * APSE | * Planning application for extension | * £467.50 | * 0 | * £8,277.82 |  |
| * 19/5/23 | * ACT | * Simon Jones | * Grass cutting at Millstream, Culver and Two Oaks | * £325.00 | * 0 | * £7,952.82 |  |
| * 19/5/23 | * ACT | * Member of public | * Reimbursement of room hire fee | * £40.50 | * 0 | * £7,912.32 |  |
| * 19/5/23 | * ACT | * Staff member | * Reimbursement of planning application fee. | * £181.00 | * 0 | * £7,751.32 |  |
| * 22/5/23 | * DD | * SSE | * Gas: April 2023 | * £406.46 | * 0 | * £7,344.86 | * VAT £19.34 |
| * 23/5/23 |  |  | * Deposits | * 0 | * £264.00 | * £7,608.86 | * Room hire |
| * 23/5/23 |  |  | * Deposits | * 0 | * £500.00 | * £8,108.86 | * Room hire |
| * 24/5/23 |  |  | * Transfer from deposit account | * 0 | * £15,000.00 | * £23,108.86 |  |
| * 26/5/23 | * ACT | * Staff | * Salaries | * £6,307.29 | * 0 | * £16,801.57 |  |
| * 26/5/23 | * ACT | * Clive Edgecombe | * Window cleaning | * £60.00 | * 0 | * £16,741.57 |  |
| * 26/5/23 | * ACT | * Trade UK | * Miscellaneouse DIY | * £17.81 | * 0 | * £16,723.76 |  |
| * 26/5/23 | * ACT | * Mole Valley Farmers | * Jockey wheel and jacket | * £61.98 | * 0 | * £16,661.78 |  |
| * 26/5/23 | * ACT | * Ben Nock | * Fence and gate repairs: MUGA | * £1,206.99 | * 0 | * £15,454.79 |  |
| * 30/5/23 |  |  | * Deposits | * 0 | * £147.40 | * £15,602.19 | * Room hire |
| * 31/5/23 | * ACT | * DCC Pension Fund | * LGPS contributions | * £1,483.32 | * 0 | * £14,118.87 |  |
| * 31/5/23 | * DD | * S W Comms | * Telephony and broadband | * £188.80 | * 0 | * £13,930.07 | * VAT £31.47 |