

# Chudleigh Town Council

# **Meeting Of Full Council**

# Monday 17 July 2023: 7pm:

## Public Participation:

None.

## In attendance:

Councillors Webb (Chair), Mathews, Lillington, McCormick, Bowling and Hares. Also in attendance John Carlton (The Clerk) and District Councillor Sanders.

## Apologies:

* Councillors Fuller, Hadley, Powell and Riley. District Councillor Keeling.

## Declaration of members’ interests:

Councillor Lillington declared a non-pecuniary interest in the funding request from Chudleigh Youth Centre and played no part in the decision making process. See item 14

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

* The Chair advised that there would be no part 2.

## District Councillors report:

* Councillor Sanders announced that that she had been appointed chair of the scrutiny committee. She had been making enquiries about the Rock Nursery site. She added that there was currently no designated planning officer covering the application. She has asked whether there was any possibility of change of use for the site should the current application prove to be unsuccessful. She had been advised that this could potentially occur. Councillor Lillington asked about the possibilities of a section 215 order being issued requiring that the site either be cleaned up or securely sealed. She noted that there had been at least two occasions when police attended due to ASB on the unsecured site. **(Action point 1)** She advised that TDC were planning to add Bell Field as a development site for 40 dwellings to the revised Local Plan. It was noted that the Town Council opposed the development of this site. There was a discussion on the value of appointing a councillor as liaison point between the Town Council and District Councillors. It was agreed to revisit this at the September meeting. **(Action point 2).** Councillor Webb questioned whether it was possible to ask the refuse collectors to empty the bins in Fore Street first before progressing to other locations in the town. He explained the problem of bins blocking the narrow pavements in the main street. Councillor Sanders advised that this was impractical until there is a revision of collection routes. Councillor McCormick reported that SWW have consent to close Rock Road to replace the sewar and wondered whether Glenspray had ben informed of this.

## County Councillor’s report;

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

## Mayor’s report:

* Councillor Webb reported that he had attended several of the ChudFest events. He, along with several other town councillors had attended the Lord Lieutenant of Deon’s event at Cannonteign. Councillor Hares had led the carnival procession and also undertook the judging of the floats. She added that she was meeting with the organisers tomorrow to consider lessons learned. The Mayor advised that there were three urgent matters:-

a) Councillors agreed the recommendation of the Environment Committee to purchase a single picnic table constructed from recycled materials at a cost of £743.60 ex VAT. This would replace the two timber picnic tables at Millstream Meadow that had been destroyed recently. Councillors requested that it be fixed into large concrete blocks under the legs. **(Action point 3)** Proposed by Councillor Lillington and seconded by Councillor McCormick.

b) Councillors agreed to accept a quotation of £1,336 inc VAT from Devon Curtains & Blinds to replace blinds in various rooms in the town hall. Proposed by Councillor Hares and seconded by Councillor Webb. **(Action point 4)**

c) Councillors agreed to the expenditure of £1,895 for maintenance works in the MUGA. Proposed by Councillor McCormick and seconded by Councillor Lillington. **(Action point 5)**

## Ratification of the minutes of the Full Council meetings of 5 and 15 June 2023:

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

## Review of action points from 5 and 15 June 2023 Full Council meetings:

|  |  |  |
| --- | --- | --- |
| Action point No | Action required | Update |
| 1 | Look for solutions to the vandalism at Millstream Meadow bus stop | The Environment committee have recommended the purchase of a much stronger picnic table as a replacement for the two that were destroyed. See item 8 |
| **2** | Consider format for the Annual Town Meeting 18/5/24 | On the agenda at item 11 |
| 3 | Provide Full Council with a plan to represent the business in Chudleigh  | Councillor Matthews. See item 12 |
| **4** | Write to the properties neighbouring the steps to gain consent for the light | Confirmation is awaited regarding the format required by DCC. |
| **5** | Contact the police for an increased presence in Millstream Meadow | The Clerk has reported the destruction of the picnic benches to the police and is in discussions with the Neighbourhood Beat Officer |
| **6** | Obtain a second quote for Millstream Meadow bridge repairs | The Assistant Clerk is seeking a second quotation. |

##  The Council agrees that Councillors Riley and Powell be appointed to the Planning, Environment and Town Hall & Finance committees. Councillor Fuller to be appointed to Planning and Environment.

Unanimously agreed. Proposed by Councillor Lillington and seconded by Councillor Webb. **(Action point 6)**

## Business Liaison Councillor’s report:

Councillor Matthews reported that he had been in discussions with Aubergine, the Council’s website providers, regarding the creation of a business directory on the website. He was also investigating the creation of an App to assist businesses to promote themselves. He was also investigating the use of Google Analytics so that councillors could measure the usage of the website. Councillor McCormick advised that he would also want to see a hard copy of the business directory which could be used to promote the town to new residents through developers and estate agents. This could be accompanied by a list of community organisations. Councillor Matthews added that he and councillors Bayley and McCormick would shortly be meeting to put flesh on the bones of these ideas.

## 2024 Annual Town Meeting: Consideration of format:

Given the low attendance it was agreed to carry forward to the September meeting. **(Action point 7)**

## Consideration of funding request from Chudleigh Youth Centre:

Councillor Webb summarised that the youth centre was seeking £3,214 from the Town Council which was 50% of the cost of urgent electrical repairs. A lengthy debate ensued during which the concern was expressed that there was a danger of losing the youth centre as they could not continue to operate unless the electrical improvements were carried out. Councillor McCormick proposed that the sum of £3,214 should come from CIL funds and be offered to the youth centre. This was seconded by Councillor Webb. It was passed with three votes in favour, one against and one abstention. The Clerk was asked to make clear to the youth centre that we would expect the sum requested to be reduced if other fund raising efforts were successful. Also that a grant application from the youth centre in the normal section 137 grants round would be unlikely to be successful given the amount already given. **(Action point 8).** Councillors went on to discuss the value of having a councillor attending youth centre committee meetings and agreed to discuss further at the September meeting. **(Action point 9)**

## Consideration of request for the Town council to sponsor the Chudleigh road race:

Councillor Webb explained that the race organisers were seeking £500 from the Council as they had lost their previous sponsor. After brief discussion councillors voted unanimously to reject the request. **(Action point 10)**

## Consideration of request from Group Planning Forum to support the reintroduction of Teignbridge Association of Local Councils (TALC):

Councillor McCormick took the lead on this item. It was agreed that the Clerk should write to the forum suggesting a meeting to ascertain the level of support for TALC and to identify people who would be prepared to lead and organise it. It was also suggested that the Town Hall should be put forward as a potential venue. **(Action point 11)**

## Use of the TDC car park for uses other than parking:

Councillor McCormick reminded councillors that TDC had advertised for tenders to site a mobile catering van in Chudleigh car park. The advertisement had attracted no interest but he found it disquieting that the District Council had said that it was not their policy to consult or even inform the local council of such developments. District Councillor Sanders said that she had discovered that the tendering process had been a response to being approached by a company seeking to place a mobile catering unit in Dawlish car park. The two tendering opportunities had been advertised together but there had been no interest in Chudleigh.

## Consideration of added value in engaging a consultancy to assist with procurement and tendering and project management of major play park projects:

The Clerk circulated details of a proposed consultant prior to the meeting. He advised that he had selected the consultant because the Council had previous dealings with him on the Fore Street project. He advised that he was suggesting this because neither he or the Assistant Clerk had the expertise required for the management of a major play park project. A lengthy debate ensued with some councillors questioning the cost and whether it was needed. It was agreed that the Clerk would bring back the proposal to a future meeting.

## Highways issues

1. Bus shelter on Station Hill: Awaiting a final precise position from DCC Highways and them carrying out checks for underground services. 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 rejected a suggestion that all side panels should be removed just leaving the shelter with a roof. The Clerk was instructed to pursue the toughened glass option. **(Action point 12)**
4. Pavement widening on Station Hill: Councillors were pleased to see that the project would commence on 24/7/23.
5. Proposal for parking restrictions in Rock Road. Councillors noted that DCC Highways were seeking the Council’s views following requests from a resident for parking restrictions at the bottom of Rock Road. They were unanimously of the view that such restrictions would serve no useful purpose. **(Action point 13)**
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 who would need to tell us what form the consultation with local residents should take.
7. Requests for yellow lining in Lawn Drive. The Clerk advised that the Neighbourhood Highways Manager had asked for a map showing where we would wish the yellow lines to be positioned. Councillor McCormick agreed to work with Diane Hopkins to produce the proposals in map form. **(Action point 14)**
8. Resident’s request for a 20mph speed limit in Fore Street. Councillors noted that a survey of residents last year had produced a disappointing number of responses with far from overwhelming support for the concept. Councillors were also aware that the success of such a speed limit required the buy-in of residents since any police enforcement would be minimal. They concurred that another survey so close to the previous one was likely to be unproductive.

## Clerk’s report:

None

##  Correspondence:

Councillors noted the correspondence regarding the request for the Council to facilitate the removal of a free bric-a-brac stall on Fore Street. They noted that the stall was on the householders land so insisting on removal was not an option. They concluded that they had no wish to become embroiled in what was, essentially, a neighbourhood dispute.

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

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

## Approval of bank reconciliations on the three accounts covering the period 1 June to 30 June 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:

Councillor Hares reported that three police units had been seen in the vicinity of the skate park last week.

### Town Hall & Finance:

Councillor Lillington advised that the next meeting had been rescheduled to 16 August.

### Planning:

Next meets on 18 July.

## Reports from councillors attending other meetings.

None

Date and time of next meeting: Monday 4 September 2023.

Meeting closed: 8.52pm

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | By whom |
| 1 | Contact Environmental Health team seeking a clean-up of the Rock nursery site.  | The Clerk |
| 2 | Consider value in appointing a councillor to act as a liaison point with District councillors. | Councillors |
| 3 | Arrange purchase of picnic table from Glasdon | The Clerk |
| 4 | Make arrangements for Devon Curtains and Blinds to replace blinds in various rooms in the Town Hall. | The Clerk |
| 5 | Arrange for Play Innovation to undertake maintenance of the MUGA during the school summer holidays. | The Clerk |
| 6 | Update list of committee memberships. | The Clerk |
| 7 | 2024 Annual Town Meeting: To be discussed at September full council | The Clerk |
| 8 | Advise youth centre of the Council’s funding offer to assist with the costs of electrical repairs. | The Clerk |
| 9 | Identify a councillor to act as a liaison point with the youth centre at the September meeting of full council. | The Clerk |
| 10 | Advise Chudleigh road race organisers that the Council is unable to assist with funding. | The Clerk |
| 11 | Respond to Group Planning Forum making suggestions regarding TALC and offering the Town Hall as a venue. | The Clerk |
| 12 | Pursue quotation for the provision of toughened glass panes for the Town Mills bus shelter. | The Clerk |
| 13 | Advise DCC Highways that the Town council does not support the introduction of parking restrictions in Rock Road. | The Clerk |
| 14 | Produce map showing parking restriction proposals on Lawn Drive | Councillor McCormick and Diane Hopkins |

Signed:

Rick Webb: Chair of Full Council

Monday 4 September 2023

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

**Balances at 30 June 2023.**

|  |  |  |
| --- | --- | --- |
| Current account | £4,910.82 |  |
| Deposit Account | £191,443.05 | £140,000 was transferred to a fixed term deposit on 5/6/23 |
| Building maintenance account | £39,136.25 | £6,500m was transferred from the deposit account on 7/6/23 |

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

£143 from DCC for P3 grant (footpaths)

£163,909.54 CIL funds; This follows the receipt of £44,887.25 in CIL funds on 29/4/. Items funded by CIL in 2023/24 – Junction marking at Bridgelands Bridge (£550), swimming pool grant to CCP (£1,500)

£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: £164,380.54

John Carlton

Town Clerk

## Appendix 2

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Cheque No | Payee | Goods/services provided | Out | Deposits | Balance | Checked (Initials and date) |
|  |  |  |  |  |  | **£15,322.43** |  |
| 16/6/23 | DD | Sage | Accounts package | £31.20 | 0 | £15,291.23 |  |
| 16/6/23 | DD | Sage | Additional user | £6.00 | 0 | £15,285.23 |  |
| 9/6/23 | DD | Aviva | Monthly insurance premium | £950.67 | 0 | £14,334.56 |  |
| 14/6/23 | DD | TDC | Rates | £114.00 | 0 | £14,220.56 |  |
| 15/6/23 | DD | CompWiz | IT Maintenance contract | £96.00 | 0 | £14,124.56 |  |
| 2/6/23 | DD | SWW | Water (WR) | £66.47 | 0 | £14,058.09 |  |
| 2/6/23 | DD | SWW | Water (TH) | £64.50 | 0 | £13,993.59 |  |
| 14/6/23 | DD | Marsland Nash | Payroll | £51.24 | 0 | £13,942.35 |  |
| 18/6/23 | DD | Thirsty work | Water cooler | £29.34 | 0 | £13,913.01 |  |
| 2/6/23 | ACT | CCP | Section 137 grant | £1,500.00 | 0 | £12,413.01 |  |
| 2/6/23 | ACT | Jonathan Valentine | Repairs to pagoda | £52.00 | 0 | £12,361.01 |  |
| 2/6/23 | ACT | Trade UK | Miscellaneous DIY + Safety boots | £234.17 | 0 | £12,126.84 |  |
| 2/6/23 | ACT | Sound & Visual | Replacement of radio links | £2,779.92 | 0 | £9,346.92 |  |
| 2/6/23 | ACT | ICCM | Membership 2023/24 | £95.00 | 0 | £9,251.92 |  |
| 2/6/23 | ACT | WBW Solicitors | Legal costs: Police lease | £786.00 | 0 | £8,465.92 |  |
| 2/6/23 | ACT | Complete Water Solutions | Replacement of bsall cock at Exeter Road allotments | £209.57 | 0 | £8,256.35 |  |
| 7/6/23 |  |  | Transfer from deposit account | 0 | £20,000.00 | £28,256.35 |  |
| 7/6/23 | DD | Initial | Sanitary services 1/6/23-31/8/23 | £628.68 | 0 | £27,627.67 | VAT £104.78 |
| 7/6/23 |  |  | Transfer to building maintenance account | £6,500.00 | 0 | £21,127.67 |  |
| 9/6/23 | ACT | HMRC  | Under-payment of Tax and NI | £23.95 | 0 | £21,103.72 |  |
| 9/6/23 | ACT | Chudleigh DIY | Miscellaneous DIY 10/10/22 – 31/5/23 | £296.62 | 0 | £20,807.10 |  |
| 9/6/23 | ACT | Simon Jones | Grass cutting at cemetery, Culver, To Okas & Millstream | £710.00 | 0 | £20,097.10 |  |
| 9/6/23 | ACT | Ashfords | Legal fees: Allotment eviction | £925.20 | 0 | £19,171.90 |  |
| 9/6/23 | ACT | Staff member | Petrol expenses | £25.00 | 0 | £19,146.90 |  |
| 9/6/23 |  |  | Deposits | 0 | £385.00 | £19,531.90 | Cemetery |
| 9/6/23 |  |  | Deposits | 0 | £700.00 | £20,231.90 | Room hire |
| 9/6/23 |  |  | Deposits | 0 | £202.50 | £20,436.40 | Room hire |
| 11/6/23 | DD | Apogee | Copy charges 13/2/23-11/5/23 | £215.18 | 0 | £20,221.22 | VAT £35.86 |
| 12/6/23 | DD | PWLB | Loan repayment: Town Hall refurbishment | £2,798.99 | 0 | £17,422.23 |  |
| 14/6/23 |  |  | Deposits | 0 | £188.00 | £17,610.23 | Cemetery £110;room hire £78 |
| 14/6/23 |  |  | Deposits | 0 | £101.00 | £17,711.23 | Room hire |
| 16/6/23 | ACT | Domestic Bliss | Contract cleaning: May 23 | £722.50 | 0 | £16,988.73 |  |
| 16/6/23 | ACT | Trade UK | Miscellaneous DIY | £147.28 | 0 | £16,841.45 |  |
| 16/6/23 | ACT | Masons Kings | Brush cutter | £385.23 | 0 | £16,456.22 |  |
| 16/6/23 | ACT | Go Green Devon | Summer planting | £1,593.00 | 0 | £14,863.20 |  |
|  | DD | PWLB | Loan repayment: Allotment site purchase | £762.53 | 0 | £14,100.67 |  |
| 23/6/23 | ACT | Clive Edgecombe | Window cleaning  | £60.00 | 0 | £14,040.67 |  |
| 23/6/23 | DD | SSE | Gas | £209.63 | 0 | £13,831.04 |  |
| 27/6/23 | ACT | Grants Online | Subscription 23/24 | £150.00 | 0 | £13,681.04 |  |
| 27/6/23 | ACT | Staff | Salaries | £6,303.04 | 0 | £7,378.00 |  |
| 27/6/23 |  |  | Deposits | 0 | £271.25 | £7,649.25 | Room hire |
| 27/6/23 |  |  | Deposits | 0 | £322.50 | £7,971.75 | Room hire £284.50; P/C £15; allotments £23 |
| 28/6/23 |  |  | Deposits | 0 | £160.00 | £8,131.75 | Room hire |
| 28/6/23 | DD | S W Comms | Telephony and broadband | £188.80 | 0 | £7,942.95 | VAT £31.47 |
| 30/6/23 | ACT | DCC Pension Fund | LGPS contributions | £1,529.37 | 0 | £6,413.58 |  |
| 30/6/23 | ACT | Simon Jones | Grass cutting at Culver, Millstream, Two Oaks and cemetery  | £710.00 | 0 | £5,703.58 |  |
| 30/6/23 | ACT | Cercis Ltd | 2 x planters | £308.97 | 0 | £5,394.61 |  |
| 30/6/23 | ACT | S J Shelley | Periodic electrical inspection | £1,380.00 | 0 | £4,014.61 |  |
| 30/6/23 | ACT | Mole Valley Farmers | Miscellaneous DIY | £86.71 | 0 | £3,927.90 |  |
| 30/6/23 | ACT | JHB (UK) Ltd | White line marking | £660.00 | 0 | £3,267.90 |  |
| 30/6/23 |  |  | Deposits | £242.00 | 0 | £3,509.90 | Cemetery |