

# Chudleigh Town Council

# **Meeting of Full Council**

# Monday 4 September 2023: 7pm:

## Public Participation:

* A resident spoke in opposition to planning application 23/01071/FUL for the St John’s ambulance hall in Clifford Street. They expressed concern about the scale of the development which would be over three storeys whereas most buildings in Clifford Street were two storey. They considered it to be detrimental to the street scene in the Conservation Area. They were also concerned about the impact the proposal would have on a neighbouring property. 4 Clifford Street possessed a number of historic features and the resident was concerned about the impact of the construction process on these features. They added that the development would mean that their garden would be completely overlooked.

## In attendance:

* Councillors Webb (Chair), Fuller, Lillington, McCormick, Bowling, Hares, Sherwood, Bayley and Riley. Also in attendance John Carlton (The Clerk), County Councillor Brook and two members of the public.

## Apologies:

* Councillors Hadley and Mathews. District Councillors Keeling and Sanders.

## 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:

* Councillor Sanders provided a written report prior to the meeting.

## County Councillor’s report;

* County Councillor Brook reported that the trialling of a 20mph speed limit in Newton Abbot had been a success and would be introduced on a permanent basis. Other parishes interested in introducing similar limits should write to the portfolio holder for highways.
* He advised that DCC were heading for a budget overspend of £180 million. Whilst some assistance from central government was anticipated staffing savings of £22 million were being sought.
* Councillor McCormick advised County Councillor Brook that the new wall on Station Hill was very impressive.

## Planning application 23/01071/FUL: St John’s ambulance hall, 5 Clifford Street: Conversion of existing garage/workshop to a dwelling, including raising of roof.

* The Chair of planning, Councillor McCormick, noted that there were six objections on the planning portal. These covered such things as the proposal being out of keeping, the use of uPVC windows and doors in the CA, the scale of the proposed dwelling and the impact on neighbouring properties. Councillor McCormick proposed an objection on these grounds. This was seconded by Councillor Fuller and unanimously agreed. **(Action point 1)**

## Planning application 23/01483/FUL: Land west of Rattycombe Farm: Agricultural building and associated infrastructure.

* Concern was expressed about the previous history of the site in that a mobile home was situated on the land and that hedges had been removed without planning consent. The Chair noted that that councillors could only consider what was in front of them in the application. Councillors voted by eight votes to two not to oppose the application. **(Action point 2)**

## Mayor’s report and any urgent matters brought forward.

* The Clerk presented quotations for two jobs. The first was for the reduction of a sycamore and hedge at Culver Green at a cost of £360. The second was for the renewal of timber fencing at The Gardens play park, also at a cost of £360. Both quotations were unanimously agreed having been proposed by Councillor Lillington and seconded by Councillor McCormick. **(Action points 3 and 4)**

## Ratification of the minutes of the Full Council meetings of 17 July 2023:

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

## Review of action points from 17 July 2023 Full Council meetings:

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| Action point No | Action required | Update |
| 1 | Contact Environmental Health team seeking a clean-up of the Rock nursery site.  | The police and the TDC ASB Officer were considering what action was practical. |
| **2** | Consider value in appointing a councillor to act as a liaison point with District councillors. | Councillors decided that this would not provide any added value. |
| 3 | Arrange purchase of picnic table from Glasdon | The Clerk reported that the picnic table had been delivered |
| **4** | Make arrangements for Devon Curtains and Blinds to replace blinds in various rooms in the Town Hall. | The Clerk reported that he was waiting for a date for the fitting. |
| **5** | Arrange for Play Innovation to undertake maintenance of the MUGA during the school summer holidays. | Completed |
| **6** | Update list of committee memberships. | Completed |
| **7** | 2024 Annual Town Meeting: To be discussed at September full council | See item 17 |
| **8** | Advise youth centre of the Council’s funding offer to assist with the costs of electrical repairs. | Completed |
| **9** | Identify a councillor to act as a liaison point with the youth centre at the September meeting of full council. | Councillors Hares and Webb volunteered to fill this role. **(Action point 5)** |
| **10** | Advise Chudleigh road race organisers that the Council is unable to assist with funding. | Completed. |
| **11** | Respond to Group Planning Forum making suggestions regarding TALC and offering the Town Hall as a venue. | Completed |
| **12** | Pursue quotation for the provision of toughened glass panes for the Town Mills bus shelter. | The Clerk advised that the fitting of the new panels had been completed. |
| **13** | Advise DCC Highways that the Town council does not support the introduction of parking restrictions in Rock Road. | Completed. |
| **14** | Produce map showing parking restriction proposals on Lawn Drive | The Clerk reported that the map had been sent to DCC Highways but was unlikely to be actioned until 2024.  |

##  Ratification of the minutes of the Environment committee meeting of 10 July 2023.

Agreed a s a true record. Proposed by Councillor McCormick and seconded by Councillor Hares.

## Ratification of the minutes of the Planning committee meetings of 18 July and 2 August 2023.

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

## Business Liaison Councillor’s report:

In the absence of Councillor Mathews, Councillor McCormick led on this item. He reported that Councillors Bayley, Fuller, Mathews and himself had met to explore the idea of creating a local business directory. They planned to visit various local businesses to gauge the level of interest.

## Consideration of the added value in creating a Council strategic plan.

Councillor McCormick explained the history of strategic planning in Chudleigh. It had started in 2008/09 with the production of the Parish Plan. This had then been superseded by the Chudleigh Masterplan and then, finally by the Chudleigh Neighbourhood Development Plan. Underpinning this had been the Council’s strategic plan which operated until 2018. He proposed a working group of interested councillors to determine how best to proceed with a revival of strategic planning. **(Action point 6).** In the meantime he would circulate copies of the previous plans.

## 2024 Annual Town Meeting: Consideration of format:

Councillors were reminded that this would take place on 12 May 2024. The Clerk was asked to liaise with Councillor McCormick to orgaise a date for a task and finish group to meet. **(Action point 7)**

## Citizen of the year award 2024:

Councillors noted the low level of nominations this year but were clear that they wished to retain the award. It was agreed to discuss in detail at October full council. **(Action point 8)**

## Request from Chudleigh Wild to mount a display board on the Town Hall on the elevation facing the Co-op.

The Clerk advised that Chudleigh Wild were not in a position to present their proposal to Council at the present time. It was agreed to carry forward to the October meeting. **(Action point 9)**

## The Council agrees to the expenditure of £1,600 to retrofit the bus shelter at Town Mills with toughened glass.

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

## The Council agrees to the expenditure of £1,500 for weed spraying of all residential streets within the 30mph speed limit.

Unanimously agreed. Proposed by Councillor Sherwood and seconded by Councillor Webb. **(Action point 10)**

## The Council agrees to the expenditure of £11,764 for the Council’s insurance cover for 2023/24.

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

## Highways issues

1. Bus shelter on Station Hill: James Bushell will be meeting with Ines Pfister to determine the precise position of the concrete base for the shelter on 13 September at 10am. Councillor Webb may also be able to attend.
2. Station Hill VAS: We are waiting for DCC Highways to erect the pole on which the VAS will be mounted.
3. Illumination of the steps linking Great Hill with The Gardens: The DCC Street Lighting team have advised which households they would wish us to consult. The Clerk would need to draw up a document to allow these household to express support or opposition to the proposed new street light. **(Action point 11)**
4. Requests for a Zebra crossing at the junction between Parade and Oldway. Councillors noted that this would be within the traffic calming chicane and noted a previous response from County Highways advising that they were unlikely to consider such a request. They also noted that visibility was good in that area and that, due to the chicane, excessive speed was not an issue. **(Action point 12)**
5. Resident’s request for speed bumps and additional 30mph signage going up Station Hill. Councillors agreed that County Highways would not consider these requests. **(Action point 13)**

##  Correspondence:

1. Councillors noted the letter of thanks received from Chudleigh Carnival committee.
2. They noted the invitation from South Devon & Dartmoor Community Safety Partnership to participate in an online meeting.
3. Request from a parishioner to have an open public meeting to discuss ASB in the town. Councillors noted that the police had said they would not be prepared to participate. They were also concerned that tis would give the impression that ASB in Chudleigh was much more of an issue than it actually was. They were aware that surrounding towns were having far greater problems. **(Action point 14)**
4. Councillors noted the request from Complete Estate Agents to advertise their services. They suggested that they be asked to write an article that could be considered for publication on the website and in the Phoenix. **(Action point 15)**
5. Complaint from a resident about traffic volumes through Millstream Meadow, graffiti and weedy pavements**.** Councillors had already agreed to undertake weed spraying.
6. Letter from Baldwinsgate PC expressing concern about a housing development decision from the Planning Inspectorate which they believe ignores their NDP. Noted.

## Clerk’s report.

The Clerk advised that the best date for an online meeting with the play park consultant was Wednesday 11 October. Councillors preference was that the meeting would commence at 5pm.

The Clerk reported that DALC were facilitating an event on Thursday 12 October at 6pm to seek to improve the relationship between TDC and towns and parishes. Councillor Webb said he was available for this event.

## Finance Report and approval of expenditure items from 1 July to 31 August 2023:

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

## Approval of bank reconciliations on the three accounts covering the period 1 July to 31 July 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:

* Next meeting 26 September 2023.

### Town Hall & Finance:

* Councillor Lillington advised that the next meeting had been rescheduled to 12 September.

### Planning:

* Next meets on 19 September.

## Reports from councillors attending other meetings. None

Date and time of next meeting: Monday 2 October 2023.

Meeting closed: 8.35pm

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| Action point no. | Action required | By whom |
| 1 | Application 23/01071/FUL: 5 Clifford Street: Advise the LPA that the Town Council objects to the application. | The Clerk |
| 2 | Application 23/01483/FUL: Land west of Rattycombe Farm: Advise the LPA that the Town Council has no objections to the proposal. | The Clerk |
| 3 | Arrange for reduction of sycamore and hedge at Culver Green | The Clerk |
| 4 | Arrange for renewal of featheredge fencing at The Gardens play park. | The Clerk |
| 5 | Advise Youth Centre that Councillors Hares and Webb will be the new liaison councillors. | The Clerk |
| 6 | Organise date for meeting of the strategic planning working group. | Councillor McCormick/ The Clerk |
| 7 | Arrange date for the Annual Town Meeting task and finish group to meet. | Councillor McCormick/The Clerk |
| 8 | Discuss details of how best to organise the Citizen of the year award in 2024 at October full council.  | Councillors. |
| 9 | Chudleigh Wild’s desire to have a display board on the Town Hall to be an agenda item at October full council. | The Clerk. |
| 10 | Arrange for weed spraying of residential streets within the 30mph speed limit. | The Clerk |
| 11 | Produce consultation document for households to comment on the proposal to place an additional street light to illuminate the steps linking The Gardens with Great Hill. | The Clerk |
| 12 | Advise resident that their request for the provision of a zebra crossing at the junction between Parade and Oldway was not achievable. | The Clerk. |
| 13 | Advise resident that DCC Highways will not provide speed bumps or additional 30mph signage on Station Hill. | The Clerk |
| 14 | Advise parishioner that the council does not consider there would be value in holding an open meeting to discuss ASB | The Clerk  |
| 15  | Ask Complete Estate Agents to write an article on their services for the website and Phoenix. | The Clerk |

Signed:

Rick Webb: Chair of Full Council

Monday 2 October 2023

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

Balances at 31 August 2023.

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| Current account | £19,066.91 |  |
| Deposit Account | £146,698.97 | £140,000 was transferred to a fixed term deposit on 5/6/23 |
| Building maintenance account | £39,191.79 | £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)
* £160,695.54 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), Grant for repairs to Youth Centre (£3,214)
* £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: £161,166.54
* John Carlton
* Town Clerk

## Appendix 2

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Cheque No | Payee | Goods/services provided | Out | Deposits | Balance |
|  |  |  |  |  |  | **£4,910.82** |
| 16/7/23 | DD | Sage | Accounts package | £31.20 | 0 | £4,879.62 |
| 16/7/23 | DD | Sage | Additional user | £6.00 | 0 | £4,873.62 |
| 9/7/23 | DD | Aviva | Monthly insurance premium | £950.67 | 0 | £3,922.95 |
| 14/7/23 | DD | TDC | Rates | £114.00 | 0 | £3,808.95 |
| 15/7/23 | DD | CompWiz | IT Maintenance contract | £96.00 | 0 | £3,712.95 |
| 2/7/23 | DD | SWW | Water (WR) | £66.47 | 0 | £3,646.48 |
| 2/7/23 | DD | SWW | Water (TH) | £64.50 | 0 | £3,581.98 |
| 14/7/23 | DD | Marsland Nash | Payroll | £51.24 | 0 | £3,530.74 |
| 18/7/23 | DD | Thirsty work | Water cooler | £29.34 | 0 | £3,501.40 |
| 4/7/23 |  |  | Transfer from deposit account | 0 | £15,000.00 | £18,501.40 |
| 4/7/23 |  |  | Deposits | 0 | £176.55 | £18,677.95 |
| 4/7/23 |  |  | Deposits | 0 | £428.88 | £19,106.83 |
| 7/7/23 | ACT | HMRC | Tax & NI Q1 | £4,275.72 | 0 | £14,831.11 |
| 7/7/23 | ACT | Ashfords | Legal fees | £615.00 | 0 | £14,216.11 |
| 7/7/23 | ACT | ABC Siddalls | Skip hire: Exeter Road allotments | £180.00 | 0 | £14,036.11 |
| 7/7/23 | ACT | Bracken Gallery | Framing of Twinning certificate | £23.80 | 0 | £14,012.31 |
| 7/7/23 | ACT | Masons Kings | Strimming line and two stroke oil | £42.11 | 0 | £13,970.20 |
| 7/7/23 | ACT | Chudleigh DIY | Hesavy duty bin liners. Graffiti remover | £291.49 | 0 | £13,678.71 |
| 7/7/23 | ACT | Play Inspection Company | Quarterly inspections | £480.00 | 0 | £13,198.71 |
| 11/7/23 |  |  | Deposits | 0 | £75.00 | £13,273.71 |
| 11/7/23 |  |  | Deposits | 0 | £49.50 | £13,323.21 |
| 14/7/23 | ACT | Viking | Replacement fridge for WR kitchen | £333.54 | 0 | £12,989.67 |
| 14/7/23 | ACT | Domestic Bliss | Contract cxleaning: June 23 | £850.00 | 0 | £12,139.67 |
| 14/7/23 | ACT | Mole Valley Farmers | Safety boots | £43.99 | 0 | £12,095.68 |
| 14/7/23 | ACT | Viking | Cutlery | £220.52 | 0 | £11,875.16 |
| 14/7/23 | ACT | ABC Siddalls | Skip for Exeter Road allotments | £305.00 | 0 | £11,570.16 |
| 14/7/23 | ACT | Simon Jones | Cutting of hedge at Exeter Road allotments | £75.00 | 0 | £11,495.16 |
| 18/7/23 |  |  | Deposits | 0 | £3,635.00 | £15,130.16 |
| 19/7/23 |  |  | Deposits | 0 | £53.00 | £15,183.16 |
| 21/7/23 | ACT | Clive Edgecombe | Window cleaning | £60.00 | 0 | £15,123.16 |
| 21/7/23 | ACT | Devon Communities Together | 22/23 membership | £50.00 | 0 | £15,073.16 |
| 21/7/23 | ACT | Paul Shotton | Footpath vegetation cutting (P3) | 810.00 | 0 | £14,263.16 |
| 22/7/23 | DD | SSE | Electricity Q1 | £1,584.74 | 0 | £12,678.42 |
| 23/7/23 | DD | SSE | Gas: June 23 | £119.76 | 0 | £12,558.66 |
| 23/7/23 |  |  | Deposits | 0 | £297.00 | £12,855.66 |
| 26/7/23 |  |  | Deposits | 0 | £140.00 | £12,995.66 |
| 26/7/23 |  |  | Deposits | 0 | £85.00 | £13,080.66 |
| 27/7/23 | ACT |  | Staff salariea | £6,231.46 | 0 | £6,849.20 |
| 27/7/23 | ACT |  | Staff member: Petrol expenses | £25.00 | 0 | £6,824.20 |
| 27/7/23 | ACT | Viking | Cleaning materials | £76.13 | 0 | £6,748.07 |
| 27/7/23 | ACT | ABC Siddalls | 2x 7.5 ton skips (Exeter Road allotments) | £610.00 | 0 | £6,138.07 |
| 27/7/23 | ACT | National Pen | Pens | £187.79 | 0 | £5,942.28 |
| 27/7/23 |  |  | Deposits | 0 | £434.00 | £6,376.28 |
| 27/7/23 |  |  | Deposits | 0 | £351.00 | £6,727.28 |
| 31/7/23 | ACT | DCC Pension Fund | LGPS contributions | £1,487.90 | 0 |  |

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| Date | Cheque No | Payee | Goods/services provided | Out | Deposits | Balance |
|  |  |  |  | 0 |  | **£6,214.61** |
| 16/8/23 | DD | Sage | Accounts package | £33.60 | 0 | £6,181.01 |
| 16/8/23 | DD | Sage | Additional user | £6.00 | 0 | £6,175.01 |
| 9/8/23 | DD | Aviva | Monthly insurance premium | £980.30 | 0 | £5,194.71 |
| 14/8/23 | DD | TDC | Rates | £114.00 | 0 | £5,080.71 |
| 15/8/23 | DD | CompWiz | IT Maintenance contract | £96.00 | 0 | £4,984.71 |
| 2/8/23 | DD | SWW | Water (WR) | £66.47 | 0 | £4,918.24 |
| 2/8/23 | DD | SWW | Water (TH) | £64.50 | 0 | £4,853.74 |
| 14/8/23 | DD | Marsland Nash | Payroll | £51.24 | 0 | £4,802.50 |
| 18/8/23 | DD | Thirsty work | Water cooler | £29.34 | 0 | £4,773.16 |
| 1/8/23 |  |  | Deposits | 0 | £242.00 | £5,015.16 |
| 1/8/23 |  |  | Transfer from deposit account | 0 | £15,000.00 | £20,015.16 |
| 4/8/23 | ACT | James Hallam Ltd | Insurance: Accident and injury | £437.69 | 0 | £19,577.47 |
| 4/8/23 | ACT | Simon Jones | Grass cutting at Millstream, Culver and Two Oaks | £325.00 | 0 | £19,262.47 |
| 4/8/23 | ACT | S J Shelley | Supply and replacement of three emergency lights and one light fitting | £324.00 | 0 | £18,938.47 |
| 4/8/23 | ACT | Aubergine | Wes hosting and support | £1,282.80 | 0 | £17,655.67 |
| 4/8/23 | ACT | Trade UK | Sander | £60.15 | 0 | £17,595.52 |
| 4/8/23 | ACT | TDC | Refuse collection 1/4/23 – 31/3/24. | £2,969.40 | 0 | £14,626.12 |
| 4/8/23 |  |  | Deposits | 0 | £368.50 | £14,994.62 |
| 10/8/23 |  |  | Deposits | 0 | £1,080.00 | £16,074.62 |
| 11/8/23 | ACT | James Hallam | Insurance brokerage fee | £25.00 | 0 | £16,049.62 |
| 11/8/23 | ACT | Sound & Visual | 4 x body cams + 2 internal cameras | £2,025.84 | 0 | £14,023.78 |
| 11/8/23 | ACT | Trade UK | Decorating materials | £166.74 | 0 | £13,857.04 |
| 11/8/23 | ACT | Simon Jones | Grass cutting at cemetery | £385.00 | 0 | £13,472.04 |
| 11/8/23 | ACT | Domestic Bliss | Contract cleaning | £892.50 | 0 | £12,579.54 |
| 11/8/23 | ACT | TDC | Charges for May elections | £336.70 | 0 | £12,242.84 |
| 11/8/23 | ACT | Mole Valley Farmers | Safety boots and clothing | £156.11 | 0 | £11,084.73 |
| 14/8/23 | ACT | Chudleigh Youth Centre | 137 grant for electrical repairs | £3,214.00 | 0 | £7,870.73 |
| 15/8/23 | DD | BNP Paribas  | Quarterly copier rental | £614.40 | 0 | £7,256.33 |
| 16/8/23 |  |  | Deposits | 0 | £109.00 | £7,365.33 |
| 16/8/23 |  |  | Deposits | 0 | £70.00 | £7,435.33 |
| 18/8/23 | ACT | Trade UK | Skirting board | £26.89 | 0 | £7,408.44 |
| 18/8/23 | ACT | Kate McCormick | Expenses for “Celebrate Chudleigh” | £70.00 | 0 | £7,338.44 |
| 18/8/23 | ACT | Neil’s Cleaning services | Cleaning of upholstered chairs | £398.50 | 0 | £6,939.94 |
| 18/8/23 | ACT | Clive Edgecombe | Window cleaning | £60.00 | 0 | £6,879.94 |
| 18/8/23 | ACT | Office Depot | 2024 diaries | £27.50 | 0 | £6,852.44 |
| 21/8/23 | DD | SSE | Gas: July 2023 | £125.73 | 0 | £6,726.71 |
| 23/8/23 |  |  | Deposits | 0 | £297.00 | £7,023.71 |
| 23/8/23 |  |  | Transfer from deposit account | 0 | £15,000.00 | £22,023.71 |
| 24/8/23 |  | HMRC | VAT refund | 0 | £4,364.43 | £26,388.14 |
| 25/8/23 | ACT | South West Arbs | Clearance of failed ash limb at Two Oaks | £240.00 | 0 | £26,148.14 |
| 25/8/23 | ACT | Simon Jones | Grass cutting at Culver and Two Oaks | £135.00 | 0 | £26,013.14 |
| 25/8/23 | ACT | Trade UK | Decorating materials for school room. | £217.55 | 0 | £25,795.59 |

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| 25/8/23 | ACT | Staff | August salaries | £6,722.84 | 0 | £19,072.75 |
| 25/8/23 | ACT | Complete Water Solutions | Repair of water leak at Exeter Road allotments | £86.18 | 0 | £18,986.57 |
| 25/8/23 | ACT | Glasdon | Picnic bench for Millstream Meadow | £892.32 | 0 | £18,094.25 |
| 25/8/23 |  |  | Deposits | 0 | £500.00 | £18,594.25 |
| 29/8/23 |  |  | Deposits | 0 | £308.00 | £18,902.25 |
| 29/8/23 | DD | S W Comms | Telephony and broadband | £188.80 | 0 | £18,713.45 |
| 31/8/23 | ACT | DCC Pension Fund | LGPS contributions | £1,598.35 | 0 | £17,115.10 |