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# Chudleigh Town Council

# **Meeting Of Full Council**

# Monday 6 November 2023: 7pm:

## Public Participation:

* A member of the public complained about what they considered to be the appalling state of open public spaces in the town. They gave examples of bins being full to overflowing at half-term, weeds in play parks and the outdoor gym. He considered the town to have excellent recreational facilities but they were not being cared for. Councillor Hares, the Chair of the Environment Committee, said that she and the Mayor had toured the facilities around the town and would be discussing remedial action at the committee meeting at the end of the month. Another resident complained that they had reported that a picnic bench from Millstream Meadow ad been left in the middle of a field. The Clerk advised that this was Clifford Estate land and that he would need to seek the consent of the Estate to enter the land and move it. (Action point 1)

## In attendance:

* Councillors Webb (Chair), Fuller, Lillington, McCormick, Bowling, Hares, Hadley, Powell and Riley. Also in attendance John Carlton (The Clerk), County Councillor Brook, James Bushell and four members of the public.

## Apologies:

Councillors Sherwood, Mathews and Bayley. District Councillor 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:

* In the absence of both District Councillors there was no report.

## County Councillor’s report;

1. County Councillor Brook said he had been following up various concerns voiced by residents regarding street lights that were not working. He had been advised by the inspection team that all the lights in Haldon View were working. The issues in Lears Lane were being investigated. Problems at Orchard View would require action by National Grid. A resident complained that a street light at Culver Green was not working. The Clerk advised that this had been reported.
2. Councillor Brook was pleased that he had been instrumental in cutting through the bureaucratic delays in pursing the positioning of a VAS on Station Hill.
3. He reminded the meeting that DCC’s Young People’s Services had been judged unsatisfactory by Ofsted. A reinspection had recently taken place. Ofsted were pleased with the progress made but were not yet content to judge the service as satisfactory.
4. At last month’s meeting he had listened to complaints from residents regarding the 38 bus service linking Chudleigh and Exeter. He had asked the complainants to provide detailed, specific complaints so that the portfolio holder could try and address them with Stagecoach. He had yet to receive the required information. The Clerk said that he would write to the complainants to remind them of what was needed. **(Action point 2)**

## Proposed bus shelter on Station Hill:

* James Bushell advised councillors that he had met with a contractor who would submit a quotation for providing the concrete base for the shelter. Having spoken to residents he felt that the number of people waiting at the bus stop probably meant that a five metre long shelter was needed. He proposed that the rear panel of the shelter be solid rather than glazed as it would be hard to keep clean given the close proximity of the hedge. There was a feeling that the new hedge was planted on Highways owned land. **(Action point 3).** James advised that the additional one metre in shelter length would increase the cost by £1,000 but he would get a firm quote from Ace Shelters. **(Action point 4).** He would also provide the dimensions required for the concrete base to Councillor Hares. **(Action point 5)**

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

* The Mayor reported that he had attended a coffee morning at the church on behalf of Rowcroft. He had also attended the most recent History Group meeting. He and Councillor McCormick had attended the recent DALC forum which was designed to bring together town and parish councils with TDC. They had been advised that TDC was in some financial difficulties and, if nothing changes, they will run out of cash in three years. They also reported difficulties in recruiting planners and HGV drivers. The event was likely to be followed up with a meeting of town and parish clerks with TDC officers.

## Ratification of the minutes of the Full Council meeting of 2 October 2023:

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

## Review of action points from 2 October 2023 Full Council meeting:

|  |  |  |
| --- | --- | --- |
| Action point No | Action required | Update |
| 1 | Adequacy of bus services to Exeter and Newton Abbot to be included as an agenda item at November full council. | See item 7 |
| 2 | Chudleigh Wild’s desire to have a display board on the Town Hall to be an agenda item at November full council. | See item 19 |
| 3 | Advise planning agent that councillors were content to amend the planning application to include a slate tiled roof. | Completed. The Clerk reported that planning consent had now been given. |
| 4 | Confirm that Nick Walter will be organising the church service, parade and wreath laying on Remembrance Sunday. | Completed. See item 18 |
| 5 | Advertise for nominations for Citizen of the year in January 2024 | Carried forward as **action point 6** |
| 6 | Advise householders of the Council’s proposal for parking restrictions on Parade and seek their feedback. | The Clerk advised that the letters would be sent out by the end of the week. |
| 7 | Continue to seek a revised wayleave map from DCC Highways showing the correct position for the VAS pole. | The Clerk reported that a correct wayleave map had been received. He would now be asking the resident to sign the wayleave consent. |
| 8 | Advise Rural Market Towns Group that the Town Council has no interest in becoming a member. | Completed |
| 9 | Write to Chudleigh Fair Trade steering group expressing support for the renewal of the registration of Chudleigh as a Fair Trade town. | Completed |

## Ratification of the minutes of the Planning Committee meeting of 21 October 2023.

* Agreed as a true record. Proposed by Councillor Fuller and seconded by Councillor Hares..

## Feedback from the Strategic Planning working group.

Councillor McCormick reported that the group had identified two strategic aims. To promote more community engagement and to encourage greater business activity within the town. At the next meeting, on 15 November, they would be identifying specific objectives to underpin these aims.

## Acceptance of interim internal audit report.

Unanimously agreed having been proposed by Councillor Lillington and seconded by Councillor McCormick.

## Business Liaison Councillor’s report:

In the absence of Councillor Mathews there was no report.

## The Council agrees to the expenditure of £850 for the removal of bramble growth, laying a weed resistant membrane under a layer of gravel at land adjacent to The Gardens play park,

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

## The Council agrees to the expenditure of £254 to replace the dog waste bin at Culver Green.

Unanimously agreed. Proposed by Councillor Webb and seconded by Councillor Hadley. **(Action point 8)**

## Preparation for Remembrance Sunday:

The Mayor advised that all the arrangements were in place for this year. The Clerk confirmed that a new Union flag would be flying on the Remembrance weekend. Councillor Webb added that we still needed to find a person to take over from Nick Walter as the organiser of events and that this item needed to remain on the agenda until this had been achieved.

## 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 had not been in contact for some weeks. Consequently, this was dropped as an agenda item..

## Consideration of added value in engaging a consultancy to assist with procurement and tendering for the replacement of the play park at Millstream Meadow.

Councillors noted the Zoom meeting with Michael Carter and also the refences from three nearby councils who had used him and were pleased with his services. Councillor McCormick proposed engaging him for procurement and tendering services to replace the play parks at Millstream Meadow and Culver Green. This was seconded by Councillor Webb before being unanimously agreed. **(Action point 9)**

## Consideration of seeking TPO protection for trees at Palace Meadow.

Referred to Environment Committee.

## Adequacy of bus services linking Chudleigh to Exeter.

See item 7

## Consideration of Chudleigh broadband impact report.

Noted but no further action desired.

## Highways issues

1. Illumination of the steps linking Great Hill with The Gardens: Councillor Hares had visited each of the households that would be most impacted. All of them were supportive of the proposal. The DCC Street Lighting team are now asking their contractor to provide a firm quotation for the work.
2. The Mayor noted that three of the six bollards outside the garage by the Rock Road chicane were now leaning. The Clerk advised that DCC Highways were unlikely to agree to repairs unless the bollards had lost their structural integrity. **(Action point 10)**
3. Councillors noted that roadside hedges bordering Parkway had been tractor cut. Unfortunately, the resulting cuttings had been left on the road. The Clerk was asked to ascertain whether this work had been carried out by Highways. **(Action point 11)**
4. Councillor McCormick reported that part of a Devon bank had been removed to widen the road at the bottom of Rock Road Nobody was aware of the culprit.
5. Concern was expressed about the accident rate at Harcombe Bends. The Clerk advised that he would need more information to follow up on this.
6. Councillor Fuller reported that a number of cars parked on Bottlebridge Hill had received fixed penalty notices. A notice forbidding parking to facilitate hedge cutting had been posted on the Friday and the tickets had been served on the following Monday. The clerk advised that it was for the individual vehicle owners to challenge the fines if they felt they had been unfairly treated.

## Correspondence:

A letter had been received from a parishioner complaining about untidy and neglected open spaces. The Clerk advised he would respond. Councillor Hadley had received correspondence from Clarissa Clifford asking whether the Council were able to identify “unsung heroes” within the community who could be recognised by means of an award. After discussion councillors identified some potential names. **(Action point 12)**

## Clerk’s report.

1. The Clerk reminded councillors that there was a Zoom meeting with John Hart, the leader of DCC, but it clashed with the next full council meeting on 4 December.
2. The Clerk shared the latest quote for fixed term energy contracts from April 2024. Once again, Utility Aid, the council’s chosen broker, were recommending a contract with SSE. They also shared the current rates that would be charged on a variable tariff, which were considerably higher than the fixed term rates. After discussion councillors agreed that the Clerk should arrange another three year fixed rate contract. **(Action point 13)**
3. Councillors were content with the tender schedule for the town hall extension and repointing as drawn up by APSE.
4. The Clerk reminded councillors that the TDC had called a meeting to provide information about the Shared Prosperity Fund on the afternoon of 15 November and asked for any volunteers to contact him.

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

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

## Approval of bank reconciliations on the three accounts covering the period 1 September to 31 October 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 advised that the next committee meeting would be considering what actions to take regarding the land maintenance on various council holdings.

### Town Hall & Finance:

* Councillor Lillington advised that the next meeting was scheduled for 12 December when the committee would consider the budget, the precept for 2024/25, Town Council charges and community grant awards.

### Planning:

* Next meeting is on 16 November.

## Reports from councillors attending other meetings.

None

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

Meeting closed: 8.30pm

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | By whom |
| 1 | Seek consent from Clifford Estate to recover picnic bench removed from Millstream Meadow | The Clerk |
| 2 | Write to those resident complaining about 38 bus service reminding them that DCC needed specific, detailed complaints that could be addressed with Stagecoach | The Clerk |
| 3 | Advise DCC Highways of the concerns that the new hedge outside Heightley Manor is on DCC owned land and seek advice on next steps. | The Clerk |
| 4 | Obtain quotation for a five metre bus shelter from Ace Shelters | James Bushell |
| 5 | Provide Councillor Hares with details of the dimensions needed for the concrete base for the shelter. | James Bushell. |
| 6 | Advertise for nominations for Citizen of the year in January 2024 | The Clerk |
| 7 | Advise South West Grounds Maintenance that their quotation to suppress the brambles at The Gardens play park has been accepted. | The Clerk |
| 8 | Purchase new dog waste bin for Culver Green. | The Clerk |
| 9 | Ask Michael Carter to seek tenders for the replacement of the play parks at Millstream Meadow and Culver Green. | The Clerk |
| 10 | Ask DCC Highways whether they are prepared to repair the leaning bollards near the Rock Road chicane. | The Clerk |
| 11 | Ascertain whether DCC Highways were responsible for the hedge cutting in Parkway. | The Clerk |
| 12 | Share “unsung heroes” names with Clarrisa Clifford | The Clerk |
| 13 | Ask Utility Aid to arrange a three year fixed term contract for both electricity and gas with SSE | The Clerk |

Signed:

Rick Webb: Chair of Full Council

Monday 4 December 2023

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

Balances at 31 October 2023.

|  |  |  |
| --- | --- | --- |
| Current account | £20,213.08 |  |
| Deposit Account | £221,990.78 | £140,000 was transferred to a fixed term deposit on 5/6/23. It matures on 26/2/24 with a yield of £3,334.68. A payment of CIL funds, £24,018.07, was received on 27/10/23 |
| Building maintenance account | £39,264.51 | £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)

£170,406.61 CIL funds; This follows the receipt of £44,887.25 in CIL funds on 29/4/23. 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), reglazing of Town Mills bus shelter (£1,600), construction of wall at cemetery (£12,707)

£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: £170,877.61

John Carlton

Town Clerk

## Appendix 2

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Cheque No | Payee | Goods/services provided | Out | Deposits | Balance | Checked (Initials and date) |
|  |  |  |  |  |  | £26,088.14 |  |
| 16/10/23 | DD | Sage | Accounts package | £33.60 | 0 | £26,054.54 |  |
| 16/10/23 | DD | Sage | Additional user | £6.00 | 0 | £26,048.54 |  |
| 9/10/23 | DD | Aviva | Monthly insurance premium | £980.30 | 0 | £25,068.24 |  |
| 14/10/23 | DD | TDC | Rates | £114.00 | 0 | £24,954.24 |  |
| 15/10/23 | DD | CompWiz | IT Maintenance contract | £96.00 | 0 | £24,858.24 |  |
| 2/10/23 | DD | SWW | Water (WR) | £66.47 | 0 | £24,791.77 |  |
| 2/10/23 | DD | SWW | Water (TH) | £64.50 | 0 | £24,727.27 |  |
| 14/10/23 | DD | Marsland Nash | Payroll | £51.24 | 0 | £24,676.03 |  |
| 18/10/23 | DD | Thirsty work | Water cooler | £29.34 | 0 | £24,646.69 |  |
| 2/10/23 | ACT | Devon Pension Fund | LGPS contributions | £1,455.67 | 0 | £23,191.02 |  |
| 5/10/23 |  |  | Deposits | 0 | £4,326.50 | £27,517.52 | Room hire |
| 6/10/23 | ACT | Simon Jones | Grass cutting at Millstream. | £190.00 | 0 | £27,327.52 |  |
| 6/10/23 | ACT | Staff member | Glasses for VDU use. | £113.00 | 0 | £27,214.52 |  |
| 6/10/23 | ACT | Viking | Copier paper. | £265.56 | 0 | £26,948.96 |  |
| 10/10/23 |  |  | Deposits | 0 | £405.00 | £27,353.96 | Allotments |
| 10/10/23 |  |  | Deposits | 0 | £392.00 | £27,745.96 | Room hire £167: Allotments £225 |
| 11/10/23 |  |  | Deposits | 0 | £279.00 | £28,024.96 | Allotments |
| 11/10/23 |  |  | Deposits | 0 | £302.75 | £28,327.71 | Room hire £126.75: Cemetery £70: Allotments £106 |
| 11/10/23 |  |  | Deposits | 0 | £451.00 | £28,778.71 | Room hire |
| 13/10/23 | ACT | South West Grounds Maintenance | 4 x verge cutting | £864.00 | 0 | £27,914.71 |  |
| 13/10/23 | ACT | Domestic Bliss | Contract cleaning | £892.50 | 0 | £27,022.21 |  |
| 13/10/23 | ACT | Treade UK | Miscellaneous | £583.19 | 0 | £26,439.02 |  |
| 13/10/23 | ACT | Western Towing | Fitting of tow bar | £454.32 | 0 | £25,984.70 |  |
| 13/10/23 | ACT | Play Inspection Company | Quarterly play park inspections | £686.40 | 0 | £25,298.30 |  |
| 13/10/23 | ACT | National Allotments Society | Membership 2023/24 | £66.00 | 0 | £25,232.30 |  |
| 13/10/23 | ACT | Clive Edgecombe | Window cleaning | £60.00 | 0 | £25,172.30 |  |
| 13/10/23 |  |  | Deposits | 0 | £686.40 | £25,858.70 | Refund from ROSPA |
| 16/10/23 | ACT | HMRC | Tax and NI Q2 | £4,465.27 |  | £21,393.43 |  |
| 17/10/23 |  |  | VAT refund |  | £6,013.96 | £27,407.39 |  |
| 19/10/23 |  |  | Deposits |  | £314.50 | £27,721.89 | Room hire |
| 20/10/23 | ACT | Simon Jones | Grass cutting at cemetery | £385.00 | 0 | £27,336.89 |  |
| 20/10/23 | ACT | R K Drew | Servicing of gas boilers | £444.00 | 0 | £26,892.89 |  |
| 20/10/23 | ACT | Viking | Toilet rolls and cleaning materials | £458.23 | 0 | £26,434.66 |  |
| 20/10/23 | ACT | Trade UK | Miscellaneous DIY | £13.74 | 0 | £26,420.92 |  |
| 20/10/23 | ACT | IAC | Interim internal audit. | £474.00 | 0 | £25,946.92 |  |
| 20/10/23 |  |  | Deposits | 0 | £500.00 | £26,446.92 | Room hire |
| 23/10/23 | DD | SSE | Gas: September 2023 | £130.62 | 0 | £26,316.30 | VAT £6.21 |
| 27/10/23 | ACT | Staff | October salaries | £6,099.65 | 0 | £20,216.65 |  |
| 27/10/23 | ACT | Environmental Services | Substance analysis and report | £174.00 | 0 | £20,042.65 |  |
| 27/10/23 | ACT | Training at Work | 3 x asbestos awareness open learning | £50.40 | 0 | £19,992.25 |  |
| 27/10/23 | ACT | R K Drew | Boiler repair | £78.00 | 0 | £19,914.25 |  |
| 27/10/23 | ACT | Mole Valley Farmers | Outdoor working top | £32.99 | 0 | £19,881.26 |  |
| 27/10/23 |  | TDC | CIL funds | 0 | £24,018.07 | £43,899.33 |  |
| 27/10/23 |  |  | Transfer to deposit account | £25,000.00 | 0 | £18,899.33 |  |
| 30/10/23 |  |  | Deposits | 0 | £439.00 | £19,338.33 | Room hire |
| 30/10/23 |  |  | Deposits |  | £543.50 | £19,881.83 | Room hire £449.50; cemetery £70; allotments £24 |
| 31/10/23 | DD | S W Comms | Telephony & broadband | £189.36 | 0 | ££19,692.47 | VAT £31.56 |
| 31/10/23 | ACT | DCC Pension Fund | LGPS contributions | £1,479.14 | 0 | £18,213.33 |  |
| 31/10/23 |  |  | Deposits | 0 | £385.00 | £18,598.33 | Cemetery |
| 31/10/23 |  |  | Deposits | 0 | £327.25 | £18,925.58 | Room hire |