

# Chudleigh Town Council

# **Meeting of Full Council**

# Monday 4 December 2023: 7pm:

## Public Participation:

* None

## In attendance:

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

## Apologies:

* Councillors Sherwood and Riley. District Councillor Keeling.

## Declaration of members’ interests:

* None.

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

* The Chair advised that there would need to be a part 2 meeting.

## District Councillors report:

* Councillor Sanders reported on a number of matters:-
1. TDC had identified their relationships with town and parish councils as an area of work that required improvement. There had been a recent event for councillors and TDC officers to meet and discuss concerns. Further work would be undertaken over the next few months.
2. New IT software had been introduced to improve the speed of response to enquiries from the public.
3. The Head of Planning Services, Ros Eastman, had recently retired. Her successor had yet to be identified.
4. Councillor Sanders was working on a complaint from a resident regarding parking in the vicinity of the school.
5. A Local Government Association review of TDC finances had concluded that the Council was at no imminent risk of needing to issue a Section 114 notice.
6. The TDC lottery had raised £43,000 which had been used to finance 88 good causes.

## County Councillor’s report;

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

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

* The Mayor reported attending the Armistice silence on 11 November and the Remembrance Day service and wreath laying the following day. He had conducted a reading at the Remembrance service. He had also attended social events organised by the Scouts and the Carnival Committee.

He went on to talk about a site meeting that he and Councillor Hares had attended with Michael Carter, the play park consultant retained by the council. They had visited the play parks at Millstream Meadow and Culver Green. Michael Carter had recommended the majority of the budget being devoted to the former as it was the larger play park and catered for an older age group. He recommended a budget of £120,000 for that park with £40,000 being used for the refurbishment of Culver Green play park. A discussion ensued with a councillor raising concern over the costs, wondering whether there was public support for the expenditure. Others noted that the cost of recreational and play equipment had increased markedly in recent years. Councillors eventually voted to ask Michael Carter to undertake the tendering process on the basis of the advice that had been provided. Proposed by Councillor McCormick and seconded by Councillor Hadley. **(Action point 1)**

## Ratification of the minutes of the Full Council meeting of 6 November 2023:

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

## Review of action points from 6 November 2023 Full Council meeting:

|  |  |  |
| --- | --- | --- |
| Action point No | Action required | Update |
| 1 | Seek consent from Clifford Estate to recover picnic bench removed from Millstream Meadow | Completed |
| 2 | Write to those residents complaining about 38 bus service reminding them that DCC needed specific, detailed complaints that could be addressed with Stagecoach | The Clerk had undertaken the actions required. He had received the first specific complaint today and had passed it to County Councillor Brook. |
| 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 advised that the legal team at DCC were investigating. |
| 4 | Obtain quotation for a five metre bus shelter from Ace Shelters | See item 20. |
| 5 | Provide Councillor Hares with details of the dimensions needed for the concrete base for the shelter.  | Completed |
| 6 | Advertise for nominations for Citizen of the year in January 2024 | Carried forward as **action point 2** |
| 7 | Advise South West Grounds Maintenance that their quotation to suppress the brambles at The Gardens play park has been accepted. | The Clerk advised that the contractor hoped to complete the work by Xmas |
| 8 | Purchase new dog waste bin for Culver Green. | The Clerk reported that the new bin had been received and would be fitted by Xmas. |
| 9 | Ask Michael Carter to seek tenders for the replacement of the play parks at Millstream Meadow and Culver Green.  | Completed |
| 10 | Ask DCC Highways whether they are prepared to repair the leaning bollards near the Rock Road chicane. | The Clerk had asked the question of DCC but had yet to receive a response. Carried forward as **action point 3** |
| 11 |  Ascertain whether DCC Highways were responsible for the hedge cutting in Parkway. | The Clerk advised that the hedge cutting had been done by the Highways team. |
| 12 | Share “unsung heroes” names with Clarrisa Clifford | See item 23 |
| 13 | Ask Utility Aid to arrange a three year fixed term contract for both electricity and gas with SSE | Completed |

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

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

## Feedback from the Strategic Planning working group.

* Councillor McCormick reported that the group would next meet on 11 December when they would seek to progress initial ideas to firm proposals.

## Feedback from Markets and Town Centres event on 23 November and consideration of whether a bid to the Shared Prosperity Fund is appropriate.

Councillor Fuller had attended the event on behalf of the Council. He reported that there was up to £30,000 per town available for projects to develop town centres. However, the closing date for applications was 14 January. It was agreed that this be considered when the Strategic Planning group next met.

## Business Liaison Councillor’s report:

Nothing to report.

## Feedback from Teignbridge Cycle Forum held on 30 November.

Councillor Mathews had represented the council at this online meeting. He advised that most of the meeting had been spent discussing the Teign Estuary Trail before IT problems made it impossible to continue. The rest of the meeting was to be rescheduled.

## Feedback from Remembrance Sunday:

Councillor Webb had noted that there was some discussion on social media that the wreath laying should take place at 11am rather than midday. However, he was aware that the timing of events across Teignbridge varied from town to town. Councillor Lillington advised that it had been discussed at the Church Counciland they had considered that a 11.45 wreath laying could be achieved. The Clerk advised that he would require certainty regarding the timetable by the end of July as it would impact on the road closure application. It was agreed that this should be revisited at March full council. **(Action point 4)**

Councillor McCormick took the chair for items 17-19.

## Planning: Application 23/01903/FUL: Filleigh Farm, Chudleigh: Change of use of part of site to storage of caravans and motor homes.

Councillors noted that the application was very light on detail. There did not appear to be any specifics regarding the site of the storage area or a parking plan for utilisation. Neither was there any detail regarding hardstanding and external lighting plans. Consequently, councillors unanimously agreed to object to the application. Proposed by Councillor McCormick and seconded by Councillor Webb. **(Action point 5)**

## Planning: Application 23/01981/HOU: 23 Lawn Gardens, Chudleigh: Single storey front extension.

After brief discussion councillors agreed that they had no objection to the application. **(Action point 6)**

## Planning: Application 23/01978/HOU: The Convent, Convent House, Chudleigh: Replace existing patio with decking and ramp to provide disabled access. Replace patio doors with single sliding door.

After brief discussion councillors agreed that they had no objection to the application. **(Action point 7)**

## The proposed bus shelter on Station Hill: The Council agrees to the expenditure of £8,195 for a five metre shelter.

Councillors agreed to proceed with the five metre version of the bus shelter with an aluminium backing panel, perch seat and with a preferred colour of green for the frame. **(Action point 8)**

## Approval of revised Code of Conduct.

The Clerk advised councillors that this new version of the code of conduct had been prepared by the Local Government Association. Councillors agreed to its adoption. Proposed by Councillor Lillington and seconded by Councillor McCormick,

## 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. Parking restrictions on Parade: Councillors noted the feedback from residents on the street. The Clerk suggested that he draw up a proposal for the restricted zones and circulate it to councillors for comment. **(Action point 9)**
3. The Mayor advised that he and Councillor McCormick would be walking Rock Road and Parkway Road with the Neighbourhood Highways Manager on 19 December and would report back to January full council.
4. Concern was expressed about the amount of debris left in kerbs and gutters following the recent weed spraying. The Clerk was asked to ascertain the cost of hiring a road sweeper **(Action point 10)**

##  Correspondence:

1. TDC Community Infrastructure Levy consultation: To be placed on the agenda for the Planning Committee meeting on 19 December.
2. “Unsung Heroes”: A councillor will make discreet enquiries to seek evidence to support an application.
3. Proposed purchase of a mobile defibrillator: The Clerk was asked to make enquiries of ChudFest and the Carnival Committee as to whether they would use it. **(Action point 11)**

## Clerk’s report.

Nothing additional to report.

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

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

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

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

## Reports from committees:

### Environment committee:

* Councillor Hares advised that the committee had decided to meet monthly for the foreseeable future.

### 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 19 December.

## Reports from councillors attending other meetings.

None

Date and time of next meeting: Monday 8 January 2023.

Meeting closed: 8.30pm

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | By whom |
| 1 | Advise play park consultant to undertake tendering process for refurbishment of the play parks at Millstream & Culver on the basis of the advice provided.  | The Clerk |
| 2 | Advertise for nominations for Citizen of the year in January 2024 | The Clerk |
| 3 | Ask DCC Highways whether they are prepared to repair the leaning bollards near the Rock Road chicane. | The Clerk |
| 4 | Review timetable for Remembrance Sunday 2024 at March full council | The Clerk |
| 5 | Planning application 23/01903/FUL: Filleigh Farm: Advise LPA that the Council wishes to object due to the lack of necessary detail. | The Clerk |
| 6 | Application 23/01981/HOU: 23 Lawn Gardens: Advise LPA that the council has no objections | The Clerk |
| 7 | Application 23/01978/Hou: The Convent: Advise LPA that the Council has no objections. | The Clerk |
| 8 | Make arrangements for a five metre bus shelter to be erected on Station Hill. | The Clerk |
| 9 | Draw up a proposal for parking restrictions on Parade. | The Clerk |
| 10 | Ascertain cost of hiring a road sweeper. | The Clerk |
| 11 | Seek feedback from ChudFest and the Carnival Committee on the added value of purchasing a mobile defibrillator | The Clerk |

Signed:

Rick Webb: Chair of Full Council

Monday 8 January 2023

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

Balances at 30 November 2023.

|  |  |  |
| --- | --- | --- |
| Current account | £10,997.57 |  |
| Deposit Account | £222,220.75 | £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.  |
| Building maintenance account | £39,307.86 | £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

## Appendix 2

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Cheque No | Payee | Goods/services provided | Out | Deposits | Balance | Checked (Initials and date) |
|  |  |  |  |  |  | £20,213.08 |  |
| 16/11/23 | DD | Sage | Accounts package | £33.60 | 0 | £20,179.48 |  |
| 16/11/23 | DD | Sage | Additional user | £6.00 | 0 | £20,173.48 |  |
| 9/11/23 | DD | Aviva | Monthly insurance premium | £980.30 | 0 | £19,193.18 |  |
| 14/11/23 | DD | TDC | Rates | £114.00 | 0 | £19,079.18 |  |
| 15/11/23 | DD | CompWiz | IT Maintenance contract | £96.00 | 0 | £18,983.18 |  |
| 2/11/23 | DD | SWW | Water (WR) | £66.47 | 0 | £18,916.71 |  |
| 2/11/23 | DD | SWW | Water (TH) | £64.50 | 0 | £18,852.21 | £70.50 from 1/1/24 |
| 14/11/23 | DD | Marsland Nash | Payroll | £51.24 | 0 | £18,800.97 |  |
| 18/11/23 | DD | Thirsty work | Water cooler | £29.34 | 0 | £18,771.63 |  |
| 2/11/23 |  |  | Deposits | 0 | £990.00 | £19,761.63 | Cemetery |
| 3/11/23 | DD | ICO | Registration fee | £35.00 | 0 | £19,726.63 |  |
| 3/11/23 | ACT | Office Depot | Copier paper | £263.81 | 0 | £19,462.82 |  |
| 3/11/23 | ACT | Devon Curtains & Blinds | Replacement blinds in various rooms | £1,336.00 | 0 | £18,126.82 |  |
| 3/11/23 | ACT | G Thomas & Co | Badge bar for chain of office | £20.00 | 0 | £18,106.82 |  |
| 3/11/23 | ACT | Neil’s Cleaning Services | Carpet cleaning | £295.00 | 0 | £17,811.82 |  |
| 3/11/23 | ACT | RBL | Remembrance Sunday wreath | £27.50 | 0 | £17,784.32 |  |
| 3/11/23 | ACT | S J Shelley | Replacement of emergency light panel and thermostat | £332.40 | 0 | £17,451.92 |  |
| 7/11/23 |  |  | Deposits | 0 | £221.00 | £17,672.92 | Room hire |
| 8/11/23 |  |  | Deposits | 0 | £306.00 | £17,978.92 | Room hire |
| 10/11/23 | ACT | Jonathan Valentine | Repairs to pagoda roof. | £86.00 | 0 | £17,892.92 |  |
| 10/11/23 | ACT | Simon Jones | Hedge cutting at cemetery | £85.00 | 0 | £17,807.92 |  |
| 10/11/23 | ACT | Trade UK | Miscellaneous DIY | £21.04 | 0 | £17,786.88 |  |
| 10/11/23 | ACT | Simon Jones | Grass cutting at natural burial site. | £160.00 | 0 | £17,626.88 |  |
| 10/11/23 | ACT | Clive Edgecombe | Window cleaning | £60.00 | 0 | £17,566.88 |  |
| 13/11/23 | DD | Initial | Increased nappy bin collection | £66.66 | 0 | £17,500.22 |  |
| 13/11/23 |  |  | Deposits | 0 | £3,805.00 | £21,305.22 | Room hire |
| 15/11/23 | DD | BNP Paribas | Copier rental 15/11/23-14/2/24 | £662.40 | 0 | £20,642.82 | VAT £110.40 |
| 17/11/23 | ACT | Domestic Bliss | Contract cleaning | £850.00 | 0 | £19,792.82 |  |
| 17/11/23 | ACT | JRB Enterprises Ltd | Purchase of dog waste bin for Culver Green | £321.60 | 0 | £19,471.22 |  |
| 17/11/23 | ACT | Jettadrain | Flushing of rest centre drain | £174.00 | 0 | £19,297.22 |  |
| 17/11/23 | ACT | SLCC | 2024 membership | £288.00 | 0 | £19,009.22 |  |
| 17/11/23 | ACT | Office Depot | Box files | £23.95 | 0 | £18,985.27 |  |
| 17/11/23 | ACT | Office Depot | Lever arch files | £19.15 | 0 | £18,966.12 |  |
| 17/11/23 | ACT | Liberty Landscapes | Maintenance of walled garden at cemetery | £412.60 | 0 | £18,554.52 |  |
| 22/11/23 |  |  | Deposits | 0 | £1,429.98 | £19,984.50 | Room hire |
| 22/11/23 |  |  | Deposits | 0 | £136.50 | £20,121.00 | Room hire |
| 24/11/23 | ACT | Mole Valley Farmers | Protective footwear | £69.98 | 0 | £20.051.02 |  |
| 24/11/23 | ACT | S W Grounds Maintenance | Weed spraying | £1,404.00 | 0 | £18,647.02 |  |
| 24/11/23 | ACT | Forte Trailscapes | Materials for pump track repairs | £751.98 | 0 | £17,895.04 |  |
| 27/11/23 | ACT | Staff | December salaries | £6,397.03 | 0 | £11,498.01 |  |
| 27/11/23 |  |  | Deposits | 0 | £179.63 | £11,677.64 | Room hire |
| 27/11/23 |  |  | Deposits | 0 | £379.50 | £12,057.14 | Room hire |
| 29/11/23 | DD | S W Comms | Telephony & broadband | £189.36 | 0 | £11,867.78 |  |
| 30/11/23 | ACT | Devon Pension Fund | LGPS contributions | £1,561.77 | 0 | £10,306.01 |  |