

# Chudleigh Town Council

# **Meeting of Full Council**

# Monday 5 February 2024: 7pm:

## Public Participation:

None

## In attendance:

Councillors Hares (Chair), Fuller, McCormick, Bowling, Powell, Sherwood, Hadley and Mathews. Also in attendance John Carlton (The Clerk), District Councillor Sanders, County Councillor Brook and two members of the public.

## Apologies:

Councillors Lillington, Webb, Riley and District Councillor Keeling.

## Declaration of members’ interests:

* Councillor Hares declared an interest in item 20 in that a relative had bid for the work. She left the council chamber for the duration of the debate and vote.

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

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

## District Councillors report:

* Councillor Sanders spoke briefly about the proposed devolution deal involving DCC and Torbay Unitary Council. She was concerned that the latter would receive a disproportionate share of the income due to an inbuilt voting majority. She also spoke about a possible arts event in Chudleigh if sufficient interest and finance could be generated. She also reminded councillors about the forthcoming event on 12 Marrch designed to develop working relationships between TDC and town and parish councils.

## County Councillor’s report;

* Councillor Brook advised that County Councillors again had access to a Locality Budget and offered to pay for the concrete base at Millstream Meadow (See item 20) **(Action point 1)**.The year on year county Council budget had been increased by 6.3% but funds from central government were simply not filtering down to the lower tiers. Consequently, DCC will be increasing its share of the precept by the maximum of 4.99%. Councillor Brook indicated that Highways would struggle again in that their real terms income was not increasing.

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

* In the absence of Mayor Webb, councillor Hares covered this item. She advised that she was walking the various green spaces in the town on a regular basis and was pleased to note improved standards of cleanliness and maintenance.

## Ratification of the minutes of the Full Council meeting of 8 January 2024:

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

## Review of action points from 8 January 2024 Full Council meeting:

|  |  |  |
| --- | --- | --- |
| Action point No | Action required | Update |
| 1 | Submit application to seek funding for a feasibility study of having a covered market on the Town Hall forecourt under the Markets & Town Centres Prosperity Fund initiative. | See item 17. |
| 2 | Advise DCC Street Lighting team that the Council will not be pursuing the provision of a street lamp between The Gardens and Great Hill, | Completed |
| 3 | Organise first meeting of the Annual town Meeting working group. | To be organised by Councillor McCormick **(Action point 2)** |
| 4 | Review timetable for Remembrance Sunday 2024 at March full council | Carried forward as **action point 3** |
| 5 | Purchase a mobile defibrillator from SW Ambulance Service. | The Clerk had contacted SWAST and was awaiting a response. |
| 6 | Post 2024/25 budget on the website. | Completed. |
| 7 | Submit precept request to TDC by 31/1/24. | The Clerk reported that the request had been submitted. The first half of the precept would be received on 28 April. |
| 8 | Send precept press release to local media. | Completed |
| 9 | Write to regular town hall hirers advising them of the new charges from 1/4/24 | The Clerk advised that this would be completed by the middle of February. |
| 10 | Advise funeral directors of the new charges from 1/4/24. | The Clerk advised that this would be completed by the middle of February. |
| 11 | Advise applicants of the outcome of their section 137 grant applications and pay grant to successful applicants by 31/1/24. | Completed. |
| 12 | Advise all staff of pay increase awarded. | Completed |
| 13 | Advise payroll provider of new rates of pay from 1/4/24 | Completed |
| 14 | Clerk’s salary: Advise payroll provider of new rates of pay. | Completed |
| 15 | Determine the council’s policy on dealing with graffiti | See item 14. |
| 16 | Advise APSE to appoint Barley Manor as the Council’s preferred contractor for works on the Town Hall. | The Clerk advised that he had met with APSE and the contractor on 26 January for an initial planning meeting. |
| 17 | Ask Hares Landscapes to proceed with the installation of the concrete base for the bus shelter on Station Hill. | The work will be completed on 13 March. |
| 18 | Provide Councillor Fuller with the risk assessment and method statement for the construction of the bus shelter base. | Completed. |
| 19 | Discussion on parking restrictions on Parade at February full council | See item 23 |
| 20 | Ask DCC to introduce parking restrictions in the lay-by in front of the cemetery entrance. | The Clerk advised that the request had been submitted and was now dependent on the support of HATOC. |

## Ratification of the minutes of the Environment Committee meeting of 9 January 2024.

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

## Ratification of the minutes of the Planning Committee meeting of 16 January 2024.

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

## Business Liaison Councillor’s report:

Councillor Mathews reported that his discussions with traders had indicated that there was reasonable footfall in the town centre up until 11am but that it fell away thereafter. He also noted that increasing energy costs was a real concern for traders. He was in the early stages of formulating some sort of event for businesses, separate from “Celebrate Chudleigh”, perhaps focusing on the “Totally Locally” campaign.

## Adoption of External Assets Maintenance Policy.

Councillor McCormick, who drafted the policy, advised that its purpose was to ensure that councillors and staff were working to common standards. It was unanimously adopted having been proposed by Councillor Sherwood and seconded by Councillor Mathews.

## Adoption of Strategic Planning Policy.

Unanimously agrees. Proposed by Councillor Sherwood and seconded by Councillor Hadley.

## The Council agrees to the expenditure of an average of £120 per month to engage a social media service provider for a trial period of six months commencing on 1 March 2024.

In introducing this item, Councillor McCormick said that this resolution was a result of the strategic planning policy. He recognised that the Council lacked the resources to maximise the value of social media. Hence the proposal to work with All Things Media for a trial period of six months. The proposal was unanimously agreed having been proposed by Councillor McCormick and seconded by Councillor Mathews. **(Action point 4)**

## The Council’s application to the UK Shared Prosperity Fund Markets & Town Centre Promotion.

Councillor McCormick reported that the funding bid to conduct a feasibility study exploring the added value in having the forecourt as a covered space had been granted. This provided funds of £3,000 but Councillor McCormick doubted that much would be needed. He noted that consent from the Listed Building Officer would be essential (**action point 5)** and that the timetable for submission of a project bid was very tight. He intended to use APSE, who were already advising the council on building and planning issues, as a consultant. Councillors Mathews, Bowling and Sherwood volunteered to assist with the feasibility study.

## Planning application 22/01651/MAJ: Land at NGR 287487 79663, Old Kate Brook: Hybrid application seeking full planning permission for erection of 142 residential dwellings (Use Class C3) together with associated landscaping, open space, access, football pitch, pedestrian bridge and infrastructure and outline planning permission for 8 self-build plots. Consideration of newly posted plans.

Councillor McCormick noted that the Town Council had already made its feelings clear over the addition of a football pitch to the plans. The revised plans for the development had caused concerns with the DCC Flood Management team who were seeking evidence that the developer’s plans to deal with surface water were robust. District Councillor Sanders advised that TDC’s Carbon Strategy Officer also had concerns about the current plans. It was agreed that the Clerk should send another response emphasising that it was essential that the rate of flow of surface water into Kate Brook did not exceed what it currently is. He was asked to also advise that the Town Council remained unconvinced that the access to the development, via Old Kate Bridge, was adequate to serve the volume of traffic. Also that the Council was concerned that Devon Wildlife Trust continued to object on ecological grounds and that Natural England had yet to say they were content. **(Action point 6)**

## Planning application 24/00011/REM: Ball Hill Farm, Chudleigh: Reserved matters including access, design, scale and layout on application 23/00120/OUT (for provision of one agricultural dwelling to replace temporary agricultural dwelling)

Councillor McCormick felt that there was little to say above and beyond what the council had submitted when the outline application had been considered. Councillors were in agreement so the Clerk was asked to write to the LPA advising that an agricultural tie on the property was still desired. **(Action point 7)**

## The Council agrees to the expenditure of £600 to provide a base for a picnic table at Millstream Meadow.

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

## The Council accepts the recommendation from the Environment Committee to spend £700 for an initial clear-up and, thereafter, £100 per month for the maintenance of the bat garden, sensory garden at Two Oaks and the cider press roundabout.

Councillor Hares advised that the Environment Committee had considered how best to fill the void left following Chudleigh Wild’s decision that they had too few volunteers to maintain the three sites in question. The committee was recommending the use of Dartmoor Heathers to take on the roll. This followed the positive reference regarding their work provided by Hennock Parish Council. Councillors unanimously agreed the recommendation. Proposed by Councillor McCormick and seconded by Councillor Mathews. **(Action point 9)**

## Highways issues

1. Parking restrictions on Parade: Councillors decided that there was no clear support or justification for extending the parking restrictions currently in place. **(Action point 10 and 11)**
2. Councillors had been made aware of a request from a parishioner for the provision of several dropped kerbs in Chudleigh town centre. They decided not to pursue it. **(Action point 12)**
3. It was noted that TDC had advised that they might be able to hire out a street sweeper to the council. However, they needed to know the roads that the town council considered needed sweeping. It was decided to discuss further at March full council. **(Action point 13)**
4. Councillors noted the complaints regarding excessive litter at the bottom of Oldway. It was agreed that the adjacent development site was not responsible for this problem. The Clerk advised that this was not within the job description of the parish sweeper and that in-community action was probably the only way to tackle it. **(Action point 14)**

## Correspondence:

1. From a parishioner: Seeking a tidy up of the bat garden and cleaning of the pavements on Palace Meadow. Councillors were content that the appointing of a contractor (see item 21) would result in the bat garden being controlled but did not support the need for the cleaning of the pavements. **(Action point 15)**
2. From Torbay Motor Club: Notification of the Torbay trial event on 27 March 2024: Noted.
3. From Rural Car Parks Group: Invitation to meet to discuss rural car parks policy. Councillors were content to enter exploratory discussions. **(Action point 16)**

## Clerk’s report.

The Clerk asked councillors whether they wished to consider commemorating D Day on 6 June 2024. Their feeling was that it would be impractical given the close proximity of Chudfest and Carnival.

## Finance Report and approval of expenditure items from 1 January to 31 January 2024:

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

## Approval of bank reconciliations on the three accounts covering the period 1 January to 31 January 2024.

* Unanimously agreed. Proposed by Councillor Bowling and seconded by Councillor Fuller. The reconciliations were then signed by Councillor McCormick.

## Reports from committees:

### Environment committee:

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

### Town Hall & Finance:

* Nothing to report .

### Planning:

* Nothing to report.

## Reports from councillors attending other meetings.

None

Date and time of next meeting: Monday 4 March 2024.

Meeting closed: 8.32pm

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| --- | --- | --- |
| Action point no. | Action required | By whom |
| 1 | Submit an application to the DCC Locality Budget for £600 to pay for the concrete base at Millstream Meadow (See item 20 on main agenda) | The Clerk |
| 2 | “Celebrate Chudleigh”/ Annual Town Meeting to be a regular agenda item from March. | The Clerk |
| 3 | Review timetable for Remembrance Sunday 2024 at March full council | The Clerk |
| 4 | Work with All Things Media on publicising the “Celebrate Chudleigh” event. | Councillor McCormick |
| 5 | Discuss project regarding the covering of the forecourt with the Listed Building Officer. | The Clerk |
| 6 | Planning application 22/01651/MAJ: CH2 development. Advise LPA that the council has ongoing concerns over road access, ecological issues and surface water management. | The Clerk |
| 7 | Planning application 24/00011/REM: Ball Hill Farm. Advise LPA that the Council still wishes to see an agricultural tie placed on the new property. | The Clerk |
| 8 | Arrange for provision of concrete pad for picnic bench at Millstream Meadow | The Clerk |
| 9 | Ask Dartmoor Heathers to commence work on the bat garden, sensory garden and the cider press roundabout. | The Clerk |
| 10 | Advise Parade households that the Town Council will not be applying for increased parking restrictions | The Clerk |
| 11 | Avise County Highways that the Town Council does not wish to apply for increased parking restrictions on Parade | The Clerk |
| 12 | Advise County Highways that the Council does not wish to seek the provision of additional dropped kerbs in the town. | The Clerk |
| 13 | Identify what roads require street sweeping at March full council. | The Clerk |
| 14 | Make plans for Oldway litter pick at March full council. | The Clerk |
| 15 | Advise Palace Meadow parishioner that bat garden will be tidied up but there would not be a pavement cleaning. | The Clerk |
| 16 | Accept invitation to enter exploratory discussions with the Rural Car Parks Group. | The Clerk |

Signed:

Rick Webb: Chair of Full Council

Monday 4 March 2024

## Appendix 1 - Finance Report to Full Council: February 2024

Balances at 31 January 2024.

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| --- | --- | --- |
| Current account | £13,547.10 |  |
| Deposit Account | £167,682.62 | £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 | £39,393.31 | £6,500m was transferred from the deposit account on 7/6/23 |

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

£843 from DCC for P3 grant (footpaths)

£162,831.89 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), purchase of Station Hill VAS (£3,824.11) and the retention of a consultant to undertake procurement and tendering exercise for two play park refurbishments (£3,750)

£328 for the Underwood Meadow memorial: The remainder should be used for a project.

Total: £164,002.89

## Appendix 2

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Cheque No | Payee | Goods/services provided | Out | Deposits | Balance | Checked (Initials and date) |
|  |  |  |  |  |  | £7,728.48 |  |
| 16/1/24 | DD | Sage | Accounts package | £33.60 | 0 | £7,694.88 |  |
| 16/1/24 | DD | Sage | Additional user | £6.00 | 0 | £7,688.88 |  |
| 9/1/24 | DD | Aviva | Monthly insurance premium | £980.30 | 0 | £6,708.58 |  |
| 14/1/24 | DD | TDC | Rates | £114.00 | 0 | £6,594.58 |  |
| 15/1/24 | DD | CompWiz | IT Maintenance contract | £96.00 | 0 | £6,498.58 |  |
| 2/1/24 | DD | SWW | Water (WR) | £66.47 | 0 | £6,432.11 |  |
| 2/1/24 | DD | SWW | Water (TH) | £70.50 | 0 | £6,361.61 |  |
| 14/1/24 | DD | Marsland Nash | Payroll | £51.24 | 0 | £6,310.37 |  |
| 18/1/24 | DD | Thirsty work | Water cooler | £29.34 | 0 | £6,281.03 |  |
| 3/1/24 |  |  | Transfer from deposit account | 0 | £25,000.00 | £31,281.03 |  |
| 5/1/24 | ACT | Sports & Play Consultancy | Tendering & procurement for play parks at Millstream & Culver | £3,750.00 | 0 | £27,531.03 |  |
| 5/1/24 | ACT | TWM Traffic Control Systems | VAS for Station Hill | £3,824.11 | 0 | £23,706.92 |  |
| 5/1/24 | ACT | HAGS | Parts for repair of see-saw at Fore Street Park | £104.90 | 0 | £23,602.02 |  |
| 5/1/24 | ACT | Online Playgrounds | Parts for play park repairs | £378.00 | 0 | £23,224.02 |  |
| 5/1/24 | ACT | Neil’s Cleaning Services | Carpet cleaning | £498.00 | 0 | £22,726.02 |  |
| 5/1/24 | ACT | Torbay Display | Xmas lights | £5,550.00 | 0 | £17,176.02 |  |
| 5/1/24 | ACT | Clive Edgecombe | Window cleaning | £60.00 | 0 | £17,116.02 |  |
| 5/1/24 |  | ChudFest | 50% of Xmas lights | 0 | £2,312.50 | £19,428.62 |  |
| 12/1/24 | ACT | Mole Valley Farmers | Spray paint | £23.47 | 0 | £19,405.15 |  |
| 12/1/24 | ACT | Trade UK | Paint | £58.26 | 0 | £19,346.89 |  |
| 12/1/24 | ACT | S W Arbs | Clearance of fallen tree limbs | £300.00 | 0 | £19,046.89 |  |
| 12/1/24 | ACT | Domestic Bliss | Contract cleaning | £680.00 | 0 | £18,366.89 |  |
| 12/1/24 | ACT | PLP/PRS | Music licence | £2,860.32 | 0 | £15,506.57 |  |
| 12/1/24 | ACT | Play Inspection Company | Quarterly play park inspections | £528.00 | 0 | £14,978.57 |  |
| 12/1/24 | ACT | S W Grounds Maintenance | Laying of suppression membrane and stone at Gardens play park | £1,020.00 | 0 | £13,958.57 |  |
| 14/1/24 | DD | SSE | Gas: 1/10/23-29/11/23 | £409.47 | 0 | £13,549.10 |  |
| 15/1/24 | ACT | HMRC | Tax & NI Q3 | £4,311.27 | 0 | £9,237.83 |  |
| 15/1/24 |  |  | Deposits | 0 | £1,139.50 | £10,377.33 | Room hire |
| 16/1/24 |  |  | Deposits | 0 | £440.01 | £10,817.34 | Room hire |
| 16/1/24 |  |  | Deposits | 0 | £162.00 | £10,979.34 | Room hire £147.00; P/C £15 |
| 19/1/24 |  |  | Deposits | 0 | £880.00 | £11,859.34 | Cemetery |
| 19/1/24 | ACT | R K Drew | Repair of leaking boiler | £102.00 | 0 | £11,757.34 |  |
| 19/1/24 | ACT | Trade UK | Radiator timer | £59.37 | 0 | £11,697.97 |  |
| 19/1/24 | ACT | S J Shelley | Fire alarm log book | £33.00 | 0 | £11,664.97 |  |
| 19/1/24 | ACT | Online Playgrounds | Spring for see-saw at Fore Street park | £236.00 | 0 | £11,428.97 |  |
| 26/1/24 |  |  | Transfer from deposit account | 0 | £15,000.00 | £26,428.97 |  |
| 26/1/24 | ACT | Chudleigh Against Racism | Section 137 grant | £300.00 | 0 | £26,128.97 |  |
| 26/1/24 | ACT | Chudleigh Carnival | Section 137 grant | £500.00 | 0 | £25,628.97 |  |
| 26/1/24 | ACT | CCP | Section 137 grant | £750.00 | 0 | £24,878.97 |  |
| 26/1/24 | ACT | Karen Cole | Section 137 grant | £268.00 | 0 | £24,610.97 |  |
| 26/1/24 | ACT | Chudleigh Library | Section 137 grant | £600.00 | 0 | £24,010.97 |  |
| 26/1/24 | ACT | Petanque club | Section 137 grant | £1,000.00 | 0 | £23,010.97 |  |
| 26/1/24 | ACT | Chudleigh Scouts | Section 137 grant | £1,000.00 | 0 | £22,010.97 |  |
| 26/1/24 | ACT | Chudleigh Twinning Association | Section 137 grant | £750.00 | 0 | £21,260.97 |  |
| 26/1/24 | ACT | Outdoor Play | Fitting of spinners at Fore Street and Millstream Meadow play parks | £2,340.00 | 0 | £18,920.97 |  |
| 26/1/24 | ACT | Online Playgrounds | Replacement spring | £237.40 | 0 | £18,683.57 |  |
| 26/1/24 | ACT | Staff | January salaries | £6,212.92 | 0 | £12,470.65 |  |
| 26/1/24 |  | DCC |  | 0 | £700.00 | £13,170.65 | P3 funds |
| 26/1/24 |  |  | Deposits | 0 | £484.00 | £13,654.65 | Cemetery |
| 29/1/24 | DD | S W Comms | Telephony and broadband | £189.36 | 0 | £13,465.29 | VAT £31.56 |
| 29/1/24 |  |  | Deposits | 0 | £162.00 | £13,627.29 | Room hire |
| 29/1/24 |  |  | Deposits | 0 | £383.20 | £14,010.49 | Room hire |
| 31/1/24 | ACT | DCC Pension Fund | LGPS contributions | £1,576.56 | 0 | £12,433.93 |  |