

# Chudleigh Town Council

# **Meeting of Full Council**

# Monday 4th March 2024: 7pm:

## Public Participation:

None

## In attendance:

Councillors Webb (Chair), Hares, McCormick, Bowling, Sherwood, Hadley, Lillington and Riley. Also in attendance John Carlton (The Clerk), and two members of the public.

## Apologies:

Councillors Matthews, Fuller and Powell.

## Declaration of members’ interests:

None.

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

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

## District Councillors report:

No Report provided.

## County Councillor’s report:

No report provided.

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

Concerns were raised about the condition of some of the hedges on the parade. There will be no civic reception this year, the monies saved because of this will be included within the grants budget for next year.

## Ratification of the minutes of the Full Council meeting of 5th February 2024:

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

## Review of action points from 5th February 2024 Full Council meeting:

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | Update |
| 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) | Completed. Funds received on 28 February |
| 2 | “Celebrate Chudleigh”/ Annual Town Meeting to be a regular agenda item from March. | On tonight’s agenda at item 15 |
| 3 | Review timetable for Remembrance Sunday 2024 at March full council | On tonight’s agenda at item 16. |
| 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. | I have made contact but no return call has been received. |
| 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. | Completed. |
| 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. | Completed. |
| 8 | Arrange for provision of concrete pad for picnic bench at Millstream Meadow | The Clerk reported that the contractor has met with Adrian to finalise a position. However, the ground needs to dry out to allow the work to be undertaken. |
| 9 | Ask Dartmoor Heathers to commence work on the bat garden, sensory garden and the cider press roundabout. | The contractor has been contacted and we are awaiting a start date. |
| 10 | Advise Parade households that the Town Council will not be applying for increased parking restrictions | Completed. |
| 11 | Advise County Highways that the Town Council does not wish to apply for increased parking restrictions on Parade | Completed. |
| 12 | Advise County Highways that the Council does not wish to seek the provision of additional dropped kerbs in the town. | Completed. |
| 13 | Identify what roads require street sweeping at March full council. | To be discussed under highways issues at March full council. |
| 14 | Make plans for Oldway litter pick at March full council. | Litter pick completed by councillors on 26 February. Also on the agenda at item 24. |
| 15 | Advise Palace Meadow parishioner that bat garden will be tidied up but there would not be a pavement cleaning. | Completed. |
| 16 | Accept invitation to enter exploratory discussions with the Rural Car Parks Group. | A response has been received from the organiser of the group but no meeting date as yet. |

## Ratification of the minutes of the Environment Committee meeting of 27th February 2024.

Carried forward to the next Full Council meeting. **(Action point 1)**

## Ratification of the minutes of the Planning Committee meeting of 20th February 2024.

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

## Business Liaison Councillor’s report:

No report provided.

## Respect Event on 28th April:

The Respect event will be held on 28th April. It will be co-hosted by the Mayor, with councillors being encouraged to attend.

## Application 24/00146/FUL: Newinnton Lodge, 77 Old Exeter Street: Demolition of dilapidated outbuildings and erection of four detached dwellings, car parking, landscaping, and associated works.

After brief discussion councillors agreed that they had no objection to the proposal **(Action point 2)**

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

The feasibility study has been completed and accepted.

## Planning for Celebrate Chudleigh/Annual Town Meeting:

Preparations are underway for the event on 18th May. There will be a coffee morning run by Cancer Lifeline SW in the Town Hall, and a Chudfest organised concert in the church.

## Review of timetable for Remembrance Sunday:

Carried forward to the Full Council meeting in July. **(Action point 3)**

## The Council agrees to the expenditure of £1254 for the repainting of the flagpole on the war memorial:

Proposed by Councillor McCormick. Seconded by Councillor Hares, unanimously agreed. **(Action point 4)**

## The Council agrees to the expenditure of £699 to redecorate the gates at the Pre-School entrance:

Proposed by Councillor McCormick. Seconded by Councillor Sherwood, unanimously agreed. **(Action point 5)**

## The Council agrees to the expenditure of £6791 for repairs to the surface of the footbridge:

Councillors decided not to proceed at this time, and to wait until Councillor Fuller had met with the contractor on site to clarify the works to be carried out. **(Action point 6)**

## Application 24/00307/HOU: Knowle House, Exeter Road: Two storey side extension, including raised patio and steps.

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

## Application 24/00245/HOU: Convent House, Chudleigh. Replacement of existing concrete raised patio/ veranda with a larger patio/decking:

After brief discussion councillors agreed that they had no objection to the proposal **(Action point 8)**

## Application 24/00125/FUL: Higher Upcott: Installation of gates, walls and pillars (retrospective):

After brief discussion councillors agreed that they had no objection to the proposal **(Action point 9)**

## Application 24/00246/FUL: Crosspark Farm, Coombeshead Cross: Agricultural building and concreting of existing yard area:

After brief discussion councillors agreed that they had no objection to the proposal **(Action point 10)**

## The Oldway litter pick and next steps:

The councillors had a successful litter pick in Oldway on 26th February. They would like to continue with monthly picks and would like for the community to get involved. The next event is scheduled for 8th April at 2pm. **(Action point 11)**

## Feedback from Devon Devolution event:

The event set out the plans for combining Devon and Torbay authorities to create the Devon and Torbay Combined County Authority (CCA). This will provide an increase in capital funding and new powers devolved from central government. Councillor McCormick’s feedback from the event was to wait and see how an extra layer of bureaucracy will work.

## Highways issues

1. The proposal for double yellow lines on Rock Road received no support from councillor’s. A councillor will visit the concerned resident. **(Action point 12)**
2. The councillors decided to not hire road sweepers at weekends due to weekend parking.

## Correspondence:

1. We have received an invitation to attend the One Teignbridge event on 26/3/24. Councillor to attend. Noted
2. Teignbridge Forum follow up event on 12/3/24. Councillor’s Webb and McCormick to attend.

## Clerk’s report.

Nothing to report.

## Finance Report and approval of expenditure items from 1st February to 29th February 2024:

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

## Approval of bank reconciliations on the three accounts covering the period 1st February to 29th February 2024.

Carried forward to the next Full Council meeting. **(Action point 13)**

## Reports from committees:

### Environment committee:

Nothing to report.

### Town Hall & Finance:

Nothing to report .

### Planning:

Nothing to report.

## Reports from councillors attending other meetings.

None

Date and time of next meeting: Monday 8th April 2024.

Meeting closed: 8.05pm

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| --- | --- | --- |
| Action point no. | Action required | By whom |
| 1 | Include the ratification of the minutes of the Environment Committee meeting of 27th February 2024 on the agenda for April Full Council | Councillor’s |
| 2 | Application 24/00146/FUL: Newinnton Lodge, 77 Old Exeter Street: Advise LPA Councillor’s have no objections to the proposal | Town Clerk |
| 3 | Include the review of the timetable for Remembrance Sunday at July’s Full Council | Town Clerk |
| 4 | Organise painting of the flagpole | Town Clerk |
| 5 | Organise redecoration of preschool gates | Town Clerk |
| 6 | Feedback to Council after site meeting at Millstream Meadow bridge | Councillor Fuller |
| 7 | Application 24/00307/HOU: Knowle House, Exeter Road: Advise LPA Councillor’s have no objections to the proposal | Town Clerk |
| 8 | Application 24/00245/HOU: Convent House, Chudleigh. Advise LPA Councillor’s have no objections to the proposal | Town Clerk |
| 9 | Application 24/00125/FUL: Higher Upcott: Advise LPA Councillor’s have no objections to the proposal | Town Clerk |
| 10 | Application 24/00246/FUL: Crosspark Farm, Coombeshead Cross: Advise LPA Councillor’s have no objections to the proposal | Town Clerk |
| 11 | Organise advertising the litter pick on 8th April on social media | Town Clerk |
| 12 | Contact the resident regarding yellow lines on Rock Road | Councillor McCormick |
| 13 | Include bank reconciliation 1st-29th February 2024 on the April Full Council agenda | Town Clerk |

Signed:

Rick Webb: Chair of Full Council

Monday 8th April 2024

## Appendix 1 - Finance Report to Full Council: March2024

Balances at 29th February 2024.

|  |  |  |
| --- | --- | --- |
| Current account | £8269.74 |  |
| Deposit Account | £311,209.92 |  |
| Building maintenance account | £39,436.80 | £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

**Current Account Transactions**

Balance at 29/2/24 - £8269.74

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Cheque No | Payee | Goods/services provided | Out | Deposits | Balance | Checked (Initials and date) |
|  |  |  |  |  |  | £13,547.10 |  |
| 16/2/24 | DD | Sage | Accounts package | £33.60 | 0 | £13,513.50 |  |
| 16/2/24 | DD | Sage | Additional user | £6.00 | 0 | £13,507.60 |  |
| 9/2/24 | DD | Aviva | Monthly insurance premium | £980.30 | 0 | £12,527.30 |  |
| 14/2/24 | DD | TDC | Rates | £114.00 | 0 | £12,413.30 |  |
| 15/2/24 | DD | CompWiz | IT Maintenance contract | £96.00 | 0 | £12,317.30 |  |
| 2/2/24 | DD | SWW | Water (WR) | £00.00 | 0 | £12,317.30 | Next £66.47 on 2/4 |
| 2/2/24 | DD | SWW | Water (TH) | £70.50 | 0 | £12,246.80 |  |
| 14/2/24 | DD | Marsland Nash | Payroll | £51.24 | 0 | £12,195.56 |  |
| 18/2/24 | DD | Thirsty work | Water cooler | £29.34 | 0 | £12,166.22 |  |
| 2/2/24 | ACT | TDC | Late night opening of toilets for Xmas Fayre | £35.23 | 0 | £12,130.99 |  |
| 2/2/24 | ACT | Clive Edgecombe | Window cleaning | £60.00 | 0 | £12,070.99 |  |
| 2/2/24 | ACT | Doug Pratt | Tree inspection at cemetery | £294.00 | 0 | £11,776.99 |  |
| 7/2/24 |  |  | Deposits | 0 | £371.25 | £12,148.24 | Room hire |
| 8/2/24 |  |  | Deposits | 0 | £500.00 | £12,648.24 | Room hire |
| 8/2/24 |  | HMRC | VAT refund | 0 | £4,158.24 | £16,806.48 |  |
| 9/2/24 | ACT | Staff member | Purchase of wall clock for Woodway Room | £35.61 | 0 | £16,770.87 |  |
| 9/2/24 | ACT | Domestic Bliss | Contract cleaning | £935.00 | 0 | £15,835.87 |  |
| 15/2/24 | DD | BNP Paribas | Quarterly copier rental | £614.40 | 0 | £15,221.47 | VAT £102.40 |
| 16/2/24 | ACT | Simon Jones | Hedge cutting at Millstream and two allotment sites | £320.00 | 0 | £14,901.47 |  |
| 16/2/24 | ACT | Clocking Systems | Printer ribbon for clock machine | £36.00 | 0 | £14,865.47 |  |
| 16/2/24 | ACT | Staff member | Reimbursement of petrol expenses + filler for play park repair | £49.44 | 0 | £14,816.03 |  |
| 19/2/24 |  |  | Deposits | 0 | £251.02 | £15,067.05 | Room hire |
| 20/2/24 | DD | SSE | Gas: 1/10/23-29/11/23 | £409.47 | 0 | £14,657.58 |  |
| 23/2/24 | ACT | Trade UK | 2 x combination llocks | £51.19 | 0 | £14,606.39 |  |
| 23/2/24 | ACT | APSE | Architectural services | £510.00 | 0 | £14,096.39 | Forecourt canopy project |
| 27/2/24 | ACT | Staff | February salaries | £6,771.73 | 0 | £7,324.66 |  |
| 28/2/24 |  | DCC | Loclaity grant | 0 | £600.00 | £7,924.66 |  |
| 28/2/24 |  |  | Deposits | 0 | £418.00 | £8,342.66 | Room hire £403; P/C £15.00 |
| 29/2/24 |  |  | Deposits | 0 | £530.00 | £8,872.66 | Room hire |
| 29/2/24 | DD | S W Comms | Telephony & broadband | £190.04 | 0 | £8,682.62 |  |
| 29/2/24 | ACT | DCC Pension Fund | LGPS contributions | £1,893.55 | 0 | £6,789.07 |  |
| 29/2/24 |  |  | Deposits | 0 | £600.00 | £7,389.07 | Room hire |
| 29/2/24 |  |  | Deposits | 0 | £441.02 | £7,830.09 |  |