

# Chudleigh Town Council

# **Meeting of Full Council**

# Monday 8th April 2024: 7pm:

## Public Participation:

None

## In attendance:

Councillors Webb (Chair), Hares, McCormick, Bowling, Sherwood, Hadley, Powell, Riley, Lillington and Fuller. Also in attendance District Councillor Sanders, Amii Shelley (Assistant Clerk), and one member of the public.

The meeting was adjourned at 7:01pm due to a disturbance within the Town Hall. The meeting reconvened at 7:40pm.

## Apologies:

Councillors Matthews, Bayley and District Councillor Keeling.

## 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:

1. Councillor Sanders reported that there has been an improvement in the turnaround of planning application at Teignbridge District Council.
2. Councillor Sanders reported that new systems had been put in place by Valencia Heathfield CLG to contain the gases on site.
3. Councillor Sanders noted that Valencia Heathfield CLG have a community fund and welcome applications for funding projects in relation to community, heritage, and biodiversity.

## County Councillor’s report:

No Report provided.

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

1. Councillor Webb noted the success of the One Teignbridge event he attended.
2. Councillor Webb would like to organise a working group to look at the possibility of sports facilities or a community centre for Chudleigh. **(Action point 1)**

## Ratification of the minutes of the Full Council meeting of 4th March 2024:

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

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

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | Update 05/04/2024 |
| 1 | Include the ratification of the minutes of the Environment Committee meeting of 27th February 2024 on the agenda for April Full Council | Agenda item 9 |
| 2 | Application 24/00146/FUL: Newinnton Lodge, 77 Old Exeter Street: Advise LPA Councillor’s have no objections to the proposal | Completed |
| 3 | Include the review of the timetable for Remembrance Sunday at July’s Full Council | Carried Forward **(Action point 2)** |
| 4 | Organise painting of the flagpole | The contractor has been contacted. We are waiting for a start date.  |
| 5 | Organise redecoration of preschool gates | The contractor has been contacted. We are waiting for a start date. |
| 6 | Feedback to Council after site meeting at Millstream Meadow bridge | Currently waiting for an updated quote from the contractor |
| 7 | Application 24/00307/HOU: Knowle House, Exeter Road: Advise LPA Councillor’s have no objections to the proposal | Completed |
| 8 | Application 24/00245/HOU: Convent House, Chudleigh. Advise LPA Councillor’s have no objections to the proposal | Completed |
| 9 | Application 24/00125/FUL: Higher Upcott: Advise LPA Councillor’s have no objections to the proposal | Completed |
| 10 | Application 24/00246/FUL: Crosspark Farm, Coombeshead Cross: Advise LPA Councillor’s have no objections to the proposal | Completed |
| 11 | Organise advertising the litter pick on 8th April on social media | Completed |
| 12 | Contact the resident regarding yellow lines on Rock Road | Completed |
| 13 | Include bank reconciliation 1st-29th February 2024 on the April Full Council agenda | Completed |

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

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

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

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

## Ratification of the minutes of the Planning Committee meeting of 19th March 2024.

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

## Business Liaison Councillor’s report:

No report provided.

## Planning for Celebrate Chudleigh/Annual Town Meeting:

Councillor McCormick noted the event would now include a free cream tea. Social media publicity is now underway.

## The Council agrees that Councillor Hares will become a member of the Town Hall and Finance Committee:

Proposed by Councillor Lillington, seconded by Councillor Webb and unanimously agreed.

## The Council agrees in principle to proceed with Proludic for the refurbishment of Millstream Meadow Play Park:

Proposed by Councillor McCormick. Seconded by Councillor Sherwood, unanimously agreed. **(Action point 3)**

## The Council agrees in principle to proceed with Wicksteed for the refurbishment of Culver Green Play Park.

Proposed by Councillor Lillington, seconded by Councillor Webb and unanimously agreed. **(Action point 4)**

## Highways issues

1. The gullies on Station Hill need clearing. **(Action point 5)**
2. The drainage at Millstream Meadow footpath needs attention to stop the water running down the path **(Action point 6)**
3. Councillor’s would like to encourage residents to report potholes and blocked drains using the Devon County Council online reporting system. **(Action point 7)**

##  Correspondence:

1. We have received correspondence regarding the provision of a vas on Exeter Road Chudleigh. Noted.
2. A request has been made for a safety assessment, 20mph limit and speed bumps along New Exeter Street. After some discussion including the lack of support generated when council last explored a 20mph limit, councillors agreed that was outside the Council’s expertise. **(Action point 8)**
3. A letter was received from the volunteer group that maintain some of the open space in Culver Green, requesting to purchase a wildflower seed mix. Councillors unanimously agreed to the proposal. **(Action point 9)**

## Clerk’s report.

Nothing to report.

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

Councillors unanimously authorised the payments made during the month of March. See appendix 2. Proposed by Councillor McCormick and seconded by Councillor Lillington.

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

Proposed by Councillor McCormick and seconded by Councillor Lillington.

## Approval of bank reconciliations on the three accounts covering the period 1st March to 31st March 2024:

Proposed by Councillor McCormick and seconded by Councillor Lillington.

## Reports from committees:

### Environment committee:

Nothing to report.

### Town Hall & Finance:

The councillors discussed payment for staff in the Clerk’s absence. It was unanimously agreed that the Assistant Clerk, would be paid deputising rates for any hours worked that covered the clerk’s responsibilities, for the duration of absence. It was also decided that both office staff would be reimbursed for any overtime incurred during this period. Proposed by Councillor McCormick and seconded by Councillor Sherwood. **(Action point 10)**

### Planning:

Nothing to report.

## Reports from councillors attending other meetings.

None

Date and time of next meeting: Monday 13th May 2024.

Meeting closed: 8:40pm

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | By whom |
| 1 | Include a working group for sport/community centre provision on the May 2024 agenda | Assistant Clerk |
| 2 | Include the review of the timetable for Remembrance Sunday at July’s Full Council | Assistant Clerk |
| 3 | Inform Sport and Play Consulting of the Council’s decision | Assistant Clerk |
| 4 | Inform Sport and Play Consulting of the Council’s decision | Assistant Clerk |
| 5 | Contact DCC regarding gully clearing Station Hill | Assistant Clerk |
| 6 | Contact DCC footpaths team regarding flooding at Millstream Meadow/Lears Lane footpath | Councillor Fuller |
| 7 | Organise social media posts on the procedure for reporting potholes and blocked drains | Assistant Clerk |
| 8 | Reply to the correspondence regarding a safety assessment on New Exeter Street | Assistant Clerk |
| 9 | Inform the Culver Green volunteers of the council’s decision regarding the purchase of seeds | Assistant Clerk |
| 10 | Provide a monthly breakdown of hours worked and overtime to the chair of Town Hall and Finance | Assistant Clerk |

Signed:

Rick Webb: Chair of Full Council

Monday 8th April 2024

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

Balances at 31st March 2024.

|  |  |  |
| --- | --- | --- |
| Current account | £5171.79 |  |
| Deposit Account | £296471.85 |  |
| Building maintenance account | £39,480.34 | £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 31/3/24 - £5,171.79

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Cheque No** | **Payee** | **Goods/services provided** | **Out** | **Deposits** | **Balance** | **Checked (Initials and date)** |
|  |  |  |  |  |  | £ |  |
| 1/3/24 | ACT | Mole Valley Farmers | Work clothes & wellingtons | £169.97 | 0 | £8099.77 |  |
| 1/3/24 | ACT | Trade UK | Door lock. Dishwasher tablets | £27.91 | 0 | £8071.86 |  |
| 1/3/24 | ACT | Clive Edgecombe | Window Cleaning | £60.00 | 0 | £8011.86 |  |
| 1/3/24 | ACT | Simon Jones | Hedge Cutting at cemetery (4 days) | £885.00 | 0 | £7126.86 |  |
| 1/3/24 | ACT | Complete Water Solutions | Repair of water supply at Exeter Rd allotments | £196.37 | 0 | £6930.49 |  |
| 1/3/24 | DD | SWW | Water Supply (TH) | £70.50 | 0 | £6859.99 |  |
| 1/3/24 |  |  | Deposit | 0 | £28.50 | £6888.49 | Room Hire |
| 6/3/24 | DD | SSE | Gas (31/12/23-30/1/24) | £655.66 | 0 | £6232.83 |  |
| 6/3/24 |  |  | Deposits | 0 | £46.50 | £6279.33 | Room Hire |
| 6/3/24 | BACS |   | Deposits | 0 | £264.00 | £6543.33 | Room Hire |
| 6/3/24 |  |  | Deposit | 0 | £462.00 | £7005.33 | £110.00 cemetery. £352.00 Room Hire |
| 7/3/24 | DD | SSE | Gas (31/12/23-30/1/24) | £790.79 | 0 | £6214.54 |  |
| 7/3/24 | DD | Rentokil Initial | Hygiene Services (Mar/Apr/May) | £1003.62 | 0 | £5210.92 |  |
| 8/3/24 | ACT | Sound & Visual | Fire extinguishers service | £84.00 | 0 | £5126.92 |  |
| 8/3/24 | ACT | Simon Jones | Grass cutting at cemetery | £385.00 | 0 | £4741.92 |  |
| 8/3/24 | ACT | Jonathan Valentine | Repairs to handrail & floor of pagoda | £71.48 | 0 | £4670.44 |  |
| 11/3/24 | DD | Aviva | Monthly Insurance Premium | £980.30 | 0 | £3690.14 |  |
| 11/3/24 |  |  | Deposits | 0 | £1070.00 | £4760.14 | Room Hire |
| 12/3/24 |  |  | Deposits | 0 | £1119.50 | £5879.64 | Room Hire |
| 14/3/24 | DD | Sage | Accounts Software | £33.60 | 0 | £5846.04 |  |
| 14/3/24 | DD | Marshland Nash | Payroll | £51.24 | 0 | £5797.80 |  |
| 15/3/24 |  | Compwiz | IT maintenance contract | £96.00 | 0 | £5698.80 |  |
| 15/3/24 | DD | Apogee | Copy charges 13/11/23-13/2/24 | £144.00 | 0 | £5554.80 |  |
| 18/3/24 | DD | Sage | Additional user charge | £6.00 | 0 | £5548.80 |  |
| 18/3/24 | DD | Thirsty Work | Water cooler rental | £29.34 | 0 | £5519.46 |  |
| 18/3/24 |  | SSE Energy supply | Electricity from 1/11/23-31/1/24 | £1733.65 | 0 | £3785.81 |  |
| 18/3/24 |  |  | Deposits | 0 | £105.25 | £3891.06 | Room Hire |
| 22/3/24 |  |  | Deposits | 0 | £90.00 | £3981.06 | Room Hire |
| 22/3/24 |  |  | Internal Bank transfer | 0 | £15000.00 | £18981.06 |  |
| 22/3/24 | ACT | Hares Landscapes | Repair to spoil heap gate | £540.00 | 0 | £18441.06 |  |
| 22/3/24 | ACT | APSE | Tendering work for solar panels at the Town Hall | £703.00 | 0 | £17738.06 |  |
| 22/3/24 | ACT | Domestic Bliss | Contract cleaning | £807.50 | 0 | £16930.56 |  |
| 22/3/24 | ACT | Simon Jones | Grass cutting at Culver Green & Two Oaks | £140.00 | 0 | £16790.56 |  |
| 22/3/24 | ACT | Jonathan Sherwood | Fitting of clerk’s security hatch | £621.76 | 0 | £16168.80 |  |
| 22/3/24 | ACT | HMRC | PAYE quarter 4  | £5397.65 | 0 | £10771.15 |  |
| 22/3/24 | ACT | Mason King’s | Materials to fence France allotment | £32.73 | 0 | £10738.42 |  |
| 22/3/24 | ACT | Trade UK | Materials to fence France allotment | £199.90 | 0 | £10538.52 |  |
| 25/3/24 |  |  | Deposits | 0 | £1764.25 | £12302.77 | £770.00 Cemetery £994.25 Room Hire |
| 26/3/24 |  |  | Deposits | 0 | £765.00 | £13067.77 | Room Hire |
| 27/3/24 | ACT | Staff | March salaries | £5930.62 | 0 | £7137.15 |  |
| 28/3/24 | DD | TDC | UK shared prosperity grant | 0 | £510.00 | £7647.15 |  |
| 28/3/24 | ACT | DCC Pension | LGPS Pension contributions | £1453.48 | 0 | £6193.67 |  |
| 28/3/24 | ACT | Clive Edgecombe | Window cleaning | £60.00 | 0 | £6133.67 |  |
| 28/3/24 | ACT | Simon Jones | Grass cutting Millstream | £190.00 | 0 | £5943.67 |  |
| 28/3/24 | ACT | Dartmoor Heathers | Works on sensory gardens & Cider press | £624.00 | 0 | £5319.67 |  |
| 28/3/24 | DD | SW Comms | Telephone & broadband | £204.88 | 0 | £5114.79 |  |
| 28/3/24 |  |  | Deposits | 0 | £57.00 | £5171.79 |  |