

# Chudleigh Town Council

# **Full Council Meeting**

# Monday 13th May 2024: 7pm:

#  **Annual Meeting**

## Election of Mayor:

Councillor Webb, as outgoing Mayor, took the Chair at the start of the meeting. Emma Hares was nominated by Councillor Lillington and seconded by Councillor Sherwood. There being no other candidates Councillor Hares was duly elected as Mayor and took the Chair for the rest of the meeting. **(Action point 1)**

## Election of Deputy Mayor:

Councillor Sherwood was nominated by Councillor Lillington and seconded by Councillor Riley. There being no other candidates Councillor Sherwood was duly elected as Deputy Mayor. **(Action point 2)**

## Public Participation:

None

## In attendance:

Councillors Hares (Chair), Webb, Bowling, Sherwood, Powell, Riley, and Lillington. Also in attendance County Councillor Brook, District Councillor Keeling and Amii Shelley (Assistant Clerk).

## Apologies:

Councillors Hadley, McCormick and District Councillor Sanders.

## 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 provided a written report. (Appendix 1)
2. Councillor Keeling announced that the latest iteration of the Government’s Household Support fund is due to go live shortly. Teignbridge has been allocated £330K by Devon County Council to deliver support to vulnerable households. The funding amount is based on number of universal credit claimants within the district and is intended to provide rapid short-term financial support to address economic vulnerability and financial hardship.

As with previous HSF schemes, the Housing Service are leading on this scheme and are looking to deliver funding via a combination of open application and direct awards. £80K will be earmarked for open application and £210K for direct awards. The Revenue and Benefits Service will be issuing the direct awards via post office voucher to households we have identified as vulnerable and in need of additional support.

We have just under 5,000 working age households who are on low incomes and in receipt of council tax reduction. This group includes households of all compositions including, singles, couples, families, disabilities, caring responsibilities etc all of whom are in receipt of low income - either low level earnings and/or partial/full reliance on state benefits. It also includes care leavers in receipt of council tax reduction, a cohort that County is keen to support. It is proposed that each of these households will be issued with a one-off £40.00 post office voucher. We know from experience that not all households will encash their voucher and it is intended to return any underspend to the open application fund.

Working age have typically received less support from previous Cost of Living initiatives than pensioner households and, whilst the proposed amount is not significant, it will provide some additional support for this group. The open application element of the scheme is open to all low- income households. Applications are considered on their merits and may result in a significantly higher award based on the individual circumstances of the case.

Schedule for payments: Eligibility Date: Active claims as of May 2024 form the 4978 households being awarded. Notification Letters advising of payment due to be made will be sent from May onwards. Voucher awards in the form of Post Office vouchers will have one month to be redeemed. From July 2024, we will reconcile the vouchers issues against those claimed.  Any value of money unredeemed will be returned to the open application process funding for allocation.

## County Councillor’s report:

Councillor Brook reported that the locality grant budget had increased this year from £5000 to £8000, and that he would welcome grant applications from organisations within the community.

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

Councillor Hares thanked the outgoing Mayor Councillor Webb for all his work in the previous 12 months.

## Ratification of the minutes of the Full Council meeting 8th April 2024:

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

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

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | Update 10/5/24 |
| 1 | Include a working group for sport/community centre provision on the May 2024 agenda | Completed – Agenda item 32 |
| 2 | Include the review of the timetable for Remembrance Sunday at July’s Full Council | Carried forward **(Action point 3)** |
| 3 | Inform Sport and Play Consulting of the Council’s decision  | Completed |
| 4 | Inform Sport and Play Consulting of the Council’s decision | Completed |
| 5 | Contact DCC regarding gully clearing Station Hill | Completed |
| 6 | Contact DCC footpaths team regarding flooding at Millstream Meadow/Lears Lane footpath | Completed  |
| 7 | Organise social media posts on the procedure for reporting potholes and blocked drains | Completed |
| 8 | Reply to the correspondence regarding a safety assessment on New Exeter Street | Completed |
| 9 | Inform the Culver Green volunteers of the council’s decision regarding the purchase of seeds | Completed |
| 10 | Provide a monthly breakdown of hours worked and overtime to the chair of Town Hall and Finance | Completed |

## Ratification of the Town Hall and Finance Committee meeting of 17th April 2024:

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

## Ratification of the minutes of the Planning Committee meeting of 16th April 2024:

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

## Ratification of the minutes of the Full Council Extraordinary Meeting on 16th April 2024:

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

## Review of direct debit payments for 2023/24.

Unanimously agreed. Proposed by Councillor Webb and seconded by Councillor Sherwood.

## Review of the Council’s membership of other bodies.

Unanimously agreed. Proposed by Councillor Lillington and seconded by Councillor Sherwood.

## Acceptance of end of year Internal Audit report.

Unanimously agreed. Proposed by Councillor Sherwood and seconded by Councillor Lillington.

##  Approval of the Annual Return Governance Statements for 2022/23.

Unanimously agreed. Proposed by Councillor Lillington and seconded by Councillor Sherwood. The Mayor duly signed the governance statements.

## Approval of the Annual Return Accounting Statements for 2022/23.

Unanimously agreed. Proposed by Councillor Sherwood and seconded by Councillor Lillington. The Mayor then signed the accounting statements.

## Exercise of Public Rights: The Council agrees that the notice will be published on the Council website on Friday 31st May with the public rights period commencing on Monday 3rd June and ending on Friday 12th July.

Unanimously agreed. Proposed by Councillor Sherwood and seconded by Councillor Webb.

## Review of bank signatories and internet banking authorisers:

Unanimously agreed. Proposed by Councillor Lillington and seconded by Councillor Sherwood. Authorised signatories are Councillors Lillington, Hares, Sherwood and Webb. Also, the Clerk and Deputy Clerk.

## Adoption of the Town Council’s Code of Conduct.

Unanimously agreed. Proposed by Councillor Webb and seconded by Councillor Hares.

## Determination of the membership of committees.

Councillor Bowling requested to be removed from the planning committee. With this amendment the membership of committees was unanimously agreed. Proposed by Councillor Lillington and seconded by Councillor Webb. **(Action point 4)**

## Review of terms of reference of committees.

Unanimously agreed. Proposed by Councillor Lillington and seconded by Councillor Webb.

## Review and adoption of financial regulations, financial risk assessment and internal financial controls.

Unanimously agreed. Proposed by Councillor Bowling and seconded by Councillor Webb.

## Review and adoption of the Council’s investment strategy.

Unanimously agreed. Proposed by Councillor Lillington and seconded by Councillor Webb.

## Review of asset register.

Unanimously agreed. Proposed by Councillor Sherwood and seconded by Councillor Lillington.

## Review of insurance arrangements.

Unanimously agreed. Proposed by Councillor Riley and seconded by Councillor Sherwood.

## Adoption of Standing Orders.

Unanimously agreed. Proposed by Councillor Sherwood and seconded by Councillor Webb.

## The Council agrees to the transfer of £6,500 from general funds to the Building Maintenance account.

Unanimously agreed. Proposed by Councillor Riley and seconded by Councillor Webb. **(Action point 5)**

## Ratification of the Harassment and Bullying Policy:

Unanimously agreed. Proposed by Councillor Sherwood and seconded by Councillor Webb. Councillor Webb would like to include bullying towards councillors in the policy. **(Action point 6)**

## Filling of the two vacant councillor posts:

The Assistant Clerk advised that the required advert to advise parishioners of their right to seek a formal poll to fill the post would expire on 10th June. If a formal poll was not required, she would advertise seeking expressions of interest for co-option.

## Resolution: The council approves the expenditure of £6174.00 to complete bridge repair works at Millstream Meadow:

Unanimously agreed. Proposed by Councillor Sherwood and seconded by Councillor Lillington. **(Action point 7)** Councillor Hares proposed looking for additional funding to support this project. **(Action point 8)**

## Working group for a sports/community centre provision:

Councillors Hares, Lillington, Riley, Powell, Sherwood and Webb all expressed an interest in this project. The working group will feedback to Full Council. **(Action point 9)**

## Highways issues

Sinking manhole cover: Councillor Lillington raised concerns regarding sinking manhole from the chicane on Fore Street along the Parade. **(Action point 10)**

## Clerk’s report:

Nothing to report.

## Correspondence:

1. Vas and bus stop request on Exeter Road: Councillor Hares and Sherwood have agreed to meet with the resident concerned and feedback to the council. **(Action point 11)**
2. Request for double yellow lines opposite the bus shelter on Millstream Meadow. Councillors have agreed to request double yellow line marking in this area to DCC.  **(Action point 12)**
3. Palace Meadow Park: Councillors received a request for support to encourage TDC to make improvements to the play park. Councillors agreed to contact the district councillors for Chudleigh. **(Action point 13)**

## Finance Report and approval of expenditure items from 1st April to 30th April 2024:

Councillors received the finance report. See appendix 2. Councillors unanimously authorised the payments made during the month of April. See appendix 3. Proposed by Councillor Lillington and seconded by Councillor Sherwood

## Approval of bank reconciliations on the three accounts covering the period 1st April to 30th April 2024.

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

## Reports from committees:

### Environment committee:

Nothing to report

### Town Hall & Finance:

Nothing to report.

### Planning:

Next meets on 21st May.

## Reports from councillors attending other meetings.

Councillor Sherwood advised that tickets for this year’s ChudFest events would be on sale on the Chudfest website shortly.

**Date and time of next meeting: Monday 3rd June 2024.**

**Meeting closed: 8.08pm**

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | By whom |
| 1 | Arrange for Councillor Hares to sign an acceptance of office form for the post of Mayor. | Assistant Clerk |
| 2 | Arrange for Councillor Sherwood to sign an acceptance of office form for the post of Deputy Mayor. | Assistant Clerk |
| 3 | Include the review of the timetable for Remembrance Sunday at July’s Full Council | Assistant Clerk |
| 4 | Remove Cllr Bowling from the planning committee | Assistant Clerk |
| 5 | Transfer £6,500 from general funds to the building maintenance account | Assistant Clerk |
| 6 | Review the bullying and harassment policy, to include harassment to councillors | Assistant Clerk |
| 7 | Organise the bridge repair works at Millstream Meadow | Assistant Clerk |
| 8 | Contact Cllr Brook regarding a locality grant, regarding the bridge at Millstream Meadow | Assistant Clerk |
| 9 | Arrange a working group meeting for sports/community centre provision. | Councillor Hares |
| 10 | Report sinking manhole near the chicane on the Parade | Assistant Clerk |
| 11 | Arrange a meeting with the resident on Exeter Road regarding a vas and a bus stop | Assistant Clerk |
| 12 | Submit a proposal to DCC for double yellow lines opposite the bus stop at Millstream Meadow | Assistant Clerk |
| 13 | Contact district cllrs regarding correspondence received on Palace Meadow Park | Assistant Clerk |

Appendix 1

Planning:

TDC has made very good progress making changes to ensure the planning backlog does not happen again. Funding has also been secured to outsource the backlog of applications made before 6th December 2023, and it is being cleared as quickly as possible. It does seem as though planning is back on track and keeping up with the load but we will of course continue to monitor it, in fact monitoring processes have also been tightened up.

A District Councillor colleague  recently brought a motion to TDC for some other improvements. The details can be seen at <https://democracy.teignbridge.gov.uk/mgAi.aspx?ID=11259> Under Motion 2.

This asks to restore the ability to call in an application “both ways” which is important when a member of the planning committee must not appear to be predetermined over an application, and it asks that arguments based on public interest should be admissible as a reason for call in as well as planning policy.

We note that Town and Parish councils work hard to feedback on planning with little training or support, so one element of this NoM is also asking TDC to consider offering the planning training (which is already provided to committee members) to Parish and town councils. Cllr Swain is also asking that when a recommendation goes against the parish or Town council view, this should be ackkowledged and explained.

The motion will be considered by the procedures committee. It is already attracting good support from councillors and has started a helpful dialog with officers. It would be interesting to have feedback from Chudleigh Town councillors  about these issues and whether they would take up training if it were offered.

AFCM:

Next week, we have the Annual Full Council Meeting when any changes to Chairs and Vice Chair appointments will be made. Significantly the Overview and Scrutiny two committees, of which I have been Chair for OS2, will merge into one larger Overview and Scrutiny Committee.

FHSF:

The Queen Street development remains on target to commence shortly as part of the Future HIgh Street Fund.

ARTS:

I am sure you are all aware of the planned eight-day ACT with the Arts Climate Festival to run across Teignbridge from Saturday 22nd until Saturday 29th June. Over 300 artists will be taking part in 15 different locations across the district including Chudleigh (via the Library) I am reliably informed. ACT have also invited any artist wishing to get involved or requiring support for a future festival to get in touch with them. This may well be of interest to Chudleigh organisations aiming to apply for the forthcoming UKSHPF Arts opportunity of which I know the Youth club is keen to develop a project which may embrace outlying rural children also.

As requested by Cllr McCormick at the previous meeting I have asked whether there might be any assistance with making an application regarding the Arts and am awaiting further information on this, presumably once DAISI have launched the administrative process we will be better informed but I will get back to you once I know more.

Regards, Suzanne Sanders

Cllr Suzanne Sanders

District Councillor Chudleigh Ward

& Fairtrade Ambassador to Teignbridge

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http:/www.teignbridge.gov.uk

**Appendix 2**

**FINANCE REPORT TO FULL COUNCIL: MAY 2024**

**Balances at 30th April 2024.**

|  |  |  |
| --- | --- | --- |
| Current account | £116,265.76 | First half of precept (£92,967) received on 28/4/24 |
| Deposit Account | £266,780.21 | £140,000 was transferred to a fixed term deposit on 5/6/23. It matured on 26/2/24 with a yield of £3,334.68. We now have no investments. |
| Building maintenance account | £39,521.12 | £6,500m was transferred from the deposit account on 7/6/23 |

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

£157,737.29 CIL funds; This follows the receipt of £3,419.40 in CIL funds on 29/4/24. Items funded by CIL in 2024/25 – Fitting of Station Hill VAS (£960), purchase and fitting of Station Hill bus shelter £7,554

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

Total: £158,065.29

John Carlton

Town Clerk

**Appendix 3**

**CURRENT ACCOUNT TRANSACTIONS**

**Balance at 30/4/24 - £116,285.76**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Cheque No** | **Payee** | **Goods/services provided** | **Out** | **Deposits** | **Balance** | **Checked (Initials and date)** |
|  |  |  |  |  |  | **£5171.79** |  |
| 2/4/24 |  |  | Deposit | 0 | £269.50 | £5,441.29 | Room Hire |
| 2/4/24 | DD | SWW | Water Supply(TH) | £70.50 | 0 | £5,370.79 |  |
| 2/4/24 | DD | SWW | Water Supply (WW) | £72.24 | 0 | £5,298.55 |  |
| 2/4/24 |  |  | Deposit | 0 | £576.00 | £5,874.55 | £466 Room Hire/£110 Cemetery |
| 3/4/24 | DD | SSE | Gas Supply | £604.16 | 0 | £5,270.39 |  |
| 3/4/24 |  |  | Deposit | 0 | £99.00 | £5,369.39 | Room Hire |
| 4/4/24 | TFR |  | Internal Bank Transfer | 0 | £15,000.00 | £20,369.39 |  |
| 5/4/24 | ACT |  | Zoom Software | £155.88 | 0 | £20,213.51 |  |
| 5/4/24 | ACT | Devon Association | Membership 24/25 | £1,316.15 | 0 | £18,897.36 |  |
| 5/4/24 |  |  | Deposit | 0 | £89.00 | £18,986.36 | Room Hire |
| 8/4/24 |  |  | Deposit | 0 | £264.00 | £19,250.36 |  |
| 10/4/24 | DD | Aviva | Monthly Insurance Premium | £980.30 | 0 | £18,270.06 |  |
| 10/4/24 |  |  | Deposit | 0 | £718.75 | £18,988.81 | Room Hire |
| 11/4/24 |  |  | Deposit | 0 | £250.51 | £19,239.32 | Room Hire |
| 12/4/24 | ACT | Domestic Bliss | Contract Cleaning April 2024 | £850.50 | 0 | £18,388.82 |  |
| 12/4/24 | ACT | Trade UK | Preschool door lock and drill bits | £52.62 | 0 | £18,336.20 |  |
| 12/4/24 | ACT | Hares Landscapes | Concrete pad for Millstream Meadow and Station Hill bus shelter base | £4,680.00 | 0 | £13,656.20 |  |
| 12/4/24 | DD | SAGE | Accounts Software | £33.60 | 0 | £13,622.60 |  |
| 12/4/24 |  |  | Deposits | 0 | £75.55 | £13,698.15 | Room Hire |
| 15/4/24 | DD | Compwiz | IT Maintenance Contract | £96.00 | 0 | £13,602.15 |  |
| 15/4/24 | DD | Marsland Nash | Payroll | £51.24 | 0 | £13,550.91 |  |
| 15/4/24 | DD | TDC | Rates | £109.23 | 0 | £13,441.68 |  |
| 15/4/24 |  |  | Deposit |  | £33.75 | £13,475.43 | Room Hire |
| 16/4/24 | DD | Sage | Additional User Charge | £6.00 | 0 | £13,469.43 |  |
| 16/4/24 |  |  | Deposit | 0 | £845.75 | £14,315.18 | Room Hire |
| 18/4/24 | DD | Thirsty Work | Water Cooler Rental | £29.34 | 0 | £14,285.84 |  |
| 18/4/24 |  |  | Deposit | 0  | £735.00 | £15,020.84 | £600 Cemetery/£135 room hire |
| 19/4/24 | ACT | Migs Atkinson | Seeds for Culver Green | £55.99 | 0 | £14,964.85 |  |
| 19/4/24 | ACT | ICCM | Membership 2024-25 | £100.00 | 0 | £14,864.85 |  |
| 19/4/24 | ACT  | Simon Jones | Grass Cutting (Cemetery) | £385.00 | 0 | £14,479.85 |  |
| 19/4/24 | ACT | Viking | Cleaning products/toilet roll/paper | £498.42 | 0 | £13,981.43 |  |
| 19/4/24 | ACT | Ace Shelters | Bus Shelter (Station Hill) | £7,554.00 | 0 | £6,427.43 |  |
| 19/4/24 |  |  | Deposits | 0 | £802.25 | £7,229.68 | Room Hire |
| 22/4/24 |  |  | Deposit | 0 | £4,367.00 | £11,596.68 | Room Hire |
| 24/4/24 |  | HMRC | VAT return | 0 | £2,824.53 | £14,421.21 |  |
| 24/4/24 |  |  | Internal Bank Transfer | 0 | £15,000.00 | £29,421.21 |  |
| 25/4/24 |  |  | Deposits | 0 | £1,332.85 | £30,754.06 | Room Hire |
| 26/4/24 |  | TDC | CIL | 0 | £3,419.40 | £34,173.46 |  |
| 26/4/24 |  | TDC | Precept | 0 | £92,967.00 | £127,140.46 |  |
| 26/4/24 | ACT | Staff | April Salaries | £7,085.11 | 0 | £120,055.35 |  |
| 26/4/24 | ACT | DCC Pension | LGPS Pension Contributions | £1,763.52 | 0 | £120,328.32 |  |
| 26/4/24 | ACT | Play Park Inspection Company | Operational inspections | £528.00 | 0 | £117,763.83 |  |
| 26/4/24 | ACT | Clive Edgecombe | Window Cleaning | £60.00 | 0 | £117,703.83 |  |
| 26/4/24 |  | IAC | Year End Audit | £474.00 | 0 | £117,229.83 |  |
| 26/4/24 | ACT | Simon Jones | Cemetery tidy up under bus/Grass Cutting Millstream, Culver & Two Oaks/Small tree @ cemetery | £410.00 | 0 | £117,652.42 |  |
| 26/4/24 | ACT | TVM Traffic Management | VAS installation on Station Hill | £960.00 | 0 | £115,859.83 |  |
| 26/4/24 |  |  | Deposits | 0 | £334.50 | £116,194.33 | £214.50 Hall Hire/£120 Cemetery |
| 29/4/24 |  |  | Deposit | 0 | £202.50 | £116,396.863 | Room Hire |
| 30/4/24 | DD | SW Comms | Telephone & Broadband | £168.57 | 0 | £116,228.26 |  |
| 30/4/24 |  |  | Deposits | 0 | £57.50 | £116,285.76 | Room Hire |