

# Chudleigh Town Council

# **Full Council Meeting**

# Monday 3rd June 2024: 7pm:

## Public Participation:

Mr Harvey-Howard attended the meeting to hand out information on “wireless and health.”

## In attendance:

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

## Apologies:

Councillors Powell and Fuller, 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:

Councillor Sanders provided a written report. (Appendix 1)

## County Councillor’s report:

Councillor Brook reported that Devon County Council have committed to develop 3000 hectares of woodland by 2030. He also assured councillors that he would support the councillor’s communication to DCC regarding the ongoing problem with road surface water on Station Hill.

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

Councillor Hares proposed the expenditure of up to £1530, for the clearance of two allotment plots at Exeter Road. Seconded by Councillor Sherwood. 7 in favour with 1 abstention. **Action point 1**

## Ratification of the minutes of the Full Council meeting 13th May 2024:

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

## Review of action points from 13th May 2024 Full Council meeting:

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | Status |
| 1 | Arrange for Councillor Hares to sign an acceptance of office form for the post of Mayor. | Completed |
| 2 | Arrange for Councillor Sherwood to sign an acceptance of office form for the post of Deputy Mayor. | Will be completed 3/6/24 |
| 3 | Include the review of the timetable for Remembrance Sunday at July’s Full Council | Carried forward  |
| 4 | Remove Cllr Bowling from the planning committee | Completed |
| 5 | Transfer £6,500 from general funds to the building maintenance account | Completed |
| 6 | Review the bullying and harassment policy, to include harassment to councillors | Carried forward |
| 7 | Organise the bridge repair works at Millstream Meadow | Completed. – Works to commence end of July 2024 |
| 8 | Contact Cllr Brook regarding a locality grant, regarding the bridge at Millstream Meadow | Completed- waiting for a response |
| 9 | Arrange a working group meeting for sports/community centre provision. | Completed |
| 10 | Report sinking manhole near the chicane on the Parade | Completed |
| 11 | Arrange a meeting with the resident on Exeter Road regarding a vas and a bus stop | Completed |
| 12 | Submit a proposal to DCC for double yellow lines opposite the bus stop at Millstream Meadow | Completed |
| 13 | Contact district cllrs regarding correspondence received on Palace Meadow Park | Completed |

## Ratification of the minutes of the Planning Committee meeting of 21st May 2024:

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

## Ratification of the minutes of Environment Committee meeting on 30th April 2024:

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

## Ratification of the minutes of Environment Committee meeting on 28th May 2024:

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

## Business Liaison councillor’s report:

Nothing to report.

## Celebrate Chudleigh May 2024:

Despite competing with Devon County Show and the Pirates Weekend in Plymouth, the event was well attended. The coffee morning was a success, business exhibits were well supported, and the meeting had a good attendance, with active participants. On the day feedback was positive for the proposed playpark refurbishment, but residents noted dog fouling, parking and litter were concerns for Chudleigh.

## Determination of a date and format for the Annual Town Meeting 2025:

A provisional date of 10th March has been set, with the decision on format to still be made. **Action point 2**

## Resolution: The Council approves the expenditure of £120,000 for the refurbishment of Millstream Meadow Play Park:

Proposed by Councillor Webb, seconded by Councillor McCormick, unanimously approved. **Action point 3.**

## Ratification of the Internet and Social Media Policy:

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

## Ratification of the protocol covering the use of body worn cameras:

Proposed by Councillor Webb, seconded by Councillor Hares, unanimously agreed.

## Ratification of the complaint’s procedure:

Proposed by Councillor Webb, seconded by Councillor Hares, unanimously agreed.

## Highways issues

1. Proposed VAS and bus stop on Exeter Road: Councillor Hares met with residents, and a proposal will be put to DCC Highways to seek feasibility. **Action point 4.**
2. Councillor Hadley raised concerns about the speed of some cyclists travelling country lanes. Noted.
3. Overgrown vegetation: Councillor Lillington raised fears that the hedge near the bottom of Station Hill, is overgrown to the point pedestrians are having to walk on the road. **Action point 5.**

## Clerk’s report:

The assistant clerk noted that the repainting of the war memorial flagpole, is expected to start on 25th June. The works at Millstream Meadow footbridge is expected to commence towards the end of July.

## Correspondence:

Nothing to report.

## Finance Report and approval of expenditure items from 1st May-30th May 2024:

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

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

Nothing to report.

## Reports from councillors attending other meetings.

Nothing to report.

**Date and time of next meeting: Monday 15th July 2024.**

**Meeting closed: 8.10pm**

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | By whom |
| 1 | Councillors to approve a contractor for the allotment works | All Councillors |
| 2 | Include the review of the timetable for Remembrance Sunday at July’s Full Council | Assistant Clerk |
| 3 | Include Annual Town Meeting/Celebrate Chudleigh on the Agenda for July | Assistant Clerk |
| 4 | Submit a proposal to DCC for a bus stop and Vas on Exeter Road | Assistant Clerk |
| 5 | Report the overgrown vegetation on the Station Hill footpath | Assistant Clerk |

Appendix 1

June 3rd District Councillor report to Chudleigh Town Council

Rural services Network with NALC in support of Rural Market Towns, offers a Rural Market Town Group, Bovey Tracey and Newton Abbot Town are both members which offers networking opportutniyt and the sharing of best practise. Issues we face in Chudleigh can also be raised to enable their voices to be heard.Funding opportunities are also presented via their bulletin and they also offer a Clerks Advisory Panel for members, alongside seminars with expert speakers.

 Contact : admin@sparse.gov.uk 01822 851370

National Association of Local Councils (NALC) has opened its nominations for Star Council Awards 2024

Teignbridge Councillors and Officers continue to liaise with all Town and Parish councils to endeavour to strengthen a two way channel of information. As mentioned previously we have offers to come to Chudleigh from several of the Executive Team if there is a specific line of interest. Our Climate, Tree and Executive Jackie Hook being one.

As mentioned previously all Councils are invited to comment as to whether they have interest in TDC offered Training eg Planning and Code of Conduct. Chudleigh Knighton have already shown interest so it would be great to hear from Chudleigh Councillors – perhaps Amii could let me know.

The Kate Bridge Development – Wain Homes have yet to respond to Planning Officer queries. I have been updated as to the latest situation and there are discussions regarding pathway routes and those to access the new Football Pitch.

 I have also been made aware that the Football Club are very positive regarding the prospect of a new pitch and may be able to access grants for the provision of facilities in due course. As I have not had an update from CTC working group, which was being set up at the last committee meeting I will assume that you are aware and have no further wish to pursue an indoor facility.

 I would add that I am considering whether to call in this application if it is proposed to be approved, so that there is full transparency as to the final plans ( in light of the level of objection from our community). Please let me know if you also would like this to happen and if you have any further comments.

Planning Protal

TDC are changing the access from June 12th as to how members of the public can comment via their Teignbridge My Account which will immediately upload without delay. Inappropriate comments can readily be reported and this will be promptly addressed. Town & Parish consultations will not change at present although a similar system is in the pipeline.

The New Chair of Council is Ex Mayor of Dawlish Councillor Rosie Dawson , with myself as her Deputy Chair. Both of us would be very pleased to support Chudleigh events should you wish us to do so.

There is a meeting of Executive tomorrow at 10am with a key element being to address the concerns regarding Sewage Discharges.

Scrutiny

Please let me have any areas you believe our residents would like us to consider.

Room Names

Noticing your boards requesting suggestions for name changes, a member of the sewing club came up with the following:

Rest Centre – Swift Salon (ref the nesting in the roof)

Woodway – Hedgehog Hall

Upper Room – Greater Horseshoe Hall or Bats Ballroom

Kind regards Suzanne Sanders

**Appendix 2**

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

**Balances at 31st May 2024.**

|  |  |  |
| --- | --- | --- |
| Current account | £19,349.37 |  |
| Deposit Account | £342,103.19 |  |
| Building maintenance account | £46,063.35 | £6,500 was transferred from the deposit account on 22/05/2024 |

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

Amii Shelley

Assistant Clerk

**Appendix 3**

**Balance at 30/4/24 – 116,285.76**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Cheque No** | **Payee** | **Goods/services provided** | **Deposits** | **Out** | **Balance** | **Checked (Initials and date)** |
|  |  |  |  |  |  |  **£116,285.76** |  |
| 01/05/24 | DD | SWW | Water Supply (TH) | 0 | £70.50 | £116,215.26 |  |
| 01/05/24 | DD | SWW | Water Supply (WW) | 0 | £72.28 | £116,142.98 |  |
| 01/05/24 | DD | SSE | Gas Supply (29/2/24-30/3/24) | 0 | £678.18 | £115,464.80 |  |
| 01/05/24 |  |  | Internal Bank Transfer | 0 | £95,000.00 | £20,464.80 |  |
| 03/05/24 | ACT | Trade UK | Padlock for allotment + crimping tool | 0 | £33.90 | £20,430.90 |  |
| 03/05/24 | ACT | Devon Communities | 2024-25 membership | 0 | £50.00 | £20,380.90 |  |
| 03/05/24 | ACT | All things media | Social media service (March & April 2024) | 0 | £240.00 | £20,140.90 |  |
| 03/05/24 | ACT | SW Grounds Maintenance | 1st cut to verges | 0 | £216.00 | £19,924.90 |  |
| 03/05/24 | ACT | Hanover Lifts | Stairlift service | 0 | £189.60 | £19,735.30 |  |
| 03/05/24 |  |  | Deposits | £239.25 | 0 | £19,974.55 | Room Hire |
| 07/05/24 |  |  | Deposits | £314.00 | 0 | £20,288.55 | Room Hire |
| 08/05/24 |  |  | Deposits | £75.00 | 0 | £20,363.55 | Room Hire |
| 09/05/24 | DD | Aviva | Monthly Insurance Premium | 0 | £980.30 | £19,383.25 |  |
| 10/05/24 | ACT | Mole Valley Farmers | Cider press trimmings & fixings | 0 | £79.26 | £19,303.99 |  |
| 10/05/24 | ACT | Domestic bliss | Contract cleaning | 0 | £720.00 | £18,583.99 |  |
| 10/05/24 | ACT | Thomas Trophies | Citizen award & shield | 0 | £69.50 | £18,514.49 |  |
| 10/05/24 | ACT | Simon Jones | Grass cutting (Tower Hill/Culver/Twin Oaks & Millstream) | 0 | £715.00 | £17,799.49 |  |
| 10/05/24 | ACT | Dartmoor Heathers | Sensory garden/Bat Garden & Cider Press | 0 | £120.00 | £17,679.49 |  |
| 10/05/24 |  |  | Deposit | £294.00 | 0 | £17,973.49 | Forecourt Hire |
| 13/05/24 |  |  | Deposits | £77.25 | 0 | £18,050.74 | Room Hire & Photocopying |
| 14/05/24 | DD | Sage | Accounts Software | 0 | £33.60 | £18,017.14 |  |
| 14/05/24 | DD | Marshland Nash | Monthly Payroll | 0 | £51.24 | £17,965.90 |  |
| 15/05/24 | ACT | Compwiz | IT Maintenance Contract | 0 | £96.00 | £17,869.90 |  |
| 15/05/24 | DD | Teignbridge DC | Rates | 0 | £114.00 | £17,755.90 |  |
| 15/05/24 | DD | BNP Parabis | Copier rental | 0 | £614.40 | £17,141.50 |  |
| 15/05/24 | DD | SSE | Electricity supply (1/11/23-31/3/24 | 0 | £883.17 | £16,258.33 |  |
| 16/5/24 | DD | Sage | Additional user | 0 | £6.00 | £16,252.33 |  |
| 16/5/24 | DD | SSE | Electricity supply (1/2/24-31/3/24 | 0 | £1,179.28 | £15,073.05 |  |
| 17/5/24 |  |  | Deposit | £30.00 | 0 | £15,103.05 | Room Hire |
| 17/05/24 | ACT | Chudleigh DIY | Misc diy | 0 | £98.44 | £15,004.61 |  |
| 17/05/24 | ACT | Thomas Trophies | Citizen award replacement shield | 0 | £10.00 | £14,994.61 |  |
| 17/05/24 | ACT | EMS Waste services | Skip hire for Exeter Rd allotments | 0 | £216.00 | £14,778.61 |  |
| 17/05/24 |  |  | Deposits | £23.00 | 0 | £14,801.61 | Allotment hire |
| 20/5/24 |  |  | Deposits | £90.00 | 0 | £14,891.61 | Room Hire |
| 20/05/24 | DD | Thirsty Work | Cooler rental | 0 | £31.80 | £14,859.81 |  |
| 20/05/24 |  |  | Deposits | £20.00 | 0 | £14,879.81 | Room Hire |
| 21/05/24 |  |  | Deposits | £2,000.00 | 0 | £16,879.81 | Cemetery fees |
| 22/05/24 |  |  | Deposit | £225.00 | 0 | £17,104.81 | Room hire |
| 22/05/24 |  |  | Deposits | £529.25 | 0 | £17,634.06 | £279.25 room hire/ £250.00 cemetery |
| 22/05/24 |  |  | Internal bank transfer | 0 | £6,500.00 | £11,134.06 |  |
| 22/05/24 |  |  | Internal bank transfer | £10,000.00 | 0 | £21,134.06 |  |
| 23/05/24 | ACT | HMRC | PAYE April | 0 | £2,027.57 | £19,106.49 |  |
| 24/05/24 | ACT | Trago Mills | Fuel expenses | 0 | £25.00 | £19,081.49 |  |
| 24/05/24 | ACT | Staff | April Salaries | 0 | £6,953.12 | £12,128.37 |  |
| 24/05/24 | ACT | Mole Valley Farmers | Cider press fixings | 0 | £6.83 | £12,121.54 |  |
| 24/05/24 | ACT | DCC Pension Fund | Pension-May 2024 | 0 | £1,736.57 | £10384.97 |  |
| 24/05/24 | ACT | Mason Kings | Grease/Connecting pipe and fittings | 0 | £31.31 | £10353.66 |  |
| 24/05/24 | ACT | Clive Edgecombe | Window cleaning | 0 | £60.00 | £10,293.66 |  |
| 24/05/24 | ACT | SW Arbs | Deadwood Millstream on trees no. 4 & 5 plus dead alder | 0 | £330.00 | £9,963.66 |  |
| 29/05/24 |  |  | Deposits | £30.00 | 0 | £9,993.66 |  |
| 29/05/24 |  |  | Internal Bank transfers | £10,000.00 | 0 | £19,993.66 |  |
| 30/05/24 |  |  | Deposit | £2,250.00 | 0 | £22,243.66 | Cemetery |
| 31/05/24 | ACT | Compwiz | Phone headset for Diane | 0 | £54.00 | £22,189.66 |  |
| 31/05/24 | ACT | Wickes | Migs Atkinson-Culver green | 0 | £20.00 | £22,169.66 |  |
| 31/05/24 | ACT | HMRC | PAYE-May | 0 | £2,104.46 | £20,065.20 |  |
| 31/05/24 | ACT | Trade UK | Various outdoor manintenance | 0 | £42.59 | £20,022.61 |  |
| 31/05/24 | ACT | Simon Jones | Grass cutting culver/two oaks/millstream & cemetery | 0 | £715.00 | £19,307.61 |  |
| 31/05/24 | ACT | Wotton Printers | Banner for celebrate chudleigh | 0 | £66.00 | £19,241.61 |  |
| 31/05/24 | DD | SW Comms | Phones | 0 | £204.74 | £19,036.87 |  |
| 31/05/24 |  |  | Deposits | £312.50 | 0 | £19,349.37 |  |