

# Chudleigh Town Council

# **Full Council Meeting**

# Monday 15th July 2024: 7pm:

The council observed a moment of silence in remembrance of Lynnette Evans.

## Public Participation:

1. Mr Harvey-Howard attended the meeting to hand out leaflets.

## In attendance:

Councillors Hares (Chair), Webb, Bowling, Sherwood, Powell, McCormick and Lillington. Also in attendance County Councillor Brook, Ines Pfizer (Devon County Council Highways), four members of the public and Amii Shelley (Assistant Clerk).

## Apologies:

Councillor’s Bayley and Hadley.

## 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:

Councillor Brook noted that since receiving correspondence regarding the TTRO for Bottlebridge Hill, Devon County Council have reviewed all the relevant documents, and unfortunately there is nothing that can be done, as the TTRO has already gone through planning and been approved. He encouraged councillors to provide feedback to Teignbridge District Council at the planning stage for any future developments.

Devon County Council has £12 million budgeted for drainage throughout the county this year. The current drainage issue on Station Hill is expected to cost an estimated £120,000 to resolve, which they would like to start this financial year, but it will have to be completed in stages, to reduce the level of disruption. The aim is to get the surface water off the roads to prevent damage to the surface.

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

1. Councillor Hares informed the councillors of the meetings and activities she has attended, with the aim of improving the council’s relationship and visibility within the community.
2. The second stage of the UKSPF grant process is now open, with the application deadline currently set as 31st July 2024. Councillor McCormick will be attending a Teams meeting on 16th July and will feedback to the council. **Action point 1.**
3. Councillor McCormick raised concerns that the CH2 development application now shows a map where the open space would be owned by a management company and not the Town Council. Councillors would like to organise a meeting with the developer to discuss. **Action point 2.**

## Ratification of the minutes of the Full Council meeting 3rd June 2024:

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

## Review of action points from 3rd June 2024 Full Council meeting:

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | Update 15/7/24 |
| 1 | Councillors to approve a contractor for the allotment works | Completed |
| 2 | Include the review of the timetable for Remembrance Sunday at July’s Full Council | Completed |
| 3 | Include Annual Town Meeting/Celebrate Chudleigh on the Agenda for July | Completed |
| 4 | Submit a proposal to DCC for a bus stop and Vas on Exeter Road | Completed |
| 5 | Report the overgrown vegetation on the Station Hill footpath | Completed |

## Ratification of the minutes of the Planning Committee meeting of 18th June 2024:

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

## Considerations of expressions of interest to be co-opted as a councillor:

The three candidates Ross Klinkenberg, Ben Kirby and Julian Bridgewater were present and addressed councillors. Following the addresses, the candidates left the room and the councillors unanimously agreed to co-opt Ross Klinkenberg, Ben Kirby.

## Remembrance Sunday 2024:

A meeting will be held on 22nd July at 2pm, with the church to discuss the timings and required road closures.

## Celebrate Chudleigh 2025:

Carried forward to September 2024 meeting. **Action point 3.**

## Annual Town Meeting 2025:

Carried forward to September 2024 meeting. **Action point 4.**

## Resolution: The Council approves the design submitted by Proludic for the redevelopment of Millstream Meadow Play Park:

Proposed by Councillor Lillington, seconded by Councillor Sherwood, unanimously approved. **Action point 5.**

## Resolution: The Council approves the expenditure of £6000 to outsource the project management of Millstream Meadow Play Park:

Proposed by Councillor McCormick, seconded by Councillor Sherwood, unanimously approved. **Action point 6.**

## Resolution: The Council approves the expenditure of up to £15,000 for the installation of solar panels:

Proposed by Councillor McCormick, seconded by Councillor Sherwood, unanimously approved. **Action point 7.**

## Resolution The Council approves the expenditure of £1420 to repoint the boundary wall (Woodway Street):

Proposed by Councillor McCormick, seconded by Councillor Lillington, unanimously approved. **Action point 8.**

## Application: 24/00942/HOU: 14 Kitts Close, Chudleigh: Side extension in place of existing garage on ground floor, loft conversion and cellar conversion to provide new living/snug area:

After brief discussion councillors agreed that they had no objections to the proposal. **Action point 9.**

## Highways issues

Councillors raised concerns about the overgrown vegetation on Exeter Road. **Action point 10.**

## Clerk’s report:

Nothing to report.

## Correspondence:

1. The next Teignbridge planning forum will be held on 18th September 2.00-4.00pm. Noted.
2. ‘One Teignbridge’ have completed the first stage of the project towards the new 5-year council strategy. If approved by Teignbridge Full Council, it will go out to consultation in August and September. Noted.
3. A request has been made to support a campaign regarding the safety of lithium-ion batteries and their disposal. Councillors agreed to support the campaign. **Action point 11.**

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

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

## Approval of bank reconciliations on the three accounts covering the period 1st June – 30th June 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 2nd September 2024, 7pm.**

**Meeting closed: 8.45pm**

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | By whom |
| 1 | Organise a meeting to discuss the UKSPF Grant application | Councillor McCormick |
| 2 | Arrange for a representative from Wain Homes to attend the planning meeting on 23rd July | Assistant Clerk |
| 3 | Include Celebrate Chudleigh on the agenda for September | Assistant Clerk |
| 4 | Include the annual town meeting on the agenda for September | Assistant Clerk |
| 5 | Inform Proludic of the council’s decision to accept the design for Millstream Meadow | Assistant Clerk |
| 6 | Inform Sports and Play Consulting of the council’s decision to use their project management services | Assistant Clerk |
| 7 | Include the solar panel quotations on the September agenda, for selection of desired contractor | Assistant Clerk |
| 8 | Arrange for the Woodway Street boundary wall to be repointed | Assistant Clerk |
| 9 | Inform the LPA the council has no objection to the application 24/00942/HOU: 14 Kitts Close, Chudleigh: Side extension in place of existing garage on ground floor, loft conversion and cellar conversion to provide new living/snug area | Assistant Clerk |
| 10 | Follow up report of overgrown vegetation on Exeter Road | Assistant Clerk |
| 11 | Provide a letter of support for the lithium-ion battery campaign | Assistant Clerk |

Appendix 1

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

**Balances at 30th June 2024.**

|  |  |  |
| --- | --- | --- |
| Current account | £9417.47 |  |
| Deposit Account | £332,504.14 |  |
| Building maintenance account | £46,113.07 | £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 2

**CURRENT ACCOUNT TRANSACTIONS**

**Balance at 31/05/24 – £19,349.37**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Cheque No** | **Payee** | **Goods/service provided** | **Deposits** | **Out** | **Balance** | **Checked (Initials and date)** |
|  |  |  |  |  |  | **£19,349.37** |  |
| 03/06/24 | DD | SWW | Water Supply (TH) | 0 | £70.50 | £19,278.87 |  |
| 03/06/24 | DD | SWW | Water Supply (WW) | 0 | £72.28 | £19,206.59 |  |
| 03/06/24 |  |  | Deposits | £310.50 | 0 | £19,517.09 | Room Hire |
| 04/06/24 |  |  | Deposits | £380.00 | 0 | £19,897.09 | Room Hire |
| 05/06/24 | ACT | Maureen Sparks | Refund for payment on cemetries | 0 | £2450.00 | £17,447.09 | Cemetery |
| 06/06/24 |  |  | Deposits | £25.00 | 0 | £17,472.09 | Room Hire |
| 07/06/24 | ACT | Ashfords | Legal expenses | 0 | £492.00 | £16,980.09 |  |
| 07/06/24 | ACT | Thomas Trophies | Bar for chain of office | 0 | £20.00 | £16,960.09 |  |
| 07/06/24 | ACT | Dartmoor Heathers | June 2024 outdoor works | 0 | £120.00 | £16,840.09 |  |
| 07/06/24 | ACT | Simon Mathews | Noticeboards for celebrate Chudleigh | 0 | £101.76 | £16,738.33 |  |
| 10/06/24 |  |  | Deposits | £497.25 | 0 | £17,235.58 | Room Hire |
| 10/06/24 | DD | Rentokil Initial | Sanitary services | 0 | £1,103.99 | £16,131.59 |  |
| 10/06/24 | DD | PWLB | Loan repayment for town hall refurb | 0 | £2,798.99 | £13,332.60 |  |
| 11/06/24 | DD | Aviva | Monthly insurance premium | 0 | £980.30 | £12,352.30 |  |
| 11/06/24 |  |  | Deposits | £273.25 | 0 | £12,625.55 | Room Hire |
| 13/06/24 | DD | SAGE | Accounts software | 0 | £33.60 | £12,591.95 |  |
| 13/06/24 | DD | Apogee | Copier charges | 0 | £166.06 | £12,425.89 |  |
| 13/06/24 | ACT |   | Deposits | £550.00 | 0 | £12,975.89 | Cemetery |
| 14/06/24 | ACT | Domestic Bliss | Contract cleaning | 0 | £810.00 | £12,165.89 |  |
| 14/06/24 | ACT | Devon Minor Works | Redecoration of preschool gates | 0 | £838.80 | £11,327.09 |  |
| 14/06/24 | DD | Marshland Nash | Monthly payroll | 0 | £51.24 | £11,275.85 |  |
| 14/06/24 |  |  | Deposits | £1,403.00 | 0 | £12,678.85 | Room Hire |
| 17/06/24 |  |  | Deposits | £37.50 | 0 | £12,716.35 | Room Hire |
| 17/06/24 | DD | Compwiz | IT Maintenance service | 0 | £96.00 | £12,620.35 |  |
| 17/06/24 | DD | SAGE | Additional user | 0 | £6.00 | £12,614.35 |  |
| 17/06/24 | DD | TDC | Rates | 0 | £114.00 | £12,500.35 |  |
| 17/06/24 | DD | PWLB | Loan repayment for allotment site purchase | 0 | £749.61 | £11,750.74 |  |
| 18/06/24 | DD | Thirsty Work | Cooler rental | 0 | £31.80 | £11,718.94 |  |
| 21/06/24 | ACT | Clive Edgecombe | Window cleaning | 0 | £60.00 | £11,658.94 |  |
| 21/06/24 | ACT | Simon Jones | Grass cutting (Cemetery/Millstream/Culver & Two Oaks | 0 | £715.00 | £10,943.94 |  |
| 21/06/24 | ACT | Viking | Paper & Envelopes | 0 | £145.63 | £10,798.31 |  |
| 21/06/24 | ACT | Jonathan Valentine | Culver Green Noticeboard repair | 0 | £72.00 | £10,726.31 |  |
| 24/06/24 |  |  | Deposit | £246.88 | 0 | £10,973.19 |  |
| 26/06/24 | ACT | Go Green Devon | Spring & Summer planting | 0 | £1,203.50 | £9,769.69 |  |
| 26/06/24 |  |  | Deposits | £151.00 | 0 | £9,920.69 | Room Hire |
| 26/06/24 |  |  | Internal bank transfer | £10,000.00 | 0 | £19,920.69 |  |
| 26/06/24 |  |  | Deposits | £20.00 | 0 | £19,940.69 | Room Hire |
| 27/06/24 |  | Staff | June Salaries | 0 | £7,153.84 | £12,786.85 |  |
| 27/06/24 | ACT | DCC Pension Fund | Pension contributions-June 2024 | 0 | £1,788.68 | £10,998.17 |  |
| 28/06/24 | ACT | HMRC | PAYE Month 3 | 0 | £2,146.47 | £8,851.70 |  |
| 28/06/24 | DD | SW Comms | Phones | 0 | £216.73 | £8,634.97 |  |
| 28/06/24 |  |  | Deposits | £512.50 | 0 | £9,147.47 | Room Hire |