

# Chudleigh Town Council

# **Full Council Meeting**

# Monday 7th October 2024: 7pm:

## Public Participation:

1. A resident raised spoke presented the Council, with their thoughts on the potential ownership of CH2 land in Chudleigh.
2. Mark Macnair asked the councillors to consider possible acts of service that could be completed, during no.1 The Squares challenge for individuals to do something good within the community. Noted.

## In attendance:

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

## Apologies:

Councillor Bayley and Hadley both provided apologies for prior work commitments.

## Declaration of members’ interests:

Councillor Kirby declared an interest in agenda item 16.

## District Councillors report:

Councillor Sanders highlighted the Co-op Community Fund, and the potential funds available to community fridges. An update on the Kate Brook development was provided, with a change in staffing at Teignbridge meaning the application is now being covered by a new planning officer.

## County Councillor’s report:

Councillor Brook suggested that the Council will need to monitor the conditions on Station Hill as the weather gets colder as the current drainage issues are not set to resolved until 2026. It was also noted that the current contract for Highways Maintenance will come to an end in 2027, and that the scrutiny committee is reviewing the processes surrounding this.

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

1. The mayor expressed the Council’s thanks to John Carlton, for his great work and support over the last 15 years, and wished him the best for his retirement.
2. A request was made for more volunteers to join the sports hall working group.

## Ratification of the minutes of the Full Council meeting 2nd September 2024:

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

## Review of action points from 2nd September 2024 Full Council meeting:

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | Status |
| 1 | Arrange for the two dead ash trees to be removed from Millstream Meadow | Completed |
| 2 | Arrange for the additional building works to car carried out to the gable end, and garage extension | Completed |
| 3 | Include Celebrate Chudleigh on the agenda for October | Completed. Item 12 |
| 4 | Include the annual town meeting on the agenda for October | Completed. Item 13 |
| 5 | Review the nomination form for the Citizen of the year award 2025 | Agenda Item 14 |
| 6 | Create a nomination for Chudleigh’s business of the year award 2025 | Agenda Item 15 |
| 7 | Include the business forum on the agenda for October | Completed. Item 24 |
| 8 | Provide the council with 3 quotes for the playpark repairs at Forestreet | Completed. Equipment ordered. Delivery time 4 weeks |
| 9 | Authorise Ashfords to commence the legal process for allotments | Completed. |
| 10 | Purchase a new fire-retardant notice board for the Town Hall | Completed |
| 11 | Liaise with Teignbridge CVS regarding a cost-of-living event | Completed. Waiting for a further response from Teignbridge CVS |
| 12 | Contact DCC Highways about the possibility of hedgehog highway signs | Completed. DCC would not fund this, it would need to come from CTC funds |
| 13 | Contact DCC Highways to organise “Chudleigh” sign clean | Completed |
| 14 | Respond to a resident’s request for a 20mph speed limit within Chudleigh | Completed |
| 15 | Respond to a resident’s concerns about overgrown vegetation in the Gardens park | Completed |
| 16 | Respond to a resident’s noise complaint for Millstream Meadow skatepark | Completed |
| 17 | Respond to a resident regarding the future development of land in Chudleigh | Completed |

## Ratification of the minutes of the Planning Committee meeting of 17th September 2024:

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

## Ratification of the minutes of the Environment Committee meeting of 23rd September 2024:

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

## Ratification of the minutes of the Town Hall and Finance Committee meeting of 1st October 2024:

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

## Remembrance Sunday 2024:

Councillor Webb requested councillor’s attendance for the church service.

## Celebrate Chudleigh 2025:

Councillors decided not to host an event for 2025.

## Annual Town Meeting 2025:

The Annual Town Meeting will be held on Monday 28th April 2025.

## Application 24/01587/VAR: Sticksend, Sticksend Lane, Chudleigh, Devon, TQ130DG: Variation of condition 2 on planning application 22/01208/HOU (re-build existing garage/annexe. Rebuild and modify retaining structures) to vary the elevation treatment of the building:

Cllr Kirby declared an interest and left the room for this item.

After brief discussion councillors agreed that they had no objections to the proposal. **Action point 1.**

## Application 23/01071/FUL: St Johns Ambulance Hall, 5 Clifford Street, Chudleigh: Conversion of existing garage/workshop to a dwelling including raising of roof:

After brief discussion councillors agreed to reiterate their previous objections to the proposal, as the details had not changed. **Action point 2.**

## Citizen of the Year Award 2025:

Councillors would like the nomination form to include a minimum word limit of 100 words. **Action point 3.**

## Business of the Year Award 2025:

The nomination form will follow similar guidelines to the citizen of the year form. **Action point 4.**

## Resolution: The Council agrees that Councillor Macnair will become a member of the Environment committee:

Proposed by Councillor Webb, seconded by Councillor Sherwood, unanimously approved.

## Resolution: The Council agrees that Councillor Bridgewater will become a member of the Planning committee:

Proposed by Councillor Klinkenberg, seconded by Councillor Kirby, unanimously approved.

## Resolution: The Council accepts the external audit report for 2023-2024:

Proposed by Councillor McCormick, seconded by Councillor Lillington, unanimously approved.

## Resolution The Council accepts the internal interim audit report and recommendations:

Proposed by Councillor McCormick, seconded by Councillor Lillington, unanimously approved.

## Appointment of the internal auditor 2025-2026:

Councillors accept the proposal of the Town Hall and Finance Committee to appoint IAC**.** Proposed by Councillor Lillington, seconded by Councillor McCormick, unanimously agreed.

## Review of social media support:

Councillors decided not to continue with an outsourced provision at this time, but agreed to review again in March 2025.

## The business forum:

Nothing to report.

## Resolution: The council approves the appointment of the Town Clerk:

Councillor Lillington proposed the appointment of Amii Shelley as the Proper Officer, seconded by Councillor McCormick, unanimously approved.

## Resolution: The Council approves the Publication Policy 2024-2025:

Proposed by Councillor McCormick, seconded by Councillor Bridgewater, unanimously approved.

## Resolution: The Council agrees to proceed with the legal advisor’s proposal:

Proposed by Councillor Sherwood, seconded by Councillor Webb, unanimously approved.

## Clerk’s report:

1. Councillors were informed that Millstream Meadow Play Park will commence ono 16th October.
2. The review of Millstream Meadow footbridge took place today. A new specification will be made for any repair works required.

## Correspondence:

1. Pedestrian crossing, Station Hill: Councillors received a written request and supporting petition for a crossing at Station Hill, to allow safe crossing to the bus stop. Seek feedback from DCC regarding viability. **Action point 6.**
2. Weed Spraying: A resident has contacted the Council regarding the areas that receive weed treatment, and the safety of animals. **Action Point 7.**

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

Councillors received the finance report. See appendix 2. Councillors unanimously authorised the payments made during the months of September. See appendix 3. Proposed by Councillor Lillington and seconded by Councillor McCormick.

## Approval of bank reconciliations on the three accounts covering the period 1st September-30th September 2024:

Reconciliations not available.

## Reports from committees:

### Environment committee:

Nothing to report

### Town Hall & Finance:

Nothing to report.

### Planning:

Nothing to report.

## Reports from councillors attending other meetings.

Councillor Webb attended the DALC agm as a representative for Chudleigh Town Council.

**Date and time of next meeting: 4th November 2024, 7pm.**

**Meeting closed: 8.45pm**

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | Status |
| 1 | Application 24/01587/VAR: Sticksend, Sticksend Lane, Chudleigh, Devon, TQ130DG: Variation of condition 2 on planning application 22/01208/HOU (re-build existing garage/annexe. Rebuild and modify retaining structures) to vary the elevation treatment of the building: Advise LPA that the Council has no objection. | Town Clerk |
| 2 | Application 23/01071/FUL: St Johns Ambulance Hall, 5 Clifford Street, Chudleigh: Conversion of existing garage/workshop to a dwelling including raising of roof Advise LPA of the Council’s objections to the application. | Town Clerk |
| 3 | Update the details required for the citizen of the year award nomination form. | Town Clerk |
| 4 | Create a nomination form for Business of the Year Award | Town Clerk |
| 5 | Authorise the legal advisor to proceed with recommended actions. | Town Clerk |
| 6 | Contact DCC regarding a pedestrian crossing on Station Hill | Town Clerk |
| 7 | Contact grounds maintenance company who carried out the weed spraying, to ascertain products used and areas covered. | Town Clerk |

Appendix 1:

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

**Balances at 30th September 2024.**

|  |  |  |
| --- | --- | --- |
| Current account | £97,599.18 |  |
| Deposit Account | £278,435.94 |  |
| Building maintenance account | £34,544.99 | £6,500 was transferred from the deposit account on 22/05/2024 |

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

* £152,426.29 CIL funds; This follows the receipt of £3,419.40 in CIL funds on 29/4/24.
* £1000.00 from the locality budget towards the Millstream Meadow Bridge repairs.
* £328 for the Underwood Meadow memorial

Items funded by CIL in 2024/25 –

* Fitting of Station Hill VAS £960.
* Purchase and fitting of Station Hill bus shelter £7,554.
* Fitting of the concrete pads for the bus shelter at Station Hill and the bench at Millstream Meadow £3300.
* Initial deposit for playpark project management £3000.

Total: £153,754.29

The building maintenance account has reduced by £11,700.60 to cover the works to external building renovations up to September 2024.

Amii Shelley

Assistant Clerk

Appendix 2

**CURRENT ACCOUNT TRANSACTIONS**

**Balance at 01/09/24 – £8,119.03**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Cheque No** | **Payee** | **Goods/services provided** | **Deposits** | **Out** | **Balance** | **Checked (Initials and date)** |
|  |  |  |  |  |  | **£8,119.03** |  |
| 2/9/24 |  |  | Deposits | £258.00 | 0 | £8,377.03 | Allotment fees |
| 2/9/24 | DD | SWW | Water Supply (TH) | 0 | £70.50 | £8,306.53 |  |
| 2/9/24 | DD | SWW | Water Supply (WW) | 0 | £72.28 | £8,234.25 |  |
| 2/9/24 |  |  | Deposits | £75.00 | 0 | £8,309.25 | Room Hire |
| 4/9/24 |  |  | Deposits | £50.00 | 0 | £8,359.25 | Allotment fees |
| 5/9/24 |  |  | Internal Bank Transfer | £10,000.00 | 0 | £18,359.25 |  |
| 6/9/24 | ACT | Amii Shelley | Flowers from Gills for Cllr Sherwood | 0 | £30.00 | £18,329.25 |  |
| 6/9/24 | ACT | Domestic Bliss | Contract cleaning | 0 | £765.00 | £17,564.25 |  |
| 6/9/24 | ACT | Trade UK | Rachet & Misc playpark | 0 | £36.04 | £17,528.21 |  |
| 6/9/24 | ACT | Adrian Martin | July Mileage | 0 | £68.60 | £17,459.61 |  |
| 6/9/24 | ACT | Neils Cleaning | Town Hall Carpet Cleaning | 0 | £1,211.00 | £16,248.61 |  |
| 6/9/24 | ACT | Terry Smyth | Redecoration of flagpole | 0 | £1,504.80 | £14,743.81 |  |
| 6/9/24 | ACT | S Shelley Electrics | Fire alarm/emergency lights & pat testing | 0 | £1,210.80 | £13,533.01 |  |
| 6/9/24 | ACT | SW Grounds | 2nd & 3rd Verge Cut | 0 | £432.00 | £13,101.01 |  |
| 6/9/24 | ACT | James Hallum Ltd | Insurance GPA/Sickness/travel | 0 | £458.99 | £12,642.02 |  |
| 6/9/24 | ACT | Dartmoor Heathers | Sensory garden,Bat garden,Cider press | 0 | £120.00 | £12,522.02 |  |
| 6/9/24 | ACT | Lyreco | Stationary | 0 | £244.49 | £12,277.53 |  |
| 6/9/24 |  |  | Deposits | £109.00 | 0 | £12,386.53 | Allotment fees |
| 9/9/24 |  |  | Deposits | £166.00 | 0 | £12,552.53 | Room Hire £45  Allotment fees £121 |
| 9/9/24 | DD | SSE | Gas 31/3/24-31/3/24 | 0 | £12.14 | £12,540.39 |  |
| 9/9/24 | DD | Rentokil | Sanitary bin collections | 0 | £1,103.99 | £11,436.40 |  |
| 9/9/24 |  |  | Deposits | £350.00 | 0 | £11,786.40 | Room Hire £48  Allotment Fees £302 |
| 9/9/24 |  |  | Deposits | £264.00 | 0 | £12,050.40 | Room Hire £80.00  Allotment Fees £184 |
| 10/9/24 |  |  | Deposits | £73.00 | 0 | £12,123.40 | Room Hire £45  Allotment fees £28 |
| 11/9/24 | ACT | Aviva | Monthly Insurance Premium | 0 | £1,013.95 | £11,109.45 |  |
| 11/9/24 |  |  | Deposits | £130.00 | 0 | £11,239.45 | Allotment fees £25  Room Hire £105 |
| 12/9/24 | ACT | SAGE | Accounts Software | 0 | £36.00 | £11,203.45 |  |
| 12/9/24 |  |  | Deposits | £25.00 | 0 | £11,228.45 | Allotment fees |
| 13/9/24 | DD | Apogee | Photocopier rental | 0 | £246.38 | £10,982.07 |  |
| 13/9/24 |  |  | Deposits | £25.00 | 0 | £11,007.07 | Allotment fees |
| 16/9/24 |  |  | Deposits | £150.00 | 0 | £11,157.07 | Hall Hire |
| 16/9/24 |  |  | Deposits | £87.00 | 0 | £11,244.07 | Allotment fees |
| 16/9/24 |  |  | Deposits | £25.00 | 0 | £11,269.07 | Room Hire |
| 16/9/24 | ACT | Compwiz | IT Maintenance | 0 | £96.00 | £11,173.07 |  |
| 16/9/24 | ACT | SAGE | Additional user | 0 | £6.00 | £11,167.07 |  |
| 16/9/24 | DD | TDC | Rates | 0 | £114.00 | £11,053.07 |  |
| 16/9/24 |  |  | Deposits | £214.00 | 0 | £11,267.07 | Allotment Fees £100  Room Hire £114 |
| 16/9/24 |  |  | Deposits | £156.00 | 0 | £11,423.07 | Allotment fees |
| 17/9/24 | ACT | Marshland Nash | Payroll & pension service | 0 | £51.24 | £11,371.83 |  |
| 18/9/24 | DD | Thirsty work | Water cooler | 0 | £31.80 | £11,340.03 |  |
| 18/9/24 |  |  | Internal Bank Transfer | £11,700.60 | 0 | £23,040.63 |  |
| 20/9/24 | ACT | Amii Shelley | Keys cut for millstream gate | 0 | £18.00 | £23,022.63 |  |
| 20/9/24 | ACT | MA Atkinson | Bluebell bulbs Cuilver green | 0 | £201.99 | £22,820.64 |  |
| 20/9/24 | ACT | Mason Kings | Strimmer service | 0 | £169.77 | £22,650.87 |  |
| 20/9/24 | ACT | Clive Edgecombe | Window cleaning | 0 | £60.00 | £22,590.87 |  |
| 20/9/24 | ACT | DCC | Set up VAS Station Hill | 0 | £320.65 | £22,270.22 |  |
| 20/9/24 | ACT | Simon Jones | Grass cutting Millstream/  twin oaks/culver/  cemetery | 0 | £715.00 | £21,555.22 |  |
| 20/9/24 | ACT | Devon Association | Training course | 0 | £36.00 | £21,519.22 |  |
| 20/9/24 | ACT | Wilkins tree services | Tree works Millstream Meadow | 0 | £300.00 | £21,219.22 |  |
| 20/9/24 | ACT | Noticeboard Company | Fireproof noticeboard for main corridor | 0 | £694.38 | £20,524.84 |  |
| 20/9/24 | ACT | Barley Manor Properties | Building works | 0 | £11,700.60 | £8,824.24 |  |
| 20/9/24 |  |  | Deposits | £50.00 | 0 | £8,874.24 | Allotment fees |
| 23/9/24 |  |  | Deposits | £653.00 | 0 | £9,527.24 | Cemetery fees £550  Allotment fees £103 |
| 24/9/24 |  |  | Deposits | £272.00 | 0 | £9,799.24 | Allotment fees £152  Room Hire £50  Cemetery £70 |
| 25/9/24 |  |  | Deposits | £162.50 | 0 | £9,961.74 | Room Hire |
| 26/9/24 |  |  | Deposits | £928.00 | 0 | £10,889.74 | Cemetery fees £900  Allotments fees £28 |
| 26/9/24 |  |  | Internal Bank Transfer | £15,000.00 | 0 | £25,889.74 |  |
| 27/9/24 |  | TDC | Precept P2 | £92,967.00 | 0 | £118,856.74 |  |
| 27/9/24 | ACT | Staff | September salaries | 0 | £10,785.30 | £108,071.44 |  |
| 27/9/24 | ACT | DCC Pension Fund | Pensions | 0 | £3,535.16 | £106,246.94 |  |
| 27/9/24 | ACT | HMRC | PAYE September 2024 | 0 | £4,952.27 | £101,294.67 |  |
| 27/9/24 | ACT | Trade UK | Weed spray | 0 | £26.00 | £101,268.67 |  |
| 27/9/24 | ACT | All Things Media | Social Media Service | 0 | £360.00 | £99,198.01 |  |
| 27/9/24 | ACT | Jonathan Valentine | Pagoda repair | 0 | £126.30 | £99,071.71 |  |
| 27/9/24 | ACT | SW Grounds | Weed killing (30 limit) | 0 | £1,404.00 | £97,667.71 |  |
| 27/9/24 | ACT | Wilkins Tree Services | Tree works (Twin Oaks) | 0 | £250.00 | £97,417.71 |  |
| 27/9/24 |  |  | Deposits | £91.50 | 0 | £97,509.21 | Allotment fees |
| 30/9/24 | DD | SW Comms | Telephony services | 0 | £226.03 | £97,283.18 |  |
| 30/9/24 |  |  | Deposits | £316.00 | 0 | £97,599.18 | Room Hire £132  Allotment fees £184 |