

# Chudleigh Town Council

# **Full Council Meeting**

# Monday 2nd December 2024: 7pm:

## Public Participation:

None.

## In attendance:

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

## Apologies:

Councillor Powell provided apologies due to alternative commitments.

## Declaration of members’ interests:

None.

## District Councillors report:

Councillor Sanders noted that Teignbridge District Council were hosting an event at Sherbourne House on the 6th & 7th December, 10.00-4.00, for people to be able to use 3d technology to see what the Town Centre in Newton Abbot will look like.

## County Councillor’s report:

Councillor Brook informed Councillors’ of the pressures that face the Devon County Council SEND provision in terms of funding, and that a report on the Children and Young People services is anticipated.

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

## A local resident has offered the Council the opportunity to hold some historical documents. Noted.

##  The Mayor has asked for the storage spaces within the Town Hall to be assessed, and where applicable, unused items to be disposed of. Action point 1.

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

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

## Review of action points from 4th November 2024 Full Council meeting:

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | Update 2/12/24 |
| 1 | Send out a reminder of the Remembrance events  | Completed |
| 2 | Contact TDC to find out further information on the potential public toilet closure  | Completed |
| 3 | Contact insurance broker to decline cyber security insurance | Completed |
| 4 | Application 24/01696/CLDP: Rattycombe Farm, Chudleigh, Devon, TQ130DS: Advise LPA that the Council has no objections | Completed |
| 5 | Application 24/01695/FUL: Higher Upcott, Chudleigh, Devon, TQ130DN: Advise LPA that the Council has no objections. | Completed |
| 6 | Application 24/01690/AGR: Ugbrooke Park, Chudleigh, Devon, TQ13 0AD: Advise LPA that the Council has no objections. | Completed |
| 7 | Application 24/01661/HOU: 72 Fore Street, Chudleigh, Devon, TQ13 0HT: Advise LPA that the Council has no objections. | Completed |
| 8 | Contact the home owners of 29 Millstream Meadow regarding overgrown hedge. | Completed |

## Ratification of the minutes of the Planning Committee meeting of 19th November 2024:

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

## Feedback from Remembrance Sunday 2024:

Councillor Webb informed Councillors’ that all feedback received this year ha been positive, and that the format was well received.

## The UKSPF Grant:

Councillor McCormick spoke about the progress the project is making, with over 300 completed surveys having been returned so far.

## The future of Public Toilet Provision Consultation:

Nothing to report.

## The Gardens Play Park:

When looking at the Land Registry maps for the area, there is a strip of land that bisects, the land owned by the Town Council and 41 Gardens, which would confirm the responsibility for shared upkeep of the fence does not rest with the Council. **Action point 2.**

## Resolution: The council approves the appointments for the job share position of Assistant to the Clerk:

Proposed by Councillor McCormick, seconded by Councillor Bridgewater and unanimously agreed.

## Correspondence:

1. A letter was received requesting a grit bin near the bottom of Church View. Councillors to check the possibility of relocating an existing grit bin from Colway Lane. **Action point 3.**
2. A request was made by Surfers Against Sewage for the Town Council to become an advocate for Plastic Free Chudleigh. Councillors decided to support the project independently. Noted.

## Clerk’s report:

1. Councillors were updated that Millstream Meadow Play Park is open after passing the project completion inspection.
2. A request was put forward to Councillors for support for the staff completing the remedials at Forestreet Park. **Action point 4.**
3. Following the tree report for Culver Green, the recommended works have been scheduled for 7th January 2025.
4. The Town Hall will be closed for the Christmas Period from 12:00 24th December-9:00am 2nd January 2025.

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

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

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

Proposed by Councillor McCormick. Seconded by Councillor Lillington. Unanimously approved.

## 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: 6th January 2025, 7pm.**

**Meeting closed: 8.05pm**

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | Responsibility |
| 1 | Review the storage spaces within the Town Hall | Town Clerk |
| 2 | Respond to the resident concerning the boundary fence at 41 The Gardens | Town Clerk |
| 3 | Request for the grit bin at Colway Lane to move to Church View | Town Clerk |
| 4 | Arrange for staff and volunteers to meet at Forestreet Park to complete repairs on 6th December  | Town Clerk |

Appendix 1:

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

**Balances at 30th November 2024.**

|  |  |  |
| --- | --- | --- |
| Current account | £12,202.21 |  |
| Deposit Account | £333,949.62 |  |
| Building maintenance account | £1502.81 |  |

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

* £149,426.29 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
* £403 P3 Grant (footpaths)

Items funded by CIL in 2024/25 –

* Fitting of Station Hill VAS £960.
* Purchase and fitting of Station Hill bus shelter £6,295.
* Fitting of the concrete pads for the bus shelter at Station Hill and the bench at Millstream Meadow £3300.
* Initial deposit and final balance for playpark project management £6000.

Total: £151,157.29

The building maintenance account has reduced significantly due to the completion of the extension and rendering works.

Amii Shelley

Town Clerk

Appendix 2

**CURRENT ACCOUNT TRANSACTIONS**

**Balance at 01/11/24 – £19,022.20**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Cheque No** | **Payee** | **Goods/services provided** | **Deposits** | **Out** | **Balance** | **Checked (Initials and date)** |
|  |  |  |  |  |  | **£19,022.20** |  |
| 1/11/24 | ACT | DCC | HR hours \*10 | 0 | £1,058.93 | £19,022.20 |  |
| 1/11/24 | ACT | Simon Jones | Grass cutting Culver/Two Oaks/Millstream & Cemetery | 0 | £715.00 | £18,307.20 |  |
| 1/11/24 | ACT | RBL Poppy Appeal | Poppy appeal | 0 | £47.50 | £18,259.70 |  |
| 1/11/24 | ACT | Dartmoor Heathers | Sensory Garden/Cider Press/Bat Garden | 0 | £120.00 | £18,139.70 |  |
| 1/11/24 | ACT | Play Innovation | Muga resanding & repair | 0 | £2,274.00 | £15,865.70 |  |
| 1/11/24 | DD | SWW | Water Supply (TH) | 0 | £70.50 | £15,795.20 |  |
| 1/11/24 | DD | Pulse broadband | Domain name 2024-25 | 0 | £72.00 | £15,723.20 |  |
| 1/11/24 | DD | SWW | Water Supply (WW) | 0 | £72.28 | £15,650.92 |  |
| 1/11/24 |  |  | Deposits | £550.70 | 0 | £16,201.62 |  |
| 4/11/24 |  |  | Deposits | £100.00 | 0 | £16,301.62 | Room Hire £75.00/Allotment £25.00 |
| 5/11/24 |  |  | Deposits | £315.50 | 0 | £16,617.12 | Room Hire |
| 6/11/24 |  |  | Deposits | £349.00 | 0 | £16,966.12 | Room Hire £324/Allotment £25 |
| 7/11/24 |  |  | Deposits | £639.50 | 0 | £17,605.62 | Room Hire |
| 11/11/24 |  |  | Deposits | £883.13 | 0 | £18,488.75 | Room Hire |
| 11/11/24 | DD | SSE | Gas energy | 0 | £234.78 | £18,253.97 |  |
| 11/11/24 | DD | SSE | Gas supply 1/4/24-29/4/24 | 0 | £236.84 | £18,017.13 |  |
| 11/11/24 | DD | Aviva | Monthly Insurance premium | 0 | £1,013.95 | £17,003.18 |  |
| 12/11/24 | DD | ICO | Membership | 0 | £35.00 | £16,968.18 |  |
| 12/11/24 | DD | SSE | Gas supply 30/6/24-31/7/24 | 0 | £88.07 | £16,880.11 |  |
| 12/11/24 |  |  | Deposits | £120.00 | 0 | £17,000.11 | Room Hire |
| 13/11/24 | DD | SSE | Gas supply 30/6/24-30/8/24 | 0 | £81.87 | £16,918.24 |  |
| 13/11/24 |  |  | Deposits | £50.00 | 0 | £16,968.24 | Allotment |
| 14/11/24 | ACT | Chudleigh DIY | Christmas Lights | 0 | £1,185.00 | £15,783.24 |  |
| 14/11/24 |  |  | Deposits | £143.75 | 0 | £15,926.99 | Room Hire |
| 14/11/24 | ACT | SAGE | Software | 0 | £46.80 | £15,880.19 |  |
| 14/11/24 | ACT | Marshland Nash | Payroll | 0 | £51.24 | £15,828.95 |  |
| 14/11/24 | DD | SSE | Gas supply 31/8/24-29/9/24 | 0 | £114.21 | £15,714.74 |  |
| 15/11/24 | ACT | Compwiz | IT maintenance | 0 | £96.00 | £15,618.74 |  |
| 15/11/24 | ACT | Domestic Bliss | Contract cleaning | 0 | £855.00 | £14,763.74 |  |
| 15/11/24 | ACT | Trade UK | Kitchen taps & trade primer | 0 | £86.00 | £14,677.74 |  |
| 15/11/24 | ACT | Clive Edgecombe | Window cleaning | 0 | £60.00 | £14,617.74 |  |
| 15/11/24 | ACT | Seton | 2 Fire blankets | 0 | £36.42 | £14,581.32 |  |
| 15/11/24 | ACT | SW Grounds Maintenance | Verge cut | 0 | £216.00 | £14,365.32 |  |
| 15/11/24 | ACT | Marketing Means | Residents survey 1st instalment | 0 | £2,301.60 | £12,063.72 |  |
| 15/11/24 | DD | TDC | Rates | 0 | £114.00 | £11,949.72 |  |
| 15/11/24 | DD | BNP Parabis | Photocopier lease | 0 | £662.40 | £11,287.32 |  |
| 18/11/24 | DD | SAGE | Additional user | 0 | £6.00 | £11,281.32 |  |
| 18/11/24 | DD | Thirsty Work | Water cooler rental | 0 | £31.80 | £11,249.52 |  |
| 18/11/24 |  |  | Deposits | £265.63 | 0 | £11,515.15 | Room Hire |
| 22/11/24 |  |  | Internal Bank transfer | £33,104.40 | 0 | £44,619.55 |  |
| 22/11/24 |  |  | Internal Bank transfer | £15,000.00 | 0 | £59,619.55 |  |
| 22/11/24 | ACT | Simon Jones | Tower Hill Hedge | 0 | £85.00 | £59,534.55 |  |
| 22/11/24 | ACT | James Hallum Ltd | Client Fee 2024-25 | 0 | £35.00 | £59,499.55 |  |
| 22/11/24 | ACT | Doug Pratt | Culver Green tree report | 0 | £390.00 | £59,109.55 |  |
| 22/11/24 | ACT | Compwiz | Replace HP laptop battery/Enchange online 22-25 & Office 365 21-24/Visit for clocking machine | 0 | £2,472.24 | £56,637.31 |  |
| 22/11/24 | ACT | Trade UK | Misc DIY | 0 | £7.45 | £56,629.86 |  |
| 22/11/24 | ACT | Barley Manor properties | TH building works | 0 | £42,066.00 | £14,563.86 |  |
| 22/11/24 | ACT | Chudleigh DIY | Microwave & sprayer | 0 | £77.94 | £14,485.92 |  |
| 26/11/24 | DD | HM Land Registry | Land search | 0 | £6.00 | £14,479.92 |  |
| 26/11/24 | ACT |  | Deposit | £215.00 | 0 | £14,694.92 | Cemetery |
| 27/11/24 |  |  | Deposits | £1,329.00 | 0 | £16,023.92 | Room Hire £254/Allotment £25/Cemetery £1050 |
| 27/11/24 |  |  | Internal bank transfer | £10,000.00 | 0 | £26,023.92 |  |
| 27/11/24 | ACT | SLCC | Membership | 0 | £300.00 | £25,723.92 |  |
| 27/11/24 | ACT | APSE Group | Town Hall renovations | 0 | £223.50 | £25,500.42 |  |
| 27/11/24 | ACT | MGC Services | Fire Risk assessment | 0 | £275.00 | £25,225.42 |  |
| 27/11/24 | ACT | Civil Solutions | UKSPF | 0 | £756.04 | £24,469.38 |  |
| 27/11/24 | ACT | Sports & Play Company | Millstream project management | 0 | £3,000.00 | £21,469.38 |  |
| 27/11/24 | ACT | HMRC | November PAYE | 0 | £1,790.55 | £19,678.83 |  |
| 27/11/24 | ACT | DCC | Pensions | 0 | £1,253.78 | £18,425.05 |  |
| 27/11/24 | ACT | Staff | November Salaries | 0 | £6,149.46 | £12,275.59 |  |
| 29/11/24 | ACT | SW Comms | Telephones | 0 | £223.38 | £12,052.21 |  |
| 29/11/24 |  |  | Deposits | £150.00 | 0 | £12,202.21 |  |