

# Chudleigh Town Council

# **Full Council Meeting**

# Monday 4th November 2024: 7pm:

## Public Participation:

None.

## In attendance:

Councillors Hares (Chair), Webb, Hadley, Sherwood, Powell, McCormick, Bridgewater, Macnair, Kirby, Klinkenberg, and Lillington. Also in attendance District Councillor Sanders, and Amii Shelley (Town Clerk).

## Apologies:

Councillor Bowling provided apologies due to illness.

## Declaration of members’ interests:

None.

## District Councillors report:

Councillor Sanders noted that Teignbridge District Council was currently reviewing its financial position in preparation for future budgets and that a consultation on the future of public toilet provision was currently taking place, which would run for a period of six weeks.

## County Councillor’s report:

No report provided.

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

## The mayor expressed thanks to all those who attended the Council coffee morning on 31st October.

* 1. Councillor McCormick informed councillors that both the application for the Rock Nursery site, and the site at Kate Bridge had new documents on the planning portal.

## Ratification of the minutes of the Full Council meeting 7th October 2024:

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

## Review of action points from 7th October 2024 Full Council meeting:

|  |  |  |
| --- | --- | --- |
| 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. | Completed |
| 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. | Completed |
| 3 | Update the details required for the citizen of the year award nomination form. | Completed |
| 4 | Create a nomination form for Business of the Year Award | Completed |
| 5 | Authorise the legal advisor to proceed with recommended actions. | Completed |
| 6 | Contact DCC regarding a pedestrian crossing on Station Hill | Completed |
| 7 | Contact grounds maintenance company who carried out the weed spraying, to ascertain products used and areas covered. | Completed |

## Remembrance Sunday 2024:

Councillor Webb reminded councillors of the events planned for Remembrance and asked that a reminder of the dates and relevant timings be circulated. **Action point 1.**

## Citizen of the Year Award 2025:

Councillors were presented with the new nomination form for approval. Noted.

## Business of the Year Award 2025:

## Councillors were presented with the new nomination form for approval. Noted.

## The UKSPF Grant:

The working group were successful in obtaining a grant. All items outlined within the grant are to be completed by February 2025.

## The future of Public Toilet Provision Consultation:

Councillors discussed the possibility that Teignbridge District Council may cease the management of the public toilet provision, and what the possible resolutions may be. **Action point 2.**

## The Mayor’s Christmas Lunch for Seniors:

The Mayor will be hosting a free Christmas lunch for seniors on 22nd December 2024. Although the event will be free to attend, it will be ticketed to keep within the capacity of the Woodway Room.

## Resolution: The council approves the expenditure of £862.68 for cyber security insurance:

After some discussion the councillors unanimously agreed to not proceed with cyber insurance. **Action point 3.**

## Application 24/01696/CLDP: Rattycombe Farm, Chudleigh, Devon, TQ130DS: Certificate of lawfulness proposed for siting of mobile structure for use as welfare facilities associated with the agricultural operations on the site:

## After brief discussion councillors agreed that they had no objections to the proposal. Action point 4.

## Application 24/01695/FUL: Higher Upcott, Chudleigh, Devon, TQ130DN: Installation of gate, walls and pillars:

After brief discussion councillors agreed that they had no objections to the proposal. **Action point 5.**

## Application 24/01690/AGR: Ugbrooke Park, Chudleigh, Devon, TQ13 0AD: Extension to an existing forestry building:

After brief discussion councillors agreed that they had no objections to the proposal. **Action point 6.**

## Application 24/01661/HOU: 72 Fore Street, Chudleigh, Devon, TQ13 0HT: Window replacements:

After brief discussion councillors agreed that they had no objections to the proposal. **Action point 7.**

## Correspondence:

1. A letter was received concerning overgrown vegetation between 29-31 Millstream Meadow. **Action point 8.**

## Clerk’s report:

Councillors were updated that the Millstream Meadow Play Park is on schedule for completion at the end of November 2024.

## Finance Report and approval of expenditure items from 1st October-31st October 2024:

Councillors received the finance report. See appendix 1. Councillors unanimously authorised the payments made during the months of October. See appendix 2. 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:

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

## Approval of bank reconciliations on the three accounts covering the period 1st October-31st October 2024:

Proposed by Councillor McCormick. Seconded by Councillor Kirby. 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: 2nd December 2024, 7pm.**

**Meeting closed: 8.30pm**

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

Appendix 1:

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

**Balances at 31st October 2024.**

|  |  |  |
| --- | --- | --- |
| Current account | £20,081.13 |  |
| Deposit Account | £350,8671.37 |  |
| Building maintenance account | £34,575.95 | £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
* £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 £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: £154,157.29

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

Amii Shelley

Town Clerk

Appendix 2

**CURRENT ACCOUNT TRANSACTIONS**

**Balance at 01/10/24 – £97,528.68**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Cheque No** | **Payee** | **Goods/services provided** | **Deposits** | **Out** | **Balance** | **Checked (Initials and date)** |
|  |  |  |  |  |  | **£97,528.68** |  |
| 1/10/24 | DD | SWW | Water Supply (TH) | 0 | £70.50 | £97,528.68 |  |
|  | DD | SWW | Water Supply (WW) | 0 | £72.28 | £97,456.40 |  |
| 1/10/24 |  |  | Deposits | £460.00 | 0 | £97,916.40 | Room Hire £382/£78 allotments |
| 2/10/24 |  |  | Deposits | £37.50 | 0 | £97,953.90 | Room Hire |
| 3/10/24 |  |  | Deposits | £143.75 | 0 | £98,097.65 | Room Hire |
| 4/10/24 | ACT | Compwiz | IT Services | 0 | £414.00 | £97,683.65 |  |
| 4/10/24 | ACT | Domestic Bliss | Contract cleaning | 0 | £945.00 | £96,738.65 |  |
| 4/10/24 | ACT | PFK Littlejohn | Audit | 0 | £1,008.00 | £95,730.65 |  |
| 4/10/24 | ACT | Online Playgrounds | Wetpour Kit | 0 | £63.80 | £95,666.85 |  |
| 4/10/24 |  |  | Deposits | £1,280.00 | 0 | £96,946.85 | Room Hire £380/Cemetery £900 |
| 7/10/24 | DD | SSE | Electricity | 0 | £955.68 | £95,991.17 |  |
| 7/10/24 | ACT |  | Deposit | £100.00 | 0 | £96,091.17 | Room Hire |
| 8/10/24 | ACT | SAGE | Additional user | 0 | £2.52 | £96,088.65 |  |
| 8/10/24 | DD | HM Land Registry | Copy Title & Land Registry deeds | 0 | £6.00 | £96,082.65 |  |
| 8/10/24 |  |  | Deposits | £884.75 | 0 | £96,967.40 | £70 cemetery/  £413.75 Room Hire/£401 Allotments |
| 9/10/24 | ACT | Aviva | Monthly Insurance Premium | 0 | £1,013.95 | £95,953.45 |  |
| 9/10/24 |  |  | Deposits | £28.00 | 0 | £95,981.45 | Allotment |
| 10/10/24 |  |  | Deposits | £1395.00 | 0 | £97,376.45 | Allotment £25/Room Hire £75/Cemetery £1295 |
| 11/10/24 |  |  | Deposits | £25.00 | 0 | £97,401.45 | Room Hire |
| 11/10/24 | ACT | Office Depot | 2 A5 Diaries/wall planner | 0 | £36.92 | £97,364.53 |  |
| 11/10/24 | ACT | Allotment Society | 2024-25 Membership renewal | 0 | £66.00 | £97,298.53 |  |
| 11/10/24 | ACT | IAC | Interim Internal Audit | 0 | £474.00 | £96,824.53 |  |
| 11/10/24 | ACT | Dartmoor Heathers | Bat Garden,Sensory Garden,Cider Press maintenance | 0 | £120.00 | £96,704.53 |  |
| 11/10/24 | ACT | Clive Edgecombe | Window cleaning | 0 | £60.00 | £96,644.53 |  |
| 14/10/24 |  |  | Deposits | £25.00 | 0 | £96,669.53 | Allotments |
| 14/10/24 | ACT | SAGE | Accounts Software | 0 | £46.80 | £96,622.73 |  |
| 14/10/24 | ACT | Marshland Nash | Payroll | 0 | £51.24 | £96,571.49 |  |
| 15/10/24 | ACT | Compwiz | IT Maintenance | 0 | £96.00 | £96,475.49 |  |
| 15/10/24 | DD | TDC | Rates | 0 | £114.00 | £96,361.49 |  |
| 15/10/24 |  |  | Deposits | £1286.00 | 0 | £97,647.49 | Allotment £50/£36 Room Hire/£1200 Cemetery |
| 16/10/24 | ACT | SAGE | Additional user | 0 | £6.00 | £97,641.49 |  |
| 17/10/24 |  |  | Deposit | £4,758.50 | 0 | £102,449.99 | Room Hire |
| 18/10/24 | ACT | Amii Shelley | John Gift Card | 0 | £100.00 | £102,349.99 |  |
| 18/10/24 | ACT | Mason Kings | Gloves & two stroke oil | 0 | £53.33 | £102,296.66 |  |
| 18/10/24 | ACT | Devon Association | Training course | 0 | £18.00 | £102,278.66 |  |
| 18/10/24 | ACT | Thirsty Work | Water Cooler | 0 | £31.80 | £102,246.86 |  |
| 21/10/24 |  |  | Deposits | £120.00 | 0 | £102,366.86 | Allotment £25/Room Hire £95 |
| 22/10/24 | ACT | HMRC | VAT return | £5,659.63 | 0 | £108,026.49 |  |
| 22/10/24 |  |  | Deposits | £45.00 | 0 | £108,071.49 | Room Hire |
| 23/10/24 | ACT | DCC | Footpath grant | £1,100.000 | 0 | £109,171.49 |  |
| 24/10/24 | ACT | DCC | Footpath Grant | £260.00 | 0 | £109,431.49 |  |
| 24/10/24 | ACT |  | Deposits | £306.25 | 0 | £109,737.74 | Room Hire |
| 24/10/24 | ACT | Diane Hopkins | Screen Lenses for glasses | 0 | £55.00 | £109,682.74 |  |
| 25/10/24 | ACT | Staff | October salaries | 0 | £4,242.57 | £105,440.17 |  |
| 25/10/24 | ACT | LGPS | October 2024 Pensions | 0 | £1,115.72 | £104,324.45 |  |
| 25/10/24 | ACT | HMRC | PAYE October 2024 | 0 | £1,446.79 | £102,877.66 |  |
| 25/10/24 | ACT | Play Inspection Co | Playpark inspections | 0 | £720.00 | £102,157.66 |  |
| 25/10/24 | ACT | Liberty Landscapes | Maintenance Chudleigh Cemetery | 0 | £435.27 | £101,722.39 |  |
| 25/10/24 | ACT | Viking | Cleaning & Stationary | 0 | £85.19 | £101,637.20 |  |
| 25/10/24 | ACT | APSE Group | Building extension management visits | 0 | £894.00 | £100,743.20 |  |
| 25/10/24 | ACT | Robert Tuckett | P3 Wood Chippings | 0 | £96.00 | £100,647.20 |  |
| 25/10/24 | ACT | RK Drew | Boiler Servicing | 0 | £444.00 | £100,203.20 |  |
| 28/10/24 | ACT | Staff | October Salary | 0 | £1,229.44 | £98,973.76 |  |
| 29/10/24 | ACT | SW Comms | Telephony | 0 | £223.38 | £98,750.38 |  |
| 29/10/24 |  |  | Deposits | £1,066.25 | 0 | £99,816.63 |  |
| 30/10/24 |  |  | Deposits | £202.00 | 0 | £100,018.63 |  |
| 31/10/24 |  |  | Deposits | £62.50 | 0 | £100,081.13 |  |
| 31/10/24 |  |  | Internal Bank Transfer | 0 | £80,000.00 | £20,081.13 |  |