

# Chudleigh Town Council

# **Full Council Meeting**

# Monday 6th January 2025, 7:00pm

## Public Participation:

Mr Harvey Howard spoke to the Council on 5G and its effects on the environment and individuals.

## In attendance:

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

## Apologies:

Councillors Macnair and Bridgewater provided apologies.

## Declaration of members’ interests:

The Clerk issued a blanket dispensation to allow councillors to debate and vote on the budget and precept.

## District Councillors report:

Councillor Sanders informed councillors that Teignbridge District Council would be holding an extraordinary full council meeting on 9th January to discuss Devon Devolution (appendix 1). At the time there is no specific time frame for the process of devolution, however, the government planned for May 2028. This has had a negative impact on recruitment for district councils as people do not have security of tenure.

## County Councillor’s report:

Nothing to report.

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

1. The mayor expressed her gratitude to all those who were involved in making the Christmas Lunch for seniors a success.
2. A quotation was received for £720.00 to undertake investigation works to the old flue in the Rest Centre. This exploration is to find the possible cause for water ingress. This was proposed by Councillor Hares, seconded by Councillor McCormick and unanimously approved. **Action point 1.**

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

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

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

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | Status 6/1/25 |
| 1 | Review the storage spaces within the Town Hall | Completed |
| 2 | Respond to the resident concerning the boundary fence at 41 The Gardens | Completed |
| 3 | Request for the grit bin at Colway Lane to move to Church View | Completed |
| 4 | Arrange for staff and volunteers to meet at Forestreet Park to complete repairs on 6th December | Completed |

## Ratification of the minutes of the Planning Committee meeting of 17th December 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 meeting on 16th December 2024:

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

## The UKSPF Grant:

Only 21 businesses have responded to be included in the trade directory. Councillors would like to increase advertising the opportunity until the end of January. **Action point 2.**

## The future of Public Toilet Provision Consultation:

Nothing to report.

## The Gardens Play Park:

After some discussion having viewed the land registry information, councillors resolved to continue with their standing, in relation to the boundaries of the Gardens Park. **Action point 3.**

## Agreement of the budget 2025-2026:

Councillor Hares proposed to accept the budget with the amendment of an increase in the building maintenance fund of £7526.65, to take into consideration the works that may stem from the building investigation works. This was seconded by Councillor McCormick and majority approved, with 10 voting in favour and 1 against. **Action point 4.**

## Resolution: Precept 2025/26: The Council accepts the recommendation of the Town Hall and Finance Committee to raise a precept of £197,548.45:

Councillor Hares proposed the resolution to accept a precept of £205,074, seconded by Councillor McCormick, majority approved, 9 voting for and 2 against. **Action point 5.**

## Town Council charges: The Council accepts the recommendations of the Town Hall & Finance committee to raise room hire charges by a minimum 5% across the board from 1/4/25 and increase allotment charges by £1 per plot from 1/10/25:

Proposed by Councillor Webb and seconded by Councillor Kirby and unanimously approved. **Action point 6.**

## Cemetery charges: The Council accepts the recommendation of the Town Hall & Finance Committee to increase charges for earthen grave purchase (£1000), green burial plot purchase (£720), cremation plot purchase (£262), interments single depth (£500), interments double depth (£600) and interments into green burial plots (£400):

Proposed by Councillor McCormick and seconded by Councillor Hadley and unanimously approved. **Action point 7.**

## Staff salaries: The Council accepts the recommendation of the Town Hall & Finance Committee to maintain the Council’s commitment to pay the living wage as recommended by the Living Wage Foundation, thus increasing the senior caretaker salary by 60p per hour:

Proposed by Councillor McCormick and seconded by Councillor Hadley and unanimously approved. **Action point 8.**

## Clerks and Assistant Clerks salary: Resolution: Following the NALC announcement of the national agreement on Clerk’s pay for 2024/25 the Council agrees that the Clerk’ pay should remain at £19.20 per hour. The Assistant Clerk should receive back pay covering the period 1/4/24-30/9/24 to take account of the increase to spine point 22. The previous Clerk should also receive back pay covering the period 1/4/24-30/9/24 to take account of the increase to spine point 33:

Proposed by Councillor McCormick and seconded by Councillor Lillington and unanimously approved. **Action point 9.**

## Highways:

Councillor Kirby raised concerns that some of the potholes that were being reported on DCC online system, were being removed from the system without being actioned. **Action point 10.**

## Correspondence:

Correspondence was received asking the Council to consider installing grasscrete, under the benches in the open space to reduce the amount of mud. Noted.

## Clerk’s report:

Nothing to report.

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

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

## Approval of bank reconciliations on the three accounts covering the period 1st December-31st December 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: 3rd February 2025, 7pm.**

**Meeting closed: 8:10pm**

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | Responsibility |
| 1 | Arrange the flue investigation works in the Rest Centre | Town Clerk |
| 2 | Share the Facebook post for the business directory | Town Clerk |
| 3 | Respond to the local resident regarding the Gardens Boundary | Town Clerk |
| 4 | Post Budget 2025-2026 to the website | Town Clerk |
| 5 | Submit precept request to TDC by 31/1/25 | Town Clerk |
| 6 | Write to regular town hall hirers advising them of the new charges from 1/4/25 | Town Clerk |
| 7 | Advise funeral directors of the new charges from 1/4/25 | Town Clerk |
| 8 | Advise staff of pay increase awarded. | Town Clerk |
| 9 | Clerk’s salary: Advise payroll provider of new rates of pay. | Town Clerk |
| 10 | Contact DCC regarding the reporting system | Town Clerk |

Appendix 1:

A close-up of a letter

Description automatically generated

Appendix 2:

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

**Balances at 31st December 2024.**

|  |  |  |
| --- | --- | --- |
| Current account | £14,118.55 |  |
| Deposit Account | £172,212.38 |  |
| Building maintenance account | £1513.03 |  |

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

* £35,807.05 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.
* Completion of the Millstream Meadow Play Park £113,619.24

Total: £37,538.05

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

Amii Shelley

Town Clerk

Appendix 3:

**CURRENT ACCOUNT TRANSACTIONS**

**Balance at 01/12/24 – £12,202.21**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Cheque No** | **Payee** | **Goods/services provided** | **Deposits** | **Out** | **Balance** | **Checked (Initials and date)** |
|  |  |  |  |  |  | **£12,202.21** |  |
| 2/12/24 |  |  | Deposits | £200.75 | 0 | £12,402.96 | Room Hire |
| 2/12/24 | DD | SWW | Water Supply (TH) | 0 | £70.50 | £12,332.46 |  |
| 2/12/24 | DD | SWW | Water Supply (WW) | 0 | £72.28 | £12,260.18 |  |
| 3/12/24 |  |  | Deposits | £475.00 | 0 | £12,735.18 | Room Hire £25/Cemetery £450 |
| 4/12/24 |  |  | Deposits | £467.05 | 0 | £13,202.23 | Room Hire |
| 5/12/24 |  |  | Deposits | £150.00 | 0 | £13,352.23 | Room Hire |
| 6/12/24 |  |  | Deposits | £135.00 | 0 | £13,487.23 | Room Hire |
| 6/12/24 |  |  | Internal Bank Transfer | £15,000.00 | 0 | £28,487.23 |  |
| 6/12/24 | ACT | Clive Edgecombe | Window cleaning | 0 | £60.00 | £28,427.23 |  |
| 6/12/24 | ACT | RK Drew | Boiler repair | 0 | £261.37 | £28,165.86 |  |
| 6/12/24 | ACT | Dartmoor Heathers | Sensory Garden/Bat Garden & Cider Press | 0 | £120.00 | £28,045.86 |  |
| 6/12/24 | ACT | Ashfords | Land Registry Search | 0 | £10.80 | £28,035.06 |  |
| 6/12/24 | ACT | HAGS | Fore St park repairs | 0 | £5,879.35 | £22,155.71 |  |
| 6/12/24 | ACT | Chudleigh Church | Remembrance Banner | 0 | £34.00 | £22,121.71 |  |
| 6/12/24 | ACT | J M Forey | Repair reception window | 0 | £225.00 | £21,896.71 |  |
| 6/12/24 | ACT | Sound & Visual | CCTV 12 month contract | 0 | £1,401.60 | £20,495.11 |  |
| 6/12/24 | ACT | Civil Solutions | UKSPF Wood | 0 | £103.50 | £20,391.61 |  |
| 6/12/24 | ACT | Domestic Bliss | Contract cleaning | 0 | £945.00 | £19,446.61 |  |
| 9/12/24 |  |  | Deposits | £275.00 | 0 | £19,721.61 |  |
| 9/12/24 | DD | Initial | Sanitary services | 0 | £1,103.99 | £18,617.62 |  |
| 10/12/24 | DD | Public Works Loan | Loan repayment | 0 | £2,798.99 | £15,818.63 |  |
| 10/12/24 |  |  | Deposits | £790.00 | 0 | £16,608.63 | Room Hire |
| 11/12/24 | DD | Aviva | Monthly Insurance Premium | 0 | £1,013.95 | £15,594.68 |  |
| 11/12/24 |  |  | Deposits | £704.50 | 0 | £16,299.18 | Room Hire |
| 12/12/24 | DD | Sage | Accounts Software | 0 | £46.80 | £16,252.38 |  |
| 12/12/24 | DD | SSE | Energy Supply | 0 | £3,792.20 | £12,460.18 |  |
| 13/12/24 | DD | SSE | Energy Supply | 0 | £235.97 | £12,224.21 |  |
| 13/12/24 |  |  | Deposit | £6,187.00 | 0 | £18,411.21 | Room Hire |
| 16/12/24 | ACT | Compwiz | IT maintenance | 0 | £96.00 | £18,315.21 |  |
| 16/12/24 | DD | Sage | Additional user | 0 | £6.00 | £18,309.21 |  |
| 16/12/24 | DD | Marshland Nash | December Payroll | 0 | £51.24 | £18,257.97 |  |
| 16/12/24 | DD | TDC | Rates | 0 | £114.00 | £18,143.97 |  |
| 16/12/24 | DD | Apogee | Photocopier hire | 0 | £208.02 | £17,935.95 |  |
| 16/12/24 | DD | SSE | Energy supply | 0 | £232.08 | £17,703.87 |  |
| 16/12/24 | DD | Public works loan | Loan repayment | 0 | £743.15 | £16,960.72 |  |
| 16/12/24 |  |  | Deposits | £293.75 | 0 | £17,254.47 | Room hire |
| 17/12/24 | DD | SSE | Energy supply | 0 | £224.17 | £17,303.30 |  |
| 17/12/24 |  |  | Deposits | £970.00 | 0 | £18,000.30 | Room Hire £700/Cemetery £242/Allotment £28 |
| 18/12/24 | DD | Thirsty Work | Water Cooler | 0 | £31.80 | £17,968.50 |  |
| 18/12/24 | DD | SSE | Energy supply | 0 | £288.42 | £17,680.08 |  |
| 19/12/24 |  |  | Internal Bank Transfer | £137,000.00 | 0 | £154,680.08 |  |
| 19/12/24 |  |  | Staff salary | 0 | £1,060.57 | £153,619.51 |  |
| 20/12/24 | ACT | Simon Jones | Grass cutting | 0 | £385.00 | £153,234.51 |  |
| 20/12/24 | ACT | Proludic | Millstream Meadow Park | 0 | £100,000.00 | £53,234.51 |  |
| 20/12/24 | ACT | HMRC | HMRC Month 9 | 0 | £1,189.24 | £52,045.27 |  |
| 20/12/24 | ACT | DCC | LPGS Pensions | 0 | £983.07 | £51,062.20 |  |
| 20/12/24 | ACT | TDC | Bin collections | 0 | £3,470.40 | £47,591.80 |  |
| 20/12/24 | ACT | Trade UK | Spanner set/2 christmas trees/padlock | 0 | £114.05 | £47,477.75 |  |
| 20/12/24 | ACT | Jetta drain | Drain maintenance | 0 | £186.00 | £47,291.75 |  |
| 20/12/24 | ACT | Devon Minor works | Millstream bridge repair | 0 | £703.80 | £46,587.95 |  |
| 23/12/24 |  |  | Staff Salaries December | 0 | £2,658.22 | £43,929.73 |  |
| 23/12/24 | DD | Campaign to protect | Subscription | 0 | £36.00 | £43,893.73 |  |
| 24/12/24 | ACT | Proludic | Millstream Meadow Park | 0 | £36,343.09 | £7,550.64 |  |
| 24/12/24 |  |  | Internal Bank Transfer | £10,000.00 | 0 | £17,550.64 |  |
| 27/12/24 |  |  | Staff Salaries December | 0 | £2,609.44 | £14,941.20 |  |
| 27/12/24 | DD | SSE | Energy supply | 0 | £685.27 | £14,255.93 |  |
| 30/12/24 |  |  | Deposit | £86.00 | 0 | £14,341.93 | Room Hire |
| 31/12/24 | DD | SW Comms | Telephony | 0 | £223.38 | £14,118.55 |  |