

# Chudleigh Town Council

# **Full Council Meeting**

# Monday 3rd February 7:00pm

## Public Participation:

None.

## In attendance:

Councillors Hares (Chair), Webb, McCormick, Kirby, Klinkenberg, Macnair, Bridgewater, Powell and Lillington. Also in attendance County Councillor Brook, Devon County Highway Officer Ines Pfister and Amii Shelley (Town Clerk).

## Apologies:

Apologies received from District Councillors Keeling and Sanders. Also received from Councillors Hadley, Bowling and Sherwood.

## Declaration of members’ interests:

Councillors McCormick and Bridgewater both declared an interest in item 12, planning application 25/00035/FUL.

## District Councillors report:

Councillor Sanders provided correspondence prior to the meeting. **Appendix 1.**

## County Councillor’s report:

1. Councillor Brook informed the Council that the budget for Devon County Councils SEND provision remains under pressure.
2. An insight was provided on the government proposed plans for Devolution.

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

1. The mayor expressed her gratitude to all those who helped make the coffee morning a success, with £150 raised towards this year’s Christmas Lights.
2. The mayor reminded councillors about the Community Litter Pick on 22nd February, at 10am.

## Ratification of the minutes of the Full Council meeting 6th January 2025::

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

## Review of action points from 6th January 2025 Full Council meeting:

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

## Ratification of the minutes of the Planning Committee meeting of 20th January 2025:

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

## Ratification of the minutes of the Environment meeting on 13th January 2025:

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

## Planning application 25/00035/FUL: Commercial premises North of Glen Cottage Rock Road, Chudleigh, TQ13 0JJ: Extension to existing commercial vehicle workshop:

After a brief discussion councillors agreed that they had no objections to the proposal.

## Feedback from Devon Devolution Event:

Councillor McCormick reported back from a DALC smaller council forum on Devolution. Further details on Devon Devolution are expected later this month, however, Royal Assent is expected in 2026, with anticipated new authority elections taking place in 2027 and 2028. DALC is looking for individual councils to asset map their parishes, detailing what is important to the local area by mid-February. **Action point 2.**

## The UKSPF Grant:

There has been a good level of interest in the business directory, which has now gone to print. The project expenditure will be completed by the end of February.

## Adoption of the External Assets Maintenance Policy:

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

## Adoption of the Strategic Planning Policy:

After some discussion councillors would like further time to review the policy, with the proposal to present it back to Full Council for adoption in April. **Action point 3.**

## Adoption of the Data Protection Impact Assessment for CCTV:

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

## VE Day and VJ Day Celebrations:

Councillor Webb is looking into the feasibility of a street party on either the 8th or 10th May to commemorate the events. **Action point 4.**

## Resolution: The Council agrees to the expenditure of £500 to clean the fascia and guttering on the Town Hall:

After some discussion, Councillor Hares proposed the resolution that the Council agrees to the expenditure of £250 to clean the guttering, and to leave the fascia for a let date. This was seconded by Councillor Kirby and unanimously approved. **Action point 5.**

## Notice of Casual Vacancy:

The Clerk advised that the required advert to advise parishioners of their right to seek a formal poll to fill the post would expire on 28th February. If a formal poll was not required, she would advertise seeking expressions of interest for co-option. **Action point 6.**

## Highways:

1. Devon County Highways Officer Ines Pfister explained the process of reporting potholes and damaged roads to Devon County Council. She also informed councillors on how to become a road warden, and what that would entail.
2. Councillors asked Ines for an update on the requested parking restrictions outside the cemetery. There is currently an 18 month to two year wait for these works. However, Highways will contact all parties that are currently blocking access to the cemetery. **Action point 7.**

## Correspondence:

Correspondence was received from Cancer Lifeline Southwest asking for Councillor volunteers to support the activity day at Ugbrooke. Noted.

## Clerk’s report:

Nothing to report.

## Finance Report and approval of expenditure items from 1st January 2025-31st January 2025:

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 January 2025-31st January 2025:

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.

## Exeter Road allotments:

All plots on site have been allocated, and allotment holders have been reminded of their responsibility to keep the site locked. Councillors decided that more time was needed to consider the legal advice received before making any further decisions.

**Date and time of next meeting: 3rd March at 7pm.**

**Meeting closed: 9:12pm**

|  |  |  |
| --- | --- | --- |
| Action point no. | Action required | Responsibility |
| 1 | Write to regular town hall hirers advising them of the new charges from 1/4/25 | Town Clerk |
| 2 | Provide DALC with a response to Devon Devolution Consultation | Councillor McCormick |
| 3 | Review the Councils Strategic Planning Policy | Town Clerk |
| 4 | Look at plans for VE and VJ Day and report back to Council | Councillor Webb |
| 5 | Arrange for the guttering on the Town Hall to be cleaned | Town Clerk |
| 6 | Advertise the Notice of Casual Vacancy from 10th February | Town Clerk |
| 7 | Provide DCC with a list of outstanding requests for feedback | Town Clerk |
| 8 |  |  |

Appendix 1:

Apologies From both Richard Keeling and myself for being unable to attend tonight. Briefly we are still waiting to hear from Govt if there is to be a County Council Election this May.

With regard to the Budget this will be received by Overview and Scrutiny at Feb 4th meeting in its final draft.

Two new community buses have been organised by a team of Councillors to serve the rural areas including Chudleigh Ward parishes and they will be seeking volunteer drivers.

With kind regards

Suzanne

Cllr Suzanne Sanders

Chair of Overview & Scrutiny

Deputy Chair of Council

District Councillor Chudleigh Ward

& Fairtrade Ambassador to Teignbridge

[Suzanne.sanders@teignbridge.gov.uk](mailto:Suzanne.sanders@teignbridge.gov.uk)

Appendix 2:

**FINANCE REPORT TO FULL COUNCIL: January 2025**

**Balances at 31st January 2025.**

|  |  |  |
| --- | --- | --- |
| Current account | £14,102.21 |  |
| Deposit Account | £142,396.26 |  |
| Building maintenance account | £1514.32 |  |

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

Amii Shelley

Town Clerk

Appendix 3:

**Balance at 01/01/25 – £14,118.55**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **ChqNo** | **Payee** | **Goods/services provided** | **Deposits** | **Out** | **Balance** | **Checked (Initials and date)** |
|  |  |  |  |  |  | **£14,118.55** |  |
| 02/01/25 | DD | SWW | Water supply | 0 | £62.50 | £14,056.05 |  |
| 02/01/25 | DD | SWW | Water supply | 0 | £72.28 | £13,983.77 |  |
| 02/05/25 | DD | SSE | Energy supply | 0 | £543.11 | £13,440.66 |  |
| 03/01/25 | DD | SSE | Energy supply | 0 | £106.00 | £13,334.66 |  |
| 03/01/25 |  |  | Deposits | £358.26 | 0 | £13,692.92 | Room hire |
| 06/05/25 | DD | SSE | Energy supply | 0 | £3,648.90 | £10,044.02 |  |
| 08/01/25 |  |  | Deposits | £2,789.25 | 0 | £12,833.27 | Rm Hire £2,189.25  Cemetery  £600 |
| 09/01/25 | DD | Aviva | Monthly insurance premium | 0 | £1,013.95 | £11,819.32 |  |
| 09/01/25 |  |  | Deposits | £2,800.50 | 0 | £14,619.82 | Rm Hire £60.50  Xmas lights £2,740 |
| 10/01/25 |  |  | Deposits | £132.00 | 0 | £14,751.82 | Rm Hire |
| 10/01/25 |  |  | Internal Bank Transfer | £10,000.00 | 0 | £24,751.82 |  |
| 10/01/25 | ACT | DALC | Membership | 0 | £60.00 | £24,691.82 |  |
| 10/01/25 | ACT | Dartmoor Heathers | Wild/Sensory & Bat garden | 0 | £120.00 | £24,571.82 |  |
| 10/01/25 | ACT | Ashfords | Legal expenses | 0 | £1,776.60 | £22,795.22 |  |
| 10/01/25 | ACT | Jonathan Valentine | UKSPF Project | 0 | £972.00 | £21,823.22 |  |
| 10/01/25 | ACT | Clive Edgecome | Window cleaning | 0 | £60.00 | £21,763.22 |  |
| 10/01/25 | ACT | Domestic Bliss | Contract cleaning | 0 | £675.00 | £21,088.22 |  |
| 10/01/25 | ACT | Trade UK | New padlock | 0 | £20.90 | £21,067.32 |  |
| 10/01/25 | ACT | Civil Solutions | Wood & paint sheep | 0 | £214.55 | £20,852.77 |  |
| 13/01/25 |  |  | Deposits | £133.75 | 0 | £20,986.52 | Rm Hire |
| 14/01/25 | ACT | Sage | Accounts Software | 0 | £46.80 | £20,939.72 |  |
| 14/01/25 | ACT | Marshland Nash | Payroll (Jan 25) | 0 | £87.24 | £20,852.48 |  |
| 14/01/25 |  |  | Deposits | £67.50 | 0 | £20,919.98 | Rm hire |
| 15/01/25 | ACT | Compwiz | IT maintenance | 0 | £96.00 | £20,823.98 |  |
| 15/01/25 | ACT | TDC | Rates | 0 | £114.00 | £20,709.98 |  |
| 16/01/25 | ACT | Sage | Additional user | 0 | £6.00 | £20,703.98 |  |
| 16/01/25 |  |  | Deposits | £78.00 | 0 | £20,781.98 | Allotment £28/Rm hire £50 |
| 17/01/25 | ACT | Mason Kings | Annual servicing of outdoor equipment | 0 | £432.47 | £20,349.51 |  |
| 17/01/25 | ACT | Amii Shelley | Stakes for cemetery | 0 | £42.96 | £20,306.55 |  |
| 17/01/25 | ACT | Lyreco | Stationery | 0 | £133.20 | £20,173.35 |  |
| 17/01/25 | ACT | A. Martin | Fuel | 0 | £25.00 | £20,148.35 |  |
| 17/01/25 | ACT | Go Green Devon | UKSPF Hanging baskets | 0 | £1,000.00 | £19,148.35 |  |
| 20/01/25 | ACT | Thirsty Work | Water cooler | 0 | £35.40 | £19,112.95 |  |
| 20/01/25 |  |  | Deposits | £315.55 | 0 | £19,428.50 | £265.55 rm hire/£50 Misc |
| 21/01/25 |  |  | Deposits | £37.00 | 0 | £19,465.50 | Rm Hire |
| 24/01/25 |  |  | Deposits | £12.00 | 0 | £19,477.50 | Rm Hire |
| 24/01/25 |  |  | Internal bank transfer | £10,000.00 | 0 | £29,477.50 |  |
| 27/01/25 |  |  | Deposit | £196.50 | 0 | £29,674.00 | Rm Hire |
| 27/01/25 |  |  | January 25 Salaries | 0 | £5,135.07 | £24,538.93 |  |
| 27/01/25 | ACT | Compwiz |  | 0 | £153.60 | £24,485.33 |  |
| 27/01/25 | ACT | DCC | Pension fund | 0 | £989.49 | £23,395.84 |  |
| 27/01/25 | ACT | Torbay Display | Christmas lights | 0 | £6,576.00 | £16,819.84 |  |
| 27/01/25 | ACT | HMRC |  | 0 | £1,291.60 | £15,528.24 |  |
| 27/01/25 | ACT | Play Insp. Co | Playpark inspections | 0 | £552.00 | £14,976.24 |  |
| 27/01/25 | ACT | DALC | Membership | 0 | £36.00 | £14,940.24 |  |
| 27/01/25 | ACT | Forte Transcapes | Pump track repairs | 0 | £2,160.00 | £12,780.24 |  |
| 27/01/25 | ACT | Screwfix | Cat repellant | 0 | £7.60 | £12,772.64 |  |
| 27/01/25 | ACT | Viking | Sanitary supplies & stationary | 0 | £120.50 | £12,652.14 |  |
| 27/01/25 | ACT | Civil Solutions | UKSPF project | 0 | £40.90 | £12,611.24 |  |
| 27/01/25 | ACT | Teign Property Services | Repairs to wc in woodway room toilets | 0 | £141.60 | £12,469.64 |  |
| 28/01/25 |  |  | Deposits | £153.50 | 0 | £12,623.14 | Rm Hire |
| 29/01/25 |  |  | Deposits | £560.00 | 0 | £12,843.14 | Rm Hire |
| 30/01/25 | ACT | SW Comms | Telephony | 0 | £223.38 | £12,619.76 |  |
| 30/01/25 | ACT | SSE |  | 0 | £1,295.08 | £11,324.68 |  |
| 30/01/25 |  |  | Deposits | £715.29 | 0 | £12,039.97 | £28 allotment/  £687.29 Rm Hire |
| 30/01/25 |  |  | Internal Bank Transfer | £10,000.00 | 0 | £22,039.97 |  |
| 31/01/25 | ACT | Clive Edgecome | Window cleaning | 0 | £60.00 | £21,979.97 |  |
| 31/01/25 | ACT | PPL/PRS | Music licence | 0 | £4,337.11 | £17,642.86 |  |
| 31/01/25 | ACT | Viking | Cistern blocks/gloves/toilet brushes | 0 | £76.69 | £17,566.17 |  |
| 31/01/25 | ACT | Civil Solutions | Wood & paint sheep | 0 | £226.36 | £17,339.81 |  |
| 31/01/25 | ACT | Teign Property Services | Repair ladies wc in Woodway Rm/supply and fit 2 bending valves | 0 | £297.60 | £17,042.21 |  |
| 31/05/25 | ACT | All things media | UKSPF media project | 0 | £2,940.00 | £14,102.21 |  |