

## CHARDSTOCK PARISH COUNCIL

### Minutes of the Council Meeting held at the Chardstock Community Hall on Wednesday 8<sup>th</sup> January 2020 – 7.30pm

Present: Cllrs Wilson (Chair), Conroy, Hughes and Spearing (Quorate)  
In Attendance: Paul Hayward (Clerk and representing EDDC as Ward member),  
Hon. Tree Warden (Michael Davis) and 2 members of the public.

**FIRE PRECAUTIONS/EXITS WERE HIGHLIGHTED BY CHAIR AS WERE THE REGULATIONS  
RELATING TO THE AUDIO RECORDING OF PUBLIC MEETINGS UNDER THE OPENNESS OF  
LOCAL GOVERNMENT BODIES REGULATIONS 2014.**

	<p><b>Public Forum:</b></p> <p><b>i) Reports from Honorary Representatives.</b> Mr. Davis asked to speak on a later agenda item as Hon. Tree Warden. No reports available from Parish Naturalist. Police figures provided to Clerk by Rural Beat Officer and circulated.</p> <p><b>ii) Reports from County and District Councillors.</b> a) County Cllr Iain Chubb was unable to attend but had provided a report which was circulated and published on Council’s website. b) District Councillor Paul Hayward had circulated December’s report before the meeting and highlighted a few key points and additional matters of interest. No questions from members of Council.</p> <p><b>iii) Public Forum.</b> No public questions or representations. <b>Chair closed Public Forum session accordingly.</b></p>
20/001	<p><b>Apologies for absence:</b> Cllrs Pauline Greer (Vice-Chair) and Ian Cockburn, prior engagements. Absence noted and approved unanimously. Also, apologies received from Hon. Parish Naturalist. Noted.</p>
20/002	<p><b>Declarations of interest under the Code of Conduct:</b> Chair declared an interest as a Trustee for the Chardstock Community Hall Trust in relation to item 20/006b) on the agenda. Noted.</p>
20/003	<p><b>To consider and, if thought fit, approve minutes of the Ordinary Meeting of Chardstock Parish Council held on 4<sup>th</sup> December 2019:</b> <b>It was proposed by Chair, seconded by Cllr Spearing, that these minutes be approved as a true and accurate record of that meeting. Resolved unanimously.</b> Chair signed the minutes accordingly. <b>Matters arising from these minutes: None</b></p>
20/004	<p><b>Chair’s Announcements:</b> None made.</p>
20/005	<p><b>To agree items to be dealt with in committee once public and press have been excluded (see 20/012):</b> It was not felt necessary for any matters to be considered under this agenda item.</p>

	<p><b>Business to be considered:</b>  <i>Chair proposed that agenda item 20/006e) be brought forward for consideration by Council and that Standing Orders be suspended to allow members of the public present to make representations. Resolved unanimously.</i></p>
20/006e)	<p><b>e) To consider matters pertaining to land situated at Green Lane, Chardstock (DN296771) formerly site of BT payphone kiosk:</b>  Following the recent decommissioning and removal of the redundant BT payphone kiosk, an approach had been made by a local resident to the Parish Council (who own the freehold of the land below the kiosk) to purchase the same for their residential amenity. After lengthy discussion regarding other potential uses of the land as parish amenity, and the ongoing issues of liability and insurance were it to be retained in the Council’s ownership, <b>it was proposed by Chair, seconded by Cllr Spearing, that the Parish Council (mindful of the rules and regulations that apply with regards to the disposal of local authority land) agree to the sale (and transfer of the freehold) for the sum currently specified in Council’s published Asset Register. Clerk is to ascertain costs of sale and related disbursements, legal fees etc. and convey these to applicant as soon as possible to seek their agreement to meet these reasonable costs in addition to the agreed purchase price.</b>  Clerk: Please note and action accordingly.  <i>Two members of the public left the meeting at this point.</i></p>
	<p><i>Chair proposed that agenda order be resumed for consideration by Council and that Standing Orders also be resumed. Resolved unanimously.</i></p>
20/006a)	<p><b>a) To consider creation of a Chardstock Tree Action Plan:</b>  After representations from Michael Davis, the Hon. Tree Warden, and following a lengthy debate on how the Parish Council could move forward with this project, <b>it was proposed by Cllr Conroy, seconded by Cllr Spearing, that Council resolves to commit to facilitating the planting of at least 100 new trees per annum within the parish of Chardstock and to provide adequate financial resources to support this commitment through direct financing, match funding or grant applications or a combination of all such methods.</b>  <b>Resolved unanimously.</b>  Furthermore, it was proposed that Council’s Annual Parish Meeting, scheduled for 29<sup>th</sup> April 2020, should be designated as a Climate Change Awareness event and that it should be publicised as such via parish noticeboards, newsletters, website and social media feeds. Guest speakers are to be sought and suitable films shown to suit such a topic. In addition, the Parish Council would seek to establish a Tree Register where interested landowners could submit their proposals or land availability to the Council, who could then work towards their “100 tree” commitment in cooperation with other parties in and around the parish. Agreed  Clerk: Please note and action accordingly and liaise with Council to make the necessary arrangements for 29<sup>th</sup> April. Please also liaise with local press to highlight recent Landmark Tree planting event and link to the resolution above to promote the Parish Council’s aims and aspirations in this respect.  <i>Michael Davis left the meeting at this point.</i></p>

20/006b)	<p><b>b) To receive update on Community Hall improvement project:</b>  Clerk updated Council as to progress in various matters relating to this project.  i) Invoices for additional electrical works had been received by Clerk but it was felt that these related more to generic and indirect hall improvements authorised by the hall trustees than to the ongoing energy efficiency scheme. It was therefore agreed that Clerk would pass these onto CCHT Treasurer for settlement.  Clerk: Please note and action accordingly.  ii) Council considered proposals for heating of ancillary rooms at the community hall in light of recent discussions regarding the effectiveness and longevity of the existing “wet” heating system. In light of the ongoing push towards renewable energy supplies at the hall, this matter was deferred until further notice to allow more discussions with the hall trustee board.  iii) Similarly, the issue of broadband provision into the hall was deferred until the Hall trustees could be consulted and confirm that such an installation would be of benefit to hall users and not pose an undue burden on the hall’s finances.  Clerk also confirmed that the lottery grant award for Phase 3 of the energy efficiency works had been confirmed and that receipt of the funds was due by the end of the month. Clerk to liaise with hall treasurer to confirm receipt.  The matter of the Solar Panel system approval was deferred until the Ordinary meeting in February to allow review and perusal of the three quotes received.  Clerk: Please add to February ORD agenda for Council’s consideration.</p>
20/006c)	<p><b>c) To consider administrative and financial implications of forthcoming website accessibility regulations (due for implementation September 2020):</b>  Clerk provided a report to Council and confirmed that he was due to attend another training event at end of the month specifically about this subject.  It had previously been agreed that Clerk and Councillors would attend a website training day and Clerk confirmed that the issue of website accessibility and associated regulations would be included therein. This has been scheduled for 11<sup>th</sup> February.  Clerk: Please keep Council abreast of developments and legislation in this respect.</p>
20/006d)	<p><b>d) To consider payment of £300 towards annual production costs of parish newsletter:</b>  Proposed by Chair, seconded by Cllr Spearing. Resolved unanimously.  Clerk: Please notify Editor and arrange for payment at end of this month.</p>
20/006e)	<p><i>This matter was considered above.</i></p>
20/006f)	<p><b>d) To consider article for submission to February edition of Chardstock parish newsletter:</b>  Topics agreed for publication:  Budget and Precept as agreed by Council  Trees and Parish Tree Action Plan  Grant approval for Phase 3 of hall energy efficiency project  Proposed Climate Change Awareness event on 29<sup>th</sup> April 2020 (in conjunction with Annual Parish Meeting)  Chair: Please submit relevant article to Editor by publication deadline.</p>

20/006g)	<p><b>e) To consider Council’s Action Plan 2020/2021:</b>  Reviewed and amended. Tree Action Plan added.  Clerk to circulate revised version (v.24) to all members and publish current version on website as per Quality Award requirements. <i>Clerk: Please action.</i></p>
20/006h)	<p><b>h) To note receipt of Legal Topic Note 30 – Defamation and Libel as circulated by Clerk to all members as per recommendations of earlier Risk Assessment:</b>  Councillors noted receipt of LTN30. No further action required.  <i>Clerk: Please diarise for January 2021 to re-circulate.</i></p>
20/006i)	<p><b>i) To seek nominations for DALC Royal Garden Party event 29/5/2020:</b>  Council nominated Cllr. Vincent Conroy to be put forward for the DALC attendee draw, plus guest. Resolved unanimously.  <i>Clerk: Please submit nomination accordingly by deadline of 29/01/2020.</i></p>
20/007	<p><b>a) To consider planning applications received:</b>  <b>19/2656/FUL (Tin Tac) was considered by Councillors.</b>  <i>It was proposed by Cllr Conroy, seconded by Chair, that Council supported this application. Cllr. Hughes also proposed that Council add a statement welcoming the design features included within the application as a positive step towards landscape integration and village aesthetic. Resolved unanimously.</i>  <i>Clerk: Please submit comment accordingly to EDDC Planning by deadline.</i>  Clerk notified Council of two additional planning applications to be considered which were received after agenda publication. Cllr Hughes (Chair Planning Committee) asked that a separate planning committee meeting be convened.  <i>Clerk: Please note and action accordingly.</i></p> <p><b>b) To consider determinations/decisions advised:</b>  As per agenda published.</p> <p><b>c) To consider Tree (planning) matters:</b> None advised.</p> <p><b>d) To consider Planning Appeals lodged / determined:</b> None advised</p> <p><b>e) To consider Planning Correspondence:</b> None received</p> <p><b>f) To consider whether Council wishes to make a formal representation to the EDDC CIL Draft Charging Schedule Inspection Hearing 18/2/2020:</b>  No comment was felt necessary by Council.</p>
20/008	<p><b>Financial Matters (RFO to present):</b></p> <p><b>a) To receive, and review, financial information up to end January 2020:</b>  Financial information for January 2020 (including up-to-date Budget Monitor) had been previously circulated to members for review and also published to website. Noted. No questions from Councillors.</p> <p><b>b) To consider, and if thought fit, approve payments for January 2020:</b>  Payments proposed: £881.93 as per schedule circulated beforehand (v2).  <i>Proposed by Chair, seconded by Cllr Spearing. Resolved unanimously.</i>  <i>RFO: Please make payments accordingly.</i></p> <p><b>c) Expenditure authorised under delegated powers:</b> <i>None.</i></p> <p><b>d) To consider Council’s 2019/20 Risk Assessment Review:</b>  <i>Proposed by Cllr Hughes, seconded by Cllr Spearing. Resolved unanimously.</i></p> <p><b>e) To consider Council’s 2019/20 Internal Financial Controls Review:</b>  <i>Proposed by Chair, seconded by Cllr Conroy. Resolved unanimously.</i></p>

20/009	<p><b>To consider Highway, Footpath and Flood Prevention matters:</b></p> <p>i) Highways. Clerk was directed to correspond with Neil Parish MP to enquire as to what measures were being put in place to properly fund the long overdue repairs to parish highways and pro-active preventative maintenance elsewhere. <b>Clerk: Please note and correspond accordingly.</b></p> <p>ii) Clerk reported that he, the Hon. Footpath Warden and DCC were liaising to ensure completion of the annual footpath survey and the financial grant P3 funding documents prior to the deadline for submission in February. No further action. Noted.</p> <p>iii) Clerk reported that flood prevention works had recently been installed at the school (at their cost) but that discussion with EDDC were continuing and that a meeting would be arranged shortly to discuss with the new EDDC Senior Engineer. Updates to follow.</p>
20/010	<p><b>Other matters considered as urgent by presiding Chair:</b></p> <p>None.</p>
20/011	<p><b>Correspondence received, not already circulated:</b></p> <p>None.</p>
	<p><b>Date of next meeting:</b> Next meeting of council scheduled for 14<sup>th</sup> February 2019, 7.30pm at Chardstock Community Hall (Ordinary Meeting)</p> <p><b>It was proposed by Chair that the date of the Annual Parish Meeting be moved to April 29<sup>th</sup> 2020, and that the date of the Annual Meeting of Council be moved to the 6<sup>th</sup> May 2020, times remaining unaltered. Resolved.</b></p> <p><b>Clerk: Please amend published meeting dates and re-circulate to members, and publish online and via noticeboards. Please liaise with CCHT to confirm revised bookings.</b></p>
20/012	<p><b>It was proposed by Chair, seconded by Vice-Chair, that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by Local Government Act 1972, the public (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed. Resolved unanimously.</b></p>
20/013	<p><b>To consider matters to be considered as confidential in committee:</b></p> <p>i) Employment matters. Clerk raised an employment issue with Councillors and provided a verbal report on the topic relating to his Contract of Employment. This was noted and no further action was necessary. Noted.</p>
	<p><b>With no further business to transact, the Chair closed the meeting at 9.40pm</b></p>

**Minutes of the Council Meeting held at the Chardstock Community Hall on  
Wednesday 4<sup>th</sup> December 2019 – 7.30pm**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chair)

Initial: