

CHARDSTOCK PARISH COUNCIL

Minutes of the Council Meeting held at the Chardstock Community Hall on Wednesday 11th March 2020 – 7.30pm

Present: Cllrs Wilson (Chair), Greer (Vice-Chair) Cockburn, Conroy, Hughes and Spearing

In Attendance: Paul Hayward (Clerk and representing EDDC as Ward member),
Michael Davis, Hon. Tree Warden & 1 member 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>Public Forum:</p> <p>i) Reports from Police/Honorary Representatives. February crime figures provided to Clerk by Rural Beat Officer and circulated. Mr Davis (Hon. Tree Warden) gave a short presentation on his recent activity in the role as Tree Warden and possible themes for the forthcoming Climate Change Awareness event in April. Discussions continue with other parishes in the locality (and their Tree Wardens). Positive news re: Chardstock Tree Planting project and several smallholders have come forward to seek advice/offer land for further planting in the future but it was also reported that there were some conflicts within farming community as to what can practically be done and the financial consequences of those actions especially with regards to hedge cutting and laying. Mr Davis is awaiting details of new Grant scheme for the Blackdown Hills area. Member of public attending offered to assist with any Tree Survey to identify TPO candidates locally!</p> <p>ii) Reports from County and District Councillors. a) County Cllr Iain Chubb was unable to attend; no report provided. b) District Councillor Paul Hayward had circulated February's report before the meeting; this being available via Council's website. Additional information provided re: Local Plan Review, Devon and Cornwall Police's Councillor Advocate Scheme meeting and Coronavirus planning/contingency measures. No questions from members of Council.</p> <p>iii) Public Forum. No questions/representations.</p> <p>Chair closed Public Forum session accordingly.</p>
20/027	<p>Apologies for absence: None received, all members of Council present.</p>
20/028	<p>Declarations of interest under the Code of Conduct: Chair declared a personal interest as a Trustee for the Chardstock Community Hall Trust in relation to item 20/031a) on the agenda. Noted.</p>

Initial:

20/029	<p>To consider and, if thought fit, approve minutes of the Ordinary Meeting of Chardstock Parish Council held on 12th February 2020: It was proposed by Cllr Cockburn, seconded by Cllr Spearing, that these minutes be approved as a true and accurate record of that meeting. Resolved unanimously. Chair signed the minutes accordingly. Matters arising from these minutes: <i>None</i></p>
20/030	<p>Chair's Announcements: It was proposed by Chair that this standing item be removed from the agenda in the future as any such announcements could be made at the start of the Public Forum session. Agreed unanimously. Clerk: Please note.</p>
	<p>Business to be considered:</p>
20/031a)	<p>a) To receive update on Community Hall improvement project: Clerk updated Council as to progress in various matters relating to this project. i) Contractor E has been appointed as per quotation and is making arrangements for supply and fitting of solar panels, batteries and associated works. No timescales yet advised due to inclement weather presently. Clerk: Please note and update Councillors as and when developments warrant. ii) Chair outlined recent decisions by hall trustees as to proposed improvements/upgrades to the ancillary room heating system (and water heating). Councillors were a little uneasy about the choice made in view of the previous resolutions re: solar array and battery installations to reduce electrical use to the building and thus reduce running costs. Chair agreed to liaise with trustees to see if a further meeting could be arranged prior to the actual works going ahead. Chair: Please action accordingly and report back to Council as necessary.</p>
20/031b)	<p>b) To consider administrative and financial implications of forthcoming website accessibility regulations (due for implementation September 2020): Clerk provided a further report to Council following on from the recent web training session and confirmed that he had published the Accessibility and Accessibility Documents Statements onto the website as required. He presented a further costed report to Council which proposed the following actions: i) Apply for a new GOV.UK suffix to promote consistency and legitimacy in local government. ii) Switch hosting of website to a new provider at reduced cost per annum; new service to include embedded email addresses for security, an SSL certificate for user confidence and inclusion of the new GOV.UK suffix. iii) Creation of a new single page website which was both Accessibility Regs. and Transparency Code compliant (and GDPR compliant too) with a link to the existing website, which was to be de-registered as the Council's formal site and subsequently re-designated as a Parish Information Site with a compliant link from the newly created page (linked to the new GOV.UK domain name, which was suggested to be Chardstock.gov.uk) Costs outlined as totalling £250 (including annual hosting and new domain name) but excluding any additional training time/staff costs. Proposed by Vice-Chair, seconded by Cllr Cockburn. Resolved unanimously. Clerk: Please note and action accordingly. Please report back to Councillors when all arrangements in place to discuss switch of service timescales.</p>

Initial:

20/031c)	<p>c) To consider proposal to renew Council’s nomination of The George Public House as an EDDC “Asset of Community Value”: Clerk reported that the existing nomination expires on 13/04/2020. It was proposed by Chair, seconded by Cllr Spearing that nomination be renewed. Resolved unanimously. Clerk: Please note and submit necessary forms accordingly. After discussion, it was also suggested that the Chardstock Village Store also be nominated for similar reasons and Clerk was asked to add this to April’s ORD agenda (8/4/20) for further consideration. Clerk: Please note.</p>
20/031d)	<p>d) To consider proposals to switch Council’s primary bank accounts to a new banking provider in light of recent service level concerns: Clerk presented a brief report on current arrangements and recent service concerns. A proposal was put forward to switch to the Unity Trust Bank after references and recommendations from West Hill Parish Council, the newest parish council in East Devon who have been with UTB since their creation. Proposed by Chair, seconded by Vice-Chair. Account to have dual authorisation as per extant Financial Regulations and all Councillors to be nominated as signatories, Clerk to be primary contact with access but no authorisation powers (as currently). Council to request cheque book, credit book and online statements only. Resolved unanimously. Clerk: Please note and action accordingly.</p>
20/031e)	<p>e) To consider article for submission to April edition of Chardstock parish newsletter: Topics agreed for publication: Rally support for village store. Promote “Totally Locally - £5 pw. Spend” The George ACV renewal of nomination. APM / Climate Change Awareness event in April. Register for Tree Planting scheme in Autumn 2020 Chair: Please submit relevant article to Editor by publication deadline.</p>
20/031f)	<p>f) To consider arrangements for APM / Climate Change Event: It was proposed that Council would make available upto £100 from advertising budget for creation and distribution of leaflets (on recycled paper) for this event. Proposed Chair, seconded Cllr Cockburn. Resolved unanimously. Councillors suggested that they meet informally prior to next Ordinary meeting (8th April) to decide format and content of the event (APM agenda is mandatory). Clerk to print 10 copies of APM/CCE poster, laminate and deliver to Chair for village display as appropriate. Clerk: Please note and action accordingly It was also agreed that CCE would be at the start of the evening’s business and that other APM business would follow thereafter but that this might be used as a springboard for another event later in the summer to allow greater advertising. Clerk: please also organise suitable refreshments for the event and organise an A0 easel and paper pad for the Parish Poll suggestion.</p>
20/031g)	<p>g) To consider Council’s current Action Plan for 2020/21: Reviewed and noted. Clerk: Please update with outcomes/resolutions/decisions from tonight’s meeting and re-circulate to members.</p>

20/031h)	<p>h) To receive report from Blackdown Hills AONB Parish Network meeting: This report had been discussed earlier in the meeting within other matters for consideration. Noted. <i>Member of the public left the room at this point. (9.15pm)</i></p>
20/032	<p>c) To consider Tree (planning) matters: 20/0304/TCA – <i>The Court, Chardstock.</i> T1-7. Fell 4, reduce 2 and branch removal on 1. Chair proposed Support. Seconded by Cllr Spearing. Resolved unan.</p> <p>a) To consider planning applications received: 20/0372/FUL – <i>Earlys Garage, Chardstock was considered by Councillors.</i> After significant discussion and review of the plans, it was proposed by Cllr Conroy, seconded by Cllr Spearing, that Council supported this application as submitted. Upon voting, 2 for, 4 against. That proposal was NOT carried. It was subsequently proposed by Cllr Cockburn, seconded by Cllr Hughes, that Council did NOT support this application as the revised design was not appropriate for the Chardstock Conservation Area and was contrary to the Chardstock Parish Neighbourhood Plan. Council was keen to work with the applicant to bring forward a positive future for this important and significant building and was happy to reconsider a resubmission if elements of both applications were merged to create a new substantive version. Council thanked applicant for making changes relating to potential light-spill and noted that it would seek the Conservation Officer’s views given the location of the proposed dwelling. In principle, Council supported the Change of Use to C3. Resolved. 4 for, 2 against (Cllrs Conroy and Spearing). Clerk: Please submit comment accordingly to EDDC Planning East Team by deadline. Please also copy the Yarty Ward member for his review.</p> <p>b) To consider determinations/decisions advised: <i>Hollytree, Chardstock. 20/0170/FUL. Approved with conditions.</i></p> <p>d) To consider Planning Appeals lodged / determined: None advised</p> <p>e) To consider Planning Correspondence: None received</p> <p>f) To consider Planning Consultations & other planning matters: None discussed.</p>
20/033	<p>Financial Matters (RFO to present):</p> <p>a) To receive, and review, financial information up to end March 2020 including Q4 budget position statement: Financial information for March 2020 had been previously circulated to members for review and also published to website. Noted. No questions from Councillors.</p> <p>b) To consider, and if thought fit, approve payments for March 2020: Payments proposed: £8427.97 as per schedule circulated beforehand. Proposed by Vice-Chair, seconded by Cllr Spearing. Resolved unanimously. RFO: Please make payments accordingly.</p> <p>c) Expenditure authorised under delegated powers: <i>As per report circulated.</i></p> <p>d) To consider arrangements for close-down of 2019/20 financial accounts and to make preparations for internal and external audit: RFO outlined the statutory process for the closedown of the current year’s accounts and the timeline for the forthcoming audit.</p>

20/034	<p>To consider Highway, Footpath and Flood Prevention matters:</p> <p>i) Highways. Clerk advised that a verbal reply had been received from Neil Parish's office but nothing in writing. Councillors were made aware of further correspondence re: Storridge Lane but again felt that no action was possible as issue related to private land.</p> <p>ii) Clerk outlined recent events relating to P3 work undertaken by DCC nominated contractor and financial reimbursement negotiated accordingly.</p> <p>Chair thanked Pam and Freda for their help and assistance in this regard and proposed that a £50 service honorarium be paid to the former P3 warden as a small token of Council's appreciation for her service to the parish and Council. Seconded by Vice-Chair. Resolved unanimously.</p> <p>Clerk: Please arrange for this payment, and the reimbursement of P3 expenses, to be made in April's accounts.</p> <p>Chair: Please arrange for a card to be purchased and for Councillors to sign.</p> <p>Correspondence had also been received from a resident regarding water drainage and resultant damage in Green Lane. Council sympathised but concluded that the area in question was in private ownership and thus the matter was not one that the Council could become involved in. Clerk was directed to return to correspondent with some suggestions and points of reference.</p> <p>Clerk: Please note.</p>
20/035	<p>Other matters considered as urgent by presiding Chair:</p> <p>Correspondence had been received from All Saints Parish Council regarding Defibrillator governance and admin. charges re: insurance reimbursement. The matter was deferred until the next meeting but Chair used their delegated authority to direct Clerk to respond to that Council.</p>
20/036	<p>Correspondence received, not already circulated:</p> <p>Clerk had circulated the CPRE Spring Newsletter and Annual Report for 2019 in digital form to members. Their AGM is being held on 2nd April in Exeter and members felt it appropriate to invite the Hon. Tree Warden as Council's delegate if he was available.</p> <p>Clerk: please enquire and report back to Council.</p>
	<p>Date of next meeting:</p> <p>Next meeting of council scheduled for 8th April 2020, 7.30pm at Chardstock Community Hall (Ordinary Meeting)</p> <p>This meeting was not held due to the CV-19 restrictions in place.</p>
20/037	<p>This agenda item was not discussed as no longer applicable.</p>
20/038	<p>This agenda item was not discussed as no longer applicable.</p>
	<p>With no further business to transact, the Chair closed the meeting at 10.15pm</p>

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Wednesday 11th March 2020 – 7.30pm**

Signed: _____ Date: _____

(Chair)

Initial: