

## CHARDSTOCK PARISH COUNCIL

### Minutes of the Council Meeting held remotely on Wednesday 10<sup>th</sup> June 2020 – 7.30pm as per Section 78 of the Coronavirus Act 2020 – meeting held via Zoom Platform

Present (remotely) : Cllrs Wilson (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 (Jeremy Smith, Savills)  
*The meeting was also broadcast via Facebook Livestream to the Chardstock  
Village Facebook Page by kind agreement of the page administrators.*

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|          | <p><b>Public Forum:</b></p> <p><i>Chair outlined procedural rules for online meetings.<br/>Chair opened meeting and thanked all those attending and watching.</i></p> <p><b>i) Reports from Police/Honorary Representatives.</b><br/>Hon. Tree Warden [HTW], Michael Davis, asked to speak at a later point regarding specific tree matters in the parish. Agreed by Chair. Police report had been circulated beforehand and was noted by members.</p> <p><b>ii) Reports from County and District Councillors.</b><br/>a) Devon County Councillor Iain Chubb was unable to attend; his report was previously circulated.<br/>No questions from members of Council.<br/>b) East Devon District Councillor Paul Hayward asked Chair’s consent to give a brief verbal EDDC report.<br/>Approved and heard. Duly noted.<br/>No questions from members of Council.</p> <p><b>iii) Public Forum.</b> No public speakers.<br/><b>Chair closed Public Forum session accordingly.</b></p> |
|          | <p><b>Chair proposed to bring forward agenda item 20/060b) as both the Hon. Tree Warden, Michael Davis, and the agent for the Diocese Glebe Land, Jeremy Smith of Savills, were present and wished to speak. Resolved.</b></p>   |
| 20/060b) | <p><b>b) To consider matters pertaining to Diocese Glebe Land and trees etc thereupon:</b><br/>Chair invited Mr. Smith (Savills) to address Council.<br/>Outlined Diocese options for this land and need to maintain and keep tidy in order that no options be unduly constrained or removed from consideration.<br/>Questions asked by Councillors.<br/>Admission by Mr. Smith that some of the actions proposed were based on cost considerations.<br/>Chair invited Mr. Davis (HTW) to make a representation and to ask questions of Mr. Smith as necessary on Council’s behalf. Mr. Davis raised some pertinent issues and challenged some of the arguments put forward for the tree / groundworks proposed.<br/>Mr. Smith offered to meet onsite with Mr. Davis to discuss the matter further.<br/>Council was in full agreement that this meeting take place asap.<br/><i>Clerk: Please liaise between the two parties to facilitate such a meeting.</i></p>               |

**(Continued)**

A parishioner asked Chair's consent to speak on this matter. Agreed.

Points raised included environmental implications of such works, both to the habitat and the wildlife living thereon and therein. It was inferred that the potential tenant was happy to work with the Diocese to reach a mutually agreeable compromise. Mr. Smith felt that it was unfair to discuss an individual tenancy without the parties being present. No further discussion necessary.

*Mr. Smith thanked Council for the invitation to speak and left the meeting.*

Mr. Davis then took the opportunity to outline his Tree Report with Chair's agreement. Good news nationally regarding effects of Ash Dieback which appears to be less deadly than first assessed. Updates on meetings with landowners re: Parks land but recognition that further progress requires the involvement of the landowner, tenant and the Council (or its representative). Questions raised about possibility of an Eco-survey being carried out, costs to be borne by 3<sup>rd</sup> party, but again, this requires consent of all parties.

It was proposed by Chair that Clerk prepare a suitable letter to the Landowner in the first instance to seek consent for an eco-survey to be carried out and, if that consent is obtained, to then seek the consent of the tenant. Resolved unanimously. **Clerk: Please note a prepare a letter accordingly; draft to be provided to Chair and Mr. Davis before despatch.**

The discussion then turned to the matter of tree felling on the land adjacent to Farway Cottage, where the Tree Warden had submitted comments to EDDC Tree Officers. Councillors queried why the presence of a TPO did not prevent works proceeding against the wishes of the Parish Council and often appeared to not take into account the aesthetic, landscape and ecological value of said tree. The Ward Member was asked to discuss with the Portfolio Holder for Climate Change at EDDC why this was the case and what could be done to strengthen the protection of trees with TPO's on them. **Clerk: Please liaise with Ward Member to seek answers to that query and report back response.**

Finally, Cllrs. Conroy and Spearing indicated a wish to attend the meeting discussed earlier between Mr. Smith (Savills) and the HTW, as representatives of the Parish Council. Clerk was asked to contact Mr. Smith to seek his consent to their involvement at this stage of proceedings.

**Clerk: Please note and action accordingly. Please convey Mr. Smith's response back to members.**

*Mr. Davis left the meeting at 8.20pm.*

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| <b>20/055</b> | <b>To note and, if thought fit, to approve apologies for absence received:</b><br><b>(LGA 1972 s.85(1))</b><br>Cllr. Greer, work commitments. Noted and approved unanimously. |
| <b>20/056</b> | <b>Declarations of interest under the Code of Conduct:</b><br>None declared.  |

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| 20/057   | <p><b>To consider and, if thought fit, approve minutes of the Ordinary Meeting of Chardstock Parish Council held on 6<sup>th</sup> May 2020:</b><br/> 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.</p> <p>Chair was unable to sign the minutes due to current circumstances. This will be done at the earliest opportunity.</p> <p><b>Matters arising from these minutes:</b> <i>None.</i></p>  |
| 20/058   | <p><b>To review the minutes of the Planning Committee meeting held 28<sup>th</sup> May 2020 as previously circulated to members:</b><br/> Noted. No matters arising.</p>  |
| 20/059   | <p><b>To consider matters pertaining to the Coronavirus situation as relates to the parish of Chardstock, including:</b></p> <p><i>i) Suggestion that “shielded residents” continue to receive support by existing parish CV19 resilience / support systems.</i></p> <p>It was noted that demand (as notified to the Parish Council) was perceived to be low and that a lot of overlap existed between ACER (Axminster Community Emergency Response) and the parish network. Chair thanked all those who had offered support and helped their neighbours during the crisis and to Mr. and Mrs. Davis at the village store for going above and beyond to assist fellow residents. Unanimous agreement that Council will continue to assist wherever it could.</p> <p><i>ii) Suggestion that future newsletters contain a CV-19 article / section until further notice.</i></p> <p>Chair explained that newsletter was not in print currently and that most information was being disseminated via the Facebook page, and website. It was noted that not all residents were happy to receive such updates via that channel and that it was hoped that the newsletter, and noticeboards, would be operational shortly as social distancing constraints were relaxed.</p> <p><i>iii) Suggestion that an additional bench be placed at the triangle at Holy City as a parish amenity.</i></p> <p><b>Subject to consent of the landowner at this location (Clerk to determine ownership), it was proposed by Cllr Cockburn, seconded by Cllr Spearing, that Council spend up to £250 (net) to purchase, and install, a suitable bench (made of man-made material to reduce future maintenance costs) at this site. Colour to be green or brown in view of AONB.</b></p> |
|          | <p><b>Business to be considered:</b><br/> Item 20/060b) had already been discussed (as above).</p>  |
| 20/060a) | <p><b>a) To receive update on Community Hall improvement project.</b><br/> Chair declared a personal interest as a Trustee to the Community Hall Trust</p> <p>Clerk reported that solar array and battery installation was to resume imminently after the enforced CV-19 delay. Chair reported that the previous wet heating system has been removed, and redecoration arranged. Representatives of the CCHT are meeting with suppliers to consider an alternative electric heating system which would make use of the solar energy being generated and stored in batteries onsite. Updates on these discussions will follow in due course.</p> <p>After further discussion, and after consideration of the benefits of wireless connectivity to both the heating system and the solar / battery system, <b>it was proposed by Cllr Spearing, seconded by Cllr Conroy, that the Council would, in principle, support the installation of Broadband at the Community Hall, and pay for the first 12 months of operational costs. Resolved unanimously.</b></p> <p>Clerk: Please note and liaise with hall trustees to seek their agreement for the broadband installation based on the benefits of connectivity for all users.</p>   |

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| 20/060c) | <p><b>c) To consider request to re-locate the dog waste bin at the cricket field to another location in the parish due to change of access at current site:</b><br/> Chair proposed that the bin be relocated to Harestone Cross (to be sited on the FP26 sign pole). As that land belongs to a 3<sup>rd</sup> party landowner, Clerk was directed to make contact and seek their consent. Seconded by Cllr Cockburn. Resolved unanimously.<br/> Clerk: please note and action accordingly. Please report back to Council when discussions have been had between interested parties.</p>   |
| 20/060d) | <p><b>d) To consider request for grant assistance (under Section 137 powers relating to Coronavirus situation) from Axminster’s Totally Locally group:</b><br/> Clerk had circulated a paper to members beforehand explaining the grant request and the rationale behind it.<br/> After a lengthy debate, it was proposed by Chair, seconded by Cllr Spearing, that the Parish Council award an extraordinary grant in the sum of £300, these funds to come from the earmarked CV-19 reserve, to the Totally Locally group, by way of Section 137 of the Local Government Act 1972.<br/> Resolved by 4 votes (1 abstention – Cllr. Conroy)<br/> Clerk: Please note and make arrangements for this grant to be paid in July. Please liaise with Totally Locally organisers to advise them of this decision.</p>                     |
| 20/060e) | <p><b>e) To consider Parish Council participation in joint Local Authority project to ensure that Axminster moves successfully out of CV-19 lockdown and economic stasis:</b><br/> It was proposed by Cllr Cockburn, seconded by Cllr Spearing, that the Parish Council would be happy to consider and requests to participate in such a project, to be assessed on a case-by-case basis. Resolved unanimously.<br/> Clerk: Please note and report to Council if any formal requests to participate are received.</p>  |
| 20/060f) | <p><b>f) To consider proposal to commission contractor H to complete hardstanding works (for Air Ambulance landing site at Chardstock Cricket &amp; Bowling Club) as soon as can be arranged, costs £4320 net):</b><br/> As this matter had been agreed in principle at an earlier meeting of the Council, and because the grant funding received did have a deadline date for completion, it was proposed by Chair, seconded by Cllr Spearing, that the quotation ( from the DAAT recommended contractor) be accepted and the works commissioned to proceed without further delay. Resolved unanimously.<br/> Clerk: Please note and make arrangements accordingly. Please liaise with both bowling club and cricket club to arrange access, facilities etc<br/> Please advise Council when a “works date” has been arranged.</p> |

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| 20/061 | <p><b>a)i) To consider planning applications received to agenda publication:</b><br/>None</p> <p><b>a)ii) To consider planning applications received after agenda publication as per supplementary agenda circulated to all members and published online as per Clause 78, Coronavirus Act 2020:</b><br/>20/1118/AGR – Huntley Farm, Chardstock, TA20 3EW<br/>It was proposed by Cllr Hughes, seconded by Cllr Spearing, that Council supported this application, but sought a condition requiring additional landscaping and tree planting to mitigate adverse impact on the Chardstock landscape and in accordance with the recommendations put out by the Blackdown Hills AONB group. Resolved unanimously.<br/>Clerk: Please submit comments accordingly to EDDC Planning Teams by deadline. Please also copy the Yarty Ward member for his review.</p> <p><b>b) To consider determinations/decisions advised:</b><br/>As per published agenda. See parish information website for further details.</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 Planning Consultations &amp; other planning matters:</b><br/>None discussed.</p> <p><b>g) To consider planning applications to be heard at next EDDC Development Management Committee meeting (yet to be convened):</b><br/>None advised.</p>   |
| 20/062 | <p><b>Financial Matters (RFO to present):</b></p> <p><b>a) To receive, and review, financial information for May and June 2020:</b><br/>Financial information for May and June 2020 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 May and June 2020:</b><br/>Payments proposed:<br/>May 2020 - £862.99 as per schedule circulated beforehand.<br/>June 2020 - £1641.13 as per schedule circulated beforehand.<br/>Proposed by Chair, seconded by Cllr Spearing. Resolved unanimously.<br/>RFO: Please make payments accordingly (see agenda item e. below)</p> <p><b>c) Expenditure authorised under delegated powers:</b> <i>As per report circulated.</i></p> <p><b>d) To consider arrangements and timetable for Grant Assistance applications from the Parish Council:</b><br/>Chair felt that the disruption caused by the Coronavirus crisis and the resultant postponement of almost all parish leisure and charitable activities necessitated a pragmatic and flexible approach to grant applications. It was agreed to make no changes to the extant Grant Award policy and to deal with each application on a case-by-case basis.</p> <p><b>e) To consider arrangements for testing of new bank account – payment processing systems:</b><br/>It was agreed to direct RFO to make an internal transfer of £1641.13 between the two bank accounts to match the payments approved above. This can be effected using the Chair’s (and RFO’s) delegated authority.<br/>RFO: Please note and action accordingly. Amend bank reconciliation to reflect.</p> <p><b>f) To receive a report from RFO in relation to CV-19 resilience measures in the parish and to consider requests for further financial support:</b><br/>Report provided by RFO. Noted with no further questions</p> |

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| 20/063 | <p><b>To consider and review Highway and Footpath matters:</b><br/> i) Highway Matters.<br/> ii) Footpath / P3 matters.</p> <p>Cllr. Cockburn proposed that Council commission a contractor to attend to the significant weed growth along the kerb-line in Green Lane/ Henley Close / Woodcock Way. Seconded by Chair. Resolved unanimously.<br/> Clerk: Please note and action accordingly by way of Chair’s delegated authority. Please negotiate a fee with the nominated contractor and allocate this spend to the CRWS budget cost centre.</p> |
| 20/064 | <p><b>Other matters considered as urgent by presiding Chair:</b> None.</p>   |
| 20/065 | <p><b>Correspondence received, not already circulated:</b><br/> None received.</p>   |
| 20/066 | <p><b>Date of next meeting:</b><br/> Next meeting of council scheduled for 8<sup>th</sup> July 2020, 7.30pm, likely to be held remotely as per Section 78 Coronavirus Act 2020.</p>  |
| 20/067 | <p><b>It is proposed 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. Proposed by Chair, seconded by Cllr Spearing. Access to the Zoom meeting was terminated for non-Councillors and “livestream” broadcast via Facebook was also stopped.</b></p>                           |
| 20/068 | <p><b>Matters to be considered in committee:</b><br/> i) Employment matters. Discussed. No further action required.</p>  |
|        | <p><b>With no further business to transact, the Chair closed the meeting at 9.35pm</b></p>   |

**Minutes of the Council Meeting held remotely on  
Wednesday 10<sup>th</sup> June 2020 – 7.30pm as per Section 78  
of the Coronavirus Act 2020 – meeting held via Zoom Platform**

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

Initial: