

CHARDSTOCK PARISH COUNCIL

Minutes of the Council Meeting held remotely on Wednesday 6th May 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) & 2 members of the public.

The meeting was also broadcast via Facebook Livestream to the Chardstock Village Facebook Page by kind agreement of the Page Administrators.

	<p>Public Forum:</p> <p><i>Chair asked Clerk to outline procedural rules for online meetings. Chair opened meeting and thanked all those attending and watching.</i></p> <p>i) Reports from Police/Honorary Representatives. Hon. Tree Warden, Michael Davis, asked to speak at a later point regarding specific tree matters in the parish. Agreed by Chair.</p> <p>ii) Reports from County and District Councillors. a) County Cllr Iain Chubb was unable to attend; report previously circulated. b) District Councillor Paul Hayward had circulated April’s report before the meeting; this being available via Council’s website. No questions from members of Council.</p> <p>iii) Public Forum. Representation from resident (DBS) regarding planning application 20/0375/FUL (Fordings). Chair thanked them for their participation. Representation from resident (VW) regarding planning application 20/0840/FUL (Gosleford). Chair thanked them for their participation.</p> <p>No further speakers. Chair closed Public Forum session accordingly. <i>One member of the public left the remote meeting at this stage.</i></p>
20/039	<p>To note and, if thought fit, to approve apologies for absence received: (LGA 1972 s.85(1))</p> <p>Cllr. Greer, work commitments. Noted and approved unanimously.</p>
20/040	<p>Declarations of interest under the Code of Conduct:</p> <p>None declared.</p>
20/041	<p>To consider and, if thought fit, approve minutes of the Ordinary Meeting of Chardstock Parish Council held on 11th March 2020: 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. Chair was unable to sign the minutes due to current circumstances. This will be done at the earliest opportunity.</p> <p>Matters arising from these minutes: <i>Chair observed that a previous agreement to delete the standing agenda item “Chair’s Announcements” had not been executed. Noted by Clerk.</i></p>

20/042	<p>To note that the Ordinary meeting scheduled for the 8th April 2020 was cancelled due to guidance received from HM Government in relation to social distancing and public gatherings. To also note that Clerk was afforded delegated powers by the Parish Council until such time as Council meetings could be held: Noted.</p>
20/043a)	<p>a) To review the minutes of the Planning Committee meeting held in remote session on Saturday 18th April 2020, as previously circulated to members and to consider recommendations therein: Reviewed and noted.</p>
20/043b)	<p>b) To consider, and if thought fit approve, the minutes of the Planning Committee Meeting of Chardstock Parish Council held on 28th January 2020: Proposed by Chair of the Planning Committee, Cllr. Hughes, and seconded by Cllr. Spearing. Resolved unanimously. Cllr. Hughes was unable to sign the minutes due to current circumstances. This will be done at the earliest opportunity.</p>
20/044	<p>To consider, and if thought fit approve, the recommended revisions to the Parish Council's Standing Orders as recommended by Devon Association of Local Councils which take into account amended Council practice during the Coronavirus crisis; these revisions having previously been circulated to members: Proposed by Chair, seconded by Cllr. Spearing. Resolved unanimously. Clerk: please integrate into Council's extant Standing Orders until rescinded.</p>
20/045	<p>Chair's Announcements (if any): At Chair's request, this agenda item was waived (see 20/041 above).</p>
	<p>Business to be considered: Chair proposed that agenda item 20/046e) be brought forward for consideration and that Standing Orders be suspended to allow public participation. Resolved unanimously.</p>
20/046e)	<p>e) To consider matters pertaining to recent tree works in parish. <i>Hon. Tree Warden, Michael Davis, was invited to speak by Chair.</i> Mr. Davis welcomed the recent issuance of a new TPO* for the land known as "The Parks" but noted that the consultation period for the new order was due to end shortly. It was felt that a site visit by the EDDC Tree Officer would be beneficial to properly understand the concerns of the Parish Council but that current circumstances might make this difficult in respect of social distancing. After discussion, it was proposed by Chair that Cllr. Spearing and Mr. Davis would contact the land owner (JM) and the tenant farmer to attempt to arrange a meeting between the parties and to try and resolve the issues in an amicable manner. A report back to Council would be provided in the near future. Resolved unanimously. Cllr. Spearing / MD: Please note and action accordingly. * Tree Preservation Order <i>One member of the public left the remote meeting at this stage.</i></p>
	<p>Chair proposed that agenda items resume in published order and that Standing Orders were resumed. Resolved unanimously.</p>

Initial:

20/046a)	<p>a) To receive update on Community Hall improvement project. Clerk reported that nothing had progressed in light of current CV-19 situation. It was agreed that Clerk will contact contractor to determine a timetable for the completion of the works. Clerk: Please note and action accordingly. Report back to Council when further information is available.</p>
20/046b)	<p>b) To receive update from Clerk as to website accessibility project out-turn. Clerk reported that project was complete and that new, formal, GOV.uk site was operational, populated with compliant content and that all new emails addresses were in place, together with SSL certification. Total costs were £157 (ex-VAT). Chair thanked Clerk for the time expended. Clerk confirmed that older website was now re-branded as the Parish Information website and that content therein would be maintained and updated as before.</p>
20/046c)	<p>c) To consider opportunity for use of Glebe Land in Chardstock Village. Cllr. Spearing advised Council that a parishioner had expressed an interest in using the land and that paperwork had been prepared between the relevant parties. No further action on behalf of Council was necessary.</p>
20/046d)	<p>d) To consider arrangements for rescheduled Annual Parish Meeting later in 2020. Chair proposed that this matter be left on the table until a later date, given the uncertainty surrounding public gatherings and social distancing.</p>
20/047	<p>a) To consider planning applications received: <i>i) 20/0840/FUL – Gosleford, Birchill.</i> After significant discussion and review of the plans, it was proposed by Cllr Spearing, seconded by Chair, that Council did NOT support this application as submitted on the basis that the proposed removal of the thatched roof was a significant and fundamental change to the landscape and that it constituted greater harm than benefit. However, Council wished to stress that the other proposals were supported “in principle”. Council were dismayed by the fact that the Parish Council had not been notified of the de-listing of the property in December 2019 and asked Clerk to liaise with their ward member for Yarty to establish from EDDC why the Parish Council, and the ward member, had not been advised. Resolved 4 for / 1 against / 0 abstentions. <i>ii) 20/0375/FUL – Fordings, Chardstock.</i> It was proposed by Chair, seconded by Cllr Cockburn, that Council did NOT support this application on the basis that; The proposed development represented “over-development” in an area adjacent to the Chardstock Conservation area and in the vicinity of several listed buildings; That the application should not have been validated as several reports appear to have been omitted, namely: Design and Access Statement, Trees and Habitat / Sewerage and Drainage / Parking and Access; That the creation of a new detached dwelling was contrary to both the EDDC Local Plan and the Chardstock Neighbourhood Plan. Resolved unanimously.</p> <p><i>Continued overleaf</i></p>

Initial:

	<p>iii) 20/0899/FUL – Reads View, Birchill. It was proposed by Cllr Cockburn, seconded by Chair, that Council supported this application, but sought a condition requiring additional landscaping and tree planting to mitigate against adverse impact on the Chardstock landscape and in accordance with the recommendations put out by the Blackdown Hills AONB group. Council wished to hear from EDDC AONB & Landscape Officers in this respect. Resolved unanimously. Clerk: Please submit comments accordingly to EDDC Planning Teams by deadline. Please also copy the Yarty Ward member for his review.</p> <p>b) To consider determinations/decisions advised: <i>Earlys Garage, 20/0372/FUL- Approval with conditions.</i></p> <p>c) To consider Tree (planning) matters: <i>Proposed TPO as referred to above – Land north of Dommetts House.</i> Chair proposed Support. Seconded by Cllr Spearing. Resolved unanimously.</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> <p>g) To consider planning applications to be heard at next EDDC Development Management Committee meeting (yet to be convened): 19/2700/FUL – Land adjacent to Sunnyside, Birchill. It was agreed that Chair of Planning Committee, Cllr Hughes, would be delegated to prepare a submission to DMC as and when the meeting was convened to include consideration of this pending application.</p>
20/048	<p>Financial Matters (RFO to present):</p> <p>a) To receive, and review, financial information for April 2020: Financial information for April 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 April 2020: Payments proposed: £2334.00 as per schedule circulated beforehand. Proposed by 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 changes proposed to the internal and external audit timetables as advised by PKF Littlejohn as a result of the ongoing CV-19 situation. RFO reported that he believed review (and sign-off) of the 2019-20 accounts should be completed by the end of July 2020 subject to agreement of internal auditor.</p> <p>e) To consider end of year financial report from RFO as at 31st March 2020: RFO outlined close-down financial position and available reserves. No questions from Councillors.</p> <p>f) To consider proposed virements between reserves as at end of 2019-20 financial year as Council feels appropriate and necessary: It was proposed by Cllr Spearing, seconded by Chair, that virements as recommended by RFO were made between reserves. RFO: Please note and amend Cashbook Summary (and reserves balances) accordingly for presentation in next month’s financial statement.</p> <p><i>Continued overleaf</i></p>

	<p>g) To receive update on Council’s recent application to move primary bank account: RFO reported that account with Unity Trust bank was now open and paperwork completed. Five members of Council were signatories and arrangements were now being made to enable Internet / Online banking for those members and the RFO (who has access, but is not an authorised signatory). It was agreed to undertake some test transactions when all members were so approved for online access. RFO: Please note and arrange accordingly when system permits.</p> <p>h) To receive report from RFO as to Council’s involvement with CV-19 community support and resilience measures in the parish, and to receive financial report pertaining to the same: Received and noted. Current CV-19 earmarked reserve - £967.50. It was proposed by Cllr Cockburn, seconded by Cllr Spearing, that Chair and Clerk be delegated to purchase suitable PPE upto the value of £300 as required to support the needs of residents in the parish as the situation evolves. resolved unanimously. RFO/Chair: Please note and liaise accordingly.</p>
20/049	<p>To consider Highway, Footpath and Flood Prevention matters: i) Highway Matters. ii) Footpath / P3 matters. iii) Flood Prevention. <i>No reports on any of the above other than confirmation that Devon County Council has paid the P3 grant to Council as requested.</i></p>
20/050	<p>Other matters considered as urgent by presiding Chair: None.</p>
20/051	<p>Correspondence received, not already circulated: Councillors asked the Clerk to ask CPRE Devon whether newsletters could be made available in digital PDF form as the scanned “hard copy” was quite difficult to read. Clerk: please enquire and report back to Council.</p>
20/052	<p>Date of next meeting: Next meeting of council scheduled for 10th June 2020, 7.30pm, likely to be held remotely as per Section 78 Coronavirus Act 2020.</p>
20/053	<p>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 Cockburn. Access to the Zoom meeting was terminated for non-Councillors and “livestream” broadcast via Facebook was also stopped.</p>
20/054	<p>Matters to be considered in committee: i) Employment matters. Discussed. No further action required.</p>
	<p>With no further business to transact, the Chair closed the meeting at 9.40pm</p>

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Signed: _____ Date: _____

(Chair)

Initial: