

CHARDSTOCK PARISH COUNCIL

**Minutes of the Extraordinary Council Meeting held remotely on
Thursday 30th July 2020 – 7.00pm as per Section 78
of the Coronavirus Act 2020 – meeting held via Zoom Platform**

Present (remotely) : Cllrs Wilson (Chair), Cockburn, Hughes and Spearing (quorate)

In Attendance: Paul Hayward (Clerk)

No members of the public present in Zoom.

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

	<p>Public Forum: Meeting started at 7.00pm. i) Public Forum. No public speakers. Chair closed Public Forum session accordingly.</p>
EOM20/01	<p>To note and, if thought fit, to approve apologies for absence received: (LGA 1972 s.85(1)) Cllr. Greer and Conroy (prior engagements). Noted and absence approved.</p>
EOM20/02	<p>Declarations of interest under the Code of Conduct: Cllr. Wilson declared a personal interest as a Trustee of the Chardstock Community Hall Trust.</p>
EOM20/03	<p>To consider and, if thought fit, approve minutes of the Ordinary Meeting of Chardstock Parish Council held on 8th July 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. Matters arising from these minutes: <i>None raised.</i></p>
EOM20/04	<p>To consider and, if thought fit, approve minutes of the Planning Committee Meeting of Chardstock Parish Council held on 28th May 2020: It was proposed by Chair of the Committee, Cllr. Hughes, seconded by Cllr Spearing, that these minutes be approved as a true and accurate record of that meeting. Resolved unanimously. Chair of the Committee was unable to sign the minutes due to current circumstances. This will be done at the earliest opportunity. Matters arising from these minutes: <i>None raised.</i></p>

	Business to be considered:
EOM20/05a	<p>a) To receive update on Community Hall improvement project. <i>Chair declared a personal interest as a Trustee to the Community Hall Trust</i> Phase 4: Chair reported that Trustees had made their decision regarding the secondary electric heating for ancillary rooms and would seeking Council's (previously agreed) financial support towards the installation costs. RFO: Please liaise with CCHT Treasurer to make arrangements for payment. Phase 5: Clerk reported that negotiations were continuing with Royal Mail to secure a postcode registration for the hall, whereupon a broadband contract could then be agreed. Clerk: Please continue to progress the Broadband Connectivity project in liaison with the hall trustees.</p>
EOM20/05b	<p>b) To consider matters pertaining to trees on Diocese Glebe Land in Chardstock Village:</p> <p>i) Cllr. Spearing reported back on his meeting with the land agent and Honorary Tree Warden (HTW) as had been previously arranged. A local tree surgeon has been contracted to undertake some works as discussed but that both Cllr. Spearing and HTW were confident that mature trees on site were to be retained with minor thinning and pruning works only being undertaken. It was noted that the landowners (and agent) has declined to pay for a bat survey. Next step would be a formal application to EDDC for the proposed tree works * and it was suggested that the trees to be worked on be suitably marked or tagged. * <i>Section 211 of the Town and Country Planning Act refers.</i> Cllr. Cockburn sought confirmation that the intention was still to rent the land to a 3rd party. Cllr. Spearing replied that this was his understanding from agent.</p> <p>ii) On the issue of the bat survey, it was noted that HTW and the Parish Naturalist had been liaising to investigate and identify what bat activity was present in and around the site. 5 species of bat have been positively identified to date; one a potentially rare species.</p> <p>It was suggested that the proposal to commission a private bat survey for the parish be considered at the next meeting of the Council; Cllr. Spearing was asked to collate quotes for this purpose. Estimated cost £300 to £500. Cllr. Spearing: Please note and prepare a report to Council re: cost implications. Clerk: Please add to September 2020 Ordinary Meeting agenda.</p>
EOM20/05c	<p>c) To consider proposal that Chardstock Parish Council establish a Climate Change Action Working Party (CCAWP) to discuss matters pertaining to climate change, environment and biodiversity in the parish. Membership and Terms of Reference to be agreed upon at a later date:</p> <p>It was noted that there a lot of residents keen to see such a group be created as part of the Parish Council and that the cancellation of the APM earlier in the year due to Covid19 was to be regretted.</p> <p>It was proposed by Cllr. Cockburn, seconded by Chair, that a Working Party group be established, with membership and Terms of Reference to be agreed upon at the next Ordinary meeting in September if possible. Cllr. Spearing and Clerk to liaise in this regard. Resolved unanimously. Clerk/Cllr. Spearing: Please note and action/liase accordingly. Clerk: Please add to September's Ordinary meeting agenda.</p>

EOM20/05d	<p>d) To consider request to relocate dog waste bin from cricket field to another location within parish and to consider representations from residents regarding dog fouling and waste:</p> <p>Clerk outlined nature of residents’ complaints and representations. Cllr. Cockburn suggested an alternate location for the first bin and then suggested that an additional bin also be purchased (and emptied under contract by EDDC) to be sited at Kit Bridge footpath entrance.</p> <p>It was proposed by Chair, seconded by Cllr. Spearing, that this proposal be taken forward. Resolved unanimously.</p> <p>Clerk: Please liaise with Cllr. Cockburn to purchase another bin (green colour) and to make arrangements for this to be installed, at the same time as the other bin is re-located as suggested.</p> <p>With regards to the continuing issue of dog fouling and waste disposal, it was agreed that education was the key factor, as opposed to more signage etc, and it was agreed to bring the matter back to Council at the next meeting in September for a further discussion. Clerk: Please note and add to agenda accordingly.</p>
EOM20/05e	<p>e) To consider further arrangements and costings for the placement of an amenity bench at Holy City:</p> <p>Clerk advised that Ward Member had agreed to pay for the plaque on the bench. After discussion as to merits and benefits of the proposed installation, it was proposed by Cllr. Cockburn, seconded by Chair, that a further sum of £200 be set aside from Council’s reserves to pay for the installation of the proposed bench (the cost for the bench having been already approved at an earlier meeting).</p> <p>Clerk: Please liaise with Cllr. Spearing to make the installation arrangements.</p> <p>A further suggestion received was to install an additional dog waste bin next to the DCC Grit Bin at the junction of Cuckholds Pit. Clerk was asked to make some further enquiries as to land ownership and report back to Council in September.</p> <p>Clerk: Please note and action accordingly. Add to September ORD agenda pls.</p>
EOM20/05f	<p>f) To consider arrangements and costings for potential tree planting projects for the latter part of the year around the parish of Chardstock:</p> <p>This matter was deferred until the next Ordinary meeting as the Honorary Tree Warden, Michael Davis, was not in attendance.</p> <p>Clerk: Please note and action accordingly. Add to September ORD agenda pls.</p>
EOM20/05g	<p>g) To consider proposal by Cllr. Conroy that Council support the principle of a “parish clean-up day” – financial costs to be considered:</p> <p>This matter was deferred until the next Ordinary meeting as Cllr. Conroy was not in attendance.</p> <p>Clerk: Please note and action accordingly. Add to September ORD agenda pls.</p>
EOM20/05h	<p>h) To consider request by Chardstock Park Trust to meet the costs of the annual Play Park Inspection; anticipated to be no more than £160 (invoice yet to be received):</p> <p>It was proposed by Cllr. Spearing, seconded by Cllr. Cockburn, that this cost be paid by the Parish Council and for the arrangement to continue annually hereafter until rescinded by members. Resolved unanimously.</p> <p>Clerk: Please note and make arrangements to settle invoice upon receipt.</p>

EOM20/05i	<p>i) To consider Council’s ongoing membership of the following external bodies:</p> <p>a) NALC/DALC: Proposed by Cllr. Hughes. Seconded by Cllr. Spearing. Resolved unanimously.</p> <p>b) Blackdown Hills AONB Parish Network: Proposed by Cllr. Hughes. Seconded by Cllr. Spearing. Resolved unanimously.</p> <p>Clerk: Please note and make arrangements to renew memberships and pay subscription fees accordingly.</p>
EOM20/06	<p>a)i) To consider planning applications received to agenda publication: 20/1199/FUL – 2 Victoria Place, Chardstock, EX13 7 BW (also 20/1200/LBC) Construction Single Storey porch extension to SW elevation.</p> <p>It was proposed by Cllr Hughes, seconded by Cllr Spearing, that Council supported this application, and wished to submit the following consultee comment; Resolved unanimously.</p> <p><i>That Council wishes to seek guidance from the Conservation Officer for East Devon as to the impact of the proposed extension on the character and appearance of the existing listed building, the neighbouring properties and the immediate streetscene and, furthermore, the impact of the glazing sections proposed in relation to the Policy within the adopted Chardstock Parish Neighbourhood Plan (CPNP03 - Dark Skies)</i></p> <p>Clerk: Please submit comments accordingly to EDDC Planning Teams by deadline. Please also copy the Yarty Ward member for his review. Please also forward a copy of the 1950’s watercolour to the Conservation Officer for their reference and review.</p> <p>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: None received.</p> <p>b) To consider determinations/decisions advised: None notified.</p> <p>c) To consider Tree (planning) matters: None received.</p> <p>d) To consider Planning Appeals lodged / determined: None advised</p> <p>e) To consider Planning Correspondence: Clerk’s GESP update considered.</p> <p>f) To consider Planning Consultations & other planning matters: In the absence of Cllr. Greer, the discussion regarding enforcement protocols was deferred until the September Ordinary meeting.</p> <p>Clerk: Please note and action accordingly. Add to September ORD agenda pls.</p> <p>g) To consider planning applications to be heard at next EDDC Development Management Committee meeting (yet to be convened): None applicable.</p>

EOM20/07	<p>Financial Matters (RFO to present):</p> <p>a) To consider application for grant assistance from TRIP (Community Transport Group): Councillors were minded that they traditionally supported Axe Valley Ring & Ride Community Transport group and felt that TRIP were not well known in Chardstock. Decision was deferred pending Clerk's request for more relevant data as to transport and community benefit to the parish. Clerk: Please contact TRIP trustees for more information.</p> <p>b) To consider report from Internal Auditor for Financial Year 2019-20: Noted. Chair expressed satisfaction that Council's accounts were given another clean bill of health.</p> <p>c) To consider and, if thought fit, to approve the Annual Governance Statement (Section 2) of the Annual Governance and Audit Return submission (AGAR3) noting that the Parish Council is subject to an intermediate audit review on this occasion (5% random sampling): Council reviewed each question (1 to 9 inclusive) and answered YES to all, aside from question 9 – Not Applicable. It was proposed by Chair, seconded by Cllr. Cockburn, that Council approve this statement and authorise the Chair to sign on Council's behalf for submission to the External Auditor. Resolved unanimously. Clerk: Please submit in accordance with auditing regulations and publish on website accordingly. The additional information required for the Intermediate Audit was noted.</p> <p>d) To consider and, if thought fit, to approve the Annual Accounting Statement (Section 3) of the Annual Governance and Audit Return submission (AGAR3): Council reviewed the accounting statements as previously circulated. It was proposed by Chair, seconded by Cllr. Cockburn, that Council approve this statement and authorise the Chair to sign on Council's behalf for submission to the External Auditor. Resolved unanimously. Clerk: Please submit in accordance with auditing regulations and publish on website accordingly.</p> <p>e) To note the proposed dates for the Notice of Commencement of the Period for the Exercise of Public Rights (proposed for 1st September to 12th October 2020 inclusive): Noted. Chair offered to be present if any members of the public wished to inspect the Council's financial accounts. Clerk: Please publish on website accordingly with the summary of elector's rights document.</p> <p>f) To note the CIL report for the parish of Chardstock as at 31st March 2020: Noted. Clerk: Please publish on website accordingly.</p> <p>g) To note that Council does not ordinarily meet in August, and for Council to consider that authority be delegated to Chair and RFO to make payments as necessary in August, subject to ratification of the same in September: Proposed by Cllr. Spearing, seconded by Cllr. Cockburn. Resolved unanimously. Clerk: Please note and liaise with Chair accordingly to make payments. Please add an agenda item in September to allow formal ratification of these.</p> <p>h) To consider payment of Chair's Allowance for 2020/21: Proposed by Cllr. Spearing, seconded by Cllr. Hughes, that the sum of £200 be available to the Chair to spend if required in the execution of her duties (this sum having previously been included in Council's 2020-21 budget forecast). Resolved unanimously.</p>
----------	---

<p>EOM20/07 (contin.)</p>	<p>i) To consider payment of Members Allowances for 2020/21: After discussion, and in accordance with resolutions in previous years, it was proposed by Cllr. Hughes, seconded by Chair, that no members allowances be claimed for the current financial year. Resolved unanimously.</p> <p>j) To consider re-appointment of the Responsible Financial Officer (RFO) for the financial year 2020/21: Proposed by Chair, seconded by Cllr Spearing, that Paul Hayward, the Council's Proper Officer, be re-appointed as RFO. Resolved unanimously.</p> <p>k) To note arrangements for the Parish Council's All Risks Insurance cover for the financial year 2020/21: RFO had circulated details of the current policy. Noted.</p> <p>l) To resolve that Chardstock Parish Council has fulfilled and met all of the requirements of the Transparency Code Regulations for Small Local Authorities: Proposed by Chair. Seconded by Cllr. Spearing. Resolved unanimously.</p> <p>m) To resolve that Chardstock Parish Council will continue to publish all information as required under the Transparency Code Regulations for Small Local Authorities & the Accounts and Audit Regulations 2015: Proposed by Chair. Seconded by Cllr. Spearing. Resolved unanimously.</p>
<p>EOM20/08</p>	<p>To consider and review Highway and Footpath matters:</p> <p>i) Highway Matters. Councillors received a report regarding a recent incident where a resident tripped on a pothole and sustained an injury. Clerk was asked to investigate and contact DCC / HWO accordingly.</p> <p>ii) Footpath / P3 matters. No report received from Hon. Footpath Warden. No issues raised for action.</p>
<p>EOM20/09</p>	<p>Other matters considered as urgent by presiding Chair: Tree Protection Orders in Parish via EDDC Tree Officers Eco-Survey Request for The Parks The George PH closure; reasons for demise and update on ACV application. Potential for sharing of Parish Lengthsman with All Saints PC Chair asked that these matters be carried forward to the next ORD meeting in September. Clerk: Please note and add to agenda accordingly.</p>
<p>EOM20/10</p>	<p>Correspondence received, not already circulated: Letter received from Neil Parish MP, in response to Council's letter to Secretary of State supporting DALC lobbying for small authority funding. Noted.</p>
<p>EOM20/11</p>	<p>Date of next meeting: Next Ordinary meeting of council scheduled for 9th September 2020 *, 7.30pm, likely to be held remotely as per Section 78 Coronavirus Act 2020. * <i>Council having previously resolved not to hold an Ordinary meeting in August.</i></p>
	<p>With no further business to transact, the Chair closed the meeting at 9.10pm</p>

**Minutes of the Extraordinary Council Meeting held remotely on
Thursday 30th July 2020 – 7.00pm as per Section 78
of the Coronavirus Act 2020 – meeting held via Zoom Platform**

Signed: _____ Date: _____
(Chair)

Initial: