

## CHARDSTOCK PARISH COUNCIL

**Minutes of the Council Meeting held remotely on  
Wednesday 8<sup>th</sup> July 2020 – 7.30pm as per Section 78  
of the Coronavirus Act 2020 – meeting held via Zoom Platform**

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

In Attendance: Paul Hayward (Clerk and representing EDDC as Ward member),  
No members of the public present in Zoom. Livestream broadcast viewed by public.

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

**Chair proposed a brief adjournment at 7.30pm to allow all Councillors to join meeting.  
Resolved unanimously.**

	<p><b>Public Forum:</b> <b>Meeting started at 7.40pm following adjournment above.</b> <i>Chair outlined procedural rules for online meetings.</i> <i>Chair opened meeting and thanked all those attending and watching.</i> <b>i) Reports from Police/Honorary Representatives.</b> No reports provided. <b>ii) Reports from County and District Councillors.</b> a) Devon County Councillor Iain Chubb did not attend; No report submitted for circulation. b) East Devon District Councillor Paul Hayward asked Chair's consent to give a brief verbal EDDC report. Approved and heard. Duly noted. No questions from members of Council. <b>iii) Public Forum.</b> No public speakers. <b>Chair closed Public Forum session accordingly 7.45pm.</b></p>
20/069	<p><b>To note and, if thought fit, to approve apologies for absence received:</b> <b>(LGA 1972 s.85(1))</b> None. All Councillors present.</p>
20/070	<p><b>Declarations of interest under the Code of Conduct:</b> None declared at this point.</p>
20/071	<p><b>To consider and, if thought fit, approve minutes of the Ordinary Meeting of Chardstock Parish Council held on 10<sup>th</sup> June 2020:</b> <b>It was proposed by Chair, seconded by Cllr Conroy, that these minutes be approved as a true and accurate record of that meeting. Resolved unanimously.</b> Chair was unable to sign the minutes due to current circumstances. This will be done at the earliest opportunity. <b>Matters arising from these minutes:</b> <i>Arrangements for commencement of works at Chardstock Cricket Club for Air Ambulance Landing Site hard-standing.</i> <i>Clerk updated Council as to recent discussions with Contractor H in respect of access, materials and timescales.</i> <i>Letter to landowner re: The Parks and potential for an eco-survey.</i> <i>Substantive text agreed, Clerk delegated to sign and send on Council's behalf.</i></p>

20/072	<p><b>To consider matters pertaining to the Coronavirus situation as relates to the parish of Chardstock, including:</b></p> <p><i>i) Update on proposal that an additional bench be placed at the triangle at Holy City as a parish amenity.</i></p> <p>Clerk updated Council as to discussions with the DCC Highways Officer. No objections from them. Discussion centred on how to secure the asset to the site to prevent theft. Approval previously resolved at June’s Ordinary meeting. Cllr. Conroy offered to attend site with Clerk to consider practical arrangements.</p> <p><i>Clerk: Please note and liaise accordingly.</i></p> <p>Councillors also discussed possible wording for a commemorative plaque to be placed on the bench. It was agreed that members of Council will consider offline and discuss amongst themselves.</p>
	<p><b>Business to be considered:</b></p>
20/073a)	<p><b>a) To receive update on Community Hall improvement project.</b></p> <p><i>Chair declared a personal interest as a Trustee to the Community Hall Trust</i></p> <p>Phase 3: Clerk reported that solar array and battery installation was completed in June and system was now fully operational; Chair reported that recent spell of sunny weather had filled all batteries within system to capacity.</p> <p>Phase 4: Chair reported that Trustees were still considering secondary electric heating for ancillary rooms. Nothing further to report.</p> <p>Phase 5: Chair reported that Trustees had given their approval for a Broadband connection to be provided to the Community Hall as previously discussed; Parish Council having agreed to pay for installation and for initial 12 months rental charges.</p> <p>Trustees have asked whether Council’s financial support would extend beyond 12 months and Councillors were unanimous in their agreement that such a request to continue funding of the amenity would be considered upon request towards the end of the initial 12 month period.</p> <p><i>It was proposed by Cllr Conroy, seconded by Cllr Spearing, that the Council proceed with the supply and installation of Broadband at the Community Hall, and to pay for the first 12 months of operational costs. Resolved unanimously. Clerk was duly delegated to make the necessary arrangements with Royal Mail to register the Community Hall building on the Postcode register, whereupon a contractual agreement could be entered into with a broadband provider as above. Clerk: Please note and liaise with Royal Mail. Once those arrangements are complete, please arrange the fastest possible broadband service to the hall, internal socket and router to be installed in the hall as per Trustees agreement.</i></p>
20/073b)	<p><b>b) To consider matters pertaining to trees on Diocese Glebe Land in Chardstock Village:</b></p> <p>Councillors discussed the works proposed by the Diocese (via their agent) and were unsure as to how the Conservation Area regulations affected the proposal and the consents that would be required. Clerk was directed to make contact with the Conservation Officer and the Tree Officers at EDDC to ascertain the exact rules that apply.</p> <p><i>Clerk: Please note and action accordingly. Please report back to the Parish Council once this information is received. Please copy in the ward member for their reference.</i></p>

Initial:

20/073c)	<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; update from Clerk:</b></p> <p>Clerk reported back to Council that the proposed alternative location was not considered appropriate by the landowner and consent had been denied. Councillors then considered other possible locations, and a request from a parishioner for a separate, additional, dog waste bin to be located near Kit Bridge. Clerk outlined charges currently paid to EDDC for emptying, and the frequency currently contracted.</p> <p>Chair proposed that this matter be deferred until the next Ordinary meeting of Council to allow Councillors to assess locations and then return for further consideration. Noted. <b>Clerk: Please add to next ORD agenda for re-consideration.</b></p>
20/073d)	<p><b>d) To consider whether Council makes a formal representation in line with recent SLCC/NALC correspondence to Secretary Of State for HCLG:</b></p> <p>Clerk outlined basis for the letter and what the response might be.</p> <p><b>It was proposed by Cllr Cockburn, seconded by Vice-Chair, that the Clerk write to the Secretary of State on Council's behalf using the template letter provided by the SLCC. Copy to be sent to constituency MP, Neil Parish.</b></p> <p><b>Resolved unanimously. Clerk: Please note and write accordingly. Please circulate reply to Councillors upon receipt.</b></p>
20/073e)	<p><b>e) To consider arrangements and costings for potential tree planting projects in the parish for the latter part of the year:</b></p> <p>In the absence of the Honorary Tree Warden, <b>it was proposed by Chair that this matter be deferred until the next meeting of Council to consider.</b></p> <p><b>Resolved unanimously. Clerk: Please note and add to next available agenda.</b></p>
20/074	<p><b>a)i) To consider planning applications received to agenda publication:</b> 20/1249/FUL – Birchill Farm, Birchill. EX13 7LB Construction of single storey and rear extensions, pergola, carport and store. <b>It was proposed by Cllr Cockburn, seconded by Cllr Conroy, that Council supported this application, but sought a condition requiring additional landscaping to soften the building line and mitigate the carbon footprint of the proposed development. Resolved 5 votes for, none against, 1 abstention (PS).</b> <b>Clerk: Please submit comments accordingly to EDDC Planning Teams by deadline. Please also copy the Yarty Ward member for his review.</b></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> None received.</p> <p><b>b) To consider determinations/decisions advised:</b> As per published agenda. See parish information website for further details. Noted.</p> <p><b>c) To consider Tree (planning) matters:</b> Councillors discussed recent EDDC decision on 20/0956/TRE (Farway Cottage) and specifically the value of (and protection afforded by) a Tree Protection Order (TPO). It was agreed that Ward member will seek some clarity from Officers and Portfolio holders at EDDC and report back via the Clerk. <b>Clerk: Please liaise with ward member to seek this clarity as directed.</b></p> <p><b>d) To consider Planning Appeals lodged / determined:</b> None advised</p> <p><b>e) To consider Planning Correspondence:</b> GESP update considered.</p> <p><b>f) To consider Planning Consultations &amp; other planning matters:</b> Councillors discussed a formal protocol for reporting of potential enforcement breaches in the parish. After debate, Cllr. Greer offered to research what happens in other similar authorities / parishes and report back to Council with findings.</p> <p><b>g) To consider planning applications to be heard at next EDDC Development Management Committee meeting (yet to be convened):</b> None applicable.</p>

20/075	<p><b>Financial Matters (RFO to present):</b></p> <p><b>a) To receive, and review, financial information for July 2020:</b> Financial information for July 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 July 2020:</b> Payments proposed: June 2020 - £15157.42 as per revised schedule circulated beforehand. <b>It was proposed by Chair, seconded by Cllr Spearing that these payments be made in accordance with the schedule subject to:</b></p> <p>i) A transfer of £935.17 from Lloyds to Unity Trust Bank to meet payments due other than,</p> <p>ii) The payment for the balance of the Solar Project works be paid from the primary Lloyds Bank account, which is to be made immediately as per terms. <b>Resolved unanimously.</b></p> <p>RFO: Please make payments accordingly (see agenda item e. below)</p> <p><b>c) Expenditure authorised under delegated powers: <i>None applicable.</i></b></p> <p><b>d) To consider necessity for an Extraordinary Meeting of the Parish Council as soon as is practicable to finalise the arrangements for the Annual Governance and Accounting Return:</b> Members of Council noted the requirements of the Audit and Accountability Regulations and the timetable prescribed by the External Auditor and asked Clerk to make arrangements for an EOM as was necessary. Clerk: Please note and organise accordingly, in conjunction with discussions and meetings with the Internal Auditor.</p>
20/076	<p><b>To consider and review Highway and Footpath matters:</b></p> <p><b>i) Highway Matters.</b> Councillors had collectively completed the “Doing What Matters” survey for DCC and Chair thanked Cllr. Hughes for collating all of the data and preparing a final submission report. Clerk advised that DCC Highways Officer has acknowledged receipt but had advised that existing potholes should still be reported via the DCC “PIP” system. Clerk was asked to liaise with the HWO &amp; Cllr. Chubb to ascertain how the data would be used and the general plan for road maintenance going forward. Clerk: Please action accordingly. Cllr. Conroy questioned whether “lay persons” were qualified to assess roads and that the scheme might be perceived as DCC abrogating their duties to the Towns and Parishes as a cost-cutting measure, rather than as a genuine service improvement.</p> <p><b>ii) Footpath / P3 matters.</b> No report received from Hon. Footpath Warden but several members confirmed that they regularly spoke with the HFW and that works were continuing throughout parish as year progressed. Clerk reported that weed clearance works in Green Lane/Henley Close/Woodcock Way had been completed as per Council’s instructions (without recourse to chemical weedkillers) but that further works – especially on main road through village – were more complicated as a great many weeds were growing from private residences (and land thereof) and that there was likely to be some potential opposition to a general weed-pulling exercise. Cllr. Conroy suggested that there be, perhaps, a parish “clean-up” day as a community event (post CV19 lockdown) to both bring the community together, and to achieve some positive parish amenity improvement. Chair thanked Cllr. Conroy for the idea and said that Council could sponsor some refreshments for participants as a “thank you”. Clerk: Please add to next meeting agenda.</p>

20/077	<p><b>Other matters considered as urgent by presiding Chair:</b>  Clerk was asked to seek an update from EDDC Planning as to the delays in determining application 19/2283/COU - Chubbs Yard – via the Ward Member.  Clerk: Please note and action accordingly.</p>
20/078	<p><b>Correspondence received, not already circulated:</b>  None received.</p>
20/079	<p><b>Date of next meeting:</b>  Next Ordinary meeting of council scheduled for 9<sup>th</sup> 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><i>Subject to agenda item 20/75d) above, an Extraordinary meeting of Council may be required.</i></p>
	<p><b>With no further business to transact, the Chair closed the meeting at 9.25pm</b></p>

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

Initial: