

CHARDSTOCK PARISH COUNCIL

**Minutes of the Council Meeting held remotely on
Wednesday 11th November 2020 – 7.30pm as per Section 78
of the Coronavirus Act 2020 – meeting held via Zoom Platform**

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

In Attendance: Paul Hayward (Clerk and representing EDDC as Ward member),
One member 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.*

	<p>Public Forum: Meeting started at 7.30pm.</p> <p><i>Chair outlined procedural rules for online meetings. Chair opened meeting and thanked all those attending and watching.</i></p> <p>i) Reports from Police/Honorary Representatives. Police report had been received and circulated. No report from Hon. Tree Warden received.</p> <p>ii) Reports from County and District Councillors. 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.</p> <p>iii) Public Forum. Vicky Whitworth spoke on matters pertaining to The Glebe land. Chair thanked Ms. Whitworth for her representation.</p> <p>With no further public questions or representations, Chair closed Public Forum session at 7.50pm.</p>
20/108	<p>To note and, if thought fit, to approve apologies for absence received: (LGA 1972 s.85(1))</p> <p>No apologies received. All members of Council present. Noted. Other apologies received from Mr. Davis, Hon. Tree Warden</p>
20/109	<p>Declarations of interest under the Code of Conduct: Chair declared a Personal interest as a Trustee of the Chardstock Community Hall. No other declarations made.</p>
20/110	<p>To consider any matters listed on this agenda that Councillors consider should be dealt with as confidential business as per the provisions of the Public Bodies (Admission to Meetings) Act 1960: No business considered as confidential.</p>

20/111	<p>To consider and, if thought fit, approve minutes of the Ordinary meeting of Chardstock Parish Council held on 14th October 2020: <i>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.</i> 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</i></p>
20/112	<p>To consider matters pertaining to the Coronavirus situation as relates to the parish of Chardstock, including: Clerk updated Council as to finances available within earmarked reserves and provided a precis of external assistance available via EDDC and DCC. Noted.</p>
	<p>Business to be considered: <i>Chair proposed that item d) be brought forward for discussion and that Standing Orders be suspended to allow representations from members of the public. Resolved unanimously.</i></p>
20/113d)	<p>d) To consider matters pertaining to the Chardstock Park Trust (CPT) in light of recent correspondence: Chair invited Ms. Dallaway (AD) (Treasurer CPT) to speak to Council. AD confirmed that approx. £1000 would be left in reserves at year end and that intention was to wind down the Charity in its entirety and then pass the assets * (and responsibilities) to the Parish Council at that point, along with any residual monies (to be held in earmarked reserves). Councillors considered that new Parish Lengthsman could be asked to take on site maintenance as part of the new contract (albeit with some additional hours potentially). Cllr. Hughes asked what would happen if the Parish Council declined to take on the responsibility / ownership. AD replied that park facility would simply be mothballed and entry restricted thus losing a valuable parish amenity. After further discussion, <i>it was proposed by Chair (seconded by Cllr. Greer) that the Parish Council agreed “in principle” to take on the assets and responsibilities of the Play Facility (and related checks and undertakings) but that a meeting would be required between the current Play Trust and the Parish Council to fully quantify costs and liabilities before a formal agreement was entered into. Resolved unanimously</i> Clerk: Please liaise with CPT to arrange a suitable meeting. Please add provisional costs of ownership and maintenance into budget calculations for 2021-22. Please bring back to next meeting (DEC) for further discussion/agreement. Chair thanked AD for her attendance and contribution.</p> <p><i>* This includes play equipment assets, and plant / equipment stored onsite.</i></p>
	<p><i>Chair proposed that Standing Orders be resumed. Resolved unanimously.</i></p>
20/113a)	<p>a) To receive update on Community Hall improvement project: Clerk provided a brief report on progress with the installation of a new fibre broadband service to the hall and confirmed that negotiations were progressing between the broadband provider and BT Openreach as to how the required cabling could be brought to the hall. After a series of complaints, it was hoped that connection would be provided imminently * Clerk to update Council as and when further information available. <i>* The broadband connection was subsequently completed a few days after the meeting.</i></p>

20/113b)	<p>b) To consider matters pertaining to trees in the parish: <i>i) Trees and habitat at The Parks, Chardstock.</i> <i>ii) Trees and habitat on Glebe land, Chardstock.</i></p> <p>In the absence of the Hon. Tree Warden (who had, however, submitted correspondence on various tree related issues), the Chair suggested that a Tree and Habitat Policy Working Party be created to discuss and formulate Parish Policy in this regard. Clerk was asked to attend and take notes. Mr. Davis (Hon. Tree Warden) was to be invited to participate together with any other persons that Council felt could contribute their time and knowledge in this matter. Clerk was asked to circulate some tentative dates for the inaugural meeting. The proposal to create this working party was made by Cllr. Cockburn, seconded by Cllr. Spearing. Resolved 5 votes for, 0 against, 1 abstention (VC). Clerk: Please note and action accordingly.</p>
20/113c)	<p>c) To consider arrangements and costings for potential tree planting projects in the parish for the latter part of the year:</p> <p>The Chair proposed deferral of this matter until the Working Party group had met and to allow input from the HTW. Cllr. Spearing asked that Council sanction the expenditure of £30 from the Tree Planting Reserve fund to allow for the purchase of a large-scale map plan of the proposed tree planting site in Tytherleigh. Proposed by Cllr. Spearing, seconded by Cllr. Greer. Resolved 5 for, 1 against. Clerk: Please liaise with Cllr. Spearing to arrange reimbursement of expenditure upto this sum *</p> <p><i>* It was later confirmed by Cllr. Spearing that this expenditure is no longer necessary as Cllr. Hughes had kindly provided the necessary plans without charge.</i></p>
20/113e)	<p>e) To consider membership, and terms of reference, for the proposed Climate Change Action Working Party (CCAWP) group: Cllr. Spearing suggested that the Working Party meetings be postponed until the New Year to allow for the Covid situation to hopefully abate. Noted and agreed. Clerk: Please note.</p>
20/113f)	<p>f) To consider a variation of the CCH Car Park project: Cllr. Spearing put forward an alternative proposal to deal with the safety issues in the car park caused by the damage to the drain cover. This would involve excavating a suitable part of the area, and laying a reinforced concrete slab (with a suitable load rating) and then overlaying with asphalt to restore the wearing surface. Cllr. Spearing will provide costings for said works as soon as possible. It was proposed that the Parish Council pays for the materials to be used, with the labour charges to be met by the hall trustees. Proposed by Chair, seconded by Cllr. Cockburn. Resolved unanimously. Cllr. Spearing: Please provide costings as above. Clerk reminded Council that an application had been previously made to the DCC Locality Fund for £600 and that this had been approved, although funds had not yet been received into the Council's account.</p>

20/113g)	<p>g) To consider arrangements for a review of Council’s extant policies: Clerk asked that Council consider a phased review of the extant policies to prevent the need to assess them all at the Annual Meeting which was often already lengthy and administratively burdensome. It was suggested that Clerk bring two smaller policies (and one larger one) to each subsequent Ordinary meeting for consideration and review, starting in January 2021. This would allow time for all policies to be reviewed by April 2021. Agreed. Clerk: Please note and make arrangements to circulate policies as above.</p>
20/113h)	<p>h) To consider outcome of recent submission of bid to renew the registration of The George Public House as an asset of community value (ACV) and to consider the long-term future of the business and its amenity to the community: Clerk updated members as to final outcome of the recent bid submission. Frustratingly, the Council had been advised that the bid was formally refused in August but that this decision was never conveyed to the Council which meant that the petition and community action project were in vain. Councillors were extremely aggrieved by this turn of events and, as such, it was proposed from the Chair that the Parish Council lodge a formal complaint with the EDDC Monitoring Officer in relation to how the entire ACV bid process had been actioned, communicated and finalised. Dependent on the outcome of that complaint, Councillors felt that the seriousness of the matter may necessitate the involvement of the constituency MP and the local press. Resolved unanimously. Clerk: Please note and provide Chair with all correspondence between EDDC, the Council and the Ward Member so that a formal complaint can be raised. Chair: Please draft a suitable complaint document and forward to members for their review prior to sending to the EDDC Monitoring Officer. Clerk: Please report back to Council once a response received from EDDC.</p>
20/113i)	<p>i) To consider Council’s “Safeguarding the Future Initiative”: Chair proposed that this item of business be deferred until the new year. Agreed. Clerk: Please note and diarise accordingly to bring back to Council for review.</p>
20/114	<p>a)i) To consider planning applications received to agenda publication: 20/2281/FUL – Old Dairy House, Bewley Down, EX13 7JX Rear extension and loft conversion It was proposed by Cllr Hughes, seconded by Cllr Cockburn, that Council supports this application and wishes to congratulate applicant on the well-thought out design. Resolved unanimously. 20/2343/HRN – Land opposite Sunnylands Farm, Chardstock, EX13 7DD Removal of 5.8m of hedgerow to create agricultural access. It was proposed by Cllr Greer, seconded by Cllr Conroy, that Council supports this application but would wish to seek conditions as follows: 1) <i>That original access point be restored once new access created.</i> 2) <i>That additional hedgerow be planted to minimise impact on the AONB</i> Resolved unanimously. Clerk: Please submit comments accordingly to EDDC Planning Team. Please also copy the Yarty Ward member for his review.</p> <p>Continued Overleaf</p>

<p>20/114 Continued</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: As per published agenda. See parish information website for further details. Noted.</p> <p>c) To consider Tree (planning) matters: Clerk reported that the temporary Tree Preservation Order (TPO) on The Parks had lapsed and would not be renewed on the advice of the EDDC Tree Officer. Noted with disappointment by members.</p> <p>d) To consider Planning Appeals lodged / determined: None advised</p> <p>e) To consider Planning Correspondence: GESP update considered.</p> <p>f) To consider Planning Consultations & other planning matters: This matter (Consideration of Enforcement Protocol) was deferred until the next Ordinary meeting of the Council to allow Cllr. Greer time to prepare her report. <i>Clerk: Please add to December's Ordinary agenda.</i></p> <p>g) To consider planning applications to be heard at next EDDC Development Management Committee meeting (yet to be convened): None advised.</p>
<p>20/115</p>	<p>Financial Matters (RFO to present):</p> <p>a) To receive, and review, financial information for November 2020: Financial information for this month 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 November 2020: Payments proposed: £6067.06 as per revised schedule circulated beforehand. <i>It was proposed by Cllr. Greer, seconded by Cllr Spearing, that these payments be made in accordance with the schedule. Resolved unanimously.</i> <i>RFO: Please make payments accordingly</i></p> <p>c) Expenditure authorised under delegated powers: <i>As per schedule published. Noted & Approved.</i></p> <p>d) To consider arrangements for 2021/22 Budget and Precept discussions: A Budget and Precept Working Party meeting was held (as arranged) to consider the first draft of the 2021-22 budget as prepared by the RFO. After discussion, it was agreed that RFO would present an up-to-date forecast and budget planner at the December Ordinary meeting for re-consideration when more details were known. RFO reminded Council that a final decision MUST be made by the time of the January Ordinary meeting so that the precept demand could be submitted to EDDC for approval. <i>RFO: Please prepare revised documents as above and circulate to members. Please add to December agenda for review and re-consideration.</i></p> <p>e) To consider arrangements for completion of 2020-21 Parish Council Risk Assessment: <i>(see below)</i></p> <p>f) To consider arrangements for completion of 2020-21 Parish Council Internal Financial Control Review: <i>Proposed by Chair that both of these items (e and f) be deferred until January 2021 for review and completion. Resolved unanimously.</i> <i>Clerk: Please note and diarise accordingly.</i></p>

20/116	<p>To consider and review Maintenance, Highway and Footpath matters:</p> <p>i) Maintenance Matters. Clerk reported that new Parish Lengthsman had been contracted and that he was working his way through the first tranche of scheduled works. Councillors were invited to submit additional works as such work became necessary. Clerk would act as the central point of contact. Clerk had also liaised with P3 Hon. Footpath Warden to make Lengthsman services available (albeit billed to P3 budget).</p> <p>ii) Highway Matters The main issue still appears the proliferation of potholes across the parish. Members agreed to publicise the reporting system (DCC ‘Report a Problem’) and to monitor fix-rates and highway condition on their parish travels. <i>Chair: Please add another article to Newsletter.</i> <i>Clerk: Please publicise via social media/website/noticeboards.</i></p> <p>iii) Footpath / P3 matters. No report received from Hon. Footpath Warden but members felt that there were no pressing issues or concerns at the present time. Clerk will liaise with P3 Footpath Warden as detailed above. The annual P3 survey was due for completion by February 2021. <i>Clerk: Please liaise with P3 Warden as above to ensure both survey and financial report completed within DCC timescales.</i></p>
20/117	<p>Other matters considered as urgent by presiding Chair: Members discussed articles for inclusion in the next Parish Newsletter. <i>Chair: Please forward to editor accordingly.</i> <i>Clerk: Please add this matter as a standing agenda item hereafter.</i> Clerk asked whether a photo of Councillors could be arranged at both the Community Hall and the Cricket Club to publicise Council’s role in both of these recently completed community projects. Councillors agreed to liaise on dates although it may have to be delayed until days started to get lighter to produce a better shot.</p>
20/118	<p>Correspondence received, not already circulated: Email correspondence received from a parishioner regarding Council’s recent resolution to install a bench as a parish amenity at Holy City ‘triangle’. After discussion, Clerk was asked to respond with a factual account of the decision-making process, the rationale behind the decision and details of the costs proposed. <i>Clerk: Please note and action accordingly; please circulate to members for review before sending email.</i></p>
20/119	<p>Date of next meeting: Next Ordinary meeting of council scheduled for 16th December 2020 7.30pm, likely to be held remotely as per Section 78 Coronavirus Act 2020.</p>
20/120	<p>This agenda item was not required and no motion was proposed.</p>
20/121	<p>This agenda item was not required and no motion was proposed.</p>
	<p>With no further business to transact, the Chair closed the meeting at 9.30pm</p>

**Minutes of the Council Meeting held remotely on
Wednesday 11th November 2020 – 7.30pm as per Section 78
of the Coronavirus Act 2020 – meeting held via Zoom Platform**

Signed: _____ Date: _____
(Chair)

Initial: