

CHARDSTOCK PARISH COUNCIL

**Minutes of the Extraordinary Council Meeting held remotely on
Wednesday 24th February 2021 – 3pm as per Section 78
of the Coronavirus Act 2020 – meeting held via Zoom Platform**

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

In Attendance: Paul Hayward (Clerk)

One member of the public present in Zoom webinar.

	<p><i>Chair outlined procedural rules for online meetings. Chair opened meeting and thanked all those attending and watching.</i></p> <p>Meeting started at 3.05pm.</p> <p>Public Forum: One member of the public spoke in relation to planning application 21/0334/FUL. Chair thanked member of the public for their attendance. Chair then closed Public Forum session accordingly at 3.20pm.</p>
EOM20/26	<p>To note and, if thought fit, to approve apologies for absence received: (LGA 1972 s.85(1))</p> <p>Cllr. Paul Hughes (Conflicting engagement). Noted and approval of absence proposed by Chair. Resolved unanimously.</p>
EOM20/27	<p>Declarations of interest under the Code of Conduct:</p> <p>Cllr. Greer declared a personal interest in agenda item 2/EOM20/30a)i). Noted.</p>
EOM20/28	<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:</p> <p>Proposed by Chair, seconded by Cllr. Spearing, that discussion of agenda item EOM20/32f) should be moved into closed session. Resolved unanimously.</p>
EOM20/29	<p>To consider and, if thought fit, approve minutes of the Ordinary Meeting of Chardstock Parish Council held on 10th February 2021:</p> <p>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.</p> <p>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: None</p>

	Planning matters to be considered:
EOM20/30	<p>a)i) To consider planning applications received prior to agenda publication: 21/0334/FUL – Hook Mills, Chardstock, EX13 7DD Council considered a report compiled for members review by the Chair of the Planning Committee, Cllr. Hughes, together with the materials available online via the EDDC planning website. After lengthy discussion, it was proposed by Cllr. Greer, seconded by Cllr. Spearing, that Council did NOT support the planning application as it was not in accordance with the Chardstock Neighbourhood Plan, did not provide sufficient supporting detail and information for a proper consideration and, finally, that the application appeared to be both incomplete and incorrect in terms of the statements made by the applicant on the submitted forms (sections 5 to 22 inclusive). Resolved unanimously. Clerk: Please submit this comment to the Local Planning Authority by the consultee deadline noted.</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 for consideration.</p> <p>b) Planning Correspondence received: The Parish Council had received notification of the EDDC Planning Committee decision for 20/1959/FUL (Approval). In light of this decision, which was contrary to both the Council’s views, and those of the EDDC ward member, it was proposed by Cllr. Conroy, seconded by Cllr. Cockburn, that delegated authority be afforded to the Chair of the Parish Council to write on Council’s behalf to EDDC Planning Service Lead, Mr E Freeman, outlining Council’s concerns over the failure to undertake a site visit and the failure to recognise that that the application was contrary to Chardstock’s adopted Neighbourhood Plan. Resolved unanimously. Chair: Please note and action accordingly, with a copy to be furnished to the Clerk to add to the Parish Council correspondence archive.</p> <p>c) Planning Consultations / Other planning matters: <i>i) Dorset Local Plan Review.</i> Chardstock Parish Council had been consulted as a neighbouring authority to the Local Plan Review area. It was proposed by Chair, seconded by Cllr. Cockburn, that Cllr. Spearing be delegated to submit a comment on behalf of Chardstock Parish Council. Resolved unanimously. Cllr. Spearing: Please action accordingly as per Council’s direction on comments to be included and provide a copy of any correspondence to the Clerk for archiving.</p> <p><i>ii) EDDC Local Plan Review; Initial Consultation.</i> The Chair kindly offered to prepare a draft response (to the 32 questions in the consultation document) in time for a further consideration of the substantive response at the Ordinary meeting scheduled for the 10th March 2021; Cllr. Spearing also offered to provide the responses relating to environmental questions and topics. Chair thanked Cllr. Spearing for volunteering and suggested that the draft response document be forwarded to all members (and Clerk) prior to the 10th for their consideration. Cllr. Spearing: Please note and action accordingly.</p> <p><i>iii) To consider policy for reporting of potential enforcement cases within the Parish.</i> Cllr. Greer apologised for the delay in providing the discussion document. It was suggested by Chair that this matter be deferred until the ORD meeting scheduled for the 10th March. Agreed. Clerk: Please add to 10/3 ORD agenda.</p>

EOM20/31	<p>Financial Matters to be considered:</p> <p>a) To consider, and review, financial information and reports for February 2021. Noted. No questions to RFO from members of Council.</p> <p>b) To consider and, if thought fit, to approve payments for February 2021 in the sum of £2945.91 as per schedule previously circulated and published online. Approval proposed by Cllr. Conroy, seconded by Cllr. Cockburn. Resolved unanimously. RFO: Please note and make payments accordingly on the due date.</p> <p>c) To consider items of expenditure authorised in February under Chair's / Clerk's delegated authority. None specified.</p>
	<p>Business to be considered:</p>
EOM20/32a)	<p>a) To consider annual review of Council's policies:</p> <p>Three policies had been circulated for member's consideration and review.</p> <p>i) Health and Safety Policy (last reviewed 2019) It was proposed by Chair that this policy review be deferred until the ORD meeting of the 10th March due to the complexity of the subject matter. Clerk: Please note and add to that meeting's agenda.</p> <p>ii) Training Policy (last reviewed 2019) Proposed by Chair, seconded by Cllr. Spearing, that the substantive policy be duly adopted as policy. Resolved unanimously.</p> <p>iii) Statement of Intent as to Community Engagement Policy (last reviewed 2019) Proposed by Chair, seconded by Cllr. Spearing, that the substantive policy be duly adopted as policy. Resolved unanimously. Clerk: please annotate both policies with the date of adoption and minute ref. Clerk also sought agreement that an agenda item be included for June's meeting to discuss Council's training needs. Chair agreed. Clerk: Please add to June agenda and prepare report beforehand.</p>
EOM20/32b)	<p>b) To consider matters pertaining to Chardstock Play Park:</p> <p>Clerk provided a verbal report outlining progress to date and confirming that the bank (cash) assets of the former Park Trust organisation had been passed to the Parish Council and a separate earmarked reserve created to hold these funds. Legal work was progressing to create a new lease between the relevant parties. Checks of the equipment were continuing and Clerk was liaising with Parish lengthsman to incorporate grounds maintenance on the site into his itinerary. Cllr. Cockburn advised that a young person from the village would be undertaking litter picking duties in the vicinity for her Duke of Edinburgh Award Scheme. Councillors welcomed her community spirit. Clerk: Please maintain as a standing agenda item and update Council and when developments warrant.</p>
EOM20/32c)	<p>c) To consider matters pertaining to the Parish War Memorial:</p> <p>Clerk provided a verbal report to members of Council highlighting recent correspondence received and summarising recent conversations with parishioners who were knowledgeable on this subject. It was subsequently proposed by Cllr. Conroy, seconded by Cllr. Cockburn, that Council commission Contractor W to undertake a valuation survey (with condition report) for the sum of £150 net. Furthermore, that Council consults with the EDDC Conservation Officer to seek advice for the removal (and possible re-installation) of the flag pole thereupon. The existing flag standard also to be removed (pending replacement in the future) as its condition was not considered suitable to be flown. Resolved unanimously. Clerk: please note and action accordingly. Please add to March ORD agenda for further consideration should updates/further information be available.</p>

Initial:

EOM20/32d)	<p>d) To receive report from Clerk as to proposed timetable for cessation of virtual meetings in May 2021 and to consider arrangements for the safe and secure physical hosting of said meetings:</p> <p>Clerk presented a verbal report on the likely outcomes of current legislation re: virtual meetings being ended after 6th May 2021. As a result of the report, it was proposed by Chair, seconded by Cllr. Cockburn, that the date of the Council's Annual Meeting be brought forward to Wednesday 5th May 2021 (7pm) to enable the business of that meeting to be conducted under the extant legislation *</p> <p>Resolved unanimously.</p> <p>Clerk: please note and publicise accordingly. Add to diary for preparation of papers and supplementary documents.</p> <p>* Coronavirus Act 2020</p>
EOM20/32e)	<p>e) To note annual reminder (and circulation) of NALC Legal Topic Note on Defamation:</p> <p>Councillors noted both receipt and content of the Legal Topic Note. Clerk outlined reason for the consideration of this matter on agenda. No further action necessary.</p>
EOM20/32f)	<p>f) To consider the Parish Council's Social Media and Publicity protocols and policy:</p> <p>As per agenda item EOM20/28 (above), this item is to be discussed in closed committee session under EOM20/35 below.</p>
EOM20/33	<p>Date of next meeting:</p> <p>Next Ordinary meeting of council scheduled for 10th March 2021 *, 7.00pm, likely to be held remotely as per Section 78 Coronavirus Act 2020.</p>
EOM20/34	<p>"It was proposed by the Chair 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. Members to agree upon matters to be discussed in confidential session, as per agenda item EOM20/28 above."</p> <p>Resolved unanimously.</p>
EOM20/35	<p>Matters to be considered in committee session:</p> <p>i) To consider matters pertaining to employee superannuation.</p> <p>In accordance with Clerk's terms and conditions of employment, it was proposed by Cllr. Cockburn, seconded by Cllr. Greer, that a payment of £452.02 be made towards employee's superannuation fund. Resolved unanimously.</p> <p>RFO: Please note and process payment in March</p> <p>ii) To consider the Parish Council's Social Media and Publicity protocols and policy (as per EOM 20/32f) above).</p> <p>After discussion on the subject of how the Parish Council wishes to use "social media" to engage with parishioners, it was proposed by Chair, seconded by Cllr. Cockburn, that the Parish Council would create its own Facebook Page for the publication of Council notices, financial data, planning applications, meeting minutes and agendas and other matters of interest. Parishioners would be invited to "like and follow" the page as a means of staying in touch with the Council. The proposal on whether to continue with the "livestreaming" of Parish Council meetings (as opposed to simply making the Zoom meetings publicly accessible) would be considered at the next ordinary meeting on 10th March 2021.</p> <p>Resolved unanimously. Clerk: Please action accordingly and alert members when complete. Please add a relevant agenda item (as above) onto 10th March meeting.</p>
	<p>With no further business to transact, the Chair closed the meeting at 5.15pm</p>

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Signed: _____ Date: _____
(Chair)

Initial: