

CHARDSTOCK PARISH COUNCIL

Minutes of the Ordinary Council Meeting held on Wednesday 7th July 2021 – 7.00pm; meeting held in Community Hall.

Present: Cllrs. Wilson (Chair), Cockburn and Greer (quorate)

In Attendance: Paul Hayward (Clerk) (also representing East Devon District Council)
3 members of the public in attendance, including one nominee for co-option.

	<p>Meeting started at 7.00pm.</p> <p>Public Forum:</p> <p>i) No Police report available. Mr. Davis (HTW) was not present at meeting so no Tree Report received.</p> <p>ii) a) No report received from Cllr. Chubb. b) Brief verbal report from Cllr. Hayward. No public questions to Cllr. Hayward.</p> <p>iii) No members of the public wished to speak at this point.</p> <p>Chair closed Public Forum session accordingly at 7.05pm.</p>
21/015	<p>To note and, if thought fit, to approve apologies for absence received: (LGA 1972 s.85(1))</p> <p>Cllr. Conroy sent his apologies (conflicting engagement). Cllr. Greer proposed that his absence be approved. Seconded Cllr. Cockburn. Resolved unanimously.</p>
21/016	<p>Declarations of interest under the Code of Conduct: No other declarations made at this point of the meeting.</p>
21/017	<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>
21/018	<p>To consider and, if thought fit, approve minutes of the Ordinary Meeting of Chardstock Parish Council held on 9th June 2021: It was proposed by Cllr. Greer, seconded by Chair, that these minutes be approved as a true and accurate record of that meeting. Resolved unan. Chair signed the minutes as a true record of the meeting held 09/06/2021. Matters arising from these minutes: None <i>Clerk: Please publish these approved minutes on Council's formal website.</i></p>
21/019	<p>To consider matters pertaining to the Casual Vacancies on the Parish Council: Chair welcomed Mr. Fred Eames who had put himself forward for co-option. Clerk confirmed that Mr. Eames was eligible to stand as a Parish Councillor. Co-option proposed by Chair, seconded by Cllr. Cockburn. Resolved unanimously. Cllr. Eames joined members of Council and signed his Declaration of Office in the presence of the Proper Officer. Clerk handed the relevant forms to Cllr. Eames.</p>

Initial:

21/020	<p>Planning matters to be considered:</p> <p>a)i) To consider planning applications received prior to agenda publication: ONE: 21/1572/FUL – Home Cottage, Burr ridge. EX13 7DF Constr. of detached triple garage with home office above. It was proposed by Cllr. Cockburn, seconded by Cllr. Greer, that Council did NOT support this planning application on the basis that no detail of either the existing, or proposed, soakaway systems had been provided. Council is broadly supportive of the principle of the development but wishes to seek clarity on the surface water drainage issues. 3 votes for, 1 abstention (FE) Resolved nem. con. 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. None received for consideration.</p> <p>b) Determinations/Decisions advised by LPA: None advised</p> <p>c) Tree (Planning) Matters: None advised.</p> <p>d) Appeals lodged/in progress: None advised.</p> <p>e) Planning correspondence received: Notification of a PDO application for Chubbs Yard (21/1807/PDO) Council had been approached by resident concerned about various issues including proximity to listed buildings nearby, impact on foul drainage and highway safety/parking concerns. Clerk was directed to seek clarity on the legality of this application being determined under PDO regulations and to submit a holding comment to EDDC outlining these concerns as valid objections at this stage. Clerk: Please note and submit a suitably worded comment to the Local Planning Authority by the consultee deadline as directed. Please bring this matter back to Council at the next Ordinary meeting.</p> <p>f) Planning applications to be considered at forthcoming EDDC Planning meetings where the Parish Council may wish to make a representation: 21/0135/FUL – Crabbs Farm, Tytherleigh. Parish Council/Ward member both in support. No representation necessary.</p> <p>g) Planning Consultations pending/in progress; to agree response from the Parish Council (if appropriate): Clerk had been asked by Axminster Town Council to allow a presentation by their Neighbourhood Plan Steering Group to the Parish Council in September. Members of Council fully supportive. Clerk: Please liaise with ATC N/Plan SG accordingly and add to SEP agenda.</p> <p>h) To consider Parish Council’s policy on planning enforcement matters within the parish of Chardstock: Correspondence had been received by the Clerk in relation to possible breaches of planning consent at Ivy Green Farm. After discussion, and review of online advertising statements, it was proposed by Chair, seconded by Cllr. Cockburn, that Clerk be directed to seek advice from EDDC enforcement officer as to whether current activity was in accordance with planning consents previously approved and from EDDC licencing officers as to compliance in that respect. Resolved nem. con. (3 votes for, 1 abstention (FE)). Clerk: Please note and action accordingly. Report back to Council as and when updates available.</p>
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21/021

Financial Matters to be considered:

a) To consider and, if thought fit, to approve payments for July 2021 in the sum of £977.20 as per schedule previously circulated and published online (as identified at the time of the agenda publication).

Approval proposed by Chair, seconded by Cllr. Greer.

Resolved nem. con. (3 votes for, 1 abstention (FE)).

RFO: Please note and make payments accordingly on the due date.

b)i) To consider delegating authority to the RFO to make any additional payments as may be required in July; any such payments to be ratified by the Parish Council at the Ordinary meeting in September.

Approval of this delegated authority proposed by Chair, seconded by

Cllr. Greer. Resolved nem. con. (3 votes for, 1 abstention (FE)).

b)ii) To consider delegating authority to the RFO to make any necessary payments as may be required in August *; any such payments to be ratified by the Parish Council at the Ordinary meeting in September.

Approval of this delegated authority proposed by Chair, seconded by

Cllr. Greer. Resolved nem. con. (3 votes for, 1 abstention (FE)).

** Noting that the Parish Council does not ordinarily meet in August.*

RFO: Please note and use delegated authority if and when necessary.

Please report back to Council in September with details of payments made.

c) To consider, and review, financial information and reports for July 2021 (Q2).
Noted. *No questions to RFO from members of Council.*

d) To consider items of expenditure authorised in July under Chair's / Clerk's delegated authority. *None specified.*

e)i) To note valuation received for Parish War Memorial (as previously resolved to obtain). Valuation £36531. Noted.

e)ii) To consider whether Parish Council wishes to add this asset to Parish Council's Insurance Schedule.

Clerk was directed to seek quote from Council's Insurer to add this asset to our policy schedule. This matter to be discussed again in September.

Clerk: Please note and action accordingly.

Please add to September ORD agenda for re-consideration.

e)iii) To consider whether Parish Council wishes to undertake repairs and maintenance to War Memorial as recommended within valuation report.

Clerk was directed to seek 2 additional quotes qualified stonemasons to undertake works proposed. This matter to be discussed again in September when quotes are available.

Clerk: Please note and action accordingly.

Please add to September ORD agenda for re-consideration.

e)iv) To consider whether Parish Council wishes to undertake additional repairs and maintenance to War Memorial's base, surround and curtilage.

Clerk was directed to liaise with Parish Lengthsman to discuss the ancillary works that might be necessary. This matter to be discussed again in September.

Chair offered to speak to a parishioner who might be willing to undertake planting of the borders and planters in the future.

Clerk was asked to talk with former custodian of the War Memorial to determine whether any funds remained in the WM Sinking Fund (that they administrated) and whether they still had possession of the replacement flag pole.

Clerk/Chair: Please note and action accordingly.

Please add to September ORD agenda for re-consideration.

f) To consider the re-purposing of the "Safeguarding the Future Initiative" Fund into a new designated "Parish Resilience" Reserve Fund.

Proposed by Cllr. Cockburn, seconded by Chair. Resolved unan.

	Business to be considered:
21/022a)	<p>a) To consider request from Chardstock Eco-Group (CEG) for provision of PPE for litter-picker team volunteers:</p> <p>Further to the request for funding for 6 ‘Hi-Viz’ vests, Clerk reported that he had obtained the same at NIL cost to the Parish Council. Chair kindly offered to pass these to a member of the CEG and thanked Clerk for arranging the procurement.</p>
21/022b)	<p>b) i) To consider matters pertaining to trees and hedges in the parish, ii) To consider report from RFO as to grant availability for tree planting projects:</p> <p>In the absence of the Hon. Tree Warden, Mr Davis, Chair proposed that this subject be deferred until September’s ORD meeting. Agreed unan. <i>Clerk: Please note and add to SEP agenda accordingly. Please ensure that Mr. Davis is made aware of the meeting date.</i></p>
21/022c)	<p>c) To consider update on the registration bid on The George as an Asset of Community Value (ACV) with the registration authority, EDDC; report from Clerk/Cllr. Cockburn.</p> <p>Clerk reported that a decision was due on the 8th July (tomorrow). Cllr. Cockburn advised that the ACV Action Group were meeting on 9th July to discuss the subject further. Clerk was asked to liaise with Ward member to make sure decision was conveyed to all members with utmost urgency when received. <i>Clerk: Please note and action accordingly. Add to SEP agenda for review.</i></p>
21/022d)	<p>d) To consider update from the Chardstock Eco-Group on ongoing and future projects in the parish:</p> <p>With no members of the Eco-Group in attendance, Chair proposed that this matter be deferred until September’s ORD meeting. Agreed. <i>Clerk: Please note and add to SEP agenda accordingly. Please ensure that the Eco-Group are made aware of the meeting date.</i></p>
21/022e)i)	<p>e)i) To consider submission of articles to Parish Newsletter (PN) for the August edition:</p> <p>Update re: ACV registration outcome Statement that no Ordinary meeting of the Council scheduled for August.</p>
21/022e)ii)	<p>e)ii) To consider submission of articles to Parish Newsletter (PN) for the September edition:</p> <p>Confirmation of ORD meeting date 15/9 Notification that Community Hall planning Grand Reopening on 3/9 Potential for Defibrillator / First Aid training in parish. Seeking interest? <i>Chair asked to add in content as she felt appropriate/relevant.</i></p>

Initial:

21/022f)	<p>f) To consider training opportunities for employees/members of Council: Clerk suggested that newly co-opted Cllr. Eames might wish to undertake some training in the months ahead. Chair asked Clerk to provide details of any forthcoming courses and notify Cllr. Eames accordingly. Clerk also requested permission to discover whether Chapter 8 training was now available via DCC and the costs (if not fully funded) as his CRWS certification was due to lapse. Agreed. Clerk: Please note and action accordingly. Please add to September ORD agenda for re-consideration.</p>
21/022g)	<p>g) To consider schedule of works for Chardstock Play Area: Clerk was asked to convey thanks to the PL (Lengthsman) for the work recently undertaken but to seek further, regular, works onsite to minimise weed and bramble growth (both of which were dangerous to play users) and to prevent damage to equipment and amenity. In addition, the area around the Petanque court needed urgent attention as weeds were prevalent and encroaching on other areas. Clerk was asked to arrange works as necessary during the period when Council was not in session. Clerk: Please note and liaise with PL accordingly.</p>
21/022h)	<p>h) To consider review of Council’s Disciplinary and Grievance Policy: Cllr. Greer offered to provide a comparable document (albeit shorter) to allow members to review both side-by-side and decide which one provided more benefit to the Parish Council. Chair thanked Cllr. Greer for her offer and asked that this matter be reconsidered in September. Cllr. Greer: Please note and action accordingly. Clerk: Please add to September ORD agenda for re-consideration.</p>
21/022i)	<p>i) To note that the Parish Council does not ordinarily meet in August (annually) and therefore, subject to the Parish Council's Policy Of Delegation (already approved), to delegate to the Clerk the authority to carry out any regulated and lawful activities on behalf of the Parish Council that may be necessary in the absence of a formally convened Council meeting; any such decisions to be referred to Chair and members of the Council (by email, or by post) and which must then be ratified by the Parish Council on the first available opportunity when a meeting is convened: Proposed by Chair, seconded by Cllr. Cockburn. Resolved unanimously. Clerk: Please note and execute this delegated authority when and if required, reporting back to members of Council in September.</p>
21/023	<p>To consider Parish Maintenance, Highways and Footpath (P3) matters:</p> <p>a) Parish Maintenance matters had been discussed and considered above. Clerk was asked to arrange the installation of the bench at Holy City as a matter of urgency.</p> <p>b) Clerk reported that Highways were being fixed quite quickly at present but asked all present to continue reporting to DCC via the web portal and copy in the Clerk so a record could be kept of any persistent “hot spots”. Road Closures in Parish and in neighbouring Axminster (via TTRO notices) were also noted.</p> <p>c) Discussion amongst Councillors on various footpath matters around parish. Question raised by Cllr. Cockburn re: persistent flooding problem on FP30. Clerk: please arrange to meet with IC and discuss solutions with DCC/PROW. Chair also highlighted water leak problem at the Chard Road end of FP30 which required some attention. Clerk: Please include in site visit.</p>

21/024	<p>Other matters considered as urgent by presiding Chair for discussion only: The ongoing problems with missed recycling and waste collections by EDDC was raised by both Chair and Cllr. Cockburn. Frustration was expressed regarding the lack of both proactive comms. but also, the failure of EDDC personnel to respond to complaints (and explain what is going on re: driver shortages and service overloads). Clerk was asked to convey Council's annoyance (on behalf of residents) to Ward Member on onward to the Portfolio Holder for Environment (incl. waste and recycling service). Clerk: Please note and action accordingly.</p>
21/025	<p>Correspondence received; that not already circulated to members: None received.</p>
21/026	<p>Date of next meeting: Next Ordinary meeting of council scheduled for 15th September 2021, 7.00pm start time. There is no scheduled meeting of the Parish Council in August.</p>
21/027	<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 21/017 above." Resolved unanimously. Members of the public left the meeting at this point. <i>Chair thanked them for attending and hoped to see them again at a future meeting.</i></p>
21/028	<p>Matters to be considered in committee session: Request from Clerk for amendment to employee terms and conditions. Council sought clarification from Council's Insurers on the proposed changes and Clerk was asked to return to Council when information received for a reconsideration of the proposed amendments. Clerk: Please note and action accordingly.</p>
	<p>With no further business to transact, the Chair closed the meeting at 9pm</p>

DRAFT - Yet to be approved

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Signed: _____ Date: _____

(Chair)

Initial: