

CHARDSTOCK PARISH COUNCIL

DRAFT - Yet to be approved

Minutes of the Ordinary Council Meeting held on

Wednesday 6th October 2021 – 7.00pm; meeting held in Community Hall.

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

In Attendance: Paul Hayward (Clerk) (also representing East Devon District Council)

Freda Goff, Hon. Footpath (P3) Warden. 0 members of the public in attendance.

	<p>Meeting started at 7.05pm. The Chair welcomed all in attendance and outlined Fire Safety precautions and CV19 compliance and safety guidance.</p> <p>Public Forum:</p> <p>i) Police report for the rural area had been circulated beforehand. ii) Presentation from Honorary Footpath Warden. The Chair thanked the HFW for their hard work and service to the community. iii) Reports from County & District Councillors. a) No report received from Cllr. Chubb. b) Brief verbal report from Cllr. Hayward. No public questions to Cllr. Hayward. iv) No members of the public in attendance.</p> <p>The Chair closed Public Forum session accordingly at 7.25pm. <i>HFW left the meeting at this point.</i></p>
21/044	<p>To note and, if thought fit, to approve apologies for absence received: (LGA 1972 s.85(1)) None received.</p>
21/045	<p>Declarations of interest under the Code of Conduct: No other declarations made at this point of the meeting. <i>Chair highlighted the need for members to declare any interests that arose during the meeting.</i></p>
21/046	<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>
21/047	<p>To consider and, if thought fit, approve the revised minutes of the Extraordinary Meeting of Chardstock Parish Council held on 11th August 2021: Approval of the minutes of this extraordinary meeting was proposed by Cllr. Greer, seconded by the Chair. Resolved unanimously. Signed by the Chair as a true record of that meeting's business. Matters arising from these minutes: None</p>
21/048	<p>To consider and, if thought fit, approve the minutes of the Ordinary Meeting of Chardstock Parish Council held on 15th September 2021: Approval of the minutes of this Ordinary meeting was proposed by the Chair, seconded by Cllr. Greer. Resolved unanimously. Matters arising from these minutes: None</p>
21/049	<p>To note the resignation of Councillors Cockburn and Conroy. Noted. The Chair thanked both for their service to the Parish Council and the wider Chardstock community. Clerk confirmed that former Councillor Conroy has joined the Parish Council (co-opted) in January 2019, following a question from Cllr. Eames.</p>

21/050	<p>To consider matters pertaining to the Casual Vacancies resulting from the resignations outlined above: Clerk advised that the period within which electors of the parish could petition EDDC to demand an election was still ongoing (ended 8/10/2021) and that the matter would need to be considered at the next meeting of the Parish Council when the outcome of that “petition period” was known. Clerk: Please add to next Parish Council agenda for further discussion.</p>
21/051	<p>To consider matters pertaining to the recent Parish Meeting to discuss the future of the parish shop and to receive any updates from the Chardstock Community Shop Action Group: Nothing to discuss and no report received. Clerk: Please add as a standing item to each Ordinary meeting agenda.</p>
21/052	<p>Planning matters to be considered:</p> <p>a)i) To consider planning applications received prior to agenda publication: ONE: 21/2415/LBC – The Old House, Chardstock, EX13 7BT <i>First floor alterations including creation of en-suite, construction of partition walls, creation of a “jack and jill” bathroom, removal of stained-glass windows.</i> It was proposed by Cllr. Greer, seconded by the Chair, that Council did support this application. Resolved unanimously. TWO: 21/2461/LBC – Parish War Memorial, Chardstock. EX13 7BS <i>Cleaning of war memorial, re-cutting letters and re-painting as required. Removal of flagpole and fixings and making good. Minor aesthetic works.</i> As the application had been submitted by the Parish Council, it was simply noted and no comment was proposed. Clerk: Please submit these comments to the Local Planning Authority by the consultee deadline noted. Clerk was asked to make contact with the former war memorial custodian to ascertain situation with replacement flagpole.</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: None received.</p> <p>f) Planning applications to be considered at forthcoming EDDC Planning meetings where the Parish Council may wish to make a representation: None advised.</p> <p>g) Planning Consultations pending/in progress; to agree response from the Parish Council (if appropriate): None received.</p> <p>h) To consider any current planning enforcement matters in the parish: None advised.</p>

21/053

Financial Matters to be considered:

a) To consider proposals to approve additional bank authorisation signatories.
It was proposed by the Chair that Cllrs. Eames, Greer and Reeve be added to the Council's authorised bank signatory mandate for the Unity Trust Bank account. Resolved unanimously.

RFO: Please process application and paperwork accordingly.

b) To consider expenditure of £173 from CRWS budget for the purchase of highway "patch and fill" materials (this being a shared cost with other neighbouring Parish and Town Councils).

It was proposed by the Chair, seconded by Cllr. Greer, that Council should proceed with this purchase "in principle" pending confirmation from DCC Highways (MAT) that the material proposed for purchase was permitted to be used on parish roads under the auspices of the CRW scheme. Resolved unanimously. Cllr. Greer asked Clerk to provide details of the material for community uses. Clerk: please note and provide specification accordingly.

c) To consider payment of Parish Honorariums in December 2021.

It was proposed by the Chair that an award (made under S.137 of the LGA 1972) of £100 be made in recognition of the work undertaken by volunteers in the parish towards their costs and sundry expenses as a gesture of thanks from the entire Chardstock community. Resolved unanimously.

RFO: Please arrange for the honorariums to be issued to the volunteers.

d) To consider update from Clerk on enquiries regarding functionality and value of the (former) Chardstock Park trust mower asset.

It was proposed by Cllr. Greer, seconded by the Chair, that Clerk be duly delegated to arrange the collection of the mower by the original supplying dealership to ascertain both condition and value. Initial costs £16 (net). Resolved unanimously.

Clerk: Please action accordingly.

e) To consider arrangements for commencement of 2022-23 Parish Council Budget and Precept assessment.

It was suggested that Clerk create a draft B&P statement for consideration by the Parish Council in November. Agreed.

RFO: Please action accordingly and add to November's ORD agenda business.

f) To consider application for grant assistance (£500) from Chardstock Eco-group.

Chair sought further clarification from Clerk as to purpose of the grant.

Clerk confirmed that £1500 had been awarded from another source and that the PC was being asked to complete the funding package.

It was proposed by the Chair, seconded by Cllr. Reeve, that a grant award of £500 be made to the Eco-group to be paid upon receipt of invoices relating to the biodiversity project highlighted by the Eco-group in reimbursement of their costs which Council believed would be incurred over a period of time, rather than as an up-front financial requirement. Resolved unanimously.

RFO: please communicate the Council's approval of the grant request to the group and outline the terms of the grant award.

Cllr. Eames offered to provide details of the Axe Vale Fishing Club as they undertook similar fresh water surveys and the data might be shared to reduce costs.

Initial:

	Business to be considered:
21/054a)	<p>a) To consider matters pertaining to trees and hedges in the parish: In the absence of the Parish Tree Warden, it was noted that his recent correspondence had confirmed that the trees have been ordered for the latest tree-planting project and were due within the National Tree Week “planting window”. No further matters to discuss.</p>
21/054b)	<p>b) To consider submission of articles to Parish Newsletter for the November edition:</p> <p>Pre-notification of Casual Vacancies and possible co-options to the PC. Seeking interest for possible AED awareness event in the parish. <i>Chair: Please submit appropriate article to the Newsletter Editor.</i></p>
21/054c)	<p>c) To consider proposal for an AED awareness event in the parish:</p> <p>Once expressions of interest were received, the Parish Council could consider this matter and propose expenditure accordingly. <i>Clerk: please add to DEC agenda.</i></p>
21/054d)	<p>d) To consider review of the Council’s Disciplinary and Grievance Policy:</p> <p><i>The Chair proposed that this matter be deferred to November’s ORD meeting for further consideration of the grievance elements of the draft policy as circulated. Resolved unanimously.</i> <i>Chair: Please recirculate the edited/revised version to members and Clerk for further review prior to the meeting</i></p>
21/054e)	<p>e) To consider matters pertaining to the Parish War Memorial:</p> <p>Clerk confirmed that planning application had been validated (see 21/052 above) and that Council must now wait for application to be determined before any work could proceed. It was possible that works might not be undertaken prior to Remembrance Day (14th November). Clerk was also asked to liaise with the former WM custodian re: erection of a replacement flagpole and to enquire as to whether any funds remained from previous fundraising activities in the village. <i>Clerk: Please note and report back to Council as and when information is available.</i> <i>Chair reported that the weeds had been removed from the memorial’s curtilage and thanked members of the Chardstock Gardening Club for their efforts.</i></p>
21/055	<p>To consider Parish Maintenance, Highways and Footpath (P3) matters:</p> <p>i) Clerk had asked Lengthsman to attend to weed growth in Henley Close/Woodcock Way following requests for action from adjacent property owners.</p> <p>ii) Recent reports of new potholes on parish roads were noted. Clerk was asked to raise the topic with the County Councillor and DCC Highways Officer again. <i>Clerk: Please note and action accordingly.</i></p> <p>iii) Footpath matters. This had been covered at an earlier point in the meeting.</p>

21/056	Other matters considered as urgent by presiding Chair for discussion only: Clerk raised a staffing matter which would need to be considered, in committee, at a future meeting of the Parish Council. Noted.
21/057	Correspondence received; that not already circulated to members: None received.
21/058	Date of next meeting: Next Ordinary meeting of council scheduled for 17 th November 2021, 7.00pm start time, to be held at the Community Hall (Committee Room). Clerk: Please prepare agenda and publicise accordingly through usual channels.
21/059	No business to discuss in closed committee session. Motion not proposed.
21/060	Matters to be considered in committee session: No matters considered.
	With no further business to transact, the Chair closed the meeting at 8.30pm

DRAFT - Yet to be approved

**Minutes of the Ordinary Council Meeting held on
Wednesday 6th October 2021 – 7.00pm; meeting held in Community Hall.**

Signed: _____ Date: 28/10/2021
(Chair)