

## CHARDSTOCK PARISH COUNCIL

### Minutes of the Ordinary Council Meeting held on Wednesday 15<sup>th</sup> September 2021 – 7.00pm; meeting held in Community Hall.

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

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

Michael Davis, Hon. Tree Warden.

5 members of the public in attendance, including one nominee for co-option.

\* *Cllr. Greer arrived at 7.10pm*

	<p><b>Meeting started at 7.00pm. Chair welcomed all in attendance and outlined Fire Safety precautions and CV19 compliance and safety guidance.</b></p> <p><b>Public Forum:</b></p> <p>i) Presentation from Cllrs. Sedgewick and Holt (Axminster Town Council) regarding the ongoing ATC Neighbourhood Plan process and consultation. Questions and representations from public and members of Council. Chair thanked both Councillors for attending and asked that the Parish Council be kept involved as the process continued. <i>Cllrs. Sedgewick and Holt left the meeting.</i></p> <p>ii) Police report for the rural area had been circulated beforehand. Mr. Davis (HTW) asked to speak under a later agenda item.</p> <p>iii) Presentation from representative of Chardstock Eco-Group received. A request was made for grant assistance and Chair directed the member of the public to the Council's website for the necessary forms. Chair thanked the CEG representative for their input.</p> <p>iv) Reports from County &amp; District Councillors. a) No report received from Cllr. Chubb. b) Brief verbal report from Cllr. Hayward. No public questions to Cllr. Hayward.</p> <p>v) Representation from members of the public regarding Footpath 30 (Woodcock Way) in response to correspondence received from the Parish Council regarding flooding issues and possible solutions. Representation received from member of the public regarding the proposed cleaning and maintenance of the parish war memorial. <b>Chair closed Public Forum session accordingly at 7.45pm.</b></p>
21/029	<p><b>To note and, if thought fit, to approve apologies for absence received:</b> <b>(LGA 1972 s.85(1))</b></p> <p>None received. Cllr. Conroy's absence was noted for the minutes.</p>
21/030	<p><b>Declarations of interest under the Code of Conduct:</b></p> <p>No other declarations made at this point of the meeting.</p>
21/031	<p><b>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:</b></p> <p>No business considered as confidential.</p>

Initial:

21/032	<p><b>To consider and, if thought fit, approve minutes of the Extraordinary Meeting of Chardstock Parish Council held on 11<sup>th</sup> August 2021:</b></p> <p>Cllr. Cockburn queried the veracity of the minutes, in particular minute reference EM21/22a) which he believed had omitted his proposal, seconded by Cllr. Greer, that they should jointly create a form of wording for a parish questionnaire or survey regarding the parish opinions of the proposed closure of the village shop. Without access to the notes of the meeting, the Clerk was unable to confirm this omission and the Chair therefore <b>proposed that consideration of these draft minutes be deferred until the next Ordinary meeting to allow the notes to be reviewed and the draft minutes amended, if necessary, as per Cllr. Cockburn's recollections. Resolved unanimously.</b></p> <p><b>Matters arising from these minutes:</b> (as above)</p> <p><i>Clerk: Please note and review meeting notes accordingly and bring these draft minutes back to Council at the earliest opportunity for review and consideration.</i></p>
	<p><b>Chair proposed that agenda item 21/038iii) be brought forward on the agenda for consideration and discussion. Resolved unanimously.</b></p>
21/038iii)	<p><b>To consider Parish Footpath (P3) matters:</b></p> <p><i>Chair invited member of the public to participate in this discussion as subject involved his property adjacent to Footpath 30.</i></p> <p>iii) The member of the public asserted his belief that the waterlogging issue on FP30 had existed prior to any works he had undertaken in his garden and that the solution was to raise the level of the footpath and install a drainage solution. After further discussion, it was suggested that the Clerk liaise with the County Public Rights of Way team, the Parish Footpath Warden and South West Water (there being a meter chamber in the section which was under consideration) to determine what practical measures could be taken to solve the problem for all parties.</p> <p><i>Clerk: Please note and action accordingly liaising with all relevant parties. Please bring this matter back to Council when developments/progress warrants.</i></p> <p><b>Member of the public left the meeting.</b></p>
	<p><b>Chair proposed that the published order of the agenda be resumed. Resolved unanimously.</b></p>
21/033	<p><b>To consider matters pertaining to the Casual Vacancies on the Parish Council:</b></p> <p>Clerk explained the legal basis behind the process of co-option. Two candidates had submitted nominations; one of who was present. Clerk confirmed that both candidates were eligible to stand as a Parish Councillor and thus could be co-opted in the absence of a petitioned election. Written statements had been provided by both candidates and circulated. Cllr. Cockburn made a statement outlining the reasons for his decision. Cllr. Greer also indicated her preference via a verbal statement. Cllr. Eames also indicated his preference via a verbal statement. Chair also indicated her preference.</p> <p><b>The co-option (as a member of the parish Council) of Michelle Reeve was proposed by Cllr. Cockburn, seconded by Cllr. Greer. Resolved unanimously.</b></p> <p>Cllr. Reeve was not in attendance and therefore the necessary Declaration of Acceptance of Office could not be signed. Clerk confirmed that he would contact Cllr. Reeve to seek her signature as required by legislation. Chair thanked both candidates for their interest in the role.</p> <p><b>Two members of the public left the meeting at this point.</b></p> <p><i>Clerk: please liaise with Cllr. Reeve accordingly and publicise the co-option.</i></p>

	<i>Chair proposed that agenda item 21/037a) be brought forward on the agenda for consideration and discussion. Resolved unanimously.</i>
21/037a)	<p><b>Business to be considered:</b></p> <p><b>a) To consider matters pertaining to trees and hedges in the parish of Chardstock.</b></p> <p><i>Chair invited Mr. Davis, the Honorary Tree Warden, to participate in the discussion.</i></p> <p>Council had received three quotations for the trees which would form part of the forthcoming tree planting project in the parish. Mr. Davis had reviewed these quotes and recommended that Council opt for the quote from Chew Valley Trees for £1127.40 (net).</p> <p><i>It was proposed by Cllr. Greer, seconded by Cllr. Cockburn, that the Parish Council proceed with the purchase of trees from this source. The funding to come from the Council's existing Tree Planting Reserve (£552.67) with the balance being taken from the Council's Project budget for 2021-22. Resolved unanimously. Clerk: Please liaise with Mr. Davis to place the order for the trees and bring the matter back to Council nearer the delivery point as issues of labour and planting materials will need to be discussed further.</i></p>
	<i>Chair proposed that the published order of the agenda be resumed. Resolved unanimously.</i>
21/034	<p><b>To consider matters pertaining to the recent Parish Meeting to discuss the future of the Parish Shop and to receive any reports/updates from the Community Shop Action Group:</b></p> <p>Chair reported that the matter was in the hands of the Action Group who were undertaking a parish-wide consultation of residents and that the Parish Council looked forward to receiving a report in the near future when the outcome of that consultation was known. The Chair also mentioned that interested parties were talking to the owners but that it was too early at this stage to state whether such interest would lead to a sale.</p> <p>Chair asked that this matter be added to future agendas until further notice.</p> <p><i>Clerk: Please note and add to future meeting agenda accordingly.</i></p>
21/035	<p><b>Planning matters to be considered:</b></p> <p><b>a)i) To consider planning applications received prior to agenda publication:</b></p> <p>ONE: 21/2289/FUL – 4 Victoria Place, Chardstock, EX13 7BW (see also 21/2290/LBC – same dwelling {Listed Building Consent})</p> <p><i>Front and side single storey extensions, removal of lime mortar, repairs, window replacement and enlargement of opening to create new doorway.</i></p> <p><i>It was proposed by Cllr. Cockburn, seconded by Chair, that Council did support this application. Resolved unanimously.</i></p> <p><i>Clerk: Please submit this comment to the Local Planning Authority by the consultee deadline noted.</i></p> <p><b>a)ii) To consider planning applications received after agenda publication as per supplementary agenda circulated to all members.</b></p> <p>None received for consideration.</p> <p><b>b) Determinations/Decisions advised by LPA:</b></p> <p>As per agenda published.</p> <p><b>c) Tree (Planning) Matters:</b></p> <p>None advised.</p> <p><i>Continued overleaf.</i></p>

<p>21/035 (contin.)</p>	<p><b>d) Appeals lodged/in progress:</b> None advised.</p> <p><b>e) Planning correspondence received:</b> Clerk asked the Council whether they would wish for all future planning applications (notified to the Council via email) to be publicised on the Council's social media channels (as well as on the Parish Council Information webpage as presently). Members felt that this was a positive step towards better public engagement as the Council was often made aware that residents were unaware of particular applications and this would help publicise and inform parishioners accordingly. <i>Clerk: Please publicise new planning applications accordingly.</i></p> <p><b>f) Planning applications to be considered at forthcoming EDDC Planning meetings where the Parish Council may wish to make a representation:</b> None advised</p> <p><b>g) Planning Consultations pending/in progress; to agree response from the Parish Council (if appropriate):</b> None, other than ongoing Axminster Neighbourhood Plan.</p> <p><b>h) To consider any current planning enforcement matters in the parish:</b> None advised.</p>
<p>21/036</p>	<p><b>Financial Matters to be considered:</b></p> <p>a) To consider and, if thought fit, to approve payments for September 2021 in the sum of £1302.29 as per schedule previously circulated and published online (as identified at the time of the agenda publication). <b>Approval proposed by Cllr. Greer, seconded by Cllr. Cockburn. Resolved unanimously.</b> <i>RFO: Please note and make payments accordingly on the due date.</i> Cllr. Cockburn asked for sight of the invoices from the Parish Lengthsman. <i>RFO: Please provide to Cllr. Cockburn asap.</i> Cllr. Cockburn also asked that the Hon. Footpath Warden be provided with a summary of P3 spend (against) budget and available funds for P3 works in Council's financial reserves, and that she be invited to the next meeting. <i>RFO: Please prepare financial report as requested and invite accordingly.</i></p> <p>b) To note Council's payments in August (these having been previously approved at the Extraordinary meeting held 11/08/2021). <b>Noted.</b></p> <p>c) To consider, and review, financial information and reports for August and September 2021 (to end Q2). <b>Noted. No questions to RFO from members of Council.</b></p> <p>d) To consider items of expenditure authorised in August and September 2021 under Chair's / Clerk's delegated authority. <b>As per schedule published. Noted.</b></p> <p>e) To consider proposals for the use of the £376.55 CV19 Resilience Reserve. <b>Proposed by Cllr. Cockburn, seconded by Chair, to leave unchanged as a balance within Council's reserves. Resolved unanimously.</b> <i>RFO: Please note and continue to report within Reserves schedule.</i></p> <p>f) To consider nominations for additional bank signatories. <b>It was proposed from the Chair that this matter be deferred until October's Ordinary meeting. Resolved unanimously.</b> <i>RFO: Please add to OCT agenda.</i></p> <p><i>Continued overleaf.</i></p>

<p>21/036 (Contin.)</p>	<p>g) To consider review of Parish Council’s subscription to ZOOM (for the hosting and broadcast of virtual meetings).  <b>It was proposed by Chair, seconded by Cllr. Eames, that the Council terminate its subscription with immediate effect, noting that it could be restarted at a later date if circumstances so dictated. Resolved unanimously.</b>  <b>RFO: Please note and end subscription payments accordingly.</b></p> <p>h) To consider contribution towards Clerk’s training event in October (SLCC Annual Conference and Training Events over 3 days) – these costs to be shared between Clerk’s three PC employers.  <b>Chair proposed a contribution of £200 towards the shared costs. Seconded by Cllr. Greer. Resolved unanimously.</b></p> <p>i) To consider expenditure of approx £109 (net) to replace the Paediatric AED pads in the Hall defibrillator when they reach expiry in December.  <b>Proposed from the Chair. Resolved unanimously.</b>  <b>RFO: Please diarise for later in the year (nearer to expiry date) to arrange replacement pads and install accordingly.</b></p> <p>j) To consider expenditure of £300 towards “green skips” as a parish amenity (as per budget) and to agree dates for provision of the same.  <b>Proposed from Chair. Suggested date was last weekend in October (half-term). Resolved unanimously.</b>  <b>RFO: Please note and arrange accordingly. Please publicise on parish social media.</b></p> <p>k) To note receipt of the External Auditors Qualified Assurance for the financial year 2020-21, to acknowledge their comments and to note the publication of the Assurance Document, together with the Notice of Conclusion of Audit.  <b>Noted.</b></p>
	<p><b>Business to be considered:</b></p>
<p>21/037b)</p>	<p><b>b) To consider potential plans for the celebration of HM Platinum Jubilee in June 2022; to agree upon Parish Council involvement and community liaison:</b></p> <p><b>It was proposed by the Chair that this matter be deferred until January 2022 for reconsideration and to allow time for the community to be consulted on their thoughts and views on suitable parish celebrations. Resolved unanimously.</b>  <b>Clerk: Please add to January 2022 ORD agenda.</b></p>
<p>21/037c)</p>	<p><b>c) To consider inviting a representative of Airband UK to a future meeting of the Parish Council to present information on the rollout of Fibre Broadband in rural East Devon:</b></p> <p><b>It was proposed by Cllr. Cockburn, seconded by the Chair, that this invitation was not necessary at this time. Resolved unanimously.</b>  <b>No further action required.</b></p>
<p>21/037d)</p>	<p><b>d) To consider renewal of Council’s Foundation Quality Award status:</b></p> <p><b>It was proposed by the Chair, seconded by Cllr. Cockburn, that the Clerk be directed to arrange renewal of the Quality Award accreditation. Resolved unan.</b>  <b>Clerk: Please note and arrange accordingly.</b></p>

21/037e)	<p><b>e) To consider submission of articles to Parish Newsletter (PN) for the October edition:</b></p> <p>Confirmation of Green Skip amenity as detailed above.  Formal notification of the co-option of Cllr. Reeve.  Publicity re: tree planting projects (as per 21/037a. above).  Chair: Please submit appropriate article to the Newsletter Editor.</p>
21/037f)	<p><b>f) To consider forthcoming Chapter 8 (SLG) training course (November) and to seek volunteers for attendance:</b></p> <p>No volunteers came forward.  No further action required.</p>
21/037g)	<p><b>g) To consider review of the Council's Disciplinary and Grievance Policy:</b></p> <p>The Chair proposed that this matter be deferred to October's ORD meeting for further consideration. Resolved unanimously.  Chair: Please recirculate the edited/revised version to members and Clerk for further review prior to the meeting</p>
21/037h)	<p><b>h) To consider whether the Council wishes to make a formal submission to the EDDC Gambling Policy consultation:</b></p> <p>It was agreed by consensus that no formal response was to be submitted but that members could (and should) respond individually if they had specific points they wished to make on this subject.  No further action required.</p>
21/037i)	<p><b>i) To consider the date of the next Parish Council meeting (to vary from the date originally agreed upon and published ie. 13/10/2021) due to a conflicting training event to be attended by the Clerk:</b></p> <p>It was proposed from Chair that the next ordinary meeting of the Council take place on Wednesday 6<sup>th</sup> October at the usual time of 7pm. Resolved.  Clerk: Please note and publicise accordingly.</p>
21/037j)	<p><b>j) To consider further expenditure towards costs of refurbishing and maintaining the Parish War Memorial, now that this structure has been formally taken under the jurisdiction of the Parish Council:</b></p> <p>Chair reported that several volunteers had come forward to assist with the maintenance and planting of the flower beds around the war memorial.  Chair proposed that a budget of £100 be agreed for the costs of soil, compost, plants etc. Seconded by Cllr. Cockburn. Resolved unanimously.  RFO: Please note and liaise with relevant parties as and when expenditure is required to reimburse accordingly.  Clerk was also asked to chase the former custodian of the War Memorial to enquire as to the whereabouts of the replacement flagpole (the original one in situ being scheduled for removal as per agreed works) and also any residual funds.  Clerk: Please note and action accordingly.</p>



21/038	<p><b>To consider Parish Maintenance, Highways and Footpath (P3) matters:</b></p> <p>a) Councillors discussed the issue of weed growth around the parish and agreed to keep a close eye on particular areas of concern and to delegate authority to the Clerk (in conjunction with the Lengthsman) to attend to any issues that needed action using hand-weeding and trimming techniques and not glyphosates.  Clerk: Please note and action accordingly.</p> <p>b) It was felt that some signage would be appropriate at various points in the parish to warn drivers that there were likely to be pedestrians in the road ahead (especially on section of highways with no pavements). Clerk was asked to raise the possibility of such signage with the DCC Highways Officer.  Clerk: Please note and action accordingly.</p> <p>c) No matters for discussion. As detailed above, the Hon. Footpath Warden is to be invited to the next ORD meeting of Council in October.</p>
21/039	<p><b>Other matters considered as urgent by presiding Chair for discussion only:</b></p> <p>Clerk was provided with the details of a local garden machinery contractor in relation to the ongoing issue of the mower asset acquired by the Council after the transfer of the play asset and liability from the CPT to the PC.  Clerk: Please make contact asap to discuss progress forwards in this regard.</p>
21/040	<p><b>Correspondence received; that not already circulated to members:</b>  None received.</p>
21/041	<p><b>Date of next meeting:</b>  Next Ordinary meeting of council scheduled for 6<sup>th</sup> October 2021,  7.00pm start time (rescheduled from 13/10/21 as originally published).</p>
21/042	<p><b>No business to discuss in closed committee session. Motion not proposed.</b></p>
21/043	<p><b>Matters to be considered in committee session:</b>  No matters considered.</p>
	<p><b>With no further business to transact, the Chair closed the meeting at 9.40pm</b></p>

**Minutes of the Ordinary Council Meeting held on  
Wednesday 15<sup>th</sup> September 2021 – 7.00pm; meeting held in Community Hall.**

Signed: \_\_\_\_\_ Date: 6/10/2021  
(Chair)

Initial: