

CHARDSTOCK PARISH COUNCIL

DRAFT - Yet to be approved

**Minutes of the Ordinary Council Meeting held on
Wednesday 10th November 2021 – 7.00pm; meeting held in Community Hall.**

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

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

1 member of the public in attendance.

	<p>Meeting started at 7.00pm. The Chair welcomed all in attendance and outlined Fire Safety precautions and CV19 compliance and safety guidance.</p> <p>Public Forum:</p> <p>i) No reports provided by local Police or Hon. Tree Warden. ii) Report to Council from Hon. Footpath Warden on P3 matters. 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 7.05pm.</p>
21/061	<p>To note and, if thought fit, to approve apologies for absence received: (LGA 1972 s.85(1)) None received.</p>
21/062	<p>Declarations of interest under the Code of Conduct: Chair declared a personal interest as a Trustee of the Community Hall. <i>Chair highlighted the need for members to declare any interests that arose during the meeting.</i></p>
21/063	<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>
21/064	<p>To consider and, if thought fit, approve the minutes of the Extraordinary Meeting of Chardstock Parish Council held on 28th October 2021: Approval of the minutes of this Extraordinary meeting was proposed by the Chair, seconded by Cllr. Reeve. Resolved unanimously. Matters arising from these minutes: None</p>
21/065	<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 had ended and no such petition had been lodged at EDDC. Therefore, the PC was able to fill the vacancies via the Co-Option process as before. It was proposed by Chair that posters and social media posts be published seeking nominations/volunteers and that the matter of co-option should be added to the next ORD agenda in December. Seconded Cllr. Reeve. Resolved unanimously. Clerk: Please add to next Parish Council agenda for consideration.</p>
21/066	<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: Verbal report presented to Council by the Chair. Noted.</p>

21/067	<p>Planning matters to be considered:</p> <p>a)i) To consider planning applications received prior to agenda publication: ONE: 21/2765/FUL – Farway Cottage, Chardstock. EX13 7DA <i>Proposed changes to door glazing, and amendments to previously consented works. (See also 21/2766/LBC)</i> It was proposed by Chair, seconded by the Cllr. Reeve, that Council did support this application. Resolved unanimously.</p> TWO: 21/2289/FUL – 4 Victoria Place, Chardstock, EX13 7BW <i>Single storey (front and side) extensions, restoration of stone wall, enlargements of opening to create doorway (re-consideration of prior application - See also 21/2290/LBC)</i> It was proposed by Chair, seconded by the Cllr. Eames, that Council did support this application. Resolved unanimously. <p>Clerk: Please submit these comments 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.</p> ONE: 21/2596/FUL – Chilcotts Farm, Chardstock. EX13 7BU. <i>Change of Use from agricultural land to class F2C (as per adjacent bowling club).</i> It was proposed by Chair, seconded by the Cllr. Reeve, that Council did support this application. Resolved unanimously. <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: Correspondence had been received in respect of 21/2461/LBC (Chardstock War Memorial planning application) which was duly noted.</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): Chair spoke on the subject of the EDDC Local Plan consultation and, in particular, the report on Local Settlements. It was noted with dismay that Chardstock was deemed to be a Tier 4 “service village” which members disagreed with profoundly given the lack of public amenity in the parish. The Chair sought delegated authority to attend the webinar and to make representations on behalf of the PC in this regard and to report back to the Council at the next opportunity. Proposed by Chair, seconded by Cllr. Reeve. Resolved unanimously.</p> <p>h) To consider any current planning enforcement matters in the parish: None advised.</p> <p><i>Cllr. Greer joined the meeting at 19.30hrs.</i></p>
--------	---

21/068	<p>Financial Matters to be considered:</p> <p>a) To consider payments for November 2021 - £1765.77: It was proposed by Chair, seconded by Cllr. Greer, that payments be made. resolved unanimously. RFO: Please note and action accordingly.</p> <p>b) To consider items of expenditure incurred in November until Chair's/Clerk's delegated authority: <i>None to be reported.</i></p> <p>c) To consider financial accounts and reports for November 2021: <i>Received and noted. No questions to RFO.</i></p> <p>d) To consider update from Clerk on enquiries regarding functionality and value of the (former) Chardstock Park trust mower asset. It was proposed by Chair that, in light of valuation from local horticultural repair supplier, and following further correspondence received via email and social media posts, the Clerk be delegated to seek best offer on the asset for disposal (as seen). Resolved unanimously. Clerk: Please note and action accordingly.</p> <p>e) To consider arrangements for commencement of 2022-23 Parish Council Budget and Precept assessment. <i>It was suggested that Clerk create a revised draft B&P statement for consideration by the Parish Council in December with a target date of 12th January 2022 for final decision on budget and precept figure for 2022-23. Agreed. It was also noted that the Parish Council may have two new members by this point and some induction training on financial matters would be required.</i> RFO: Please action accordingly and add to December's ORD agenda business.</p>
	<p>Business to be considered:</p>
21/069a)	<p>a) To consider dates and times for meetings of the Parish Council in 2022: Clerk had circulated a draft schedule of dates and times to members beforehand. Proposed by the Chair that these be approved and published. Resolved unan. Clerk: Please note and action accordingly.</p>
21/069b)	<p>b) To consider submission of articles to Parish Newsletter for the December edition: Grit bin stock level checks underway with filling if necessary. Replacement of Kitbridge grit bin requested following damage. Thanks to Eco-Group for their continued efforts in litter picking. <i>All other content delegated to the Chair to submit on Council's behalf.</i> Chair: Please submit appropriate article to the Newsletter Editor.</p>
21/069c)	<p>c) To consider whether the Parish Council should make an application to the EDDC Community Building Fund for up to £5000 towards further improvement works to the Chardstock Community Hall: Chair outlined current fundraising efforts and successes. Proposed by Cllr. Greer, seconded by Cllr. Reeve, that RFO be directed to make enquiries of EDDC to ascertain eligibility and be duly delegated to apply on Council's behalf if able to do so. Resolved unanimously. RFO: Please note and action accordingly.</p>

21/069d)	<p>d) To consider whether the Parish Council should make an application to the DCC Green Innovation Fund for grant assistance towards further improvement works to the Chardstock Community Hall:</p> <p>Following on from the last agenda item, the Chair noted that the deadline for applications to this fund had sadly passed. Noted.</p> <p>RFO was asked to monitor this grant fund (and any others) in case further windows of opportunity arose to fundraise for this project.</p> <p>RFO: Please note and action accordingly.</p>
21/069e)	<p>e) To consider matters pertaining to the Parish War Memorial:</p> <p>i) To ratify expenditure incurred for planting around memorial. Proposed by Cllr. Greer, seconded by Cllr. Reeve. Resolved unanimously.</p> <p>ii) To consider proposal to erect a flagpole in the borders surrounding the war memorial. Proposed by Cllr. Greer, seconded by Cllr. Reeve. Resolved unanimously. These works to be completed if and when the planning application for works to the war memorial are approved by the Local Planning Authority. Clerk: Please note and action accordingly. Please keep members uptodate as to progress with the planning application.</p>
21/069f)	<p>f) To consider costs relating to the shared use of Clerk's laptop (amended financial implications following Clerk's resignation from another local authority who were party to a previous shared equipment agreement):</p> <p>Proposed by Chair, seconded by Cllr. Eames, that the Parish Council contribute £200 * towards the costs (the balance to be met by All Saints Parish Council and a contribution from DCC Cllr. Ian Hall via his Locality Fund). Resolved unan.</p> <p>It was recognised that if the DCC contribution was NOT forthcoming then a larger contribution (being 50% of net costs) would be necessary.</p> <p>RFO: Please action accordingly.</p>
21/069g)	<p>g) To further consider review of the Parish Council's Disciplinary and Grievance Policy (draft) as circulated to all members:</p> <p>It was agreed that the matter would be delegated to the Chair to review and finalise the wording of the draft policy document for final review and approval by members in December.</p> <p>Clerk: Please bring back to the Parish Council in December.</p>
21/070	<p>To consider Parish Maintenance, Highways and Footpath (P3) matters:</p> <p>i) Clerk reported that lengthsman was pressing ahead with routine works and would be commencing the annual Grit Bin stock level assessment shortly. Works in the play area has dropped off due to unseasonal conditions but he would be continuing to monitor and attend to matters as they arose. Clerk asked members to alert him to any works that needed attention. Lengthsman was also on standby to assist with the installation of the War Memorial flagpole once planning consent had been approved.</p> <p>ii) Clerk confirmed that a pallet of Viatec VQ6 had been ordered with costs to be shared between ASPC, CPC and Axminster TC. This will enable further pothole repairs to be undertaken in the village and parish.</p> <p><i>Continued overleaf</i></p>

	<p>iii) Footpath Matters. No report from Footpath Warden available but Clerk was asked to chase DCC PROW officer for update on proposed works to improve surface and drainage of FP30.</p> <p>iv) Clerk reported that the parish had significant stocks of empty sandbags and it was agreed that this should be made more widely known to parishioners so that they could collect what they needed and arrange for supplies of sand to fill them prior to the actual point where deployment of sandbags was necessary in a flood event!</p> <p>v) It was proposed by Chair, seconded by Cllr. Eames, that the Council should purchase 4 no. pedestrian barriers from the CRWS budget to enhance the road safety and Road Warden Scheme provision in the parish (and to safeguard those working on parish roads from vehicles). Resolved unanimously. Clerk: Please note and make arrangements to purchase accordingly.</p>
21/071	Other matters considered as urgent by presiding Chair for discussion only: None raised.
21/072	Correspondence received; that not already circulated to members: None received.
21/073	Date of next meeting: Next Ordinary meeting of council scheduled for 8 th December 2021, 7.30pm start time, to be held at the Community Hall (Committee Room). Clerk: Please prepare agenda and publicise accordingly through usual channels.
21/074	No business to discuss in closed committee session. Motion not proposed.
21/075	Matters to be considered in committee session: No matters considered.
	With no further business to transact, the Chair closed the meeting at 8.25pm

DRAFT - Yet to be approved

**Minutes of the Ordinary Council Meeting held on
Wednesday 10th November 2021 – 7.00pm; meeting held in Community Hall.**

Signed: _____ Date: 8/12/2021

(Chair)

Initial: