

## CHARDSTOCK PARISH COUNCIL

### Minutes of the Ordinary Council Meeting held on Wednesday 8<sup>th</sup> December 2021 – 7.00pm; meeting held in Community Hall.

Present: Cllrs. Wilson (Chair), Greer (Vice-Chair), Eames and Reeve (quorate).  
In Attendance: Paul Hayward (Clerk) (also representing East Devon District Council)  
2 members of the public in attendance.

	<p><b>Meeting started at 7.00pm. The 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) Written report provided by Hon. Tree Warden. No Police report available. ii) No report to Council from Hon. Footpath Warden on P3 matters. iii) 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. iv) No member of the public wished to speak.</p> <p><b>The Chair closed Public Forum session accordingly at 7.05pm.</b></p>
21/076	<p><b>To note and, if thought fit, to approve apologies for absence received:</b> <b>(LGA 1972 s.85(1))</b> None received. Absence of County Cllr. Chubb and Hon. Tree Warden/P3 Wardens noted.</p>
21/077	<p><b>Declarations of interest under the Code of Conduct:</b> 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>
21/078	<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> No business considered as confidential.</p>
21/079	<p><b>To consider and, if thought fit, approve the minutes of the Ordinary Meeting of Chardstock Parish Council held on 10<sup>th</sup> November 2021:</b> <b>Approval of the minutes of this Ordinary meeting was proposed by the Chair, seconded by Cllr. Eames. Resolved unanimously.</b> Signed as a true record of that meeting by the Chair. <b>Matters arising from these minutes: None</b></p>
21/080	<p><b>To consider matters pertaining to the Casual Vacancies on the Parish Council and to consider co-option of new members if appropriate:</b> Clerk advised that two nominations had been received for co-option and that both persons were eligible to stand as a Parish Councillor. <b>It was proposed by Chair, seconded by Vice-Chair, that both Sheila Hughes and Lavinia Sonnenberg be co-opted to the position of Parish Councillor. Resolved unanimously.</b> Both persons signed their Declaration of Acceptance of Office forms in the presence of the Proper Officer of the Parish Council and joined the meeting as co-opted Councillors, having previously been issued with an agenda summons.</p>

21/081	<p><b>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:</b> Nothing to discuss under this agenda item. Noted.</p>
21/082	<p><b>Planning matters to be considered:</b></p> <p><b>a)i) To consider planning applications received prior to agenda publication:</b> No applications received for Council to consider.</p> <p><b>a)ii) To consider planning applications received after agenda publication as per supplementary agenda circulated to all members.</b> No applications received for Council to consider.</p> <p><b>b) Determinations/Decisions advised by LPA:</b> As per agenda published.</p> <p><b>c) Tree (Planning) Matters:</b> Two planning applications for tree works received for consideration.</p> <p>i) 21/2959/TCA. The Court, Chardstock. <b>Proposed by Chair, seconded by Cllr. Reeve that Council supported this application. Resolved unanimously.</b></p> <p>ii) 21/3113/TCA. The Old Vicarage, Chardstock. <b>Proposed by Chair, seconded by Cllr. Reeve that Council did not object to this application as submitted but wished to express its frustration as to the timing of the works in relation to the submission of the planning application. Resolved unanimously.</b></p> <p>Clerk was asked to contact all local tree surgeons to remind them of their obligations and duties to check on the protected status of trees prior to commencing works on them. <b>Clerk: Please action accordingly and advise EDDC of these consultee decisions.</b></p> <p><b>d) Appeals lodged/in progress:</b> None advised.</p> <p><b>e) Planning correspondence received:</b> None received.</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> Chair reported back to Council in respect of recent meeting held to consider EDDC Local Plan review and the specific issue of Chardstock Parish being designated a Tier 4 settlement ie Service Village. Chair asked that the topic of the Local Plan review be added to future agendas under planning matters. Clerk was asked to add links to the Parish Council website to allow visitors to gain access to the EDDC Local Plan and HELAA websites. <b>Clerk: Please action accordingly.</b></p> <p><b>h) To consider any current planning enforcement matters in the parish:</b> None advised.</p> <p><b>Continued overleaf</b></p>

Initial:

21/083

**Financial Matters to be considered:**

- a) To consider and, if thought fit, to approve payments for December 2021: The schedule for December's payments was incomplete due to timing of this Ordinary meeting and therefore, **it was proposed by Chair, seconded by Cllr. Reeve, that those payments as already scheduled should be made under RFO's delegated authority, together with any payments as necessary in December (which should be noted by Council in January 2022). Resolved unanimously.** RFO: Please note and action accordingly.
- b) To consider items of expenditure incurred in December until Chair's/Clerk's delegated authority:  
*This matter was deferred until January 2022 in light of above.*
- c) To consider financial accounts and reports for December 2021(Q3):  
*This matter was deferred until January 2022 in light of above.*
- d) To consider renewal of Council's membership of CPRE Devon for the sum of £36 for another year:  
**Proposed by Chair, seconded by Cllr. Eames, that subscription be renewed. Resolved unanimously.**  
RFO: Please note and action accordingly.
- e) To consider draft calculations for 2022-23 Parish Council Budget and Precept demand and to approve if felt appropriate:  
In light of the fact that two new members had joined the Council this evening who had not been in receipt of the draft budget/precept calculations, the Chair proposed that this matter be deferred to January's meeting for further consideration and possible approval. Agreed.  
RFO: Please action accordingly and add to January's ORD agenda business.  
Re-circulate copies of all financial documents to members prior to meeting.
- f) To consider renewal of Council's membership of ICO for the sum of £35 for another year:  
**Proposed by Chair, seconded by Cllr. Greer, that these subscription fees be paid. Resolved unanimously.** RFO: Please note and action accordingly.
- g) To consider delegating authority to the Clerk to carry out play repairs as recommended within recent play area assessment report:  
**Proposed by Cllr. Greer, seconded by Cllr. Reeve, that these play repairs be carried out without delay under the Clerk's delegated authority. Resolved nem.con. (Chair abstained).**
- h) To note request from RFO that payments for December [see a) above] are made on the 17<sup>th</sup> December in light of forthcoming Christmas break. Noted.
- i) To receive update from RFO as to ongoing progress to add new signatories to Unity Trust Bank account.  
RFO explained that progress was ongoing but painfully slow and frustrating. Chair asked RFO to carry on liaising with them until all changes were complete. Noted.

	<b>Business to be considered:</b>
21/084a)	<p><b>a) To consider whether Council wishes to respond to the Devon and Somerset Fire Service draft community Risk Management Strategy consultation exercise:</b></p> <p>It was agreed that members could submit their own comments individually if they so wished but no response from the Parish Council was necessary. No further action required.</p>
21/084b)	<p><b>b) To consider submission of articles to Parish Newsletter for the January 2022 edition:</b></p> <p>Potential article submissions:  Tree Planting  Forthcoming AED Awareness training event  Local Plan Review process and timeline  <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>
21/084c)	<p><b>c) To consider update from RFO on proposed application to the EDDC Community Building Fund for up to £5000 towards further improvement works to the Chardstock Community Hall:</b></p> <p>RFO provided update. Noted.</p>
21/084d)	<p><b>d) To consider any updated matters pertaining to the Parish War Memorial:</b></p> <p>Clerk reported that no consent from EDDC Planning Officers had yet been received and thus, no progress could be made with the repair/maintenance works. Clerk was asked to chase EDDC for a status report and an estimated determination date.  Clerk: please note and action accordingly.</p>
21/084e)	<p><b>e) To further consider review of the Parish Council's Disciplinary and Grievance Policy (draft) as circulated to all members:</b></p> <p>The revised draft had been circulated to members for their consideration and review. <i>It was proposed by Chair, seconded by Cllr. Greer, that this draft be approved as the substantive Disciplinary and Grievance Policy document for the Parish Council. Resolved nem con. (2 abstentions).</i>  Clerk: Please bring back to the Parish Council in December.</p>
21/085	<p><b>To consider Parish Maintenance, Highways and Footpath (P3) matters:</b></p> <p>i) Parish Lengthsman issues: Clerk was advised that a ditch was blocked on the road to Lower Farway; Cllr. Eames would provide photos for the Clerk to pass to DCC Highways for their action as beyond scope of PL works/duties.</p> <p>ii) Highway Maintenance: The ongoing issue of speed on the A358 through the parish was raised. Clerk was asked to liaise with DCC (Highways Officer and County Councillor) to ascertain if any measures could be introduced to reduce speeds on this busy and fast section of road. Clerk: Please note and action accordingly.</p> <p><i>Continued overleaf</i></p>

Initial:

	<p>iii) Footpath Matters. A query had been raised regarding the issue of slippery flagstones within the church grounds which formed part of the parish footpath network. After discussion, it was agreed that the Parish Council could not assist and that it was potentially an issue for the PCC to resolve.</p> <p>iv) Flooding and flood resilience. No matters to discuss. Noted.</p>
21/086	<p><b>Other matters considered as urgent by presiding Chair for discussion only:</b> None raised.</p>
21/087	<p><b>Correspondence received; that not already circulated to members:</b> As per agenda published. Clerk: Please forward PDF copy of CPRE Devon Voice Newsletter to all members.</p>
21/088	<p><b>Date of next meeting:</b> Next Ordinary meeting of council scheduled for 12<sup>th</sup> January 2022 7.00pm start time, to be held at the Community Hall (Committee Room). Clerk: Please prepare agenda and publicise accordingly through usual channels.</p>
21/089	<p><b>It was proposed by Vice 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 21/078 above. Seconded by Chair.</b></p>
21/090	<p><b>Matters to be considered in committee session:</b></p> <p>i) Employment matters: Clerk asked that the remainder of his holiday entitlement for 2021 (19 hours) be used prior to the 31<sup>st</sup> December 2021 to avoid carrying over any unused entitlement into the New Year. Agreed.</p> <p>ii) Matters pertaining to Internal Auditor and Internal Financial Control Review: After discussion, it was agreed that RFO would talk to current Internal Auditor to ascertain whether they wished to continue in this role and, if not, for RFO to seek out a new Internal Auditor as per the statutory requirements of the role. Noted.</p> <p>iii) To consider matters pertaining to disposal of redundant mower asset: Clerk was duly authorised under his delegated powers to arrange disposal of the mower asset as quickly as possible. Noted.</p>
	<p><b>With no further business to transact, the Chair closed the meeting at 8.50pm</b></p>

**Minutes of the Ordinary Council Meeting held on  
Wednesday 8<sup>th</sup> December 2021 – 7.00pm; meeting held in Community Hall.**

Signed: \_\_\_\_\_ Date: 12/1/2022  
(Chair)

Initial: