

## CHARDSTOCK PARISH COUNCIL

### Approved – 16<sup>th</sup> November 2022 Ordinary Meeting

#### Minutes of the Ordinary Council Meeting held on Wednesday 12<sup>th</sup> October 2022 – 7.00pm; meeting held in Chardstock Community Hall.

Present: Cllrs. Wilson (Chair), Greer (Vice-Chair), Eames, Hughes, Reeve and Sonnenberg (quorate).

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

Michael Davis – Hon. Tree Warden. Four members of the public were also in attendance.

	<p><b>The Chair welcomed all in attendance and outlined Fire Safety precautions.</b></p> <p><b>Public Forum:</b> i) Public representations received on subjects of: Jubilee House Planning Application Road closure at Tytherleigh Junction A358</p> <p><b>The Chair closed Public Forum session accordingly at 7.15pm.</b></p>
22/080i)	<p><b>To note members of the Parish Council in attendance:</b> As listed above.</p>
22/080ii)	<p><b>To note and, if thought fit, to approve apologies for absence received:</b> <b>(LGA 1972 s.85(1))</b> No apologies received – all members of the Parish Council were present.</p>
22/080iii)	<p><b>To note members not present and to receive any other apologies for absence:</b> None. All present.</p>
22/081	<p><b>Declarations of interest under the Code of Conduct:</b> Chair declared a personal interest as a Trustee of the Community Hall. No other declarations made. <i>Chair highlighted the need for members to declare any interests that arose during the meeting.</i></p>
22/082	<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> None proposed other than that already listed on agenda for Part Two discussion.</p>
22/083	<p><b>To consider and, if thought fit, approve the minutes of the Ordinary Meeting of Chardstock Parish Council held on 20<sup>th</sup> July 2022:</b> Minor wording change proposed by Chair for grammatical reasons. <b>Approval of the (substantive) minutes of this Ordinary Meeting was proposed by the Chair, seconded by Cllr. Reeve. Resolved unanimously.</b> Minutes signed as a true record of that meeting by the Chair. <b>Matters arising from these minutes:</b> <i>None.</i></p>
22/084	<p><b>To note that the Council did not meet in August 2022.</b> Noted.</p>

Initial:

22/085	<p><b>To note that the scheduled meeting of the Parish Council on 14th September 2022 was postponed following the passing of Her late Majesty The Queen on 8th September 2022 and as a result of the National Period of Mourning that followed.</b></p> <p>Noted</p>
22/086	<p><b>To consider matters pertaining to the Chardstock Community Shop (Limited) [CCSL] (and committee):</b></p> <p>i) To receive an update report from the RFO on the Parish Council's financial assistance package to the Chardstock Community Shop Limited and the related legal arrangements connected with that grant.</p> <p>Report received and noted. <b>It was proposed by Chair, seconded by Cllr. Sonnenberg, that the Parish Council should rescind its previous resolution to seek a first legal charge over the shop and accommodation premises at 8 Westcombes (to act as security for the grant advanced to the Community Shop entity). This proposal was based on advice received from Council's legal representatives who advised that the creation of the funding agreement, the terms and conditions of that agreement and the registration of that agreement with the Land Registry (as a legal restriction on the deed) concurrently with the creation of a new Freehold Registration would provide Council with the assurance and certainty that the taxpayer funded grant of £180,000 would be adequately protected. Resolved unanimously.</b></p> <p>The RFO was directed to make arrangements to transfer the requisite grant sum to the CCSL (less the retention sum intended for building works as agreed between the two parties) via their legal representatives (client account).</p> <p>Noted.</p>
22/087	<p><b>To consider Parish Maintenance, Highways and Footpath (P3) matters:</b></p> <p>i) &amp; ii) General update on matters pertaining to speeding, traffic volumes and driver behaviour was provided by the Clerk. No further discussion or actions. No maintenance work highlighted as urgent. Clerk confirmed that the diseased Cherry tree in the play area had been removed as directed on safety grounds.</p> <p>iii) Nothing to report on P3 (Footpath) matters. Clerk was asked to liaise with the DCC Highways Officer to seek progression re: the proposed levelling works required on FP30 which would become waterlogged again shortly with the seasonal weather. Noted</p> <p>iv) Clerk reported on the forthcoming TTRO affecting the A358 through Tytherleigh over the period 21<sup>st</sup> November to 25<sup>th</sup> November inclusive. Noted. Clerk was asked to publicise via social media channels nearer the time.</p>

Initial:

22/088	<p><b>Planning matters to be considered:</b></p> <p><b>a) i) To consider planning applications received prior to agenda publication:</b>  Four applications to consider:  1) 22/2041/FUL - Higher Whitehouse Farm, Holy City. EX13 7JZ  Proposed extension to barn and installation of 34 no. solar panels  Members noted that this application was supported by the Chardstock Neighbourhood Plan.  <b>SUPPORT proposed by Chair, seconded by Cllr. Greer.</b>  <b>Resolved unanimously.</b></p> <p>2) 22/1938/FUL - Home Cottage, Burridge. EX13 7DF  Erection of detached triple car port with home office above.  <b>SUPPORT proposed by Cllr. Reeve, seconded by Cllr. Eames.</b>  <b>Resolved unanimously.</b></p> <p>3) 22/2061/LBC (and 22/2060/FUL) - Dirks Garden, Birchill. EX13 7LF  Two storey rear extension, single storey side extension, with fenestration alterations.  <b>SUPPORT proposed by Cllr. Greer, seconded by Cllr. Reeve subject to the approval of the EDDC Conservation Officer in matters pertaining to the Listed Building conditions. Resolved unanimously.</b></p> <p>4) 22/2191/FUL - Ivygreen Farm, Chardstock. EX13 7BY  Installation of 20 x ground mounted PV (solar) panels  Members noted that this application was supported by the Chardstock Neighbourhood Plan.  <b>SUPPORT proposed by Cllr. Reeve, seconded by Cllr. Hughes.</b>  <b>Resolved unanimously.</b></p> <p><b>a) ii) To consider planning applications received after agenda publication as per supplementary agenda circulated to all members.</b>  One application received for consideration.  22/2233/FUL – Jubilee House, Chardstock. EX13 7BH  Erection of replacement timber double garage with carport and demolition of existing asbestos garage.  <b>SUPPORT proposed by Chair, seconded by Cllr. Greer subject to clarification from the Hon. Tree Warden that on-site trees would be unaffected by the works.</b>  <b>Resolved unanimously.</b></p> <p><b>b) Determinations/Decisions advised by LPA: As per agenda published.</b></p>
22/089	<p><b>Financial Matters to be considered:</b></p> <p>a) <b>It was proposed by Chair, seconded by Cllr. Reeve, that Council payments for July, August and September 2022 be approved (£2005.74, £1307.79 and £1289.99 respectively). Resolved unanimously.</b></p> <p>b) RFO Reports for period July to September 2022 incl. received and noted.</p> <p>c) There was a question to the RFO on the matter of invoice payable to the Community Hall Trustees for venue hire. Clerk confirmed that the billing date of August/September was incorrect on the invoice (there having been no meetings of the PC in that period) and that the charges actually applied to October 2022. Noted.</p> <p><i>Continued overleaf.</i></p>

	<p><b>Financial Matters to be considered (continued):</b></p> <p>d) No items of expenditure incurred under delegated authority reported.</p> <p>e) To consider whether this small local authority wishes to opt-out from the SAAA Centralised External Auditor Appointment arrangements for FY2022-23 to FY2026-27. RFO provided a verbal report to members on this issue, which the SAAA required all Councils to reach a decision on. <b>It was proposed by Chair, seconded by Cllr. Eames, that Chardstock Parish Council did NOT wish to opt out of the centralised external audit appointment scheme for the forthcoming 5 years. Resolved unanimously.</b> RFO: Please note.</p> <p>f) To consider a request for funding for the Parish Newsletter to the amount of £150. <b>It was proposed by Chair, seconded by Cllr. Sonnenberg, that the sum of £150 be paid to the Editor of the Parish Newsletter towards their print and production cost for the next calendar year. Resolved unanimously.</b> RFO: Please arrange for this payment to be made accordingly. <b>S142 Local Government Act 1972 applies.</b></p> <p>g) To consider expenditure under S137 (LGA1972) for purchase of a Remembrance Wreath to be laid by the Chair on behalf of the Parish Council. <b>It was proposed by Cllr. Sonnenberg, seconded by Cllr. Hughes, that the sum of £40 be expended to enable the purchase of a suitable Remembrance Wreath from the Royal British Legion. Resolved unanimously.</b> <b>S137 Local Government Act 1972 applies.</b></p> <p>h) To consider viring the remaining funds in the QJ22 reserve back to General Reserves. (£211.55) After discussion, <b>it was proposed by Chair, seconded by Cllr. Reeve, that this sum be vired into the Council's Tree Fund (earmarked reserve) with an additional sum of £300 added to the fund from general reserves (being the approximate value of a windfall interest payment (CR) received by the Parish Council. Resolved unanimously.</b></p> <p>i) To consider arrangements for the commencement of budget preparations for FY23-24 Noted. Clerk will bring a budget back to Council in December for review and consideration. Final agreement on FY23-24 budget and precept due by January 20<sup>th</sup> 2023.</p>
	<p><b>Business to be considered:</b></p>
<p>22/090b) 22/090c)</p>	<p><b>Chair proposed that agenda item be considered after agenda items b) to k) inclusive. Agreed.</b></p> <p><b>b) To receive update on other matters pertaining to tree planting projects/initiatives in the parish:</b> <b>c) To consider matters pertaining to ecology and climate action in the parish</b> <i>Chair invited Hon. Tree Warden Michael Davis to present his report to Council.</i></p> <p><i>Continued overleaf.</i></p>

**b) To receive update on other matters pertaining to tree planting projects/initiatives in the parish:**

**Summary:**

Heatwave in mid-2022 had caused significant damage to trees.

There were fairly few ideal new tree planting location within the parish.

A local landowner was being approached to see if their land might be used for a major tree-planting project.

There were a large number of “free” trees available via national tree-planting grant funds and projects.

Seasonal Autumn/Winter hedge flailing causes significant damage to young trees and saplings; could landowners be asked to minimise hedge cutting or undertake the work mindful of tree growth?

Mr. Davis asked whether a sum of money could set aside for tree-related expenditure in this year’s budget.

Suggestion that local residents volunteer to water newly planted trees (especially in drier weather conditions) to maximise their chances of survival during the 1<sup>st</sup> 12months after planting.

Notification that the Chardstock Primary School was re-establishing a Tree Nursery on their grounds – could the PC assist that project?

Forward notice of a meeting of the Dorset Hedge Group in Lyme Regis on the 18<sup>th</sup> October.

Chair thanked Mr. Davis for his presentation and especially his time and energy in helping the Parish to plant and protect trees. The earlier resolution to vire £500+ into the Tree Fund was reiterated as demonstration that the PC wished to play its part in that regard.

**c) To consider matters pertaining to ecology and climate action in the parish**

*Mr. Spearing (Chardstock Eco-Group) was invited to present to the Council.*

Confirmation was given that further external funding has been approved for the River Kit Water Quality Eco-project which was welcomed by Councillors.

Mr. Spearing apologised for the recent cancellation of the village event and advised that it would be rescheduled as soon as the key speaker was back to full health. Noted.

**d) To consider matters pertaining to The George public house; public request for discussion.**

22/090d)

Chair advised that a group of residents had met outside the Inn recently to highlight the deterioration in the property and to continue their campaign to seek the reopening of the pub as a valued community hub. Noted.

**e) To consider request from parishioner for extended street light illumination in Henley Close area.**

22/090e)

In the absence of the parishioner who made this request, Chair proposed that this matter be deferred until the November meeting of the Parish Council. Agreed.  
Clerk: Please diarise accordingly and add to next agenda as an item of business.

22/090f)	<p><b>f) To consider arrangements and costs for future first aid / defibrillator training in the parish.</b></p> <p>Chair suggested that this matter be deferred until a later date so that interest in such courses could be properly assessed and the provision of the same fully costed. Noted.</p>
22/090g)	<p><b>g) To receive update from Clerk on arrangements for Listed Building cleaning to War Memorial.</b></p> <p>Clerk confirmed that the cleaning of the War Memorial (as per the previously approved Listed Building consent) would be undertake during the week commencing 17/10. Noted. Clerk was asked to liaise with the former “custodian” of the memorial to ascertain the whereabouts of the replacement flagpole and to arrange installation as consented and conditioned. Chair reported that volunteers had been cleaning the memorial curtilage and planting and weeding the boundary beds and borders. Noted.</p>
22/090h)	<p><b>h) To consider whether Council wishes to respond to the recent Fire Service Consultation.</b></p> <p>It was suggested that the Chair and Cllr. Sonnenberg review the consultation document and respond on behalf of the Parish Council if questions relating to the parish of Chardstock were pertinent and relevant. Noted</p>
22/090i)	<p><b>i) To consider whether Council wishes to respond to the recent EDDC PSPO (changes) consultation.</b></p> <p>It was unanimously agreed that the Parish Council did not wish to submit a formal comment response to this consultation. Noted. No further action.</p>
22/090j)	<p><b>j) To receive the EDDC "Community Asset Transfer" Policy document and consider whether the Council wishes to apply to EDDC for the transfer of any EDDC assets to the Parish Council.</b></p> <p>Receipt of the policy document was duly noted and acknowledged but Council did not wish to make any formal requests for Community Asset Transfers at this moment in time.</p>
22/090k)	<p><b>k) To consider arrangements for the filling of community sandbags for "winter resilience".</b></p> <p>It was proposed from the Chair that Council should spend approximately £200 on provision of sharp sand (in bulk bags) sufficient to fill 200-250 sandbags to be stored outside the community hall as a parish “emergency” supply for parishioners use (free-of-charge). Chair invited residents and Councillors to attend the Community Hall site on the weekend of the 29<sup>th</sup>/30<sup>th</sup> October for a “filling party” to ensure that the parish was “winter ready” in case of flood events. Expenditure resolved unanimously.</p> <p>Clerk: please action accordingly and publicise via social media channels.</p> <p><i>Continued overleaf.</i></p>

22/090a)	<p><b>a) To consider submission of articles to Parish Newsletter for the November 2022 editions:</b>  Consideration of this matter had been deferred by the Chair earlier in the meeting to allow for consideration of the other agenda business detailed above.</p> <p><b>Potential article submissions:</b>  Remembrance Day commemoration dates.  Proposed maintenance works on the War Memorial 17/10 to 19/10.  Ongoing efforts to seek the re-opening of The George public house.  Help wanted from landowners to protect trees in hedgerows during cutting season.  Sandbag filling exercise as detailed above  <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>
22/091	<p><b>Other matters considered as urgent by presiding Chair for discussion only:</b>  Clerk reported that there was a forthcoming election for officer positions within the Blackdown Hills Parish Network and invited member consideration.</p>
22/092	<p><b>Date of next meeting:</b>  Next Ordinary meeting of council scheduled for 9<sup>th</sup> November 2022  7.00pm start time.  Clerk: Please prepare agenda and publicise accordingly through usual channels.</p>
22/093	<p><b>"It is proposed by 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 22/082 above."</b></p>
22/094	<p><b>Matters for discussion under Part Two (Confidential) business:</b></p> <p>An employment matter was discussed. This was deemed confidential and the published minutes do not record the outcome of that discussion.</p>
	<p><b>With no further business to transact, the Chair closed the meeting at 9.30pm</b></p>

**Approved – 16<sup>th</sup> November 2022 Ordinary Meeting**

**Minutes of the Ordinary Council Meeting held on Wednesday 12<sup>th</sup> October 2022 – 7.00pm; meeting held in Chardstock Community Hall.**

Signed: \_\_\_\_\_ Date: 16<sup>th</sup> November 2022  
(Chair)

Initial: