

CHARDSTOCK PARISH COUNCIL

Approved on Wednesday 11th January 2023

Minutes of the Ordinary Council Meeting held on Wednesday 14th December 2022 – 7.00pm; meeting held in Chardstock Community Hall.

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

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

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

	<p>The Chair welcomed all in attendance and outlined Fire Safety precautions.</p> <p>Public Forum:</p> <p>i) Public representation received on subject of: Ongoing EDDC Emerging Local Plan (ELP) Consultation (specifically relating to proposals in Chardstock parish).</p> <p>Clerk outlined the current status of the ELP in his dual role. Discussion between Councillors and members of the public ensued.</p> <p>ii) Report from DCC Cllr. Chubb. No report received. Cllr. Chubb's apology for absence was noted.</p> <p>iii) Report from EDDC Cllr. Hayward. Verbal report received with thanks.</p> <p>iv) Police Report. No crimes / incidents reported in October 2022.</p> <p>The Chair closed Public Forum session accordingly at 7.35pm. Both members of the public left the meeting at this point.</p>
22/107i)	<p>To note members of the Parish Council in attendance: As listed above.</p>
22/107ii)	<p>To note and, if thought fit, to approve apologies for absence received: (LGA 1972 s.85(1)) Cllr. Sheila Hughes was absent with apologies given; conflicting engagement. Proposed by Chair, seconded by LS, that apologies be accepted and absence noted. Resolved unanimously.</p>
22/107iii)	<p>To note members not present and to receive any other apologies for absence: It was noted that Cllr. Greer was not present. Apologies received from Hon. Footpath Warden & Cllr. Iain Chubb (DCC). Noted.</p>
22/108	<p>Declarations of interest under the Code of Conduct: 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>

22/109	<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:</p> <p>None proposed other than that already listed on agenda for Part Two discussion.</p>
22/110	<p>To consider and, if thought fit, approve the minutes of the Ordinary Meeting of Chardstock Parish Council held on 16th November 2022:</p> <p>Minor wording change proposed by Chair for grammatical reasons.</p> <p><i>Approval of the (substantive) minutes of this Ordinary Meeting was proposed by the Chair, seconded by LS. Resolved 3 votes for, one abstention (FE).</i></p> <p>Minutes signed as a true record of that meeting by the Chair.</p> <p>Matters arising from these minutes:</p> <p><i>None.</i></p>
	<p>Chair proposed that agenda item 22/112) be brought forward on the agenda for consideration. Resolved.</p>
22/112	<p>Planning matters to be considered:</p> <p>a) i) To consider planning applications received prior to agenda publication: 22/2615/TCA – The Vicarage, Chardstock. EX13 7BY Tree works on 2 trees. T1 – Walnut. Raise crown. T2 – Sycamore. Fell. <i>Chair invited Hon. Tree Warden to speak on this matter.</i> <i>Subsequently, it was proposed by Chair, seconded by MR, to object to the combined application on the basis that no justification had been put forward for the felling of the (T2) Sycamore which, in the opinion of the HTW, was healthy and did not require felling. Councillors were happy with the proposed works to T1 but were unable to submit a split recommendation hence the overall refusal. Resolved unanimously.</i></p> <p>a) ii) To consider planning applications received after agenda publication as per supplementary agenda circulated to all members. None advised</p> <p>b) Determinations/Decisions advised by LPA: As per agenda published.</p> <p>c) Planning Correspondence: Matters pertaining to the ongoing EDDC Emerging Local Plan consultation. It was agreed that Chair would respond to the sections relating to Chardstock Parish citing the views of the parish as outlined in both the current Local Plan and the Chardstock Neighbourhood Plan, both of which were opposed to any new development in the village. Some Councillors did express concern at this approach but the majority view was to delegate authority to the Chair to respond as above based on prior community consultations. Noted.</p>
	<p>Chair proposed that agenda item 22/114b) be brought forward on the agenda for consideration. Resolved.</p> <p><i>Continued Overleaf</i></p>

22/114b)	<p>b) To receive update on other matters pertaining to tree planting projects/initiatives in the parish:</p> <p>Mr. Davis (HTW) presented a report on ongoing tree projects in the parish. He sought consent for the purchase of materials to assist towards a tree-tagging project – estimated cost £200.</p> <p>Chair proposed that Mr. Davis be authorised to gather in quotes for the supply of these materials; agreement on spend to be delegated to Chair and Clerk/RFO upon receipt of these quotes. Resolved.</p> <p>Additionally, Mr. Davis raised the issue of the challenges with watering newly planted tree stock and put forward a technical solution based on an innovative new product called “Baum Bags”. After discussion, Chair proposed that a sum of up to £450 be allocated from the Council’s Tree Reserve funds towards the costs of additional tree planting and the purchase of such bags and also tree “strimmer” guards to protect the trees in areas where grass maintenance was necessary. Seconded by LS. Resolved unanimously.</p> <p><i>Clerk to liaise with HTW to arrange procurement and payment.</i></p> <p>Mr. Davis left the meeting at this point (20.00hrs).</p>
	<p>Chair proposed that published agenda running order be resumed. Resolved.</p>
22/111	<p>To consider Parish Maintenance, Highways and Footpath (P3) matters:</p> <p>i) & ii) Members were frustrated at the response from DCC Highways in relation to the inaction regarding the re-installation of the damaged signage at Tytherleigh as detailed in the previous minutes. Clerk was asked to raise the matter again with Cllr. Chubb to see if the works could be brought forward as a matter of urgency. <i>Noted.</i></p> <p>FE also raised the matter of a large pothole at Hook Triangle which needed attention. Clerk offered to submit the relevant log entry to DCC to flag up the issue. <i>Noted.</i></p> <p>Clerk also reported upon progress with the installation of the new VAS device (shared with All Saints) and confirmed that EDDC Housing Dept. had now given their written consent to the installation of the mounting pole on Westcombes bank. It was hoped that installation works would follow early in the New Year. <i>Noted.</i></p> <p>iii) Clerk reported that the annual survey forms had been received from EDDC and that these would be completed in conjunction with the P3 warden and submitted to DCC as per their requirements together with the financial report for FY22-23. It was anticipated that DCC Grants for P3 works would be reduced due to financial pressures at DCC.</p> <p>iv) No TTRO’s had been published or notified to Council.</p> <p>v) LS raised the issue of traffic accidents (including those where only vehicle damage resulted ie. insurance claims) on the A358 and wondered whether DCC (in conjunction with Devon and Cornwall Police) could collate these over a period to demonstrate the actual safety concerns on this section of highway. Members felt that this would not be possible due to IT challenges (around data collection) and also because of staff resources at those authorities. No further action was proposed at this time.</p>

22/113	<p>Financial Matters to be considered:</p> <p>a) It was proposed by Chair, seconded by MR, that Council payments for November 2022 be approved (£161,894.81 *). Resolved unanimously.</p> <p><i>* It should be noted that this included £160,000 transfer to the CCSL group by way of a grant to assist towards the purchase of the Community Shop. See previous minutes for approval for this transaction).</i></p> <p>b) RFO Reports for November 2022 received and noted.</p> <p>c) No questions to RFO on accounts / financial reports.</p> <p>d) Items of expenditure incurred under delegated authority reported: £18 expenditure on Land Registry Fees in relation to the CCSL project. Noted.</p> <p>e) To note the appointment of PKF Littlejohn LLP as the Council's external auditor for the period 2022/23 to 2026/27 as per the Collective Arrangements for Local Authority Auditing (via SAAA). <i>Noted.</i></p> <p>f) To consider draft budget calculations and precept options for FY23-24 and to agree next steps. <i>RFO presented a draft budget proposal to members. The proposed increase in budget (and precept) was entirely related to the previously approved increase following the Council's resolution to take on a £180,000 PWLB loan advance to assist towards the CCSL purchase. Chair proposed that consideration (and resolution) on FY23-24 budget (and precept) be deferred until the January 2023 ORD meeting so that all members were present to consider, discuss and approve. Noted. Clerk: Please add to that agenda accordingly.</i></p> <p>g) To consider whether Councillors wish to create a budget cost centre for Cllr. Allowances FY23/24. It was proposed by FE, seconded by Chair, that any such allowances claimed in FY23-24 should be taken from General Reserves rather than be added to the Council's overall budget for the same financial period. Resolved unanimously.</p> <p>h) To consider and approve payment of DEC accounts on or around 19th December prior to Christmas closedown period. Proposed by Chair. Seconded by MR. Resolved unanimously. RFO: Please note and action payments accordingly.</p>
	<p>Business to be considered:</p>
22/114b)	<p>Chair proposed that agenda item a) be considered after agenda items b) to h) inclusive. Agreed.</p> <p>b) To receive update on other matters pertaining to tree planting projects/initiatives in the parish: This matter was discussed earlier in the meeting. See minutes above.</p>
22/114c)	<p>c) To consider matters pertaining to ecology and climate action in the parish <i>No matters for consideration. Chair moved to next agenda item.</i></p>
22/114d)	<p>d) To consider matters pertaining to The George public house; <i>Chair proposed that she be afforded delegated authority to write to EDDC again to stress the need for urgent action in relation to the failure of the Conservation Team to engage with the freeholder to prevent further deterioration in the fabric of the building due to water ingress etc.</i></p>

22/114e)	<p>e) To receive a report from Clerk on arrangements for local council elections May 2023. Clerk provided a comprehensive report on election process and timetable for May 2023 local elections. Chair noted report with thanks.</p>
22/114f)	<p>f) To consider further maintenance works (and costs of same) at War Memorial site. Clerk confirmed that he had made contact with the owner of the replacement flagpole and that this item was available for collection and installation at a convenient time for both parties. Chair proposed that the additional cosmetic and maintenance works be taken forward as a matter of urgency in the New Year as per the extant Listed Building consent ie. Replacement of flagpole to rear of War Memorial site Installation of a non-slip “paving” access path from the highway boundary to the memorial. Installation of aggregate to both provide an improvement appearance to the memorial surround and to suppress weed growth around the memorial without the need for Glyphosate usage. Seconded by LS. A budget of £300 was proposed for the works required. Resolved unanimously. Clerk: please note and make arrangements for quotes to be obtained and works progressed as above.</p>
22/114g)	<p>g) To consider matters pertaining to Christmas closedown period and to note Clerk's leave. Members to discuss contingency / emergency measures necessary over the same period. The proposed “closedown period” was established as 21/12 to 3/1/23 inclusive which the Clerk was taking as part of his annual leave entitlement. Noted. Members agreed to assist parishioners upon request over the same period if called upon to do so. Clerk confirmed that his phone would be switched on and he would contact Councillors if the need arose.</p>
22/114h)	<p>h) To receive update on the filling of community sandbags for "winter resilience". Clerk reported that 200 sandbags had been filled as requested and that these were stored outside the Community Hall ready for parishioners use in floor / bad weather emergencies. Labour cost of £60 incurred to Council for filling by contractor. Noted</p>
22/114a)	<p>a) To consider submission of articles to Parish Newsletter for the January 2023 edition: 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><i>Potential article submissions:</i> <i>Submission of content was delegated to the Chair to submit on Council’s behalf.</i> Chair: Please submit appropriate article to the Newsletter Editor.</p>
22/115	<p>Other matters considered as urgent by presiding Chair for discussion only: Chair reported that the Parish Honorariums had been arranged for parish volunteers and would be delivered by Christmas. Noted.</p>

Initial:

22/116	<p>Date of next meeting: Next Ordinary meeting of council scheduled for 11th January 2023 7.00pm start time. Clerk: Please prepare agenda and publicise accordingly through usual channels.</p>
22/117	<p>"It is proposed from the 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 22/109 above." Resolved unanimously.</p> <p><i>At this point of the evening, all members of the public had already left the meeting.</i></p>
22/118	<p>Matters for discussion under Part Two (Confidential) business:</p> <p>i) An employment matter was discussed. Clerk was asked to keep members abreast of developments in relation to the recruitment of the replacement Clerk and to advertise again by whatever channels were considered appropriate. This agenda item was deemed confidential.</p> <p>ii) Matter relating to the ongoing Council involvement in the acquisition of the Chardstock Community Shop were discussed and noted. <i>Clerk was asked to liaise with Mr. Wells regarding a matter that involved EDDC in respect of some legal issues that needed to be addressed prior to the property purchase. Noted.</i> This agenda item was deemed confidential in light of the commercially sensitive nature of the business to be considered.</p>
	<p>With no further business to transact, the Chair closed the meeting at 9.20pm</p>

Approved on Wednesday 11th January 2023

**Minutes of the Ordinary Council Meeting held on Wednesday 14th
December 2022 – 7.00pm; meeting held in Chardstock Community Hall.**

Signed: _____ Date: 11th January 2023
(Chair)

Initial: