

## CHARDSTOCK PARISH COUNCIL

### Minutes of the Ordinary Council Meeting held on Wednesday 12th June 2024 – 7.00pm; meeting held in Chardstock Community Hall.

Present: Cllrs P. Greer, (Chair), F. Eames (arrived 7.08pm), S. Hughes, M. Reeve and C. Wilson (quorate).

In Attendance: Sally Freemantle (Clerk).

7.00pm	<p><b>The Chair welcomed all in attendance and outlined Fire Safety precautions.</b></p> <p><b>Public Forum</b></p> <p>i) No Police report received.</p> <p>ii) No P3 (footpath) report received.</p> <p>iii) a) Apologies were received from Cllr Iain Chubb, Devon County Council, Whimble and Blackdown division.</p> <p>b) Apologies were received from Cllr. D Mackinder, East Devon District Council, Yarty Ward.</p> <p>iv) There were two members of the public present including one as the street lighting representative of Chardstock Eco Group. She explained that she was still awaiting a response from a letter sent to the County Council in December. She added that she had carried out a bat survey and identified 12 different species of bats which is remarkable considering there are 14 known species in England. The representative explained that she was now standing down as the street lighting representative for Chardstock Eco Group and the Chair thanked her for all the work she had done on behalf of the Parish.</p> <p><i>7.06pm – The members of the public left the meeting and did not return.</i></p> <p><b>The Chair closed Public Forum session at 7.06pm.</b></p>
7.06pm	<b>Meeting Commences</b>
24/075 i)	<b>To note members of the Parish Council in attendance:</b> As listed above.
24/075 ii)	<b>To note and, if thought fit, to approve apologies for absence received:</b> <b>(LGA 1972 s.85(1))</b> There were no apologies for absence as all Councillors were present.
24/075 iii)	<b>To note members not present and to receive any other apologies for absence:</b> Apologies received from Cllr. Iain Chubb, Devon County Council, Whimble and Blackdown Division and Cllr. D Mackinder, East Devon District Council, Yarty Ward. <b>Noted.</b>
24/076	<b>Declarations of interest under the Code of Conduct:</b> <b>No declarations made at this time.</b> <i>(A declaration of interest was made by Cllr Wilson at agenda item 24/080a)i)</i>
24/077	<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> <b>None.</b>

*Continued overleaf*

Initial:

24/078	<p><b>To consider and, if thought fit, approve the minutes of the Annual Meeting of Chardstock Parish Council held on 8<sup>th</sup> May 2024:</b>  <b>Approval of the minutes of this Annual Meeting of the Parish Council were proposed by Cllr. Hughes, seconded by Cllr. Reeve and RESOLVED.</b>  The minutes were signed as a true record of that meeting by the Chair.</p>
	<p>7.08pm – Cllr Eames arrived at the meeting.</p>
24/079	<p><b>i) Following the Casual Vacancy, and providing that East Devon District Council had not received a request for an election (by 10th June 2024) to consider the co-option of a Councillor onto the Parish Council (any applications received were forwarded to Councillors ahead of the meeting):</b>  The Clerk advised that a request for election had not been received by East Devon District Council.  <b>Proposed by Cllr Greer, seconded by Cllr Reeve and RESOLVED unanimously that Ian Keam be Co-opted to Chardstock Parish Council.</b></p> <p><b>ii) Should a Co-option take place, the new Councillor to sign the declaration of acceptance of office:</b>  The new Councillor was not present so the declaration of acceptance of office would be signed at the next suitable opportunity before the next meeting of the Parish Council.</p>
24/080	<p><b>Planning matters to be considered:</b></p> <p><b>a) i) To consider planning applications received prior to agenda publication:</b>  Post Office 8 Westcombes Chardstock Axminster EX13 7BJ Change of use from domestic dwelling to retail sales, to expand the existing Community Shop and Post Office into the ground floor of the adjoining dwelling to include an Accessible WC. Convert the existing dwellings first floor into an independent one bedroom apartment (Re-submission of 23/0742/FUL).  Cllr Wilson declared a personal interest in this agenda item due to her involvement with the running of the community shop and Post Office.  <b>No objection – Proposed by Cllr Greer, seconded by Cllr Reeve and 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> None advised.</p> <p><b>b) Determinations/Decisions advised by LPA:</b> None advised.</p> <p><b>c) Tree Matters:</b> None advised.</p> <p><b>d) Appeals lodged / in progress:</b> None advised.</p> <p><b>e) Planning correspondence received:</b> Notification that Appeal Dismissed for Construction of 5 no. dwellings, means of access and associated works on land to the south east of Tytherleigh Bathrooms and Farm Shop, Tytherleigh.  <b>Noted.</b></p> <p><b>f) Ward planning applications to be considered at EDDC:</b> None advised.</p>

Initial:

24/081	<p><b>Financial Matters to be considered:</b></p> <p><b>a) To consider and if thought fit, to approve Council’s Payments for May 2024:</b>  <b>RESOLVED</b> that Council payments for May (£2,556.21) be approved.</p> <p><b>b) To receive and note RFO report for May 2024:</b>  It was <b>RESOLVED</b> to make the following amendments to the reserves:  Removal of Cricket Club, CCH Refurb, QJ22 and Reserve Reserve.  It was proposed by Cllr Greer, seconded by Cllr Hughes and <b>RESOLVED</b> unanimously to vire the £500 in the Reserve Reserve to the Election Reserve.</p> <p>Reports received and noted.</p> <p><b>c) Questions to the RFO on accounts / financial reports:</b>  None.</p> <p><b>d) To note items of expenditure authorised under Chair/Clerk delegated authority:</b>  <b>(Financial Regulations May 20215.4.1 and Delegation Appendix).</b>  None.</p>
	<p><i>7.29pm – Paul Spearing, representative from Chardstock Eco Group arrived at the meeting.</i></p>
	<p><b>e) To consider the report from the internal auditor (previously circulated to members):</b>  It was proposed by Cllr Greer, seconded by Cllr Hughes and <b>RESOLVED</b> unanimously to adjust the risk from High to Medium for an election.  It was also <b>RESOLVED</b> to note the report and thank the Internal Auditor for his work.</p> <p><b>f) To receive the annual AGAR3 report for Financial Year 23-24:</b>  <b>RESOLVED</b> that the annual AGAR3 report be approved and signed by the Chairman.</p> <p><b>g) To consider the approval and, if thought fit, signing of Annual Governance Statement: Section ONE Annual Governance and Accountability Return 2023-24:</b>  <b>RESOLVED</b> that section ONE of the Annual Governance and Accountability Statement Return 2023-24 be approved and signed by the Chairman.</p> <p><b>h) To consider the approval and, if thought fit, signing of Accounting Statement: Section TWO Annual Governance and Accountability Return 2023-24:</b>  <b>RESOLVED</b> that the Accounting Statement: Section TWO of the Annual Governance and Accountability Statement Return 2023-24 be approved and signed by the Chairman.</p> <p style="text-align: right;"><i>Continued overleaf</i></p>

	<p><b>i) To consider the approval of supporting information to accompany the Annual Governance and Accountability Return 2023-24:</b>  <b>RESOLVED</b> that the supporting information to accompany the Annual Governance and Accountability Return 2023-24 be approved.</p> <p><b>j) To note the dates for publication of the Notice Period for the Exercise of Public Rights together with an unaudited copy of AGAR3: Dates were confirmed at the May meeting as 1st July 2024 to 9th August 2024 (inclusive):</b>  <b>RESOLVED</b> that the dates be noted.</p> <p><b>k) To note the renewal of the Council’s annual insurance policy from 1st June 2024 to 31st May 2025:</b>  <b>RESOLVED</b> that the renewal of the insurance policy be noted.</p> <p><b>l) To consider an invitation to join the Rural Village Services Group:</b>  <b>RESOLVED</b> that the invitation be reviewed following further information if forthcoming from the group with regard to the benefits of membership.</p> <p><b>m) To consider renewal of the Parish Online subscription (shared with All Saints Parish Council):</b>  <b>RESOLVED</b> that renewal (shared with All Saints Parish Council) be approved.</p> <p><b>n) To consider renewal of the Dell Support for the laptop, and to agree renewal of required software licenses:</b>  <b>RESOLVED</b> that renewal of the Dell Support for the laptop and required software licenses be approved.</p>
	<p><b>Chardstock Parish Council Business to be considered:</b></p>
<p>24/082</p>	<p><b>“Matters of Council consideration may include public participation if so invited by Chair”</b></p> <p><b>a) To consider parish maintenance, highways and footpath (P3) matters:</b>  None received.</p> <p><b>b) To consider any matters pertaining to tree planting projects/initiatives in the parish:</b>  None received.</p> <p><b>c) To consider matters pertaining to ecology and climate action in the parish:</b>  The Chairman of Chardstock Eco Group explained that the group had suggested a joint climate and resilience plan with All Saints Parish Council which was now being proposed to Chardstock Parish Council which would help to advise the community what we should be doing with regard to climate change. He added that the Kit Brook hedge project had started which included hedge surveys which were identified on a map and that assistance was being offered to farmers with regard to SFI (Sustainable Farming Incentive) funding. The weekly eco club was meeting at school which included hatching sea trout. Efforts were being made to increase biodiversity in the wider Chardstock community. Finally, the Chairman</p> <p style="text-align: right;"><i>Continued</i></p>

	<p>of Chardstock Eco Group thanked the Parish Council for the litter picking sticks which were being put to good use by the Chardstock womblers.  <b>Noted.</b></p> <p><b>d) To consider ongoing work on the Emergency Planning for parishes:</b>  A copy of the draft Emergency Plan was awaited.</p> <p><b>e) To receive an update on the ongoing streetlighting consultation:</b>  An update on Street Lighting had been received in the public forum.  <b>Noted.</b></p> <p><b>f) To consider information relating to The George Inn:</b>  None received.</p> <p><b>g) To consider an email regarding Green Lane Track:</b>  <b>RESOLVED</b> that the residents receive a response via email explaining that the situation is not within the powers of the Parish Council to resolve and suggesting contacts within the area who may be able to help.</p> <p><b>h) To consider request to support campaign regarding safety of lithium batteries:</b>  <b>RESOLVED</b> that should this campaign continue following the General Election, a letter of support be sent from Chardstock Parish Council.</p> <p><b>i) To discuss Chardstock Play Park:</b>  <b>RESOLVED</b> that the play area required updating and that potential for grant funding be investigated.</p> <p><b>j) To consider submission of articles to Parish Newsletter for the July 2024 edition:</b>  <b>RESOLVED</b> (1) that the introduction from Pauline as the new Chairman of the Parish Council be accompanied by an introduction to the newest Councillor, Ian Keam; and (2) that the promotion of a new climate and resilience plan in conjunction with Chardstock Eco Group and All Saints Parish Council be included.</p>
24/083	<p><b>Other matters considered as urgent by presiding Chair for discussion only:</b>  None.</p>
24/084	<p><b>Date of next meeting:</b>  The next Ordinary Meeting of Chardstock Parish Council is scheduled for Wednesday 10<sup>th</sup> July 2024 at 7.00pm.</p>
	<p>8.38pm – <i>Paul Spearing, representative from Chardstock Eco Group left the meeting and did not return.</i></p>
24/085	<p><b>"It is proposed by 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</b></p> <p style="text-align: right;"><i>Continued overleaf</i></p>

	<p><b>of the business to be discussed. Members to agree upon matters to be discussed in confidential session, as per agenda item 24/077 above."</b></p> <p>RESOLVED unanimously.</p> <p>There were no confidential matters to be discussed that were not on the agenda.</p>
24/086	<p><b>Matters for discussion under Part Two (Confidential) business:</b></p> <p>a) Clerk hours and expenses.</p> <p>RESOLVED (1) that the Clerk's hours be noted and monitored; (2) that in accordance with the report from the Internal Auditor a monthly expenses form be submitted which includes the £26.00 per month allowance for working from home; and (3) that the mileage for journeys for Chardstock Parish Council business – with the exception of monthly travel to and from the Parish Council meeting – be paid at 45 pence per mile.</p>
	<p><b>With no further business to transact, the Chair closed the meeting at 9.45pm</b></p>

**Minutes of the Ordinary Council Meeting held on Wednesday 12<sup>th</sup> June 2024 – 7.00pm; meeting held in Chardstock Community Hall.**

Signed: \_\_\_\_\_ Date: 10<sup>th</sup> July 2024  
(Chair)

Initial: