



Minutes of the Regular Meeting of the Chagford Parish Council (CPC) held at Endecott House on Monday 9th December 2024 commencing at 7.30 p.m.

Present: Cllr: Lark Ash- Matthews, Cllr: Francis Everson, Cllr: Belinda Hayter- Hames, Cllr: Mrs Gay Hill, Cllr: Jill Millar (chair), Cllr: Dhevdhas Nair, Cllr: Andrew Parrott, Cllr: Mrs Gill Printy, Cllr: Neil Smillie, Cllr: Stuart Wright.

In attendance: The Clerk, Ruth Wright, Jane Elliott, West Devon County Council (from 8.30pm)

103. APOLOGIES FOR ABSENCE

- a) Cllr: Rachel Short (family illness, approved)
- b) Cllr: Christine Malseed (family illness, approved).

104. DECLARATIONS OF INTEREST

- a) There were no declarations of interest.

105. CONFIRMATION OF THE MINUTES

- a) The Minutes of the Regular Meeting held on Monday 11th November 2024 were confirmed and signed as a true record.

106. MATTERS ARISING

- a) There were no matters arising.

107. URGENT BUSINESS BROUGHT FORWARD AT THE CHAIR'S DISCRETION

- a) A problem with the electrics in Market House have been reported. Resolved; The Clerk will ask the electrician to take a look.

108. GROUP/REPRESENTATIVES REPORTS

Planning Control Matters

To Consider DNPA Planning Matters for Consultation

Full Planning Applications:

a) Ref: **0451/24** 11 New Street, Chagford.

Proposed: Continued use of outbuilding as a 1-bedroom annexe to main house.

Resolved: Chagford Parish Council support this application.

b) Ref: **0437/24.** 1, 3, 4, 6, 7, 8, 10, 11, 12, 14, 15 Cranley Gardens, Chagford.

Proposed: Replace existing timber windows and doors with UPVC . **Resolved:** Chagford Parish Council support this application.

c) Ref: **0443/24** Higher Jurston, Chagford.

Proposed: Refurbishment, minor alterations and extension including a single storey rear extension, provision of ASHP and new package treatment plant. **Resolved:**

Chagford Parish Council support this application.

d) Ref: 0459/24 Yellam, Chagford

Proposed: Erection of replacement greenhouse and creation of water feature/lily pond. **Resolved:** Chagford Parish Council support this application.

Outline Planning Applications:

e) Ref: 0454/24 Lamb Park Development, Chagford.

Proposed: Erection of up to 36 dwelling houses including affordable housing, access works, public open spaces (POS) landscaping and drainage attention. **Please note:** this application won't be discussed during the meeting but is itemised in order to find a date for an emergency meeting, where it will be discussed in greater detail.

Resolved: An extraordinary meeting will take place on 6th January from 6.30pm until 7.30.in Endecott House. Prior to that Councillors will walk around the field in question.

Variation to Approved Planning:

f) Ref: 0462/24 Hollow Meadow, Chagford

Proposed: Variation of conditions 2 and 10 of approved planning ref. 0509/22. Replacement dwelling, relocation of field entrance and change to domestic curtilage to include kitchen garden. **Resolved:** Chagford Parish Council support this application.

Grant of Listed Building Consent:

g) Ref: 0331/24 Outer Down, Chagford

Proposed: Internal alterations to existing kitchen to remove existing masonry wall and block up existing opening. **Noted**

Grant of Conditional Planning Permission:

h) Ref: 0293/24 Forder Farm, Chagford.

Proposed: Erection of agricultural building and resurfacing of farm access. **Noted**

i) Ref: 0405/24 Trelanvean, Chagford.

Proposed: Erection of single storey rear extension and hardscaping to rear garden. **Noted.**

109. CLERKS/CHAIRMANS REPORT

a) Action Plan. Aspects of the action plan were discussed. Each action carries a date for completion. Areas of responsibility were populated. The action plan will be reviewed during ordinary meetings on a quarterly basis. **Noted**
1 member of the public arrived.

b) Bellacouch Green Spaces Residents meeting. Plans are being developed. The Council will await queries from the residents. These will be discussed in a future meeting. **Noted.**

c) Leat steps and information board are now complete. The steps have been repaired and are in good working order. The information board has been situated in Bellacouch Carpark. **Noted.**

d) Approval required for Leat Steps grip strips to prevent slipping on the wooden steps. **Resolved:** to support the purchase and positioning of the grip strips.

e) Padley Common work party date is Saturday 4th January, 10am to 2pm. All welcome to attend. **Noted.**

f) Tender for lengthsman contract. It was agreed that the contract will remain the same, with changes for correspondence details. **Noted.**

110. FINANCE REPORT

- a) Report from the Finance Committee Chair. All bank accounts reconcile. The next finance meeting is on the 6th January at 7.30pm at Endecott House. **Noted.**

111. ENVIRONMENT REPORT

- a) Jubilee Field Inspection Report – **Cllr: Neil Smillie.** Areas requiring work have already been noted and are awaiting attention. **Noted.**
- b) Public Convenience Inspection Report – **Cllr: Neil Smillie.** A plastic switch cover has come off in the men's toilets. **Resolved:** The Clerk to ask the electrician to look at this.

112. REPORT FROM WDBC REPRESENTATIVE

This report took place after agenda item 11h as Cllr. Elliott had to attend a different meeting prior to this.

- a) Verbal report from Cllr. Jane Elliott. Jane briefed the Council on budget arrangements for West Devon Borough Council. The annual increase in borough council tax is capped at 2.99% or £5 per Band D household. This is not the case for parish councils. She explained the average precept for Towns and Parishes across West Devon is £105 per Band D household. **Noted.**

113. ANY OTHER REPORTS

- a) There were no other reports.

114. CORRESPONDENCE AND EMAILS

- a) Grant application from St Michael the Archangel Church requesting £1000 towards refurbishment and maintenance of the churchyard, associated pathways and seating facilities.

Resolved: It was proposed, seconded and carried that an award of £500 would be made, with the possibility of a further £200 in March if any grant giving budget is left.

Resolved: clarify the churchyard trust role, Cllr Belinda Hayter-Hames will contact the trust.

- b) Email from Devon Highways – temporary prohibition of through traffic from 02.1.25 to 11.4.25. Roads affected: The Square, Mill Street, Manor Road (rolling closure). Ref: TTRO2560641. **Noted.**

- c) Email from Devon Highways – temporary prohibition of parking from 2.1.25 to 24.1.25. Roads affected: The Square. Ref: TTRO2560647. **Noted**

- d) Email from Devon County Council – Disabled Parking and Control of Waiting Amendment Order. Road affected: Mill Street. The disabled parking bay will move from outside 18-20 Mill Street to the space between Random and Gregory's Court. Website Ref: 6153. **Noted**

- e) Email from the Chagford Show – invitations for applications to the Chagford Show Community Fund are now open. **Noted.**

- f) Emails from two parishioners regarding clearing snow/ice from the roads and the state of the salt bins. There have been problems with spreading of salt and the position of salt bins during the latest snowfall. The Square does not have a salt bin.

Resolved: could parishioners living in the square, if they are physically able, clear the snow from their own door by using salt (table salt suffices).

- g) Email from Citizens Advice (Torridge, North Mid and West Devon) asking for possibility of them applying for a grant. **Resolved:** The Council would be happy to receive a grant application.

- h) Email from Our Watch with details of BT digital switchover. There is a meeting on January 21st 1-3pm at Jubilee Hall. BT are working to inform those who are still using

an analogue home landline that this signal will be switched off in January 2027. This is open to all. **Noted.**

115. FINANCIAL MATTERS

- a) Approval to pay Source for Business – services to the Market House. **Approved.**
- b) Approval to pay British Gas Lite – electricity to Ellis Drive Toilets. **Approved.**
- c) Approval to pay British Gas – electricity to Market House Toilets. **Approved.**
- d) Approval to pay British Gas – electricity to Market House Office. **Approved.**
- e) Approval to pay Steers Chagford Christmas Trees – supply of trees for the Market House. **Approved.**
- f) Approval to pay the lengthsman for services to signs and drains. **Approved.**
- g) Approval to reimburse the Clerk for the payment of ink cartridges. **Approved.**
- h) Approval to pay EE Ltd for the CPC mobile phone. **Approved.**
- i) Approval to donate £50 to the Royal British Legion Poppy Appeal. **Approved.**
- j) Approval to pay All Seasons for works to Jubilee Field and Cross Tree. **Approved.**

116. ACCOUNTS FOR PAYMENT

£

a)	Steers Chagford Christmas Trees – supply of trees for the Market House	96.00
b)	Source for Business – services to the Market House	107.00
c)	British Gas Lite – electricity to Ellis Drive Toilets	16.92
d)	British Gas – electricity to Market House Toilets	58.82
e)	British Gas – electricity to Market House Office	17.80
f)	EE LTD – Parish Council mobile phone	23.30
g)	Lengthsman for services to signs and drains	480.00
h)	Ruth Wright – reimbursement for the payment of ink cartridges	118.90
i)	Ruth Wright – Clerk’s Salary plus pay increase backdated.	1393.03
j)	Ruth Wright – Clerk’s expenses	20.00
k)	Donation of £50 to the Royal British Legion Poppy Appeal.	50.00
l)	All Seasons for works to Jubilee Field and Cross Tree	408.00

Part II

Local Government Act 1972 Section 100(A) (4) Item to be taken in Part II excluding the Public and the Press

Grass Cutting and Grounds Maintenance Contract

The Tenders for the Grass Cutting and Grounds Maintenance Contract were opened. The contract was awarded to Ben Lanyon Garden Services.

The meeting closed at 9.20pm

Date **Signed**