



Chudleigh Town Council  
**Meeting Of Full Council**  
Monday 19 July 2021: 7pm:

**1) Public Participation:**

None

**2) In attendance:**

Councillors John Evans (Chair), Lillington, Chris Webb, Frost, Rick Webb, Shaw, Sherwood and McCormick. Also in attendance John Carlton (The Clerk) and Amii Shelley (Deputy Clerk). Joining by Zoom – Richard Keeling (District Councillor), Lorraine Evans (District Councillor). Jerry Brook (County Councillor), Ines Pfister (Neighbourhood Highways Officer), Kate McCormick (Chudleigh Phoenix), Derek Hardy (CADAS) and James Bushell (Town councillor)

**3) Apologies:**

Councillor Tinkler.

**4) Declaration of members' interests:**

None.

**5) Confirmation of Part 1 and 2 of the meeting:**

The Chair advised that there would be no part 2.

**6) Mayor's report and any urgent matters:**

In the absence of Councillor Tinkler there was no report. There were two urgent matters. The Clerk had circulated a quotation for the replacement of three CCTV cameras covering the car park. They were now no longer watertight and dated from 2003. He asked Councillors to agree the expenditure of £2,403.40. This was unanimously agreed, having been proposed by Councillor Chris Webb and seconded by Councillor Shaw. The second urgent matter was to carry out repairs to the pagoda in Fore Street Park at a cost of £600. This was unanimously agreed, having been proposed by Councillor Lillington and seconded by Councillor Frost. Councillor Lillington raised concerns about the access ramp to the pagoda becoming slippery when wet. The Clerk advised that it was to be painted with anti-slip paint later in the week.

**(Action point 1)**

**7) District Councillors report:**

Councillor Evans and Keeling provided a written report. Councillor Evans added that she had received representations from parishioners regarding work being carried out at the sports centre to increase car parking. The work was close to the leat and there was concern about the impact on the watercourse. She had asked TDC's drainage officer to inspect the site.

**8) County Councillor's report:**

County Councillor Brook provided an update on the plan to widen the pavement on Station Hill. His understanding was that the legal agreement now only required the signature of the landowner. Thereafter, work would start imminently. Councillor Shaw expressed concern about the 30mph signs on Tower Hill being obscured by vegetation. He also believed that they should be moved further up the hill to the vicinity of the cemetery entrance. It was agreed that the Clerk, Ines Pfister and Councillor Shaw would arrange a site meeting **(Action point 2)** Councillors noted that County Councillor Brook was seeking comments on the plan to site a bus stop at the primary school entrance on Lawn Drive. They advised that this was the first they had heard of such a plan and it had certainly not been requested by the Town Council. Ines Pfister wondered whether it had been requested by the school or DCC's School Transport Officer. She advised that she would speak to both parties. **(Action point 3)**

**9) Highways issues:**

Ines Pfister introduced herself to councillors. She advised that she was the new Neighbourhood Highways Officer for Chudleigh, one of the ten parishes she covers. She was anxious to have regular meetings with the Council and asked that the Council try and identify the two worst roads and footpaths in the parish.

**(Action point 4)**

**10) Resolution: The Council agrees to the expenditure of £2,500 to site a vehicle activated speed sign on the Exeter Road in the location agreed with the Neighbourhood Highways Officer.**

Councillors Evans, Bushell and Chris Webb had met with Ines Pfister on site and identified a suitable site for the VAS sign. It was unanimously agreed to proceed with the project, the resolution having been proposed by Councillor Chris Webb and seconded by Councillor Evans. **(Action point 5)**

**11) Update on SEARCH's anti-racism group.**

Councillor McCormick reported on SEARCH's work in this area and the background to it. It was agreed that Councillor Chris Webb would be the liaison officer for the Council and would work in tandem with Councillor McCormick. **(Action point 6)**. The Council agreed in principle that they would develop a plan supporting the Zero Tolerance to Hate Crime pledge.

**12) The Council agrees to the payment of a £200 community grant to assist SEARCH's anti-racism group to fund training activities.**

Unanimously agreed, having been proposed by Councillor Frost and seconded by Councillor Shaw. **(Action point 7)**

**13) Ratification of the minutes of the Full Council meeting of 5 May 2021:**

Agreed as a true record. Proposed by Councillor McCormick and seconded by Councillor Lillington.

**14) Review of action points from 5 May 2021 Full Council meeting:**

Action point No	Action required	Update
1	Arrange to have additional public participation time at July full council	Completed
2	Undertake site visit at Millstream Meadow to assess whether parking was dangerous outside the sports centre	To form part of Ines Pfister's site visit
3	Undertake site visit to Tower Hill to assess whether the 30mph zone should be extended	See item 8
4	Ascertain suitability of a new lamp standard on Exeter Road as a site for a VAS sign.	See item 10
5	Transfer £6,500 from deposit account to building maintenance account	Completed
6	Make section 137 grant payment of £1,500 to CCP	Completed
7	Create a draft roll of honour naming the Covid community volunteers	Completed
8	Application 21/00797/HOU: Station House: Advise TDC that the Council has no objections	Completed
9	Advise SEARCH that Councillor Webb will act as the liaison councillor covering hate crime	See item 11
10	Ask Forte Trailscapes to quote for repairs to the skate park's perimeter mulch	Quotation awaited

- 15) Ratification of the minutes of the Planning Committee meetings of 16 June and 1 July 2021:**  
Agreed as a true record. Proposed by Councillor Evans. Seconded by Councillor Shaw.
- 16) The Council agrees that Rick Webb should join the Planning, Town Hall & Finance and Environment Committees and that Gina Sherwood and Michael McCormick should become members of the Planning and Town Hall & Finance committees.**  
Unanimously agreed, having been proposed by Councillor Lillington and seconded by Councillor Frost.
- 17) Future Committee structure:**  
Councillors McCormick and Rick Webb argued in favour of reforming the youth committee but with revised terms of reference. Councillor Webb also wondered whether there would be value in a volunteer engagement group. After much discussion no particular conclusions were reached.
- 18) The Council agrees to investigate the costs involved in organising a professional feasibility study on the need for and the costs involved in providing an indoor sports facility within the town:**  
Councillors agreed that Councillor McCormick should explore what a feasibility study would cost. Councillor Frost suggested that there might be value in involving Sport England. **(Action point 8)**
- 19) Coronavirus: Impact on Council services:**  
Councillors were content with the Clerk's advice on the operation of the Town Hall after the lifting of Covid restrictions. They were also content that council meetings should continue with two metre social distancing between participants.
- 20) The Council agrees to the expenditure of £760 for the purchase of a video conferencing camera.**  
**Unanimously agreed. Proposed by Councillor Evans and seconded by Councillor Lillington.**
- 21) Opening arrangements for the pump track at Millstream Meadow:**  
The Clerk advised that he did not yet have a definite finishing date for the construction. The recent hot weather had meant that the agriflex could not be laid as the adhesive would not cure above a certain temperature. The Assistant Clerk advised that she was investigating the DBS and public liability requirements for volunteers offering training in the use of the pump track. Councillor Sherwood suggested that the school should be involved to raise the profile of the pump track.
- 22) The Council agrees to the expenditure of £562 for the purchase of a concrete waste bin for Millstream Meadow.**  
Unanimously agreed. Proposed by Councillor Evans and seconded by Councillor Lillington. **(Action point 9)**
- 23) Chudleigh Active Travel:**  
This item was carried forward to the next meeting in the absence of Councillor Tinkler **(Action point 10)**
- 24) Approval of insurance arrangements from 8 August 2021:**  
Unanimously agreed. Proposed by Councillor McCormick and seconded by Councillor Lillington.
- 25) Correspondence:**  
None
- 26) Clerk's report:**  
The Clerk advised that he had accepted a quotation of £2,443 to repair and redecorate the ground floor windows at the Town Hall. Councillors had previously agreed that up to £3,000 could be spent on the project. He reported that the railings at the war memorial and at Culver Green had been repainted. It was agreed that individual councillors interested in the DCC Bus Strategy Consultation should complete it as individuals rather than submitting a council response.

**27) Finance Report and approval of expenditure items from 1 May 2021 to 30 June 2021:**

Councillors received the finance report. See appendix 1. Councillors unanimously authorised the payments made during the months of May and June. See appendix 2. Proposed by Councillor Evans and seconded by Councillor Lillington.

**28) Approval of bank reconciliations on the three accounts covering the period from 1 April 2021 to 30 June 2021:**

Unanimously agreed, having been proposed by Councillor Evans and seconded by Councillor Lillington. Councillor Lillington then signed the hard copies.

**29) Reports from committees:**

**a) Environment committee:**

Councillor Frost raised the issue of Palace Meadow and how it could be managed with the Town Council took over its management. The Clerk confirmed that he was yet to receive a formal offer from TDC.

**b) Town Hall & Finance:**

Nothing to report.

**c) Planning:**

Councillor Evans noted that the appeal against the non-determination and subsequent refusal for Stancott Farm had been rejected by the Planning Inspectorate.

**30) Reports from councillors attending other meetings:**

None.

Date and time of next meeting: **Monday 6 September 2021 at 7pm.**

Meeting closed: 8.50 pm

Action point no.	Action required	By whom
1	Arrange for the entrance ramp to the pagoda at Fore Street Park to be painted with anti-slip paint	The Clerk
2	Arrange Tower Hill site meeting with Ines Pfister and Councillor Shaw	The Clerk
3	Ascertain source of request for a bus stop at the school entrance on Lawn Drive	Ines Pfister
4	Email Ines Pfister with suggestions regarding frequency of meetings and representation.	The Clerk
5	Inform DCC Highways that the Council wants to proceed with the plan to place a VAS on the Exeter Road	The Clerk
6	Advise SEARCH that Councillor Chris Webb will be the liaison officer for the anti-hate crime project.	The Clerk
7	Pay a Section 137 grant of £200 to SEARCH to support the anti-hate crime project.	The Clerk
8	Explore cost of feasibility study to inform on the need and cost of having an indoor sports facility in Chudleigh	Councillor McCormick
9	Purchase concrete waste bin for Millstream Meadow	The Clerk
10	Include Active Travel on the agenda for the next meeting	The Clerk

Signed:

Martin Tinkler: Chair of Full Council

Monday 6 September 2021

## Appendix 1 - Finance Report to Full Council: July 2021

Balances at 30 June 2021.

Current account	£8,473.48	
Deposit Account	£178,852.73	The first 50% payment for the pump track, £56,947.80, was made on 21/5/ A similar amount will be paid before the end of July. I will then claim the section 106 funds and the British Cycling grant.
Building maintenance account	£26,012.34	It was agreed to set aside £6,500 per annum to build up a building maintenance fund. Its initial primary purpose is for the re-plastering of the Woodway Room.

Ring-fenced funds included in the deposit account above:

£823 from DCC for P3 grant (footpaths)

£51,017.09 CIL funds

£1,850 from County Councillor locality budget for painting of railings at Culver Green and the war memorial

Total: £53,690.09

John Carlton  
Town Clerk

## Appendix 2

Date	Cheque No	Payee	Goods/services provided	Out	Deposits	Balance
						£14,368.39
16/5/21	DD	SAGE	Accounts package	£28.80	0	£14,339.59
16/5/21	DD	Sage	Additional user	£6.00	0	£14,333.59
9/5/21	DD	RSA	Monthly insurance premium	£501.36	0	£13,832.23
15/5/21	DD	TDC	Rates (cemetery)	£114.00	0	£13,718.23
15/5/21	DD	CompWiz	IT Maintenance contract	£54.00	0	£13,664.23
2/5/21	DD	SWW	Water (WR)	£57.94	0	£13,606.29
2/5/21	DD	SWW	Water (TH)	£20.00	0	£13,586.29
14/5/21	DD	Marsland Nash	Payroll	£43.56	0	£13,542.73
18/5/21	DD	Thirsty work	Water cooler	£21.60	0	£13,521.13

3/5/21	ACT	SLCC	CILCA training	£410.00	0	£13,111.13
3/5/21	ACT	Clive Edgcombe	Window cleaning	£60.00	0	£13,051.13
5/5/21	DD	Gazprom	Gas (WR)	£283.26	0	£12,767.87
5/5/21	DD	Gazprom	Gas (TH)	£360.59	0	£12,407.28
10/5/21	ACT	Domestic Bliss	Contract cleaning	£700.00	0	£11,707.28
10/5/21	ACT	IAC	Internal audit	£462.00	0	£11,245.28
10/5/21	ACT	Bracken Gallery	Framing of freedom scroll	£32.00	0	£11,213.28
17/5/21	ACT	CCP	Section 137 community grant	£1,500.00	0	£9,713.28
17/5/21	ACT	DALC	CILCA training	£396.00	0	£9,317.28
17/5/21	ACT	Simon Jones	Grass cutting at cemetery, Millstream, Culver and Two Oaks	£655.00	0	£8,662.28
17/5/21	DD	S W Comms	Telephony & broadband	£160.80	0	£8,501.48
17/5/21	ACT	Paul White	Plumbing repairs	£50.00	0	£8,451.48
17/5/21	ACT	Firewatch	Fire risk assessment	£390.00	0	£8,061.48
17/5/21	ACT	Sound & Visual	Replacement fire extinguisher	£34.01	0	£8,027.47
21/5/21	ACT	Devon Communities Together	2021/22 membership	£50.00	0	£7,977.47
21/5/21	ACT	Councillor	Reimbursement of cost of purchasing tree guards	£29.30	0	£7,948.17
21/5/21			Transfer from deosit account	0	£70,000.00	£77,948.17
21/5/21	ACT	Forte Trailscapes	First 50% payment for pump track	£56,947.80	0	£21,000.37
27/5/21	DD	Apogee	Copy charges 21/1/21-27/4/21	£144.00	0	£20,856.37
20/5/21		DCC	P3 grant	0	£200.00	£21,056.37
25/5/21			Deposit	0	£195.00	£21,251.37
25/5/21	DD	SSE	Gas	£251.88	0	£20,999.49
27/5/21	ACT	Staff	May salaries	£4,838.92	0	£16,160.57
28/5/21	ACT	DCC Pension Fund	LGPS contributions	£1,077.42	0	£15,083.15
28/5/21	ACT	Play Inspection company	Quarterly play park inspections	£420.00	0	£14,663.15
28/5/21	ACT	Mole Valley Farmers	Tree protection equipment	£144.05	0	£14,519.10

Date	Cheque No	Payee	Goods/services provided	Out	Deposits	Balance
						£14,645.36
16/6/21	DD	SAGE	Accounts package	£28.80	0	£16,616.56
16/6/21	DD	Sage	Additional user	£6.00	0	£16,610.56
9/6/21	DD	RSA	Monthly insurance premium	£501.36	0	£16,109.20
15/6/21	DD	TDC	Rates (cemetery)	£114.00	0	£15,995.20
15/6/21	DD	CompWiz	IT Maintenance contract	£54.00	0	£15,941.20
2/6/21	DD	SWW	Water (WR)	£59.38	0	£15,881.82

2/6/21	DD	SWW	Water (TH)	£20.00	0	£15,861.82
14/6/21	DD	Marsland Nash	Payroll	£43.56	0	£15,818.26
18/6/21	DD	Thirsty work	Water cooler	£21.60	0	£15,796.66
2/6/21			Deposits	0	£127.50	£15,924.16
7/6/21	ACT	Simon Jones	Grass cutting at Millstream, Culver and Two Oaks	£300.00	0	£15,624.16
7/6/21	ACT	Clive Edgecombe	Window cleaning	£60.00	0	£15,564.16
7/6/21	DD	Initial	Sanitary services 1/6/21-31/8/21	£460.65	0	£15,103.51
7/6/21	ACT	TDC	Refuse collection 1/4/21- 31/3/22	£2,152.20	0	£12,951.31
10/6/21	DD	PWLB	Loan repayment: Town Hall refurbishment	£2,798.99	0	£10,152.32
15/6/21	DD	PWLB	Loan repayment: Allotments purchase	£788.37	0	£9,363.95
11/6/21	ACT	Simon Jones	Grass cutting at cemetery	£355.00	0	£9,008.95
9/6/21	DD	SSE	Electricity Q1	£2,141.09	0	£6,867.86
16/6/21	DD	SSE	Gas	£252.24	0	£6,615.62
16/6/21	DD	S W Comms	Telephony & broadband	£160.80	0	£6,454.82
16/6/21			Deposits	0	£240.00	£6,694.82
21/6/21	ACT	Simon Jones	Grass cutting at Millstream, Culver and Two Oaks	£300.00	0	£6,394.82
21/6/21	ACT	DALC	Staff training	£36.00	0	£6,358.82
24/6/21	DD	SSE	Gas: May 21	£327.90	0	£6,030.92
24/6/21			Transfer from deposit account	0	£10,000.00	£16,030.92
25/6/21	ACT	Staff	June salaries	£4,915.47	0	£11,115.45
28/6/21	ACT	Simon Jones	Grass cutting at cemetery	£355.00	0	£10,760.45
28/6/21	ACT	Clive Edgecombe	Window cleaning	£60.00	0	£10,700.45
28/6/21	ACT	ICCM	Membership 2021/22	£95.00	0	£10,605.45
30/6/21	ACT	DCC Pension Fund	LGPS contributions	£1,101.22	0	£9,504.23
30/6/21	ACT	Member of public	Purchahse of roof felt to repair common allotment shed	£32.49	0	£9,471.74