

## CULMSTOCK PARISH COUNCIL

Minutes of the annual meeting of the Parish Council held on 15<sup>th</sup> May 2024 in Culmstock Village Hall at 7pm.

**Present:** Cllrs. Miss L Jones (Chairman), Mrs J Zebedee, Sarah Leppard, Dr C Bass, Mrs J Saunders, the Clerk, the P3 Co-ordinator and the Volunteer Footpath Warden. Mr Timothy Platel was present in respect of co-option, being co-opted at item 5.

**66. Democratic Period:** None.

**67. Election of Officers:**

**67.1** Chairman: Cllr. Miss Jones was proposed by Cllr. Dr Bass and seconded by Cllr. Sarah Leppard. There being no other nominations, Cllr. Miss Jones accepted the Office and signed a Declaration of Acceptance of Office form.

**67.2** Vice Chairman: Cllr. Mrs Zebedee was proposed by Cllr. Mrs Sanders and seconded by Cllr. Dr Bass. Cllr. Mrs Zebedee accepted the Office and signed a Declaration of Acceptance of Office form.

**68. Apologies:** Cllrs. Mrs R Balchin, MDDC Cllrs. Natasha Bradshaw and Simon Clist.

**69. Declarations of Interest:** Cllr. Mrs J Zebedee (DPI cheque 1932) as personal payment.

**70. Co-option of a Parish Councillor:** Mr Platel was proposed by Cllr. Miss Jones and seconded by Cllr. Mrs Zebedee; councillors were unanimous in their decision to co-opt Mr Platel. Cllr. Platel signed a Declaration of Acceptance of Office form.

**71. Appointment of representatives to advisory/working groups.**

**71.1** Planning: Cllrs. Mrs Zebedee, Dr Bass, Mrs Balchin and Miss Jones.

**71.2** P3/The Parish Paths: Mr M Barrow as P3 co-ordinator with assistance from the Volunteer Footpath Warden.

**71.3** Highways: Cllrs. Dr Bass and Mrs Balchin.

**71.4** Playing Field: Cllrs. Miss Jones, Mrs Saunders, Sarah Leppard, Mrs Balchin and the Parish Warden (as correspondent).

**71.5** Cemetery: Cllrs. Miss Jones, Mrs Zebedee, the Clerk and the Parish Warden (as correspondent).

**71.6** Access, Common Land & Beacon: Cllrs. Miss Jones, Platel and Dr Bass.

**71.7** Website: The Clerk.

**71.8** Finance: The full council is responsible for the finance. A sub group was agreed of Cllrs. Miss Jones, Mrs Balchin and the Clerk; any other councillor may attend any informal meetings. Signatories on the Lloyds bank account to be Cllrs. Miss Jones, Balchin, Mrs Zebedee, Sarah Leppard and the Clerk. The Clerk to be the Responsible Finance Officer.

**71.9** Collier's bridge project: Cllrs. Mrs Balchin, Kay, Miss Jones and Sarah Leppard.

**71.10** Personnel: Cllr. Miss Jones.

**71.11** Flooding & Sewerage: Cllr. Dr Bass.

**71.12** Emergency: Cllrs. Dr Bass, Kay & Sarah Leppard.

**72. Appointment of Representatives to:**

**72.2** Culmstock Village Hall: Cllrs. Miss Jones and Mrs Zebedee.

**72.3** Blackdown Hills Parishes Network: Cllr. Dr Bass as correspondent.

**72.3** Parish Magazine: Cllrs. Mrs Zebedee and Dr Bass as correspondents.

**72.4** Fuel Allotment Society: Cllr. Miss Jones and Mr M Barrow (as correspondent).

**72.5** Governing Body of the Primary School: Cllrs. Miss Jones and Sarah Leppard as correspondents.

**72.6** Culmstock Christmas Lights: Cllr. Mrs Saunders.

**73. Approval of Minutes:** The minutes of the Parish Council meeting held on 10/04/24 and minutes of the Annual Parish Meeting held on 08/05/24 were approved and duly signed by the Chairman.

**74. Matters Arising:** None.

**75. Planning and Planning Correspondence.**

**75.1 Applications considered by the Parish Council:**

-24/00712/CAT Notification of intention to remove 1 Goat Willow tree (T5) in 2 stages (Stage 1 pollard at main crown union, Stage 2 dismantle to ground level) within a Conservation Area. Vennwoods, Millmoor, Culmstock. EX15 3HA. No objections.

-24/00621/HOUSE Erection of a garden gym and reorientation of existing greenhouse. Cheritons, Blackwater Road, Culmstock. EX15 3JW. No objections.

-24/00649/FULL Variation of condition 2 of planning permission 13/00104/FULL to allow revised plans. Reservoir at NGR 310867 114866 Road South of Blackdown Common, Culmstock. The Parish Council has a number of concerns which include concerns in relation to the insertion of a raised lantern, the amount of glazing and natural shielding of the site and objects to the amendment as it currently stands, until the concerns are resolved. Concerns include - the visibility of the lantern and overall lightspill from the site; residential lightspill will be obvious from all surrounding viewpoints, whether in or out of the protected landscape being within the Blackdown Hills National Landscape (BHNL). Glazing - the proposed area of glazing is considerably greater than that originally approved. Understanding is required of the applicant's plan for providing adequate shielding measures for the greatly increased glazed area now proposed. The importance of preserving dark skies, reducing wildlife disturbance and visual disharmony within this very sensitive area cannot be overemphasised.

-24/00644/FULL Change of use of holiday let known as the annexe to ancillary accommodation. Walders Court, Culmstock. EX15 3HW. No objections.

**75.2 Results of applications from Mid Devon District Council and information.**

24/00243/FULL Erection of a dwelling utilising the Class Q fallback position 22/00383/PNCOU. Farm Building at NGR 309750 112984 (North East of Pilemoor) Uffculme Road, Culmstock. Permitted with conditions to discharge.

-24/00232/HOUSE Erection of side extension, replacement of roof to porch, removal of conservatory and replacement of flat roof to rear. 1 Great Close, Culmstock. EX15 3HQ.

-24/00435/PNH Prior Notification for the erection of an extension, extending 5.7m to the rear, maximum height of 3.5m and eaves height of 2.30m. Greenlands, Culmstock. EX15 3HW. Decision - Development Acceptance.

**75.3** Communication received from Kingacre Developments Ltd: The Clerk reported on communication from Kingacre Developments Ltd., regarding promotion of a site in Culmstock for residential development and submission of a pre-application to the district council over the coming months. Kingacre has expressed an interest in discussing the site, their strategy and what additional community benefits could be incorporated within the strategy. The Clerk will make enquiries to see if a meeting can be arranged; the meeting may be informal due to the status being pre-application and a fact finding exercise at this stage.

**75.4** Any other planning matters: Enquiries will be made with MDDC regarding the matter of some minor construction over a grass verge.

**76. Finance.**

**76.1** The bank balance was noted as £60,610.86 as at 30/04/25. Credits received - 10/04/24 £22,087.50 from MDDC - precept first instalment (less net DALC subscription). Direct Debits: 22/04, £45 Open Spaces Society re: membership.

**76.2** Payments were resolved:

-Chq 1921 £ 21.94	SMA Services Ltd. Payroll provider.
-Chq 1922 £ 779.24	Clerk. Salary and expenses.
-Chq 1923 £ 155.61	Parish warden. Salary and expenses.
-Chq 1924 £ 320.64	Eagle Plant Ltd. Fencing & portable toilet hire.
-Chq 1925 £ 858.43	Countrywide Grounds Maintenance Ltd. Maintenance Contract.
-Chq 1926 £ 47.96	Devon Association of Local Councils. VAT (omitted from invoice).
-Chq 1927 £ 180.00	Uffculme Allotment Association. Contribution to rental in Uffculme.
-Chq 1928 £ 45.00	Parish Online. Mapping.
-Chq 1929 £ 496.08	MDDC. Bin emptying.
-Chq 1930 £ 528.00	Vision ICT Ltd. Hosted email accounts & annual support contract.
-Chq 1931 £ 38.00	Culmstock Village Hall. Room Hire.
-Chq 1932 £ 100.30	J Zebedee. Expenses re: refreshments for Annual Parish Meeting. <i>See declarations.</i>
-Chq 1933 £ 185.00	N Page. P3 Footpath work.

**Finance Continued:**

- 76.2.1** It was also agreed to raise cheque number 1934 payable to M Delamain for £114.84 to cover emergency repairs at the pavilion following recent vandalism.
- 76.3** Report on S106 funds: The Clerk gave an update regarding S106 funds allocated for projects by MDDC (in consultation with the Parish Council) and the possible re-allocation of funds that have been reserved for Collier's bridge. If an alternative project is agreed by the Parish Council an enquiry will need to be submitted to MDDC for consideration. It was agreed to discuss the matter at a future meeting when more councillors are present.
- 76.4** Quotations to remove existing Spika in play area and replacement options: Two quotations had been received - Playquip Installations £4885 and T K Play Ltd. £3955. *It was noted that the quotation from T K Play Ltd., was for a Pirouette.* It was agreed for removal of the existing Spika but to consider alternative equipment instead and quotations for monkey bars will be sourced.
- 76.5** Quotation for maintenance work from T K Play Ltd. A quotation was agreed for £630 for a replacement backboard and a replacement handle for the Springy.
- 76.6** Any other financial matters to be noted: The Clerk is awaiting samples regarding replacement benches. Enquiries will be made to see who may be able to refurbish any of the noticeboards as necessary and a quotation will be sourced for a new board outside of the village hall.
- 77. Reports.**
- 77.1** The Clerk: None.
- 77.2** The Chairman: None.
- 77.3** P3 Parish Paths and/or Access: Report from the P3 team - the branch and log in the pond on Hillmoor Common has been removed. FP12 - the entrance gate post which had been broken has been replaced; the gate is still not secure which could allow a repeat of the damage to the surface of the ground by off road vehicles. It is hoped that the contractor will address this soon. The Woodland Trust are aware of the breakage. Surface cutting has been carried out footpaths 1, 3, 12, 12A. The footbridge steps have been cleaned on FP1. The stile has now been replaced with a self-closing gate at FP22.
- 77.4** Highways: Cllr. Dr Bass is liaising with the Neighbourhood Highways Officers in relation to various issues.
- 77.5** Any other reports including reports from MDDC and DCC Councillors: Cllr. Dr Bass reported that together with Cllr. Kay and the Clerk she had attended a visit to Hinkley Point recently as organised by the Blackdown Hills Parishes Network. Cllr. Mrs Zebedee reported on a visit to the MDDC Waste and Recycling Centre; the Clerk will attend the next session shortly.
- 78. Culmstock Cemetery:** The Clerk has been liaising with the Chairman regarding a plot that requires some attention. The maintenance contractor will be asked to assist as necessary following communication with the family.
- 79. Culmstock Play Area and Pavilion.**
- 79.1** Anti-social behaviour on site: Following recent vandalism to the electric box in the pavilion the Clerk arranged for emergency repairs (see 76.2.1) in consultation with the Chairman. The matter has been reported to the Police who will endeavour to visit the site when in the area if time permits. Councillors noted details given by the Clerk of The Community Safety Accreditation Scheme (CSAS) which gives trained volunteers limited but targeted powers to tackle crime, disorder and antisocial behaviour.
- 79.2** Improvements to the site including the possibility of a Petanque pitch: Feedback from the Annual Parish Meeting was good and the parishioner that is keen to pursue Petanque will be invited to a future meeting. Cllr. Sarah Leppard reported on various ideas which will be brought to a future meeting; it was also noted that some are keen for some sort of youth group. It was reported that the recently appointed head of the local primary school was keen to explore the possibility of a MUGA.
- 79.3** Any other matters: Annual Fire Assessment, reference minute 55.2 - the Clerk has spoken to the assessor who has suggested that a request could be put forward for the community safety officer to pay a visit to the site on an ad hoc basis.

**80. Culmstock Beacon**

**80.1** Royal Marine Cadets - Training over Private Land (TOPL) Land Agreement Form: An agreement form was approved for signature - the Clerk will detail that there are to be no ground fires, fires should be on gas and for cooking only.

**80.2** Any other matters: None.

**81. Assets of Community Value - The Culm Valley Inn:** The Clerk reported that the expiry date is 09/08/24 and the Chairman will approach the proprietor and the nominating group.

**82. Hillmoor Common:** Dr. Bass will look into registration of the area.

**83. Correspondence & Any Consultations.** Clerks & Councils Direct. ICCM Journal. CPRE Members Guide.

**84. Items for information, future agenda items and future meeting dates.** 12/06/24.