



Chittlehamholt, Satterleigh and Warkleigh Parish Council

www.cswparish.org.uk

Chairman: Paul Blackwell paul.blackwell@cswparish.org.uk
01769 540180

Parish Clerk: Linda Stapleton clerk@cswparish.org.uk

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<https://cswparish.org.uk/the-council/how-we-make-decisions/council-meetings/19-past-meetings>
Minutes are therefore limited mainly to action agreed, with the time of the agenda item on the video recording for each item.

Minutes of Parish Council Meeting held on 25th June 2018 in Chittlehamholt Village Hall

Meeting chaired by	Councillor Paul Blackwell
Meeting minuted by	Parish Clerk Linda Stapleton
Councillors present	Councillor David Ball Councillor Paul Blackwell (Chairman) Councillor Andrew Coupe Councillor Andrew Kitchen (Vice Chairman) Councillor Michael Pincombe
In attendance	Councillor Richard Edgell (Devon County Council (DDC)) Councillor Walter White (North Devon Council (NDC))

9 members of the public were in attendance. The meeting opened at 7.30 p.m.

1/06/18 Apologies – apologies for his absence were received from Cllr Steve Wilkinson.

2/06/18 Declarations of Interest and Dispensations – no declarations were received.

3/06/18 Parishioners' Open Session – (video time 00:00:42)

Access through footpaths – a parishioner reported a specific footpath running from the village was inaccessible. Following discussions, Cllr Ball agreed to make contact with the land owner and other relevant parties to check whether they are able to improve the access.

Cllr Ball

Overhanging trees – a parishioner pointed out that trees growing over a specific road were shading the area and creating difficulties, for instance, for drivers seeing people walking. Councillors explained that provided the trees were trimmed to the right height, there was no further action possible. Cllr Coupe agreed to measure the trees in question to ensure trimming was to the correct height.

Cllr Coupe

4/06/18 Reports (*video time 00:09:40*)

- a. **Police** – in the absence Cllr Wilkinson his routine report was deferred until the next meeting.
- b. **District Councillor** – Cllr White reminded the Council that the TAP Fund was now available for applications as well as the small fund under his supervision. In response to a question from Cllr Pincombe, he confirmed that the Planning Application 63710 for the erection of a free range egg production unit had been approved. Cllr White and Cllr Edgell reported on closer co-operation between health trusts in Exeter and Northern Devon and the need to monitor developments.
- c. **County Councillor** – Cllr Edgell pointed out the changes that had been made to the TAP Fund to give local councils the first opportunity to make applications. He confirmed that the Invest in Devon Fund was aimed at capital expenditure whereas the TAP Fund did not exclude revenue expenditure.

5/06/18 Minutes of the Meeting held on 21st May 2018 (*video time 00:19:00*) – circulated previously, the Minutes of the following meetings were approved by the Council and signed by the Chairman.

- a. Annual Parish Council Meeting
- b. Parish Council Meeting

6/06/18 Matters Arising (*video time 00:20:00*)

- a. **Strategy Task & Finish Group**
 - i. **Recruitment of volunteers** – the Chairman explained that a volunteer had contacted him; it was noted there had been no contact via the Council's e-mail. Following discussion it was agreed that a list of tasks should be drawn up, so that when a volunteer came forward these could be offered for the volunteer's consideration.
 - ii. **Verge Ploughing** – it was understood this would start in the first two weeks of July.
 - iii. **Bridleways & footpaths** – it was reported that the equipment was available and work would proceed when Cllr Wilkinson was available.
 - iv. **Progress by Highways with issues reported** – in the absence of Cllr Wilkinson, this item was deferred to the next meeting.
 - v. **Exeter Inn** – NDC's response to the Council's letter, which was explained by Cllr Ball, was received.

Cllr Ball also explained that within the Strategy Task & Finish Group, discussions were taking place with the aim of refreshing the Parish Plan. The intention was to resolve this at the July meeting after which every household would be contacted for their views on the Plan.

The intention was to finalise the Parish Plan by September in order to inform budget setting for 2019/20.

- vi. **'Plant a Tree' campaign** – *Cllr Kitchen proposed; Cllr Coupe seconded that the Council join the 'Plant a Tree' campaign with all in agreement.* The Clerk was asked to forward relevant information to Cllr Kitchen.

Clerk

- vii. **Policy on advertising** – Cllr Coupe advised that he was not in a position to report further on this item and asked that it be deferred to the next meeting.

Cllr Coupe

b. Launds Playing Field *(video time – 00:28:10)*

- i. **Draft Agreement for the hire of Launds Playing Field** – Cllr Ball presented the amended draft, reading aloud the new clause which had been inserted as previously agreed. *Cllr Ball proposed; Cllr Kitchen seconded and all agreed that the revised document be accepted.*
- ii. **Repair/ownership of Launds Playing Field** – in the absence of Cllr Wilkinson the issue related to repair of the layby was deferred until the next meeting. Cllr Ball reported awaiting the outcome of Cllr Wilkinson's findings before progressing ownership options.

Cllr Ball/Wilkinson

- iii. **Repair of drainage issue** – Cllr Coupe reported that the works required would not be eligible for funding through the TAP fund, so he was exploring other options. It was noted that since this was maintenance work there was no requirement to obtain more than one estimate.

Cllr Coupe

c. Air Ambulance – Night Landing Site *(video time – 00:32:20)*

- i. **Progress report** – it was noted that the agenda item allowed for routine reporting when relevant; there was nothing to report in June.

Cllr Coupe

- ii. **Draft Agreement** - Cllr Ball reported on progress and that he hoped to bring the final draft to the next meeting.

Cllr Ball

- d. **General Data Protection Regulations (GDPR)** – the Clerk asked for this item to be deferred to the next meeting.

Clerk

7/06/18 Planning *(video time 00:34:35)*

- a. **Highbullen - planning application 58603** – the Clerk reported that a response was still awaited.

Next meeting

- b. **2 Taw View – planning application 64894** – Cllr Ball confirmed that no response was expected and that the Council's comments had been forwarded to NDC.

- c. **Barn, South East of Holt Gate – planning application 64939** – following discussions about concerns related to how the regulations were being applied, the fact that statutory consultees had not been asked for a view and that issues related to parking and access had not been addressed, *Cllr Ball proposed; Cllr Coupe seconded and all agreed that these issues*

should be raised with NDC. In view of the limited time available, in that comments were required by the 26th June, Cllr Ball was asked to compose the letter.

Cllr Ball

8/06/18 Finances (*video time 00:54:40*)

- a. **Current balance** – the Clerk advised that at 15th June 2018 the current balance stood at £11,498.94 however after deducting outstanding commitments for the Clerk’s salary to the end of June and costs for DAAT Landing Site, for which grants had already been received, a more realistic situation would be £6,166.
- b. **Internal Audit** – the Clerk asked for discussion on this item to be deferred to the next meeting.

Clerk

9/06/18 Matters Raised by Councillors (*video time: 00:55:35*)

- a. **‘Well done’ to Cllr Wilkinson** – was expressed by Cllr Ball for his “constant prodding” of Highways which he felt had been successful in achieving a number of good quality improvements to roads in the parish.
- b. **Manhole dropped at West Pugsley Cross** – Cllr Pincombe reported this issue; it was agreed the Clerk should write to BT who was responsible.

Clerk

- c. **Register of interests** – Cllr Pincombe reported that NDC’s records were out of date. Following discussion, it was agreed the Clerk prompt the Council to update its records.

Clerk

- d. **Reclaiming VAT** – following discussion prompted by the Chairman about reclaiming VAT, Cllr Ball offered to explore with the Village Hall Committee opportunities for reclaiming VAT.

- e. **Farms and Estates Committee** – Cllr Edgell reported that he had taken on the responsibility of Chairman to the Farms and Estates Committee.

10/06/18 Training opportunities for Councillors/Clerk – it was noted that DALC newsletters, containing training opportunities, had been circulated separately.

11/06/18 Correspondence (*video time: 01:05:00*)

- a. **Parish Forum** – Cllr Ball and Cllr Wilkinson were nominated to attend the Forum meeting arranged for 3rd July 2018. The Clerk was asked to confirm these arrangements.

Clerk

- b. **Consultation on Library Services** – a Press Release from DCC was noted which promoted the consultation on ‘improving library services in rural and isolated communities’. It was noted the deadline for responses was 28th July 2018.

- c. **Neighbourhood Watch Network** – the e-mail which publicised ‘New Ways to protect you this Neighbourhood Watch Week 2018’ was received.

- d. **Survey re Water Sports** – it was noted the NDC survey’s deadline for responses was 2nd July 2018.
- e. **Records Office** – information was received from Barnstaple Town Council concerning the Records Office, inviting the Council to share in discussions about its future.

12/06/18 Date of Next Meeting – (video time: 01:08:00) - Monday, 30th July 2018. Following discussion, it was agreed to revert to meetings starting at 7.30 p.m.

It was resolved to exclude the public under section 3.4 of Standing Orders on the grounds that items for discussion were of a commercially sensitive and confidential nature.

Summary of Actions

Councillor/Clerk/ Next agenda	Agenda Item	Details
Cllr Ball	3/06/18	Speak to landowner re maintenance to footpath.
Cllr Coupe	3/06/08	Check height of trimming on trees overgrowing road.
Cllr Kitchen	6/06/18 a.vi	Progress arrangements for ‘plant a tree campaign’.
Cllr Coupe	6/06/18 a.vii	Progress arrangements for policy on advertising.
Cllr Ball Cllr Wilkinson	6/06/18 b.ii	Progress issues related to ownership of layby to Launds. Discuss and report options for repairs to layby with Highways.
Cllr Coupe	6/06/18 b.	Obtain estimate for repairs to drainage on Launds Playing Field.
Cllr Ball	6/06/18 c.ii	Progress draft agreement for the supply of electricity to Launds Playing Field for night landing site.
Clerk	6/06/18 d.	Explore impact of GDPR.
Cllr Ball	7/06/18 c.	Prepare and send letter to NDC containing issues of concern.
Clerk	8/06/18 b.	Consider actions required in respect of Internal Auditor’s Report.
Cllr Kitchen Clerk	9/06/18 b.	Take photo of damaged manhole cover. Contact BT (Openreach) pointing out damage/sending photo.
Clerk	9/06/18 c.	Advise NDC that councillors ‘register of interests’ are out of date.
Cllr Ball	9/06/18 d	Explore possibilities for reimbursement of VAT with and for Village Hall.
Cllr Ball Cllr Wilkinson	11/06/18 a.	Attend Parish Forum meeting on 3 rd July 2018.

		<i>Brought forward from previous meetings</i>
Clerk	12/17	Write to the Fire Service asking what arrangements were currently in place for locating fire hydrants/ensuring the water pressure was adequate.
Clerk		Prepare article re GPS reference for 'Round and About'.
Clerk		Prepare options for storage of historic files.
Clerk		Write to South West Water re signage/arrangements for temporary road closure.
Clerk		Reminder article about dog fouling/public health issue for 'Round and About'.
Clerk		Apply for VAT refund (<i>partly achieved as at 01.12.2017</i>)

Signed

Date

DRAFT