



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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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 30th July 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 Councillor Steve Wilkinson
In attendance	Councillor Richard Edgell (Devon County Council (DDC)) Councillor Walter White (North Devon Council (NDC))

10 members of the public were in attendance. The meeting opened at 7.30 pm.

1/07/18 **Apologies** – no apologies were received.

2/07/18 **Declarations of Interest and Dispensations** – no declarations were received.

Cllr Kitchen raised the issue of transparency in relation to the 'Chittlehamholt Action Group' and possible Parish Council discussions related to North Devon Council and/or High Bullen. He emphasised that the matter related to ensuring the Council followed the correct procedure. Cllr Wilkinson tabled advice provided by Ken Miles (NDC) which contributed to the debate. Both Cllr Kitchen and Cllr Wilkinson reported having been approached by parishioners about the issue.

Following discussion, *the Chairman proposed; Cllr Kitchen seconded and all agreed that Cllr Wilkinson and Cllr Coupe seek a meeting with Ken Miles to clarify the issue in relation to transparency and/or possible conflict of interest and report back to the Council.*

Cllr Coupe/Cllr Wilkinson

3/07/18 **Parishioners' Open Session** – (video time 00:11:55)

- a. **Dangerous bend** - a parishioner questioned whether a 'slow' sign should be placed at the bottom of Satterleigh Hill because this was a dangerous corner. She explained that she had raised this issue some time ago. Cllr Wilkinson agreed to take the issue forward with Highways and apologised if the matter had been overlooked by the Council.

Cllr Wilkinson

- b. **Neighbourhood Watch** – a parishioner reported that the process of sharing information on behalf of the Police was not effective; she explained the scheme and the fact that few people were now linked to it. The result was that although she did have information to share, she had limited means to circulate this. Cllr Wilkinson suggested that the subject be included in the proposed survey, with the aim of asking parishioners how they wished to be kept informed and/or involved.

Strategy Task and Finish Group

4/07/18 **Reports** (video time 00:16:55)

- a. **Police** – following Cllr Wilkinson's report and general discussions, the points below were noted:
- The PCSO had visited the shop on three occasions.
 - Graham James would be replacing PCSO Beverley Bray who was leaving the Service.
 - Cllr Wilkinson had visited the Barnstaple Police Station to discuss issues about how to share information provided by the Police Service.
 - At the Parish Forum it was explained that where PCSOs left the Service, they were unlikely to be replaced. It was therefore important to ensure any visit by a Police Officer was worthwhile both for the Service and Council by ensuring these were well publicised and attended. It was suggested that meetings may be more effective if discussions focussed on topics of local concern or interest, such as those which may arise through the proposed survey.
 - It was agreed to re-circulate information about the Councillor Advocate Scheme

Cllr Wilkinson/Clerk

- b. **District Councillor** – Cllr White reported on the proposed merger of Police Services in Devon and Cornwall and Dorset. He also pointed that Rick McCormack gave an informative presentation about NDC's refuse disposal arrangements for which Mr McCormack was responsible and that he would make an interesting speaker for the Council.
- c. **County Councillor** – Cllr Edgell reminded the Council about the availability of grants. In response to a question about the availability of such grants for projects such as the improvements to the village hall, he suggested this was a possibility, explaining the best approach and difference between the funds. Cllr White agreed to make enquiries on the availability of grants from the Community Council of Devon.

5/07/18 **Minutes of the Meeting held on 30th April 2018** (video time 00:31:10) – circulated previously, with the amendment of Minute 3/06/18 (para 1) to "Chairman" in the 'action' section, as opposed to Cllr Ball, the Minutes were approved by the Council and signed by the Chairman. It was reported that the matter had been resolved.

The Chairman reported that the gate on the footpath near Cholloways Cross was broken; Cllr Wilkinson agreed to include this on maintenance issues for bridleways and footpaths.

Cllr Wilkinson

6/07/18 **Matters Arising** (video time 00:33:25)

a. **Strategy Task & Finish Group**

- i. **Parish Plan** – Cllr Ball presented the draft Plan (circulated previously) providing the background to its development, and that the next step would be to further develop the Plan as a result of feedback from parishioners. Feedback would be obtained by surveying parishioners by September. In response to a question from Cllr Pincombe, Cllr Ball apologised for the late submission of the draft and explained this was a ‘living’ document to be shaped in future by feedback received from parishioners. For this reason, it was appropriate for the Council to approve the draft Plan for wider consultation although it had only been received by councillors the previous day. *Cllr Wilkinson proposed; Cllr Coupe seconded, and with the exclusion of Cllr Pincombe, who abstained, other councillors agreed that the draft Plan be accepted.*

Cllr Ball agreed to include reference to law enforcement within the Plan, in response to a question from Cllr Wilkinson.

Cllr Ball

- ii. **Recruitment of volunteers** – Cllr Wilkinson agreed to get in touch with parishioners who had made contact recently with different councillors.

Cllr Wilkinson

- iii. **Verge Ploughing** – Cllr Wilkinson confirmed that although the work had been planned for July, this had been delayed because the ground had been ‘rock’ hard.

Cllr Wilkinson confirmed that he would be following up the issue raised at the last meeting about a specific footpath, pointing out that maintenance was a continuing issue thus a need to prioritise any work.

Cllr Wilkinson

- iv. **Progress by Highways with issues reported** – Cllr Wilkinson provided a progress report, summarised in an e-mail circulated previously. Following discussions, points noted were:

- Cllr Wilkinson had met with Richard Sables (DCC) and had been able to progress a number of issues.
- Richard Sables had confirmed that scalping would be provided for the layby outside Launds Playing Field in the next few weeks; the Parish Council would need to organise these being spread.
- Cllr Kitchen confirmed he now had a detailed map of the gullies and drains which would help in the tracking of issues raised. He also confirmed contacting Highways to report the fallen tree on Newlands Hill.
- Richard Sables had agreed to check the overhanging trees brought to the Council’s attention at the last Council meeting.
- In response to issues raised about the quality of work undertaken by a contractor working for DCC, Cllr Edgell reassured the Council that Richard Sables was closely monitoring the situation.

- v. **Exeter Inn** – it was noted that the Inn had not been sold at the recent auction. Following discussions, it was agreed to convene a task and finish group to look at potential options,

should the Parish Council eventually have a mandate to take some action. Cllr Ball explained that, in future, projects taken forward by the Council would be driven by responses to the survey planned around the draft Parish Plan and thus any discussions in the proposed group would need to be mindful of this fact. *Cllr Ball proposed; Cllr Coupe seconded and all agreed to establish a task and finish group* to look at potential options should the sale result in the permanent closure of the public house. Interested parishioners were encouraged to contact the Clerk, since the intention was that the group would not exclusively be comprised of Parish Councillors.

Clerk

- vi. **'Plant a Tree' campaign** – referring to information circulated separately, Cllr Kitchen reiterated the options available of 30, 105 or 420 trees. Following discussions which included areas for siting any trees, he agreed to report back with firmer options including whether it was possible to have fewer than 30 trees.

Cllr Kitchen

- vii. **Policy on advertising** – Cllr Coupe presented a draft policy for the Council's consideration. Following discussion, it was agreed to consider issues raised at the next meeting including the possibility of allowing advertising on the website as a source of revenue.

Next meeting

- b. **Launds Playing Field** (*video time – 01:07:50*)

- i. There was general agreement to delay the exploration of ownership of the layby until the works to this area had been completed.
- ii. Cllr Coupe confirmed that he was progressing issues related to resolving the drainage problem at the small gate to the Launds.

Cllr Coupe

- c. **Air Ambulance – Night Landing Site** (*video time – 01:08:25*)

- i. **Progress report** - Cllr Coupe advised that approval of the permit for the moling works was still awaited.
- ii. **Draft Agreement** - Cllr Ball advised that the draft agreement for the electricity supply had been agreed by two of the Village Hall Trustees and therefore it could now be formally approved by the Council. *Cllr Ball proposed; Cllr Kitchen seconded and all agreed that the Agreement be approved as previously presented to the Council.*

- d. **General Data Protection Regulations (GDPR)** – the Clerk referred to the completed 'CSW Personal Data Audit Questionnaire' (circulated separately) which indicated the Council's state of readiness for compliance with these regulations and highlighted action to be taken. The Clerk also drew attention to the questions asked within the questionnaire in relation to the Council's website. Cllr Coupe reported changes he had made to the Council's website in order to comply. It was also noted that in future the Clerk, on behalf of the Council, should be the central point for recording any personal data as opposed to individual councillors.

Following discussion, Cllr Coupe confirmed he would draft a 'privacy policy'. The Clerk agreed to progress issues identified from the audit, which would be the basis of the Council's action plan, including contacting DALC in relation to appointing a Data Protection Officer.

7/07/18 **Planning** (video time 01:16:00)

- a. **Broadview Road from Eastacott Cross to Broadmoor Cross, free-range egg production unit – planning application 63710** – the Decision Notice, approving this application was noted.
- b. **Furlong Farm – planning application 64857** – the Decision Notice, approving this application was noted.
- c. **Highballed – planning application 58603** – the response from NDC was noted, which indicated that consultation on all ‘reserved matters’ would take place in the normal manner.
- d. **2 Tav View – planning application 64894** – the Decision Notice approving this application and the e-mail from NDC clarifying issues raised was noted.
- e. **Barn, South East of Holt Gate – planning application 64939** – the Decision Notice approving this application was noted, with surprise expressed by Cllr Ball that the Council had not received a response to its representations, particularly in view of the detailed explanation provided by NDC to queries raised about planning application 64894.

Cllr Ball reminded the Council that it had raised a number of observations about the planning application with NDC. However, when the Clerk had prompted NDC for a reply in readiness for the Council’s meeting, she had been referred to the officer’s report for answers. Cllr Ball pointed out that this report did not contain specific answers to the points raised by the Council.

Following discussion, Cllr Kitchen proposed, Cllr Ball seconded and all agreed that Cllr Ball would draft a follow up to NDC in line with views expressed.

Cllr Ball

- f. **Deacon Farm Chittlehamholt – planning application 65081** – for the change of use of land from agriculture to domestic curtilage, together with erection of garage and installation of package treatment plant. Pointing out that he had no objections to the application, Cllr Coupe expressed a general concern about such applications where otherwise unoccupied land was being slowly encroached upon following an initial build. The applicant, who was present, was able to answer a number of queries raised about the application. Following further discussions, *Cllr Kitchen proposed, Cllr Ball seconded and all approved* the application on the grounds that its further development was for a local resident; the Clerk asked to convey this decision to NDC.

Clerk

- g. **4 Deason Cottages, Chittlehamholt – planning application 65121** – for internal and external alterations to dwelling together with erection of replacement outbuilding. Following discussion, *Cllr Wilkinson proposed; Cllr Coupe seconded and all agreed that the application be noted.*

- h. **Mollands Farm, Chittlehamholt – planning application 64569** – the Decision Notice refusing this application was noted.

8/07/18 **Finances** (video time 01:37:20)

- a. **Current balance** – it was noted that the balance, as at 13th July, was £11,367.91. However, after deducting outstanding commitments for the Clerk's salary to the end of June, costs of DAAT Landing Site and work to verge clearance, for which grants had already been received, a more realistic figure would be £5,000.
- b. **Internal Audit** – a progress report (circulated separately) which detailed recommendations made by the Internal Auditor and actions taken or being progressed by the Clerk was noted. The Clerk was asked to keep the Council informed or involved as appropriate.

Clerk

9/07/18 **Matters Raised by Councillors** (video time: 01:38:40)

- **Chittlehamholt Action Group** – this item had been discussed at 2/07/18 above.

10/07/18 **Training opportunities for Councillors/Clerk** – it was noted that DALC newsletters, containing training opportunities, had been circulated separately. Cllr Coupe pointed out that he had yet to take advantage of the new councillor training course.

11/07/18 **Correspondence** (video time: 01:39:10)

- a. **NDC – Parish Forum** – Cllr Ball reported on the Forum meeting held on 25th July. Issues discussed included the following:
- Work being undertaken by NDC in relation to 'plastic free ND'.
 - Cllr White reported on the '2-minute cleaning of beaches' and the '2-minute street cleaning' activities.
 - Refuse cleaning on a three-weekly cycle was being trialled.
 - Michael Titchford had been appointed as the new Head of Planning in addition to other duties.
 - A community infrastructure levy was under consideration and should this approach be followed by NDC, those parish councils who had developed parish plans would attract 10% extra when a section 106 was granted.
 - From 21st October the ringfencing for parish councils would be removed from the TAP Fund, thus allowing other organisations to apply. Any application by a parish council would need to be submitted before that date. It was also stated that there would be no further carry forward of any underspent funds as had occurred in previous years.
 - The Council was asked by a parishioner to pass the above information to the Chair of the Village Hall Committee. The Chairman confirmed he was already in liaison with members of the Committee and also asked Cllr Ball if he would convey this information to the Committee.

Cllr Ball/Cllr Blackwell

- b. **Comment on Annual Return 2017/18** – the e-mail from a parishioner commenting on various issues related to the Annual Return for 2017/18 was received (circulated

separately). Cllr Clerk and Cllr Ball expanded on the issues raised to which they responded. This included an explanation of the Council’s accounting process, the reason for the level of reserves and rise in the Precept. It was also noted that all supporting information to substantiate figures included within the Annual Return were publicly available. Following further discussion, it was agreed that the Clerk draft a response to the parishioner explaining that all information related to the matters raised was available on the website.

Clerk

c. **Records Office** – correspondence from Barnstaple Town Council related to the Records Office was noted.

d. **Know Your Place Project** – correspondence related to this project, which was related to a free digital mapping resource, was received. The Clerk was asked to re-circulate the information for discussion at the next meeting.

Clerk

e. **North Devon and Torridge Local Plan 2011-2031** – notice of a further round of consultation between 5th July and 17th August was noted.

f. **Proposals to merge Devon and Cornwall and Dorset Police Services** – the correspondence seeking views about the proposals was noted. Cllr Ball pointed out that at the Parish Forum meeting it was reported that the Government was considering merging the roles of the Police Commissioner with that of the Commissioner for the Fire and Rescue Service. If this went ahead, he would have some concerns.

12/07/18 **Date of Next Meeting** – (*video time: 01:56:00*) – following discussions, it was agreed to change the date of the next meeting to Monday, 3rd September 2018.

Summary of Actions

Councillor/Clerk/ Next agenda	Agenda Item	Details
Cllr Coupe Cllr Wilkinson	2/07/18	Meet with Ken Miles (NDC) to clarify need to declare an interest with regard to CSW Action Group.
Cllr Wilkinson	3/07/18 a.	Report need for ‘slow’ sign to Highways.
Strategy Task and Finish Group	3/07/18 b.	Include reference to Neighbourhood Watch in survey
Clerk	4/07/18	Circulate information regarding Councillor Advocate Scheme.
Cllr Ball	6/08/18 a i.	Add a reference to law enforcement in the draft Parish Plan.
Cllr Wilkinson	6/08/18 a ii.	Contact recently identified volunteers.
Cllr Wilkinson	6/08/18 a iii.	Follow up issue related to comment about footpath.
Clerk	6/08/18 a v.	Forward to councillors, names of parishioners interested in joining Task & Finish Group to discuss issues around ‘last pub in the village’
Cllr Kitchen	6/08/18 a vi.	Present further options related to ‘plant a tree’ campaign.
Next meeting	6/08/18 a vii.	Consider draft policy on advertising/advertising on website.
Cllr Coupe	6/08/18 b ii.	Progress issues related to resolving drainage in playing field.

Clerk Cllr Coupe	6/08/18 d.	Follow up issues required to comply with GDPR. Consider requirement for 'privacy policy'.
Cllr Ball	7/08/18 e.	Draft a follow up to NDC in relation to issues discussed around planning application 64939.
Clerk	7/08/18 f.	Email NDC to support application.
Clerk	8/07/18 c.	Progress recommendations made by Internal Auditor.
Cllr Ball Chairman	11/07/18 a.	Contact the Village Hall Committee to appraise them of changed arrangements for the TAP Fund.
Clerk	11/07/18 b.	Draft response to parishioner in line with Council's discussions.
Clerk	11/07/18 d.	Circulate information related to Know Your Place Project.
		<i>Brought forward from previous meetings</i>
Clerk		Write to the Fire Service asking what arrangements were currently in place for locating fire hydrants/ensuring the water pressure was adequate.
Clerk		Update Declaration of Interests in liaison with NDC & councillors.
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