



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Chairman: Paul Blackwell

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Agenda of Parish Council Meeting on Monday, 3rd September 2018 in Chittlehamholt Village Hall at 7.30 p.m.

1. Apologies
2. Declarations of Interest and Dispensations
 - To consider advice received from Ken Miles (NDC)
3. Parishioners' Open Session – to provide parishioners with an opportunity to raise issues with the Council.
4. Reports
 - a. **Police** - to receive update and consider the Councillor Advocate Scheme (circulated previously) (SW).
 - b. **District Councillor** – to receive a report on current issues for North Devon Council (NDC).
 - c. **County Councillor** – to receive a report on current issues for Devon County Council (DDC).
5. To receive and approve Minutes of the meeting held on 30th July, 2018 – (circulated separately)
6. Matters Arising:
 - a. **Strategy Task & Finish Group** – to receive a report of recent discussions, which includes the following:
 - i. **Parish Plan** – to approve Parish Plan (draft 2) (circulated separately)
 - ii. **Survey** – to consider draft survey developed from the draft Parish Plan (circulated separately) (DB).
 - iii. **Recruitment of volunteers** – to receive an update (if any).
 - iv. **Verge ploughing** – to receive an update (if any).
 - v. **Bridleways & footpaths** – to provide update (if any).
 - vi. **Progress by Highways with issues reported** (e.g. road repairs, hedge trimming, etc) including works related to improving layby (SW).
 - vii. **Exeter Inn** – to approve the Terms of Ref for Safeguarding the Future of the Village Pub Task and Finish Group (circulated separately) (DB)
 - viii. **'Plant a Tree' campaign** – to consider next steps – ref <https://www.woodlandtrust.org.uk/plant-trees/free-trees/> (AK).
 - ix. **Policy on advertising** – to consider updated draft policy (circulated separately).
 - b. **Launds Playing Field**
 - To receive an update regarding repairs to drainage (circulated separately).
 - c. **Air Ambulance Night Landing Site** – progress report deferred to the next meeting.
 - d. **General Data Protection Regulations (GDPR)** – to approve 'consent form' and receive an action plan (circulated separately).

7. **Planning - to receive and consider planning applications, correspondence and follow up issues:**
 - a. **Barn, South East of Holt Gate – planning application 64939** – to receive an update (if any).
 - b. **Deason Farm, Chittlehamholt – planning application 65081** – to receive Decision Notice approving this application.
 - c. **Land South of Whitmore Cottage & Lodge – planning application 65317** – prior notification for proposed development by Telecommunications Code System Operators in respect of erection of one 12 metre high pole with radio equipment attached together with erection of one ancillary storage cabinet and compound boundary fence.
8. **Finances**
 - a. **Current balance** – to note current balance – to be advised (Clerk).
 - b. **Payment** – to approve payment to NDC of £340.00 for Clerk’s salary – April to June 2018 (incl. £7.72 administration charge) ref Budget 2017/18 line 30.
 - c. **Insurance** – to receive (for information) renewal notice from Came & Company Local Insurance (circulated separately)
 - d. **Internal audit** – to provide a progress report (Clerk)
9. **Matters Raised by Councillors** - not included elsewhere in the agenda.
 - Plots of land for sale north of Pool Lane – to note (circulated separately) (AK)
10. **Training opportunities for Councillors/Clerk** - to note routine DALC newsletters circulated separately.
 - To note Lesley Smith MBE will be retiring as County Secretary from the Autumn.
11. **Correspondence**
 - a. **NDC – Parish Forum** – to receive summary report of the meeting held on 25th July 2018 from NDC (circulated separately).
 - b. **Comment on Annual Return 2017/18** – to receive a parishioner’s follow up e-mail (dated 22nd August 2018) related to the Annual Return for 2017/18 (circulated separately).
 - c. **Know Your Place Project** – to receive details of this project, launched on 9th July 2018 (circulated separately)
12. **Date of Next Meeting: Monday, 24th September 2018.**