



# Chittlehamholt, Satterleigh and Warkleigh Parish Council

[www.cswparish.org.uk](http://www.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 3<sup>rd</sup> September 2018 in Chittlehamholt Village Hall

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

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

1/09/18 **Apologies** – apologies were received from Cllr Coupe.

### 2/09/18 **Declarations of Interest and Dispensations**

Referring to the meeting held between two councillors and Ken Miles, Head of Corporate and Community at NDC, it was noted that the points arising from this and e-mail exchanges were:

- There was no requirement for those Parish Councillors who were also members of the Chittlehamholt Action Group (CAG) to have declared an interest at the Parish Council meeting held on 30<sup>th</sup> July 2018.
- It was acknowledged by Mr Miles that elements of the Code of Conduct could be open to interpretation, however in his view, membership of the CAG should be declared on the Register of Interests.
- Mr Miles confirmed he was only providing advice on the issue and the decision as to whether councillors should declare an interest would be a matter for those councillors and others involved.

Following discussion, it was agreed councillors should consider the correspondence circulated recently and, should there be need for further discussion, request the item be included on the next agenda.

*Councillors*

3/09/18 **Parishioners' Open Session** – (video time 00:13:50)

- a. **Access to the notice board at Hilltown Cross** - a parishioner explained that due to long grass around the notice board access was difficult. Cllr Wilkinson stated he would trim around the area.  
*Cllr Wilkinson*
- b. **Objection to CAG** – the Council noted a parishioner's objection to issues related to the CAG and particularly to the fact that it had adopted the use of "Chittlehamholt".
- c. **Speed of traffic in the village** – a parishioner reported what she felt was fast moving vehicles through the village. Cllr Wilkinson explained the arrangements which had been made by the Council with the Police Service to address this issue and was pleased to report that these had now been implemented with covert monitoring of speed through the village currently taking place. With the information this provides, the Council would be able to consider what, if any, action is required.

4/09/18 **Reports** (video time 00:16:12)

- a. **Police** – Cllr Wilkinson reminded the Council of the Cllr Advocate Scheme, details of which had been circulated and discussed previously. *Cllr Kitchen proposed; Cllr Pincombe seconded and all agreed that the Council would join the scheme.* Cllr Wilkinson agreed to consider any further action required, over and above those already being undertaken.  
*Cllr Wilkinson*
- b. **District Councillor** – Cllr White reported that Northern Devon Healthcare Trust was due to meet the Overview and Scrutiny Committee soon.
- c. **County Councillor** – Cllr Edgell reminded the Council about the availability of grants, confirming that the Village Hall's application had been finalised.

5/09/18 **Minutes of the Meeting held on 30<sup>th</sup> July 2018** (video time 00:22:35) – circulated previously, the Minutes of the meeting held on 30<sup>th</sup> July 2018 were approved by the Council and signed by the Chairman.

6/09/18 **Matters Arising** (video time 00:23:00)

- a. **Strategy Task & Finish Group**
  - i. **Parish Plan** – Cllr Ball presented the Plan, explaining that it had been received at the last meeting and amended following discussion. He pointed out that it would remain a 'living document' to be informed by the results of the proposed survey. *Cllr Wilkinson proposed; Cllr Kitchen seconded and all approved Parish Plan (draft 2).*
  - ii. **Survey** – Cllr Ball presented the survey which had been circulated separately. He emphasised that the Council was not consulting on duties where there were requirements

placed upon it, but on issues where the Council had options with the power to implement. He pointed out that the Parish Plan was the only mandate available to direct the Council's priorities and therefore it was important to receive as many responses as possible to the survey, which is based on the draft Plan. He explained that budget setting would take place in October and November and that because spending would be informed by the Parish Plan, it was necessary to ensure responses to the survey were received by 22<sup>nd</sup> October. It was agreed that Cllr Ball and the Clerk would finalise distribution arrangements and would take into account the need to offer assistance to those people who would find collection of completed form/s the best option for them. *Cllr Ball proposed; Cllr Wilkinson seconded and all agreed that the survey, as drafted, be distributed.*

*Cllr Ball/Clerk*

- iii. **Recruitment of volunteers** – Cllr Wilkinson confirmed speaking with those volunteers who had contacted councillors. The Clerk reminded councillors that consent was now required from volunteers where their personal details (names, addresses, contact details) were being retained and that these needed to be held centrally, by the Clerk.
- iv. **Verge Ploughing** – Cllr Wilkinson explained the purpose, process and optimum time for verge ploughing and the arrangements for matched funding via DCC's Community Enhancement Fund from which £2,000 had been granted. He reminded the Council that it had not been possible to specify the exact length to be cleared prior to the application for funding, but that it had been agreed priority be given to the snow route at a cost of 20p per metre. Following discussion about the amount reserved and acknowledging the need to undertake further verge ploughing if possible, Cllr Kitchen agreed to review the original budget allocation and report to the next meeting. It was noted that with this information the Council would be able to agree the precise length and cost of the initial verge ploughing as well as consider whether it would be possible to extend the work in order to finalise commissioning the contractor.

*Cllr Kitchen*
- v. **Bridleways & footpaths** – Cllr Wilkinson reported that he had placed a sign on the gate to the footpath indicating that the strimming required was in hand. Cllr Kitchen agreed to forward details of a footpath notice which needed attention to Cllr Wilkinson.

*Cllr Kitchen*
- vi. **Progress by Highways with issues reported** – Cllr Wilkinson reported the following:
  - Scalpings for the layby outside the Launds Playing Field were anticipated as soon as roadworks in the Filleigh area had been completed.
  - A considerable number of potholes had been filled.
  - He had removed a small amount of Himalyan Balsam from the village.
- vii. **Exeter Inn** – (video time 00:43:20) - Cllr Ball reported on the Task and Finish Group which met recently at which three councillors and thirteen parishioners had been present. He presented draft Terms of Reference for the Group, a copy of which had been circulated previously. Discussions at the meeting included:
  - Terms of reference for the Group, noting these needed to be approved by the Council.
  - The current position of sale; it was noted that the Inn was due to be re-auctioned on 5<sup>th</sup> October.
  - The process for making the Inn an Asset of Community Value (ACV). It was not felt it was appropriate to take up this option at the present time.

- Issues related to finance, including possible funding arrangements, with the Plunkett Foundation being suggested as the first option should a decision be made for the village to acquire the Inn.
- The need for someone to chair the Group, with no one from the meeting volunteering.

Following further discussion, *Cllr Ball proposed; Cllr Wilkinson seconded and all agreed to adopt the Terms of Reference for the Task and Finish Group for Safeguarding the Future of the Village Pub*. It was noted the next date for the Task Group was planned for Sunday, 14<sup>th</sup> October; the Clerk was asked to check that the Village Hall was available for the meeting.

*Clerk*

- viii. **'Plant a Tree' campaign** – Cllr Kitchen explained that because the Council was in the process of consulting parishioners on priorities for the forthcoming years, it did not seem appropriate to take advantage of the campaign by accepting a considerable number of trees for planting in the only real available grounds, the Launds Playing Field, which may preclude other opportunities available for the area.
- ix. **Policy on advertising** – on behalf of Cllr Coupe, who had amended the draft policy following previous discussions, Cllr Wilkinson reminded the Council that the document needed formal approval. *Cllr Wilkinson proposed; Cllr Kitchen seconded and all approved the Policy*.
- b. **Launds Playing Field** (*video time 00:54:40*)
- i. On behalf of Cllr Coupe, Cllr Wilkinson reported that the repairs would be undertaken by the contractor carrying out the moling works for the electrics which were required for the Night Landing Site. He was also pleased to report that the contractor would not be charging for this additional work.
- c. **Air Ambulance – Night Landing Site** (*video time 00:55:08*) – on behalf of Cllr Coupe, Cllr Wilkinson reported that the moling works would be undertaken between 27<sup>th</sup> and 28<sup>th</sup> September. Following discussion Cllr Kitchen agreed to ensure there was access via the cricket pavilion. It was also noted that access to the Village Hall would be required. Following further discussion, it was also agreed that an agenda item be included for the next meeting to discuss whether arrangements could be made to celebrate the installation.  
*Cllr Kitchen/Cllr Wilkinson/Next agenda*
- d. **General Data Protection Regulations (GDPR)** (*video time 00:57:00*) - the Clerk presented the Action Plan (circulated separately) drawn up in order to comply with these regulations. Following discussion *Cllr Kitchen proposed: Cllr Ball seconded and all approved the Consent Form*, drafted as a template to be used for obtaining people's consent for specific activities.

With regard to appointing a Data Protection Officer, DALC had advised that it was not a requirement, but would be considered good practice. Cllr Ball suggested it may be a role for the Internal Auditor when appointed.

7/09/18 **Planning** (*video time 00:59:10*)

- a. **Barn, South East of Holt Gate – planning application 64939** – Cllr Ball referred to the issues discussed previously and raised with NDC and their response (circulated separately). Despite a prompt, there had been no answer to the main question posed by the Council,

only referral to the Officer's report. It was agreed the Clerk write to NDC asking for a specific answer to the question raised, namely, "what is the criteria being used by NDC to determine that a Class Q application is undesirable".

*Clerk*

- b. **Deason Farm Chittlehamholt – planning application 65081** – the Decision Notice approving this application was received.
- c. **Land South of Whitmore Cottage & Lodge – planning application 6531** – 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. The Council discussed, then noted this application.

8/09/18 **Finances** (video time 01:06:25)

- a. **Current balance** – it was noted that the balance, as at 15<sup>th</sup> August 2018 was £11,318.38. The Clerk reported circulating a Bank Reconciliation form for the period April to 15<sup>th</sup> August which also indicated that after deducting outstanding commitments for the Clerk's salary, (for 6 months to September) verge ploughing and the Night Landing Site a more realistic balance would be £8,403. It was noted that £2,000 had been received towards the verge ploughing from the Community Enhancement Fund and that all costs for the Night Landing Site were being covered by grants and DAAT, apart from £235.00.
- b. **Payment** – *Cllr Kitchen proposed; Cllr Wilkinson seconded and all approved the payment to NDC of £340.00 for the Clerk's salary from April to June 2018, including £7.72 administration charge (ref Budget 2018/19 line 30).*
- c. **Insurance** – Cllr Wilkinson reminded the Council that arrangements for insurance had been made for a three-year period (from September 2017) and therefore only confirmation was required in order to continue with these arrangements. *Cllr Wilkinson proposed; Cllr Pincombe seconded and all approved the continuation of the current insurance arrangements with Came & Company Local Council Insurance.*
- d. **Internal Audit** – the clerk reported on progress with implementing recommendations by the Internal Auditor. The following was noted:
  - Internal Control Statement (draft) had been circulated previously. Following discussion it was agreed to check whether there was a specific requirement for this document or if realigning the Council's Financial Regulations to accommodate any omissions would suffice.

*Clerk*

- A formal Bank Reconciliation had been introduced.
- A response to the Council's request for an internal auditor had been received; Cllr Ball agreed to contact the individual and explained the purpose of this role which was a requirement.

*Cllr Ball*

- *Cllr Ball proposed; Cllr Kitchen seconded and all agreed to write to Penny Clapham, Internal Auditor for the Council over the past two years, thanking her for her support.*

*Clerk*

9/09/18 **Matters Raised by Councillors** (video time: 01:12:25)

- Declaration of Interest** – Cllr Wilkinson asked that his possible interest in agenda item 7/09/18a be noted and apologised for not stating this at the start of the meeting.
- Routine maintenance** – Cllr Ball reminded the Council that time needed to be set aside for maintenance of Council assets, such as benches, before the onset of winter and to seek the assistance of volunteers in this task. Cllr Wilkinson agreed to check the benches and report back to the next meeting and Cllr Kitchen to consider suitable dates to undertake the work.  
*Cllr Kitchen/Cllr Wilkinson*
- Plots of land for sale north of Pool Lane** – Cllr Kitchen referred to the advertisement of plots for £5,000 each and the inference that they would be suitable for residential building. There was a general view that the advert was misleading. Following further discussion *Cllr Pincombe proposed; Cllr Ball seconded and all agreed that the advice of Trading Standards be sought.* Cllr White suggested a copy of the e-mail be sent to NDC Planning.  
*Clerk*
- Thank you to Cllr Ball** – the Chairman asked that the Council's thanks be recorded to Cllr Ball for compiling the Parish Plan.
- Advertisement for Exeter Inn** – the Chairman asked whether it would also be misleading to advertise the Inn as a 10 bedded house. Cllr Ball advised that this was one of the issues about which he had contacted NDC as a result of discussion at the Task and Finish Group.

10/09/18 **Training opportunities for Councillors/Clerk** (video time: 01:22:05)

- DALC newsletters** - it was noted that newsletters, containing training opportunities, had been circulated separately.
- DALC Annual report** – was tabled for information.
- Retirement of the County Secretary** – it was agreed to write to Lesley Smith, thanking her for her contribution over past years and wishing her well in retirement.

*Clerk*

11/09/18 **Correspondence** (video time: 01:23:20)

- NDC – Parish Forum** – a summary report of the meeting held on 25<sup>th</sup> July was received, which had been circulated separately.
- Comment on Annual Return 2017/18** – further comments from a parishioner were received. Following discussion, it was agreed nothing further could be added to the Council's previous response and that the e-mailed comments be noted.
- Know Your Place Project** – correspondence related to this project was noted, having been circulated separately.

12/09/18 **Date of Next Meeting** – (video time: 01:24:12) – Monday, 24<sup>th</sup> September 2018.

### Summary of Items of Expenditure

Description	Amount	
	Net Amount	VAT
North Devon Council (Clerk's salary April–June 2018 – chq. No000922)	332.28	7.72

### Summary of Actions

Councillor/Clerk/ Next agenda	Agenda Item	Details
Councillors	2/09/18	Consider e-mail exchange re declaration of interests.
Cllr Wilkinson	3/09/18 a	Strim grass around Hilltown X notice board.
Cllr Wilkinson	4/09/18 a	Keep under review activities related to the Cllr Advocate Scheme.
Cllr Ball/Clerk	6/09/18 aii	Finalise survey/distribution arrangements.
Cllr Kitchen	6/09/18 aiv	Check amount reserved for verge ploughing.
Cllr Kitchen	6/09/18 av	Forward details of damaged footpath sign to Cllr Wilkinson.
Clerk	6/09/18 avii	Check availability of Village Hall for task group meeting on 14 <sup>th</sup> October 2018.
Cllr Kitchen	6/09/18 c	Ensure access to cricket pavilion.
Cllr Wilkinson	6/09/18 c	Contact Spence Seaman regarding access to Village Hall between 27 <sup>th</sup> and 29 <sup>th</sup> September.
Next Agenda	6/09/18 c	Consider celebrating 'opening' of Air Ambulance Night Landing Site.
Clerk	7/09/18 a	Write to NDC (planning) requesting answer to specific question raised re application 64939.
Clerk	8/09/18 d	Contact DALC to clarify whether there is a requirement to adopt an Internal Control Statement.
Cllr Ball	8/09/18 d	Contact potential Internal Auditor identified via DALC.
Clerk	8/09/18 d	Write letter of thanks to the 'retiring' Internal Auditor.
Cllr Wilkinson	9/09/18 b	Check state of benches and other assets in Launds Playing Field, in terms of maintenance required.
Cllr Kitchen	9/09/18 b	Consider suitable dates to undertake maintenance.
Clerk	9/09/18 c	Write to Trading Standards regarding misleading advertisement.
Clerk	10/09/18 c	Write to the DALC County Secretary, wishing her well in her forthcoming retirement.
		<b><i>Brought forward from previous meetings</i></b>
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

DRAFT