



# Chittlehamholt, Satterleigh and Warkleigh Parish Council

[www.cswparish.org.uk](http://www.cswparish.org.uk)

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## Agenda of Parish Council Meeting on Monday, 29<sup>th</sup> October 2018 in Chittlehamholt Village Hall at 7.30 p.m.

1. **Apologies** - to receive apologies from Cllr Kitchen
2. **Declarations of Interest and Dispensations**
3. **Parishioners' Open Session** – *to provide parishioners with an opportunity to raise issues with the Council.*
4. **Reports**
  - a. **Police** - *to receive a report on current issues. (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 from the meeting held on 24<sup>th</sup> September 2018**– *(circulated separately)*
6. **Matters Arising:**
  - a. **Strategy Task & Finish Group** – *to receive a report of matters discussed and linked issues:*
    - i. **Parish Survey** – *to receive an overview of the results. (DB)*
    - ii. **Verge ploughing** – *to receive an update. (SW)*
    - iii. **Community Enhancement Fund** – *to consider bidding for further funding. (SW)*
    - iv. **Bridleways & footpaths** – *to provide update on work required. (SW)*
    - v. **Progress by Highways with issues reported** (e.g. road repairs, hedge trimming, etc) including works related to improving layby. (SW)
    - vi. **Gritting trailer** – *to confirm arrangements and cost of storage. (SW)*
    - vii. **Muck on the road – Swingate Cross** – *to receive comments. (MP)*
    - viii. **General maintenance of assets** – *to arrange a day/time to undertake maintenance work in Launds Playing Field.*
    - ix. **Exeter Inn** – *to receive a report from the Task & Finish Group meeting held on 14<sup>th</sup> October 2018. (DB)*

- b. **Misleading advertisement – re plots of land for sale in Poole Lane – to receive a response from Trading Standards. (Clerk)**
  - c. **Air Ambulance Night Landing Site (AC)**
    - i. *To receive an update on works completed.*
    - ii. *To receive a request from Toby Russell, Community Landing Sites Development Officer (DAAT) to pass on the Trust’s thanks to all those contributing to the installation of the Site (circulated previously).*
    - iii. *To consider celebrating the installation of the Air Ambulance Night Landing site.*
  - d. **General Data Protection Regulations (GDPR) – to provide a progress report. (Cllr Coupe/Clerk)**
- 7. Planning - to receive and consider planning applications, correspondence and follow up issues:**
- a. **Barn, South East of Holt Gate – planning application 64939– change of use of agricultural building to two dwelling houses –to receive a response from NDC (if available).**
  - b. **Land to the south of Whitmore Cottage, Chittlehamholt – planning application 65317 – to receive Decision Notice approving the erection of a pole for a telecommunication system (circulated separately).**
  - c. **Head Barton, Kings Nympton – planning application 65306 – to receive Decision Notice refusing conversion of agricultural buildings to 3 dwellings (circulated separately).**
  - d. **Highbullen Hotel Golf and Country Club – planning application 65569 – to consider application for erection of porch (circulated separately).**
- 8. Finances**
- a. **Current balance – to be advised. (Clerk)**
  - b. **Internal audit – to receive:**
    - i. *A progress report on recommendations made by the Internal Auditor for 2018/19. (Clerk)*
    - ii. *Update on the appointment of an Internal Auditor. (DB)*
  - c. **Payments: to approve payments to:**
    - i. **Warkleigh and Satterleigh PCC – a grant in the sum of £300 (ref Budget 2018/19 1a)**
    - ii. **St John the Baptist PCC – a grant in the sum of £150 (ref Budget 2018/19 1a).**
    - iii. **North Devon Council – in the sum of £340 for Clerk’s Salary including £7.72 administration charges (for June – September 2018 – ref Budget 2018/19 line 4).**
    - iv. **Cllr Andrew Kitchen – in the sum of £26.58 (for new hasp and padlock on the Launds playing field shed – ref Minute 6/09/18c).**
    - v. **H. Godfrey – in the sum of £2,099.00 (for works associated with moling and permits for the Night Landing Site - funded by DAAT).**
    - vi. **Mat Electrics Ltd – in the sum of \*£2,718.44 (for completion of electric works for the Night Landing Site - funded by DAAT) NB \*exclusive of VAT.**
    - vii. **Came & Company Local Insurance – in the sum of £624.69, to be paid monthly via direct debit (renewal documentation circulated separately – ref Minute 8/09/18c).**
  - d. **Budget/Precept for 2019/2020 - to consider draft budget for the next financial year.**
  - e. **Highbullen developments – to discuss developer contributions to Parish. (DB)**
  - f. **Village Hall grant applications – to consider PC contribution towards projects.**

9. **Matters Raised by Councillors** - *not included elsewhere in the agenda.*
- a. **Web Hosting** – *to consider methods of payment for continuing Web Hosting (circulated separately). (AC)*
  - b. **Video Recording of Meetings** – *to consider the continuation of recordings and, if continued, how to improve quality. (Chairman)*
10. **Training opportunities for Councillors/Clerk** - *to note routine DALC newsletters circulated separately.*
11. **Correspondence**
- a. **Use of the Blog to publicise Council activities** – *to receive correspondence from a parishioner questioning why the Blog had not been used to promote the survey/requesting its use for other Council activities (circulated separately).*
  - b. **Citizens Advice Bureau** – *to consider request for donation to the CAB which provides an advice service across Torridge, North and Mid and West Devon (circulated separately).*
  - c. **BBC TV programme 'Love in the Countryside'** – *to consider request to publicise this programme (circulated separately).*
  - d. **Devon Communities Together** – *to receive information about a Resilience Forum Event and further Neighbourhood Planning workshops (circulated separately).*
  - e. **Royal Mail** – *to receive correspondence about 'scam' mail (circulated separately).*
12. **Date of Next Meeting:** Monday, 26<sup>th</sup> November 2018