



# 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 29<sup>th</sup> October, 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 Coupe Councillor Michael Pincombe Councillor Steve Wilkinson
<b>In attendance</b>	Councillor Walter White (North Devon Council (NDC))

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

1/10/18 **Apologies** – apologies were received from Cllr Andrew Kitchen and Cllr Richard Edgell.

### 2/10/18 **Declarations of Interest and Dispensations**

Cllr Wilkinson declared an interest in Agenda item 7a and, at a later point in the meeting, Cllr Pincombe declared an interest in Agenda Item 8ci. The Clerk reminded councillors about the need to provide an up to date Register of their Interests.

*Councillors*

### 3/10/18 **Parishioners' Open Session** – (video time 00:00:45)

**Muck on the roads** – a parishioner commented on the state of the roads in a certain area; it was confirmed this item would be discussed later in the meeting.

### 4/10/18 **Reports** (video time 00:01:15)

- a. **Police** – Cllr Wilkinson confirmed that a meeting was due to take place the following week and that there were no specific issues to report.
- b. **District Councillor** – Cllr White reminded the Council that the North Devon and Torridge Local Plan had been published and that a meeting between the District Council and Northern Devon Healthcare Trust had been scheduled to take place shortly.

- c. **County Councillor** – in the absence of Cllr Edgell there was no report.

5/10/18 **Minutes of the Meeting held on 24<sup>th</sup> September 2018** (*video time 00:2:20*) – circulated previously, the Minutes of the meeting held on the 24<sup>th</sup> September 2018 were approved by the Council and signed by the Chairman.

6/10/18 **Matters Arising** (*video time 00:2:40*)

- a. **Strategy Task & Finish Group** – Cllr Ball pointed out that no meeting of this task group had taken place since the Council last met.
- i. **Survey** – Cllr Ball presented an overview of the results explaining that 135 completed questionnaires were returned out of a possible 280 which were distributed across the parishes. Cllr Ball explained that the results would be made available on the Council's website; an interim report was tabled to support the overview. Points to note were:
- The number of completed questionnaires returned was significant and provided a representative sample.
  - Responses showed that the method of communication most popular was the Round and About, followed by the Parish Notice Boards with less priority given to the Parish Website which came third. It was explained that the Parish Website was included in the survey as parish councils were required to host a site. A number of people did not know of the Chronicle's existence or how to obtain it. It was agreed it would be useful to promote this magazine. Nevertheless, this came higher than the North Devon Journal.
  - There was an overwhelming response for maintaining the roads which supported the priority currently being given to this matter by the Council.
  - Almost 80% of people rated the issue of speeding through the village as 'high' or 'medium' and therefore an issue which the Council needed to address as a priority.
  - Another high response was for 'safeguarding the community'. It was noted that the installation of the Night Landing Site supported this aspect. It was noted too that other issues, such as Neighbourhood Watch, needed to be progressed.
  - The priority for introducing a public toilet was likely to be maintained as a medium priority by the Council in view of the responses received.
  - Footpaths – only 17 out 135 responses had rated this subject as a high priority. It was evident that this was not something about which most people were concerned.
  - Responses about community housing produced 35% 'high' and the same as 'medium', and would therefore be an issue for the Council to consider.
  - Approximately 60%/65% voted 'high' for 'safeguarding the village pub' and, factoring in the 'medium' responses, this rose to approximately 80%. This response, in addition to comments made in the free text, supported this subject as a priority for the Council.
  - The free text comments included suggestions around the use of the village hall in respect of 'mothers and toddlers' and a youth club for 'younger people'. The main comments around 'older people' related overwhelmingly to transport issues.
  - It was confirmed the results would be made available through the Parish Council's website.

During the discussion which followed, Cllr Wilkinson pointed out that many people were unaware of the South Molton Volunteer Bureau which offered transport to medical appointments, including those to hospitals outside North Devon. Following his suggestion, it was agreed to publicise the Bureau locally. Cllr Ball also pointed out that this was the type of organisation to which the Council may wish to make a grant in view of the direct help it provided to local people.

*Cllr Wilkinson*

- ii. **Verge Ploughing** – (video time – 0016:25:) – Cllr Wilkinson confirmed that he was continuing to liaise with the contractor and that the work was underway.

*Cllr Wilkinson*

- iii. **Community Enhancement Fund** – following discussion, it was agreed to consider this issue when the current work had been completed.
- iv. **Bridleways & footpaths** – Cllr Wilkinson was pleased to report that another volunteer had come forward to work on the footpaths and items required for the repairs had been received.
- v. **Progress by Highways with issues reported** – Cllr Wilkinson provided the report below. Cllr White's earlier comments about possible changes to speeding limits were noted.

**Covert Speed monitoring** – which had taken place over recent weeks had revealed that:

- The average speed which had emerged was 23mph from all directions.
- A number of people were recorded as travelling at 32 mph. This was recorded from just before the speed limit from the Highbullen side of the village.
- There had been one or two individuals travelling over 30mph, with the fastest at 40mph.
- A Police Officer had spoken to one individual who appeared to persistently ignore the 30mph speed limit.

As a consequence of the monitoring Cllr Wilkinson confirmed he would be engaging with the relevant departments to discuss what options were available to the Council for encouraging speed reduction through the village. Cllr Ball mentioned that the Council does have the power to erect certain signs related to speeding. Cllr White reflected on a past motion for the District Council to run a 'reduce speed' campaign. Despite this being supported by local people the motion was not supported. Other points noted were:

- There had been no further information about the supply of gravel for the layby.
- Now that the layby had been designated (by the Local Education Authority's local department) as the most appropriate point for the collection of school children, there was a need for further discussions with Highways about the responsibility of maintaining this area and the appropriateness of the layby being adopted by Highways.

*Cllr Wilkinson*

- vi. **Gritting Trailer** – Cllr Wilkinson confirmed that Paul Wingrove would continue to store the gritter at no cost to the Council. Cllr Wilkinson also confirmed that the Council was now on the circulation list for 'Snow Warden' information, which was not the case in 2017/18 resulting in an absence of adverse weather warnings being issued to the Council.
- vii. **Muck on the road** – this item was deferred to Agenda Item 9.

- viii. **General maintenance of assets** – the 18<sup>th</sup> November at 10.00 a.m. was agreed for general maintenance of items identified, subject to the suitability of the weather conditions. Volunteers to assist councillors were encouraged to come forward.

*Councillors*

- ix. **Exeter Inn** (*video time: 00:31:00*) – Cllr Ball reported on the meeting that had taken place on 14<sup>th</sup> October. Points from his report and discussions which followed were:
- A larger number of people were present than at the previous meeting.
  - It was agreed that the results of the survey were key to decision making and noted that the results indicated the retention of a public house in the village should be a high priority.
  - There was discussion about the process for acquiring the Inn as an Asset of Community Value (ACV).
  - Two parishioners had agreed to speak with the current owner about the community purchasing the Inn; feedback from them was that the owner was open to the idea.
  - The next meeting was planned for Sunday, 4<sup>th</sup> November at 3 p.m. in the Village Hall.
  - There was a call for better publicity for future meetings, agreement about where notices would be shared and a recognition that ‘word of mouth’ was often the most effective way of encouraging participation.
  - There was now a need to develop a viable business plan, as without such it would not be possible to proceed.
  - In response to a question about similar community owned inns, examples were given of four that were known, with three doing well and one not generating the income anticipated. There was also mention of public houses that although based in small communities were extremely successful due to their management.
  - Confirming that the Parish Council itself could not obtain funding, Cllr Ball stated that the next step was to approach the Plunkett Foundation for guidance and possible funding.

*Safeguarding the Village Pub Task & Finish Group*

- b. **Misleading advertisement – plots of land for sale in Pool Lane** – it was noted that Trading Standards had responded to confirm that, in their opinion, the advertisement was “misleading” and that they had referred the issue to Trading Standards in Liverpool where the firm responsible for the advert was based. It was assumed that the Council would not receive any further information on the matter.
- c. **Air Ambulance – Night Landing Site** (*video time 00:45:00*) – Cllr Coupe confirmed the site was now operational with one final light to be fitted this week. He confirmed that the drain in Launds Playing Field had also been repaired by the same contractor.
- **‘Thanks’ from Devon Air Ambulance Trust (DAAT)** – the Council received an e-mail from Toby Russell, Community Landing Sites Development Officer asking if DAAT’s thanks could be passed to all those who contributed to establishing the site.
  - **Publicising the installation** – it was confirmed that a short article had been issued to local news outlets to confirm the night landing site was now operational. It was recognised that the emergency services would consider the most appropriate form of transport for medical emergencies when they occurred.

- d. **General Data Protection Regulations (GDPR)** (*video time 00:49:20*) – reporting on action already taken to comply with these regulations, the Clerk went on to explain that the next task was to ensure Standing Orders (SO) were reviewed. The SOs needed to include the Council’s responsibilities in relation to GDPR and she hoped to bring a draft of the revised SOs to the next meeting. Cllr Coupe advised that he had yet to draft a ‘privacy notice’ for the Council’s consideration and hoped this would be available for the next meeting.

*Cllr Coupe/Clerk*

7/10/18 **Planning** (*video time 00:50:55*)

- a. **Barn, South East of Holt Gate – planning application 64939** – Cllr Ball set NDC’s most recent response in to context with the Council’s initial comments on the application. The following points were noted from his briefing and discussion which followed:
- Cllr White reported that NDC had e-mailed the Clerk and she confirmed that the e-mail had been circulated to the Council. It explained that Highways have been asked to consider access issues.
  - NDC had yet to answer the main question raised by the Council which was “*Could the LPA provide their definition of the criteria which would make an application ‘undesirable’, within the context of Class Q application*”.
  - The Clerk was asked to acknowledge NDC’s response and confirm the Council’s expectation that a response to the main question would be sent at the same time Highway’s observations were passed to the Council.

*Clerk*

- b. **Land to the south of Whitmore Cottage, Chittlehamholt – planning application 65317** – the Decision Notice, approving the erection of a pole for a telecommunication system, was noted.
- c. **Head Barton, Kings Nympton – planning application 65306** – the Decision Notice refusing conversion of agricultural buildings to three dwellings was noted. The Clerk apologised for not bringing the original application to the Council’s attention.
- d. **Highbullen Hotel Golf and Country Club – planning application 65569** – erection of a porch. Following discussion, the points below were noted:
- The porch had already been erected. It provided an entrance to the Laura Ashley Tea Room.
  - The Tea Room was not on the Master Plan (application no 58603) which should have contained all commercial aspects. For instance, the Tea Room may well have had an impact on reports around transport due to this being an additional facility likely to attract more visitors to Highbullen.
  - There were no comments on the proposal to erect the porch.
- Cllr Coupe proposed, Cllr Wilkinson seconded and all agreed* that the Clerk write to NDC pointing out that the Council had no objection to the application, but that it should have been ‘retrospective’.

*Clerk*

8/10/18 **Finances** (video time 01:04:55)

- a. **Current balance** – it was noted that the balance, as at 15<sup>th</sup> October 2018, was £19,098.47. This included a grant from DAAT for the night landing site received in October for £5,485.57. Taking account of commitments and unrepresented cheques, listed below, a more realistic balance would be £9,583.

Cllr Ball reported that following Cllr Kitchen's work on the budget, he predicted a year-end balance of £6,985 which was higher than anticipated as there had been fewer calls for snow/ice clearance and less spent on asset maintenance than anticipated. A provisional allowance had been made for further verge ploughing of £1,000 and a grant of £1,000 to the Village Hall.

- b. **Internal Audit** – the Clerk reported on outstanding work related to implementing the recommendations made by the Internal Auditor (2017/18). Points noted were:
- A review of the suggested 'Internal Control Statement' against current Council Standing Orders and Financial Regulations indicated that with some minor amendment to existing control documents, there would be no need to create an Internal Control Statement. It was noted that the Clerk would revise the documents for consideration by the Council.

*Clerk*

- Cllr Ball advised that he had spoken with Alison Marshall who provides locum clerk and internal auditor duties to a number of parish councils. Her fee was set at £100 whereas the previous auditor's charge was dependent upon the amount of work she undertook; last year it was in the region of £90. *Cllr Ball proposed, Cllr Coupe seconded and all agreed* Ms Marshall be commissioned to undertake Internal Auditor duties to the Council for the financial year 2018/19. Cllr Ball confirmed he would now finalise the contract.

*Cllr Ball*

c. **Payments**

- i. **Grant for Warkleigh and Satterleigh PCC** – payment of the grant, (ref Budget 2018/19 1a) in the sum of £300, to this PCC was *proposed by Cllr Wilkinson, seconded by Cllr Ball and agreed by all*.
- ii. **Grant for St John the Baptist PCC** – payment of the grant, (ref Budget 2018/19 1a) in the sum of £150, to this PCC was *proposed by Cllr Ball, seconded by Cllr Wilkinson and agreed by all*, with the exception of Cllr Pincombe, who abstained from voting.

At the request of a parishioner, the Council agreed that the purpose of grants made to local churches should be clarified at the time of grant approval, namely that these are made for the upkeep of the church yards and are not for use by the churches themselves.

- iii. **North Devon Council** – it was pointed out that this and future payments to NDC for the Clerk's salary did not require approval as a contract of employment was in place.

- iv. **Cllr Andrew Kitchen** – *Cllr Pincombe proposed, Cllr Wilkinson seconded and all agreed* the payment of £26.58 in reimbursement of the new hasp and padlock for the Launds Playing Field shed, purchased by Cllr Kitchen (ref Minute 6/09/18c).
- v. **H. Godfrey** – *Cllr Coupe proposed, Cllr Wilkinson seconded and all agreed* the payment of £2,099 for works associated with moling and permits for the Night Landing Site, noting that this sum was covered by the grant from DAAT.
- vi. **Mat Electrics Ltd** – following discussion it was agreed that payment of the invoice should be deferred until the following meeting, as the incorrect amount had not been included on the agenda.

*Next meeting*

- vii. **Came & Company Local Insurance** – it was noted this had been approved by the Council previously.
- d. **Budget/Precept for 2019/2020** (*video time: 01:16:40*) – Cllr Ball presented a draft budget, a copy of which had been circulated previously and was tabled. Points made during his presentation and the discussion which followed were:
- The Council would be asked to approve the budget at its November meeting.
  - The Parish Grant of £300 may not be available in 2019/20.
  - Insurance cover had been slightly increased.
  - Costs of the Internal Auditor had been adjusted to cover the small additional cost.
  - Clerk related costs had been adjusted to take account of a national pay increase.
  - Website hosting had been included in line with current costs. The Council was reminded that website hosting was a requirement. (*This item was also discussed at Agenda Item 9b.*)
  - Views on the value of videoing meetings were shared by councillors and the need for appropriate equipment to be owned by the Council as opposed to the current position where this is borrowed from a councillor. (*This item was also discussed at Agenda Item 9c.*)
  - Although costs of videoing meetings had been included in the draft budget, it was agreed that a decision about its continuation should be made at the November meeting.
  - Verge ploughing had been included to the value of £900 (exclusive of VAT).
  - A grant by the Council to the Village Hall of £1,000 had been included in the budget. This grant would enable the Village Hall to obtain matched funding, equalling £2,000.
  - In conclusion, taking the proposed expenditure, minus the NDC Parish Grant, which may not be available in the next financial year, it was estimated there would be a requirement to increase the Precept by £1,000. This increase represented a 15p increase per household, which would be a 27.7% increase.
  - In response to a question it was explained that the amount of reserve should be the same as the Council's Precept.

As a result of further discussion about the proposed expenditure, the following was agreed:

- Not to undertake verge ploughing in 2018/19 and therefore exclude this from proposed expenditure.
- With the change proposed, avoid increasing the Precept for 2019/20.
- Include exact figure for website hosting.
- Ask Cllr Kitchen to consider the above points and update the draft for decision making at the next meeting.

*Cllr Kitchen*

- e. **Highbullen developments** (*video time 1:31:25*)– Cllr Ball alerted the Council to the current position, in that bids had now been put together for projects from the Village Hall and the Village Shop. Now that the development is progressing, the Parish Council needed to give detailed consideration to the use of monies to be made available from the Section 106 Agreement after it had agreed the 2019/20 Budget. Agreeing with the point made, Cllr White advised that NDC should be kept informed of the Council’s ideas for spending.

*Next meeting*

- f. **Village Hall grant application** – following further discussions about the grant application, *Cllr Ball proposed, Cllr Wilkinson seconded and all agreed, in principle*, to a contribution of £1,000 towards the application, however before resolving to make this contribution, the proposed spend by the Village Hall needed to be considered by the Council.

*Next meeting*

9/10/18 **Matters Raised by Councillors** (*video time: 01:35:55*)

- a. **Muck on the road** – Cllr Pincombe expressed his disappointment at the amount of concern which had been expressed about the recent incidents where muck had been spread across certain roads. Discussion indicated there were mixed views about the level of concern expressed. Cllr Wilkinson explained that he had been contacted about the issue by a couple of parishioners, as he was the councillor responsible for liaising with Highways. He made one phone call to a contractor whom he knew, the contractor liaised with the relevant farmer who then arranged for the road to be cleared. Cllr Pincombe suggested contacting him should there be similar incidents, as he was likely to know and be able to speak to the relevant farmer promptly.

- b. **Repairs required to signposts** – Cllr Pincombe agreed to report damage to several signposts to Cllr Wilkinson.

*Cllr Pincombe*

- c. **Web Hosting** – Cllr Coupe provided costs for continuing the hosting of the Council’s website. Following discussion on the options available, *Cllr Wilkinson proposed; Cllr Ball seconded and all agreed* to accept the 36-month option at £376.74 which provided a 30% discount.

- d. **Video recording of meetings** – pointing out that the current equipment was borrowed from a councillor, the Chairman questioned whether the Council should purchase its own equipment and, if possible, improve the quality at the same time. The Clerk reminded the Council that it had previously agreed to consider whether videoing meetings should

continue when funding (from the Transparency Fund) was no longer available to support web hosting. The following points were also noted from discussion:

- Cllr Coupe reminded the Council that he had made enquiries amongst a number of people known to use the video, when it had transpired that the quality of sound was dependent upon the equipment used.
- The acoustics within the Village Hall were unhelpful.
- Purchasing a camera would not have an impact on the sound as this was dependent upon the microphone used.
- Benefits of audio only, versus also viewing the meetings were aired. The cost of a good quality audio recorder was thought to be in the region of £100.
- Cllr Coupe was asked to provide a breakdown of costs to support decision making.
- The Clerk expressed her view that, as a point of principle, it was important Council business was undertaken in an open and transparent way and making available videos of meetings supported this objective, irrespective of whether anyone chose to view the videos.
- It was noted funding from the Transparency Fund ceased at the end of March 2019. This fund had supported the cost of providing and maintaining the website and IT equipment, but not the cost of the Council's video recording.
- In order to include costs within the budget councillors were asked to consider the following issues:
  - Whether the Council maintains its current level of transparency and therefore the videoing of meetings.
  - The cost of continuing to record and provide videos of meetings with (a) borrowed equipment and (b) the cost of replacing this equipment.

*Cllr Coupe/Councillors*

10/10/18 **Training opportunities for Councillors/Clerk** (video time: 02:02:20) – to note routine DALC newsletters circulated previously.

11/10/18 **Correspondence** (video time: 02:02:33)

- a. **Speeding** – a letter from a parishioner regarding traffic speed was received. Following discussion, it was agreed to respond, detailing the results of the survey, the action being taken by the Council and to refer the individual to Cllr Wilkinson should they require any further information.

*Clerk*

- b. **Use of Blog to publicise Council activities** – an e-mail from a parishioner questioning why the Council did not use the Blog routinely was received. Whilst pointing out the Council was required to maintain a website, Cllr Ball acknowledged that the Council needed to speed up its contact with local news outlets such as the Blog, where appropriate and that he had apologised to the parishioner for not sharing information earlier about the survey. He hoped that the Council would move towards identifying 'news items' at each meeting which could then be forwarded quickly to the news outlets. Currently items being publicised were normally identified after Minutes were approved which was appropriate for

Council business; the means of speeding up the sharing of other information was being explored.

*Clerk*

- c. **Citizen's Advice Bureau** – a request for a donation to the CAB was received and discussed. The Council agreed that the Bureau provided a good service, but was not in a position to justify a grant. It was also agreed that the Clerk ask if the news outlets could give some publicity to the Bureau, as a way of publicising its work and inviting individual contributions to it.

*Clerk*

- d. **Xmas Tree Festival – South Molton** – a parishioner asked whether the Parish Council would contribute to the annual Tree Festival which would ensure a tree was included for the village. Following discussion, it was agreed to consider erecting a tree in the village at the next meeting. It was noted the Council was unable to take a formal decision on any financial contribution unless the item had been previously included on the agenda although discussion revealed the Council preferred to consider local decorations.

*Next Meeting*

- e. **BBC TV programme 'Love in the Countryside'** – the request to publicise this programme was noted. The Clerk was asked to forward details to the news outlets.

*Clerk*

- f. **Devon Communities Together** – information about a Resilience Forum Event and further Neighbourhood Planning workshops were received. Cllr Wilkinson indicated his interest in attending the latter.

- g. **Royal Mail** – correspondence advising to be aware of 'scam' mail was noted.

12/10/18 **Date of Next Meeting** – Monday, 26<sup>th</sup> November 2018.

#### Summary of Items of Expenditure

Description	Amount	
	Net Amount	VAT
Grant to Warkleigh and Satterleigh PCC – chq no. 000928	£300.00	
Grant to St John the Baptist PCC – chq no. 000927	£150.00	
North Devon Council (Clerk's salary June – September 2018 – chq no. 000924	£332.28	£7.72
Hasp & padlock for Launds Playing field shed (reimbursement to Cllr Kitchen) – chq no. 000929	£26.58	
H. Godfrey – for works associated with moling and permits for Night Landing Site – cost covered by DAAT Grant – chq no 000926	£2,099.00	VAT exempt

#### Summary of Actions

Councillor/Clerk/ Next agenda	Agenda Item	Details
Councillors	2/10/18	Update Register of Interests.
Cllr Wilkinson	6/10/18 a i	Promote South Molton Volunteer Bureau (transport).
Cllr Wilkinson	6/10/18 a ii	Continue to liaise with contractor undertaking verge ploughing.

Cllr Wilkinson	6/10/18 a iv	Continue to liaise with Highways about responsibility for maintaining layby (outside Launds).
Councillors	6/10/18 a viii	Meet on 18 <sup>th</sup> November to undertake maintenance of items in Launds/Notice Board.
Safeguarding the Village Pub Task & Finish Group	6/10/18 a ix	Proceed with making enquiries with the aim of safeguarding the village pub.
Cllr Coupe Clerk	6/10/18 d	<ul style="list-style-type: none"> <li>• Draft privacy notice.</li> <li>• Review &amp; update Standing Orders to ensure compliance with GDPR.</li> </ul>
Clerk	7/10/18 a	Email NDC to acknowledge their communication and reiterate expectation of a response to the main question posed.
Clerk	7/10/18 d	Email NDC commenting that application should have been retrospective.
Clerk	8/10/18 b	Review & update Standing Orders to ensure issues contained in the Internal Control Statement are included.
Cllr Ball	8/10/18 b	Finalise contract for Internal Auditor.
Next Meeting	8/10/18 c vi	Confirm approval for payment to Mat Electrics Ltd.
Cllr Kitchen	8/10/18 d	Update Budget in line with comments made above.
Next Meeting	8/10/18 e	Consider proposals for funds due from Section 106 Agreement.
Next Meeting	8/10/18 f	Consider details of grant application by Village Hall prior to approving £1,000 grant.
Cllr Pincombe	9/10/18 b	Provide details of damaged signposts to Cllr Wilkinson
Cllr Coupe Councillors	9/10/18 d	Provide costs of continuing recording meetings/replacement equipment. Consider whether the recording of meetings should continue.
Clerk	11/10/18 a	Respond to parishioner explaining action being taken by Council in respect of reducing speed in the village.
Clerk	11/10/18 b	Include 'Items to publicise' in future agendas.
Clerk	11/10/18 c	Circulate request for contributions to CAB to local news outlets.
Next Meeting	11/10/18 d	Consider erecting tree/decorations in village.
Clerk	11/10/18 e	Circulate request to publicise 'Love in the Countryside' to news outlets.
		<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		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 (in 2018/19) about dog fouling/public health issue for 'Round and About'. Articles included in 2017/18.
Clerk		Apply for VAT refund ( <i>partly achieved as at 01.12.2017</i> )

Signed

Date

DRAFT