



# Chittlehamholt, Satterleigh and Warkleigh Parish Council

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

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<https://cswwparish.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 26<sup>th</sup> November, 2018 in Chittlehamholt Village Hall

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

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

1/11/18 **Apologies** – apologies were received from Cllr Paul Blackwell and Cllr Walter White (NDC) who was unwell.

2/11/18 **Declarations of Interest and Dispensations**

Cllr Wilkinson declared an interest in Agenda item 7a.

3/11/18 **Parishioners' Open Session** – (video time 00:00:35)

- a. **Rumour about change to school bus route** – the Clerk reported that a parishioner had made contact with her, raising concerns about the possibility of the school bus no longer transporting children as far as the Launds Playing Field. She confirmed that, after the Council's actions were explained by her, the parishioner was satisfied that the rumour was unfounded.
- b. **'Emergency' sign on Launds Playing Field Gate** – a parishioner pointed out that this sign was now inaccurate. Cllr Coupe advised that he was aware of this issue and would be arranging for a new sign. Following discussion, it was agreed that more suitable wording be considered.

4/11/18 **Reports** (video time 00:02:15)

- a. **Police** – Cllr Wilkinson’s report included the following:
  - A new Communication Strategy had been issued, about which he would report to the next meeting;
  - Ms Henandez had spoken to Cllr Advocates about the Service’s priorities.
  - The Village Blog had been contacted to suggest it may wish to sign up to the Police Service alerts.
  - Approval had been given for the Council to link to the new, non-urgent live web chat via its website.
  - In recent weeks, Police Officers had been involved in activity around the local hunt.
- b. **District Councillor** – in the absence of Cllr White there was no report.
- c. **County Councillor** – Cllr Edgell’s report included the following:
  - That considerable work had been undertaken on road repairs and, in this connection, the main contractor was now achieving its objectives.
  - People were encouraged to continue reporting where repairs were required.
  - Severe weather may hamper progress with road repairs henceforth.
  - DCC will need to review all services in order to reduce costs in view of the considerable overspend on services for Children in Care.

5/11/18 **Minutes of the Meeting held on 29<sup>th</sup> October 2018** (video time 00:08:00) – with an amendment to Minute 8/10/18 c vi, namely removing the word “not” so that the minute reads “.....as the incorrect amount had been included on the agenda” the Minutes of the meeting held on 29<sup>th</sup> October 2018, which had been circulated previously, were approved by the Council and signed by the Chairman.

6/11/18 **Matters Arising** (video time 00:09:45)

- a. **Survey** – Cllr Ball confirmed that a report would be made available on the Council’s website and, in response to a question, also confirmed the Strategy Task & Finish Group would be the appropriate forum for considering the way forward from the feedback received.

*Strategy Task & Finish Group*
- b. **Maintenance of roads, footpaths etc.** Cllr Wilkinson reported on the following issues:
  - i. **Verge Ploughing** – whilst good progress had been made Cllr Wilkinson emphasised the need to ensure this work was carried out routinely as the task had been considerable, especially in respect of the amount of soil removed. He confirmed he was drafting a plan for drainage/digging work in the forthcoming year.

The Council supported Cllr Wilkinson’s praise for the considerable time given by Paul Wingrove to this work and for his expertise which had proved invaluable to Cllr Wilkinson. It was agreed the Clerk write to Mr Wingrove, on behalf of the Council, to convey the Council’s appreciation.

Cllr Wilkinson confirmed he would continue to take photos as these are required by Highways to evidence that the work, which was part funded through the Community Enhancement Fund, had been completed to a satisfactory standard. It was also suggested that these photographs be placed on the website and that it would be appropriate to ensure parishioners were aware that the work was initiated by the Council.

*Clerk/Cllr Wilkinson*

- ii. **Bridleways & footpaths** – it was noted that the post required had not yet been delivered; Cllr Wilkinson had contacted the relevant officer to progress the work.
- iii. **Speed monitoring** – the fact that the Council was seeking a 20mph speed limit through the village had been registered as the start of a process for the Council to consider options available for encouraging speed reduction.

On behalf of the Council, the Chairman thanked Cllr Wilkinson for his work on the issues covered in this section.

- iv. **Progress by Highways with issues reported (video time: 00:17:40)** – it was noted that Cllr Wilkinson had received permission to place hardcore around the notice board at Hilltown Cross. He had also been advised that the road repairs from Head Post had been approved although when the work will be undertaken is unknown. Cllr Ball reported that arrangements had been made to trim the trees on that road, as these are an issue. In response to a question, Cllr Wilkinson confirmed that the scalplings which are to be placed on the layby to Launds are planned, but not yet available. Cllr Wilkinson also confirmed he was in liaison with the relevant staff from Highways regarding ownership of the layby.

*Cllr Wilkinson*

Following further discussion prompted by Cllr Pincombe about the speed sign in the village, Cllr Wilkinson reported that he was now involved with relevant groups that were reviewing options for speed reduction and their effectiveness. Cllr Edgell reflected on unsuccessful attempts in a number of parishes to reduce the speed limit to 20 mph and mentioned the '20 is plenty' sticker campaign that had been organised in Atherington.

- v. **General maintenance of assets (in Launds Playing Field)** – Cllr Coupe reported that the date set for undertaking general maintenance had been overlooked. Following discussion, it was agreed only items of work identified as a priority in terms of safety should be addressed in the short term, with other work to be undertaken towards the Spring. Councillors agreed to liaise with each other in order to agree a suitable time for undertaking the work.

*Councillors*

- c. **Air Ambulance Night Landing Site** – Cllr Coupe confirmed that the site was now complete and the light had been installed in the pavilion. It was noted that when the Village Hall received an invoice for electricity, a meter reading for the site would be required so that an invoice could be raised for the relevant amount owed by the Parish Council.

- d. **General Data Protection Regulations (GDPR)** – Cllr Coupe presented draft Privacy Notices, which had been circulated previously, explaining their purpose. The drafts included sections which he felt could be deleted as these were considered unnecessary for the Parish Council. Discussion resulted in:

- agreement to amend as proposed by Cllr Coupe;
- agreement that the notices should be amended to indicate that only personal information was being held.

*Cllr Coupe proposed; Cllr Wilkinson seconded and all agreed that these notices, as amended, be adopted.*

- e. **Xmas tree/decorations** – noting that the Village Hall Committee was considering this issue, it was agreed to assist the Village Hall Committee. Cllr Kitchen agreed to liaise with the relevant representative from the Committee.

*Cllr Kitchen*

- f. **Video recording of meetings** – Cllr Coupe presented costs of continuing to video record meetings and other issues of relevance. Discussion on the issue included points made below:

- Options available including no recording, verbal recording only, or continuing as present.
- Discussions with various people had strengthened the view that the quality of sound was mostly reliant on the equipment being used by the viewer. It was doubted that different equipment would significantly improve on quality.
- The general view was that the Council should continue to record and own the videoing equipment which is currently borrowed.
- Viewing figures would be made available to councillors.

*Cllr Coupe*

- The reason why the Council decided to video record meetings was explained and it was confirmed the decision to record was originally made by the Council.
- Openness and transparency remained the main purpose for offering parishioners the opportunity to view and listen to recordings of Council meetings.

*Cllr Coupe proposed; Cllr Kitchen seconded and all, with the exception of Cllr Pincombe, agreed that the Council continue to video record Council meetings and to purchase replacement equipment. Cllr Pincombe abstained from the vote. Cllr Coupe offered to donate the tripod.*

- g. **Village Hall grant application** (*video time: 00:54:45*) – Cllr Kitchen confirmed that he would be meeting with representatives from the Village Hall Committee and would report back in order that the Council could consider the details of the application. It was noted that any contribution made by the Council would not have an impact on the budget for 2019/20.

*Cllr Kitchen*

- h. **Exeter Inn** – Cllr Ball tabled a report on the Safeguarding the Village Pub Task and Finish Group (Task & Finish Group) meeting held on 25<sup>th</sup> November. Points highlighted were:

- Phil Catchpole agreed to act as an Interim Chairman of the Group.
- Two new interested parishioners were in attendance.
- The manner in which the sale would be acceptable to the vendor was discussed and the fact that the Inn would remain on the market until a sale is achieved.
- An auction pack would be made available to a sub group of the Task & Finish Group.

- A verbal report on correspondence with the Plunkett Foundation was presented, which confirmed that ACV registration is a key factor for them in demonstrating support; that the Council's survey was acceptable as a form of evidence to demonstrate the support of the local community; there was no 'live' grant funding currently available from them.
- Members of the Group would be notified of the next meeting when arranged.
- Recommendations from the Task & Finish Group were made, which were that the Parish Council resolves:
  - To continue to facilitate the Task & Finish Group.
  - To support the Task & Finish Group completing a feasibility assessment/draft business plan.
  - To make provision in the budget for administrative support and potential travel costs for a Plunkett advisor.
  - Not to seek registration of the Exeter Inn as an ACV at this point in time.

*Safeguarding the Village Pub Task & Finish Group*

- i. **Section 106 Agreement** – Cllr Ball recommended that the development of the Council's bid should be taken forward within the Strategy Task and Finish Group, suggesting a meeting be arranged in January. He pointed out that the improvements to Launds may be an appropriate item to include.

*Strategy Task and Finish Group*

7/11/18 **Planning** (video time 01:07:20)

- a. **Barn, South East of Holt Gate – planning application 64939** – NDC's response of the 19<sup>th</sup> September was received (circulated previously). The Clerk apologised for her oversight in not circulating this earlier. Following discussion, it was still considered that the reply did not adequately answer the question posed, but simply repeated the regulations. *Cllr Ball proposed, Cllr Kitchen seconded and all agreed, with the exception of Cllr Wilkinson, that the Clerk write to Ken Miles raising the Council's concern about the unsatisfactory response and seek further advice from him about pursuing this issue with the Local Ombudsman. The Clerk was asked to draft an appropriate letter. Cllr Wilkinson abstained from the discussions.*

*Clerk*

8/11/18 **Finances** (video time 01:13:00)

- a. **Current balance** – it was noted that the balance, as at 15<sup>th</sup> November was £16,718.19. The Clerk reported that following the deduction of unrepresented cheques of £5,987 and payments to be approved at agenda item 8c, a more realistic balance would be £8,731. (*Note – figures are rounded to £s*).
- b. **Internal Audit** – the Clerk reported that apart from the review of the Council's Standing Orders and other control documents, recommendations made by the Internal Auditor (2017/18) had been completed.
- c. **Payments**
  - i. **Mat Electrics Ltd** – *Cllr Kitchen proposed; Cllr Coupe seconded and all approved the payment of £4,003.88 (including VAT of £667.31) to MAT Electrics for completion of electric works for the Night Landing Site, funded by a grant from DAAT.*

- ii. **A & M Contractors** – *Cllr Kitchen proposed; Cllr Wilkinson seconded and all approved the payment of £750.00 for cutting and strimming grass in the Launds Playing Field during 2018 (ref Budget line 23). The Clerk was asked to confirm that the contractors continue cutting/trimming grass in Launds during 2019.*

**Next meeting**

- iii. **Village Hall** – *Cllr Kitchen proposed; Cllr Coupe seconded and all approved the payment of £126.00 for the hire of the village hall from April to September (ref Budget line 21).*
- iv. **SiteGround Hosting** – *Cllr Kitchen proposed; Cllr Ball seconded and all approved the repayment of £467.63 to Cllr Coupe to reimburse him for his payment to SiteGround Hosting. This sum was in payment of 1-year registration (of the website) in the sum of £15.54 (including VAT of £2.59) and £452.09 (including VAT of £75.35) for three years hosting service (for the website). Cllr Coupe abstained from the vote.*
- v. **Grants to PCCs** – *letters of appreciation received from Warkleigh and Satterleigh PCC and St John the Baptist PCC for the grants made to them by the Council were noted.*
- d. **Budget/Precept for 2019/20** – *Cllr Kitchen presented the amended budget. Following discussion, the points below were noted:*
- *The Parish Grant amount for the current year should have been £4,750.*
  - *The Parish Grant of £295 for 2019/20 had not previously been included.*
  - *Diesel runs for the last winter had been less than anticipated.*
  - *Costs for webhosting would be included.*
  - *The costs for verge ploughing for next year would be included.*
  - *Following these amendments, it would not be necessary to increase the Precept.*
  - *The process for requiring an election and discussions on likely costs were aired as well as costs that may fall from decisions made as a result of the survey.*
  - *At the year end, allowing for a grant to the Village Hall of £1,000, it was estimated the year-end balance would be £5,985. This allowed for a small surplus which Cllr Kitchen recommended maintaining in case of unexpected spending or for items mentioned above.*

*Cllr Kitchen proposed, Cllr Ball seconded and all approved the Budget, as amended and level of Precept. The Clerk was asked to complete and forward relevant forms to NDC by 17<sup>th</sup> December 2018. Cllr Coupe thanked Cllrs Kitchen and Ball for their work in preparing the Budget.*

**Clerk**

9/11/18 **Matters Raised by Councillors** (video time: 01:30:00)

- a. **Letter to Anne and Ron Thorne** – *Cllr Ball reported that Anne and Ron Thorne had organised monthly lunches for over 18 years. He proposed that a letter of appreciation be sent to them thanking them for their outstanding work in managing the lunches for such a long time and for making this a very successful social event. The proposal was seconded by Cllr Coupe with all in agreement.*

**Clerk**

- b. **Parish Forum** – Cllr Wilkinson reported on the meeting which he attended on the 7<sup>th</sup> November 2018. Points noted were:
- The meeting was well attended.
  - The financial situation regarding DCC’s overspend on Children in Care and its general impact was explained as described earlier by Cllr Edgell. In general, DCC was in a better position than other counties in terms of spend on, for instance, snow clearing. Cllr Edgell reflected on DCC’s approach to estate management compared, for instance, to Somerset County Council which had sold their estate.
  - A report about the North Devon Records office and its financial position was provided; it was pointed out that many parish councils already contribute to its running in order to keep the well-used resource locally accessible.
  - An interesting discussion took place on defibrilators.
- Following discussion about the current position related to maintaining the defibrilators, Cllr Kitchen agreed to make enquiries and liaise with Cllr Wilkinson on the issue.
- Cllr Kitchen/Cllr Wilkinson*
- c. **Deason’s Farm new driveway** – Cllr Ball raised the issue, also noticed by Cllr Blackwell, about the hardcore drive near to Deason’s Farm. He could not find anything in the planning application to indicate whether this was a permanent or temporary drive to support other works. It was agreed that Cllr Wilkinson would make enquiries with the owners.
- Cllr Wilkinson*
- d. **Devon and Cornwall Police letter regarding Register of Interests** – Cllr Ball expressed his concern about the letter which described potential criminal investigations about the subject of councillors register of interests. This was concerning since although NDC had been advised of certain information about the Council, it had not amended its site; he gave examples of some inaccuracies. *Cllr Ball proposed; Cllr Coupe seconded that the Clerk write to Devon and Cornwall Police* providing evidence that NDC had not updated their records with information which had been provided by the Council.
- Clerk*
- e. **Election of parish councillors** – *Cllr Coupe proposed; Cllr Kitchen seconded and all agreed that the Clerk write to NDC asking for their schedule of costs for running an election.*
- Clerk*
- f. **North Devon Records Office** – Cllr Coupe stated that he felt the Council should contribute towards the funding of the service provided by the local Records Office and asked that the issue be included on the next agenda.
- Next meeting*
- g. **Congratulations to the Council** – Cllr Coupe was pleased to pass on the appreciation of a parishioner who told him that they felt the Council was functioning well and that they were pleased to see work being carried out.

10/11/18 **Training opportunities for Councillors/Clerk** – to note routine DALC newsletters circulated previously.

11/11/18 **Correspondence** (video time: 01:55:40)

a. **Plots for sale in Pool Lane** – it was noted that a parishioner had advised that two further plots were being advertised online for sale by auction on 12<sup>th</sup> December at a guide price of £2K. It was noted that Trading Standards had been advised. It was suggested that an article be offered to the Village Blog and be placed on the Council’s website explaining that the Council had raised its concerns about the advertisements with Trading Standards. Cllr Coupe agreed to draft a short article.

*Cllr Coupe*

b. **Briefing on Smart Meters** – it was noted that Devon Communities Together was offering a briefing on Smart Meters.

c. **North Devon Records Office** – the letter inviting people to a meeting which had been held on 19<sup>th</sup> November was noted. Discussions about the service provided had taken place within an earlier agenda item.

d. **Devon and Cornwall Police** – the letter concerning the provision of up to date Register of Interests was received. This issue had been discussed earlier in the meeting. Cllr Coupe reminded councillors that there had been agreement that Register of Interests for each councillor would be placed on the Council’s website.

e. **Electoral Register** – it was noted this would be published on 1<sup>st</sup> December 2018.

f. **Planning Aid England** – information about the research project was received.

g. **Home Improvement Loans** – information from Wessex Resolutions CIC working in partnership with North Devon Council was received.

12/11/18 **Items for immediate release to local news outlets** – Cllr Ball explained that as a precursor to a formal amendment to Standing Orders, it would be appropriate for general information brought to the Council to be shared through the local news outlets. A list of items that had been discussed was suggested for sharing and the Clerk asked to make these available to the news outlets.

*Clerk*

12/11/19 **Date of Next Meeting** – Monday, 28<sup>th</sup> January 2018.

#### Summary of Items of Expenditure

Description	Amount	
	Net Amount	VAT
MAT Electrics – for completion of electric works for the Night Landing Site (funded by DAAT)	4,003.88	667.31

A & M Contractors – for cutting/strimming grass in the Launds in 2018	750.00	
Village Hall – for hire of village hall from April – September 2018	126.00	
Site Ground Hosting Ltd (reimbursement to Cllr Coupe) :		
• 3 year hosting service (for website)	452.09	75.35
• 1 year registration (of website)	15.54	2.59

### Summary of Actions

Councillor/Clerk/ Next agenda	Agenda Item	Details
Strategy Task & Finish Group	6/11/18 a	Consider findings from survey.
Clerk  Cllr Wilkinson	6/11/18 b i.	<ul style="list-style-type: none"> <li>Write to Paul Wingrove thanking him for his assistance and advice.</li> <li>Continue to take photos and liaise with contractors.</li> </ul>
Cllr Wilkinson	6/11/18 iv	Continue to liaise with Highways regarding ownership of layby outside Launds.
Councillors	6/11/18 v	Arrange to undertake essential maintenance of items in Launds.
Cllr Kitchen	6/11/18 e	Liaise with the Village Hall regarding Xmas decorations.
Cllr Coupe	6/11/18 f	<ul style="list-style-type: none"> <li>Make viewing figures available for the Council's website.</li> <li>Arrange for the purchase of replacement items for videoing Council meetings.</li> </ul>
Cllr Kitchen	6/11/18 g	Liaise with the Village Hall about their bid application.
Safeguarding the Village Pub Task & Finish Group	6/11/18 h	Progress proposals in line with recommendations.
Clerk	7/11/18 a	Draft letter to Ken Miles.
Next Meeting	8/11/18 c ii	Confirm that A & M Contractors be requested to continue cutting grass in Launds.
Clerk	8/11/18 d	Complete relevant forms applying for Grant and level of Precept.
Clerk	9/11/18	Write to Anne and Ron Thorne expressing the Council's appreciation for organising monthly lunches.
Cllr Kitchen	9/11/18 b	Make enquiries to establish the current position regarding managing the defibrilators in the village.
Cllr Wilkinson	9/11/18 c	Make enquiries with owners of Deason Farm about purpose of the hardcore drive.
Clerk	9/11/18 d	Write to Devon and Cornwall Police in respect of inaccuracies on the NDC website section related to the Council.
Next meeting	9/11/18 f	Include item regarding North Devon Records Office.
Cllr Coupe	11/11/18 a	Draft article for website and 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