



# Chittlehamholt, Satterleigh and Warkleigh Parish Council

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

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CSW Parish Council meetings are recorded – videos of proceedings can be accessed at:  
<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 17<sup>th</sup> December, 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)

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

1/12/18 **Apologies** – apologies were received from Cllr Paul Blackwell and Cllr Walter White (NDC) who was unwell. Cllr Kitchen asked that the Council's best wishes for the Festive Season and for his speedy recovery be passed to Cllr White via a Christmas card. In the Chairman's absence, the Clerk reported that she had been asked to convey his seasonal best wishes to the Council.

*Clerk*

2/12/18 **Declarations of Interest and Dispensations** - none

3/12/18 **Parishioners' Open Session** – (video time 00:01:00)

- a. **Improvements to the Village Hall** – Mike Hopkins-Burt provided an update on the Village Shop's grant applications it had made to fund the improvements planned to the village hall. Finalised details of anticipated costs, successful bids for funding and the outstanding balance were requested for the Council's consideration at its next meeting. The Council would then be able to decide whether it required any further information in order to approve a grant towards the costs.

*Next Agenda*

- b. **Plots advertised for sale/sold in Pool Lane** – a parishioner advised that a further two plots had been sold, one for £2,750 and another for £2,500. Cllr Coupe confirmed that an item

had been included on the Council's website which explained that the issue had been raised with Trading Standards.

- c. **Safeguarding the village pub** – a parishioner advised that information had been received from the Plunkett Foundation and queried whether a meeting of the Task and Finish Group should be convened to consider and complete relevant application forms. Responding, Cllr Ball suggested that a meeting be convened early in the New Year with communication about this mainly by e-mail. Prior to this it was suggested the information be forwarded to the Task & Finish Group Chairman. The intention would be to consider the information from the Foundation and, if appropriate, complete the relevant forms for presentation to the Council at its January meeting.

*Next Agenda*

4/12/18 **Reports** (video time 00:09:25)

- a. **Police** – Cllr Wilkinson reported on his attendance at the meeting organised by the Police and Crime Commissioner, held on 28<sup>th</sup> November 2018 with representatives from Parish Councils across Devon. Issues covered were:
- The Police and Crime Plan, within which was the Rural Policing Plan and Road Safety Policing Plan, which would require a refresh in four years. Cllr Coupe confirmed there was now a link to the Plan on the Parish Council's website.
  - 'Bi-service Officers', were now place in Devon. These officers were funded by both the Police and the Fire Services. Whilst primarily retained Fire Officers, they also performed the role of a Special Constable. In Cornwall 'Tri-service Officers', were in place who were again funded by these two services plus the NHS. These officers also performed the role of a paramedic.
  - The role of the Rural Engagement Officer was explained; Cllr Wilkinson confirmed he planned to meet with the officer in the coming year.
  - Cllr Wilkinson had been asked to sit on the Performance Scrutiny Panel overseeing the implementation of the Plan.
- b. **District Councillor** – in the absence of Cllr White there was no report.
- c. **County Councillor** – Cllr Edgell stated that the issues reported at the last Council meeting were still the most relevant, namely the overrun on spend by Devon County Council for Children in Care services and that good progress had been made with repairs to roads.

5/12/18 **Minutes of the Meeting held on 26<sup>th</sup> November 2018** (video time 00:13:45) – the Minutes of the meeting held on 26<sup>th</sup> November 2018, which had been circulated previously, were approved by the Council and signed by the Chairman. It was noted that Minute 12/11/19 *Date of Next Meeting* had already been altered on the Minutes to be approved/signed to reflect the correct date of 17<sup>th</sup> December 2018. It was also noted that the word 'defibrillator' was spelt incorrectly.

6/12/18 **Matters Arising** (video time 00:14:60)

- a. **Maintenance of roads, footpaths etc.** Cllr Wilkinson reported on the following issues:

i. **Verge Ploughing** – it was explained, for the record, that the term used by the Council in discussions, ‘verge ploughing’, was referred to differently within Devon County Council (Highways) specification for Highway Cleaning. The latter document had been circulated for information.

- He expressed his appreciation of the support given by Richard Sables (DCC) for working with the Council to maximise the use of the joint contractor which had enabled a larger area to be addressed than originally envisaged.
- In the New Year he would meet with the contractor to consider the next phase of the work. The most significant issue was where the surplus soil could be placed.
- The fact that the verges had not been ‘ploughed’ for many years had resulted in such a build up of soil that it would take some time to significantly improve the situation.
- There was general discussion about which verges should be given priority, with particular reference made to the Portsmouth Arms road, where debris from hedge cutting had covered areas of the road where there may be potholes; in this connection he would speak with Richard Sables.
- The road from the cross roads to Warkleigh was raised for consideration. Broden Hill was also mentioned, where the verges were continuously driven over or vehicles parked on these which created a ‘mess’.
- There was an opportunity to apply to the Community Enhancement Fund in the current financial year with the ability to spend any resources approved on further work in the next.

Cllr Wilkinson confirmed that he would obtain quotes for work to the verges in 2019/20 for consideration by the Council.

*Cllr Wilkinson*

It was reported that the invoice from the contractor had been received but not in sufficient time to include it in the December Agenda. It was noted that, under its Financial Regulations, it was possible to pay the invoice prior to the next meeting if this was necessary. The Clerk was asked to check if payment after the 28<sup>th</sup> January 2019 would create difficulties for the contractor.

*Clerk*

ii. **Speed monitoring** – Cllr Wilkinson reported that he had taken this issue forward with relevant individuals, however the current situation was that it was not possible to make changes to current speed restrictions unless there was evidence of serious incident/s. However, on the 26<sup>th</sup> March 2019, Devon County Council would be producing a new policy related to snow and/or poor weather conditions as well as issues related to speeding. He would keep the Council informed about this and his request for assistance with traffic calming measures.

iii. **Progress by Highways with issues reported** (*video time: 00:34:53*) – it was noted that minor signs were unlikely to be repaired by Highways, because of the costs involved, and he therefore intended to personally fix some of those which had fallen down because of the recent winds; Cllr Coupe offered to assist. Cllr Wilkinson agreed to contact Richard Sables to ensure this was acceptable practice. Cllr Kitchen mentioned there was some white lining still to be completed; Cllr Wilkinson agreed to raise this with Richard Sables.

*Cllr Wilkinson*

- iv. **Bridleways & footpaths** – it was confirmed that the gate post, near Cholloways Cross, previously reported as in need of repair had now been fixed.
- b. **Review of Standing Orders** – the Clerk advised that this work was still outstanding.  
*Clerk*
- c. **Village Hall grant application** (*video time: 00:37:32*) – it was confirmed that a letter of support had been provided by the Parish Council confirming it approved of the improvements to the Village Hall in order that the latter could apply for a specific grant. The Council was thanked for its support and, in response to a question, Mike Hopkins-Burt confirmed that the Council along with other contributors would be formally acknowledged for donations and/or grants made. Cllr Kitchen confirmed the information required at the Council's next meeting in order for it to consider making a donation (ref above 3/12/18 a).  
*Next Agenda*
- d. **Grass cutting for 2019** – the Clerk advised the current contractors had confirmed they would maintain the cost of cutting grass in the Launds Playing Field at £750 for 2019. The Clerk was asked to e-mail the contractor to request they continue to cut and strim the grass in 2019.  
*Clerk*
- e. **Defibrillator** – discussions took place concerning ownership of the current equipment, noting that in respect of documentation produced thus far, this did not rest with the Parish Council. Following a briefing from Mike Hopkins-Burt on the background to the issue, Cllr Ball acknowledged the work undertaken by him previously. He went on to explain that the Council now needed to consider whether it should take on responsibility for managing the defibrillator and all that this entailed and, if so, the associated costs. Discussions on the issues included points made below:
- The view was expressed that in principle it was felt appropriate for the Parish Council to manage the defibrillator and oversee the recruitment and training of volunteers, however the cost may be a negative factor.
  - The limitations of using the equipment were highlighted, in that only those people who were living within 5 minutes of where it was housed were likely to benefit.
  - It was suggested that a second defibrillator could be kept in the telephone box in Satterleigh to improve access.
  - The cost of the equipment was reported as between £960 and £1,200 + VAT for purchasing; alternatively, a four-year lease would cost £1,800 + VAT.
  - Grant funding may be available to support costs.
- Cllr Kitchen proposed; Cllr Wilkinson seconded and all agreed that the Council take on responsibility for managing the defibrillator, dependent upon the cost.*
- f. **Deason Farm** – new driveway – Cllr Wilkinson reported that he had not yet been able to speak to the owners.  
*Cllr Wilkinson*
- g. **North Devon Record Office** – Cllr Ball suggested consideration about making a donation to the Record Office be deferred until the March meeting in order to be aware of the Council's financial year-end position. Cllr Edgell confirmed that most parish councils were making modest donations in the region of £100. Cllr Coupe agreed to check how quickly a decision was required by the Record Office and report back to the next meeting.  
*Cllr Coupe/March Agenda*

7/12/18 **Planning** (video time 00:55:58)

- **Furlong Farm, Chittlehampton – application 65947** – following discussion about the application, details of which were circulated previously, there were no issues with the work planned. However, *Cllr Kitchen proposed; Cllr Coupe seconded and all agreed that the following observation be conveyed to NDC, “although in the Wildlife trigger list, it stated that no works were to be undertaken to the roof, elsewhere in the application it stated that the asbestos roof was to be replaced”.*

8/12/18 **Finances** (video time 00:57:15)

- a. **Current balance** – it was noted that, as the Council’s meeting was held earlier than normal in the month, a statement from the Bank had not yet been received.
- b. **Payments** – of £149.98 to Cllr Coupe was approved in respect of the following items required for the continuation of videoing meetings (ref Minute 6/11/18f):
  - i. Amazon – Video Recorder £132.99 (including VAT £22.17)
  - ii. Amazon – Portable Charger £16.99 (including VAT £2.83)The above payment was *proposed by Cllr Kitchen; seconded by Cllr Ball with other councillors in agreement.* Cllr Coupe abstained from voting.
- c. **Budget/Precept for 2019/20** – Cllr Kitchen explained the purpose of this agenda item; it was to reconsider whether the Budget/Precept agreed previously should be amended. He pointed out that in view of the Council’s decision taken earlier that, in principle, it should take on the responsibility for managing the defibrillator, should this go ahead there would be an impact on spending in 2019/20.

Cllr Ball confirmed that a review and revision of the Budget agreed in November was procedurally in order. The Clerk confirmed that confirmation of the Precept was required by NDC in the New Year, although it had requested advance notice. The subject was discussed at length, during which the following points were noted:

- Whether reserves could be used to fund the costs involved.
- Grant funding towards the costs involved may be available.
- Cllr Edgell advised there may still be an opportunity to obtain a grant from the Community Grant Fund for the current financial year.
- The British Heart Foundation would not be an option for funding as the organisation had provided resources to support the current equipment.
- Quotes for leasing or purchasing the equipment were presented by Cllr Wilkinson, together with details of support/training/warranties offered in each case. Purchasing the equipment appeared to be the preferred option.
- It was noted that there would need to be consideration of whether the equipment would increase the insurance premium, when costs were calculated.
- A parishioner, who was familiar with the equipment, provided helpful advice, including the need for regular testing of equipment, the costs involved and frequency of battery replacement.

- It was acknowledged that a system of routine checks of the equipment would need to be established. It was suggested this issue could be discussed with the Village Shop.
- The siting of the cabinet which housed the equipment was raised, with its current situation felt as the most appropriate.
- A preferred model emerged from discussions which also included voice prompts on CPR as well as how to use the equipment. The cost of this model was £960.
- The Asset Register would need to reflect any additional equipment purchased.
- At some point South Western Ambulance Service Trust would need to be advised of the Council's decision in order to remove the current equipment.

Following consideration, *Cllr Ball proposed; Cllr Kitchen seconded and all agreed* that the Council proceed with arrangements to replace and manage the defibrillator by purchasing the equipment (as opposed to leasing). It was further agreed to purchase the equipment known as HeartSine from AED Locator.

*Cllr Pincombe proposed; Cllr Ball seconded and all agreed*, that the cost of the equipment be spread over a four-year period and therefore to raise the Precept for 2019/10 by £125.00 to £4,875. It was noted if fundraising was successful the Precept would not need to be raised in 2020/21.

Cllr Wilkinson agreed to progress an application for financial support towards the cost of the equipment with Cllr Edgell.

*Cllr Wilkinson*

Pointing out that there was considerable activity being undertaken by councillors, Cllr Ball emphasised the importance of copying the Clerk in to all correspondence to ensure consistency of record keeping.

9/12/18 **Matters Raised by Councillors** (video time: 01:43:15)

- Changes to Council's website** – Cllr Coupe explained what changes he had made to the Council's website with respect of GDPR, pointing out that the Privacy Notices were now in place.
- Parish Council elections** – Cllr Wilkinson asked whether there should be discussions about the forthcoming elections and costs of these. The Clerk advised that NDC would be leading on the process and have not been able to provide a specific answer about possible costs should an election be required.
- Thanks to Councillors and Clerk** – on behalf of the Chairman, who was absent from the meeting, Cllr Kitchen said that he wished to thank all councillors and the Clerk for their work in the past year. He reported that a presentation would be made to the Clerk after the meeting.

10/12/18 **Training opportunities for Councillors/Clerk** – to note routine DALC newsletters has been circulated previously.

11/12/18 **Correspondence** (video time: 01:47:02)

- a. **Dangerous (hidden) junction** – the Council received a parishioner's letter expressing concerns about the 'T' junction in Warkleigh. Cllr Wilkinson agreed to take this issue into consideration when looking at other signs available for encouraging speed reduction. It was also agreed that further discussions on this and other issues related to signage through the village would best be explored within the Strategy Task and Finish Group when it next met.

*Cllr Wilkinson/Strategy Task and Finish Group*

- b. **Delays in road repairs on the road to 2 dwellings from Head Post** - correspondence between a parishioner and DCC was received regarding delays in repairs to the road (circulated separately). As a result of the Council and residents' attempts to accelerate the work, it had transpired that the job number for this and another road had been confused with the other work now receiving priority. Following further discussion, it was agreed that the Clerk draft a letter, in conjunction with Cllr Wilkinson, making the point that the road in question was originally given priority for work and the fact that a mistake had been made over the job numbers should not change its status in terms of priority. *Cllr Ball proposed; Cllr Coupe seconded and all agreed* that this letter be sent to Tom Vaughan (DCC) and that it should acknowledge the assistance already provided by Richard Sables in connection with attempting to prioritise the work. It was also agreed to forward a copy of the letter to Richard Sables.

*Clerk*

- c. **Poor quality hedge trimming** – correspondence from a parishioner about the quality of hedge trimming on a number of roads was received (circulate separately). It was also noted that the parishioner had requested a copy of the instructions given to the contractor undertaking verge ploughing as he believed this contractor had also cut some hedges. Within the discussion which followed, it was confirmed that the contractor had not been instructed to trim hedges. Cllr Wilkinson confirmed he had advised the parishioner of this facts. The Clerk was asked to forward to the parishioner a copy of the order placed with the contractor.

*Clerk*

- d. **Tarka Country Trust** – Cllr Wilkinson advised that a representative from the Tarka Country Trust had made contact with the Council in respect of this conservation group which was mapping hedgerows and hoped to monitor the information obtained from this activity in respect of their diversity. It was agreed that the representative be invited to speak with the Council in the Spring and Cllr Wilkinson agreed to made contact with her.

*Cllr Wilkinson*

12/12/18 **Items for immediate release to local news outlets** – there were no specific items over and above those identified in the agenda.

12/12/19 **Date of Next Meeting** – Monday, 28<sup>th</sup> January 2019.

### Summary of Items of Expenditure

Description	Amount	
	Net Amount	VAT
Reimbursement to Cllr Coupe of £149.98 in respect of:		
i. Amazon – Video Recorder	110.82	22.17
ii. Amazon – Portable Charger	14.16	2.83

### Summary of Actions

Councillor/Clerk/ Next agenda	Agenda Item	Details
Clerk	1/12/18	Best wishes to be conveyed to Cllr White.
Next Agenda	3/12/18	Consider information related to making a grant to Village Hall.
Cllr Wilkinson	6/12/18 ai	Obtain quotes for further verge ploughing and priority areas.
Cllr Wilkinson	6/12/18 aiv	Discuss outstanding white lining work with Richard Sables.
Clerk	6/12/18 b	Review Standing Orders.
Clerk	6/12/18 d	E-mail contractor to confirm arrangements for cutting grass.
Cllr Wilkinson	6/12/18 f	Ascertain purpose of new driveway.
Cllr Coupe Next Agenda	6/12/18 g	<ul style="list-style-type: none"> <li>• Check how quickly a decision is required on funding.</li> <li>• Provisionally include in January Agenda</li> </ul>
Clerk	7/12/18	Advise NDC of inaccurate statement in application.
Cllr Wilkinson	8/12/18	Progress application for funds towards cost of defibrillator
Cllr Wilkinson Strategy Task & Finish Group	11/12/18 a	Explore options for signage aimed at speed reduction including “hidden” ‘T’ junction at Warkleigh.
Clerk	11/12/18 b	Write to Highways asking that priority be maintained for specific road.
Clerk	11/12/18 c	Forward order to parishioner.
Cllr Wilkinson	11/12/18 d	Contact representative from Tarka Country Trust to invite her to address the Council in the Spring on the Trust’s work.
		<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’. <i>Articles included in 2017/18.</i>
Clerk		Apply for VAT refund ( <i>partly achieved as at 01.12.2017</i> )

**Signed**

**Date**