



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Chairman: Paul Blackwell

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Parish Clerk: Linda Stapleton

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Agenda of Parish Council Meeting on Monday, 24th September 2018 in Chittlehamholt Village Hall at 7.30 p.m.

1. Apologies
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 3rd September 2018– (circulated separately)
6. Matters Arising from the Annual Parish Council Meeting/Parish Council Meeting:
 - a. **Strategy Task & Finish Group** – to receive a report of the recent meeting, which includes the following:
 - i. *Survey* – to receive an update (DB).
 - ii. *Verge ploughing* – to receive an update.
 - iii. *Bridleways & footpaths* – to provide update on work required.
 - iv. *Progress by Highways with issues reported* (e.g. road repairs, hedge trimming, etc) including works related to improving layby.
 - v. *General maintenance of assets* – to consider arrangements for undertaking work/identify items requiring attention.
 - vi. *Exeter Inn* – to note next meeting of the Task & Finish Group is planned for Sunday 14th October.
 - vii. *Misleading advertisement – re plots of land for sale* – to receive response from Trading Standards.
 - b. Launds Playing Field
 - c. Air Ambulance Night Landing Site
 - To consider celebrating the installation of the Air Ambulance Night Landing site.
 - d. General Data Protection Regulations (GDPR) – to provide a progress report (Clerk).
7. Planning - to receive and consider planning applications, correspondence and follow up issues:
 - Barn, South East of Holt Gate – planning application 64939– change of use of agricultural building to two dwelling houses – to provide a further response from NDC.

8. Finances

- a. **Current balance** – *current balance – to be advised (Clerk)*
- b. **Internal audit** – *to receive a progress report on recommendations made by the Internal Auditor for 2018/19 (Cllr Ball/Clerk), including:*
 - *Financial Control Statement (Clerk)*
 - *Internal Auditor for 2018/19 (Cllr Ball)*
- c. **Grant for Warkleigh and Satterleigh PCC** – *to receive a request from the Treasurer for a grant towards the upkeep of the churchyards (circulated separately).*

9. Matters Raised by Councillors - *not included elsewhere in the agenda.*

10. Training opportunities for Councillors/Clerk - *to note routine DALC newsletters circulated separately.*

11. Correspondence

- a. **Updating Register of Interests** – *to receive correspondence from Ken Miles, NDC (circulated separately).*
- b. **Parish Forum** – *to receive notice of next Parish Forum meeting on 7th November 2018.*
- c. **Roadmap** – *to receive Roadmap from DCC for September 2018 including reminder of Snow Warden arrangements (circulated separately).*
- d. **North Devon Records Office** – *to receive an invitation from Devon Archives and Local Studies Service to the thirtieth anniversary of the opening of the North Devon Record Office (circulated separately).*

12. Date of Next Meeting: Monday, 29th October 2018