



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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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 24th September 2018 in Chittlehamholt Village Hall

Meeting chaired by	Councillor Paul Blackwell
Meeting minuted by	Parish Clerk Linda Stapleton
Councillors present	Councillor David Ball Councillor Paul Blackwell (Chairman) Councillor Andrew Coupe Councillor Andrew Kitchen (Vice Chairman) Councillor Michael Pincombe Councillor Steve Wilkinson
In attendance	Councillor Richard Edgell (Devon County Council (DDC)) Councillor Walter White (North Devon Council (NDC))

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

13/09/18 **Apologies** – no apologies were received.

14/09/18 **Declarations of Interest and Dispensations**

- a. The Chairman brought forward Agenda Item 11a, reporting that a request had been received from Ken Miles, NDC, for councillors across North Devon to provide an up to date register of their interests. The Clerk confirmed that a copy of the letter and blank form had been circulated previously and she awaited completed forms from all councillors before sending these to NDC. Following discussion, *Cllr Coupe proposed; Cllr Kitchen seconded and all agreed* to post a copy of councillors' Register of Interests on the Council's website when the updated versions were available.

Councillors/Cllr Coupe
- b. Cllr Pincombe declared an interest in Agenda Item 8C (Grant for Warkleigh and Satterleigh PCC); Cllr Wilkinson declared an interest in Agenda item 7 (Planning Application 64939).

15/09/18 **Parishioners' Open Session** – (video time 00:05:35)

Chittlehamholt Action Group (CAG) – a parishioner asked for an update on the status of the CAG and to what extent it represented the views of the local community. It was pointed out that, similarly to other independent organisations in the village, the activities of the Group were not part of Council business. Cllr Ball took the opportunity to explain the reason for discussions at the last meeting about the CAG, which centred around councillors' Register of Interests.

In response to a question about the Parish Council working with Highbullen Hotel, it was confirmed that there was a continuing commitment for the Council to work with Highbullen.

16/09/18 **Reports** (video time 00:08:10)

- a. **Police** – Cllr Wilkinson reported that the Council had now agreed formally to a limited version of the Cllr Advocacy Scheme. Other issues noted from discussion were that people are now more likely to be victims of fraud as opposed to burglary and there was an explanation of the type of questions which fraudsters are likely to be asking when claiming to be calling from an individual's bank.
- b. **District Councillor** – Cllr White reminded the Council that Local Plans had now be published.
- c. **County Councillor** – Cllr Edgell explained that two of the three phases of the village hall application, totalling £14,500, had been finalised and for which grants had been applied. He reminded the Council that the TAP fund was still an option the Village Hall may wish to consider for phase 3. Cllr White pointed out that a small grant from NDC was also a possibility. Following discussion about opportunities for funding and the involvement of the Council, it was agreed that Cllr Kitchen contact Mr Hopkins-Burt to explore funding.

Cllr Kitchen

Cllr Edgell also touched upon the challenges for many County Councils in managing spending, particularly those related to services provided for Children in Care, pointing out that this had been a subject raised by a number of parish councils due to concerns raised about standards elsewhere in the country.

17/09/18 **Minutes of the Meeting held on 3rd September 2018** (video time 00:20:45) – circulated previously, the Minutes of the meeting held on 3rd September 2018 were approved by the Council and signed by the Chairman.

18/09/18 **Matters Arising** (video time 00:21:15)

a. **Strategy Task & Finish Group**

- i. **Survey** – Cllr Ball explained the process for distribution of the questionnaire to each household, confirming the list provided was by parish and postcode. No personal information was included in the list provided by NDC, so the process was not subject to GDPR. It was agreed the Clerk would liaise with councillors to co-ordinate distribution on a house to house basis across the parishes, aiming for distribution by the end of September. Cllr Ball agreed to confirm with the Village Shop that it was acceptable to place a box in the Shop for collecting completed questionnaires. The Clerk was asked to produce a poster encouraging people to take part in the survey.

Cllr Ball/Clerk

- ii. **Verge Ploughing** – (video time – 00:25:30) - Cllr Wilkinson reminded the Council about the work planned and explained the route to be cleared. It was agreed details of the Council's expectations should be drafted in the form of an order by the Clerk and forwarded for completion by Cllr Wilkinson. Cllr Kitchen confirmed that funding of £2,500 was included within the budget for the 12,000 metres to be ploughed; this was to be matched from the Community Enhancement Grant. Cllr Wilkinson asked for the issue of grant funding to be kept on the agenda, recommending that the Council submit a further bid in this financial year for other works required.

Clerk/Cllr Wilkinson

Cllr Wilkinson reported meeting with Richard Sable (Highways) to discuss a number of issues, during which time he was advised that the trees which were recently reported to the Council as in need of cutting were now the subject of an Enforcement Order.

- iii. **Bridleways & footpaths** – Cllr Wilkinson reported on repairs required to footpaths and that he had been advised this work was scheduled for attention soon. Cllr Kitchen agreed to forward to Cllr Wilkinson details of a bridleway which needed attention.

Cllr Kitchen

- iv. **Progress by Highways with issues reported** – points noted from Cllr Wilkinson's report and contributions from other councillors included the following:

- A further meeting had been arranged with Richard Sable to finalise outstanding work, discuss other sections of road which needed attention and to learn the outcome of the covert camera operation.
- Issues reported for attention included an overgrown patch of bank where water was being forced through and breaking up the road and a couple of areas where the road was sinking.
- The manhole cover that had dropped has now been repaired.
- A request for Cllr Wilkinson to check the Portsmouth Arms road for damage.
- With regard to Snow Warden arrangements, which were the subject of Agenda item 11c, Cllr Wilkinson confirmed that he had undertaken the registration requirements; his details were included as the initial contact point.
- Grit bins were full and people were reminded that bags of grit were available to parishioners for use on roads immediately outside their residence.
- Cllr Wilkinson confirmed he would check on the arrangements for storage of the gritting trailer and payment for this, to ensure these met audit requirements.

Cllr Wilkinson

- v. **General maintenance of assets** – Cllr Wilkinson reported that benches were generally in good order. He had asked the contractor to trim around the benches in future as this would improve their appearance. It was suggested once the electricity was available in the Playing Field the benches would benefit from a pressure wash. Other issues that needed attention were an area on the climbing frame and the noticeboard outside the shop. It was agreed to sort a date for addressing these issues after the electricity was installed.

Councillors

- **Exeter Inn** – (video time 00:38:00) – it was noted that the next Task & Finish Group meeting had been arranged for Sunday, 14th October 2018 and that the proposed sale by auction of the Exeter Inn was scheduled for 5th October 2018.

- vi. **Misleading advertisement – plots of land for sale in Pool Lane** – it was noted that a response from Trading Standards was still awaited.

Next agenda

- b. **Launds Playing Field** (video time 00:39:40)

Cllr Kitchen reported that he had provided a new lock and had advised relevant people of the code.

- c. **Air Ambulance – Night Landing Site** (video time 00:40:00) – following discussions about final works taking place soon to install electrics, Cllr Coupe agreed to co-ordinate access for the contractors to the village hall and field and to ensure the field was closed to the public whilst work was underway. It was suggested this was a convenient time for the outstanding concrete post to be installed and Cllr Ball agreed to locate the post. In response to a question, Cllr Ball confirmed that the agreement for the supply of electricity from the Village Hall had been completed and he would ensure the signed copy was passed to the Clerk for the Council's records. Discussion about celebrating the installation were deferred until works were complete.

Cllr Ball/Cllr Coupe/Next Agenda

- d. **General Data Protection Regulations (GDPR)** (video time 00:43:20) - Cllr Coupe advised that he would circulate a draft 'privacy notice' for consideration when the Council next met and explained the changes he had made to the Council's website to comply with GDPR.

Cllr Coupe

19/09/18 **Planning** (video time 00:45:20)

- **Barn, South East of Holt Gate – planning application 64939** – it was noted that a response to the Council's enquiries was still awaited.

Next meeting

20/09/18 **Finances** (video time 00:46:17)

- a. **Current balance** – it was noted that the balance, as at 14th September 2018, was £11,268.85, with the only activity since the last meeting being the monthly direct debit for insurance. Therefore, taking account of commitments and un-presented cheques described in the last Minutes, a more realistic balance would be £8,353.85.

b. **Internal Audit** – the Clerk reported on progress with implementing recommendations by the Internal Auditor. The following was noted:

- Internal Control Statement – DALC had advised that provided the Council’s Financial Regulations included the internal controls detailed within the suggested statement, there was no requirement to produce a separate document. It was agreed the Clerk would review both documents and advise the Council accordingly.

Clerk

- Cllr Ball advised that he had contacted the individual who had been suggested by DALC as a possible Internal Auditor and was awaiting to hear back from them. He advised that since the process simply required the renewal of a contract, it did not need formal approval by the Council.

Cllr Ball

c. **Grant for Warkleigh and Satterleigh PCC** – a request for a grant had been received from this PCC. It was agreed that a grant be made in the sum of £300, as included in the budget for 2018/19 and a cheque raised accordingly. The request and accounts had been circulated.

d. **Grant for St John the Baptist PCC** – a request for a grant had also been received from this PCC. It was agreed that a grant be paid in the sum of £150, as included in the budget for 2018/19 and a cheque raised accordingly. The request and accounts had been circulated.

Noting that there may be a surplus from the NDC Grant over and above the Council’s grants to PCCs, it was agreed that this be noted for discussion when budget setting.

21/09/18 **Matters Raised by Councillors** (video time: 00:55:20)

a. **Budget setting** – Cllr Ball advised that since the Council would need to start the process of setting its budget from October, the Finance Task and Finish Group would need to convene before the next meeting.

Clerk

b. **Road Traffic Accident** – Cllr Wilkinson reported that an accident had occurred to the bus carrying school children. Cllr Wilkinson suggested he acquire more information about the accident and ‘drop off’ points currently used by the contractor transporting the school children. He felt this information may provide further justification for the improvement to the surface outside Launds which appeared to be the most suitable for the bus to stop. It was agreed that Cllr Wilkinson should speak with the contractor about current ‘drop off’ places and consider any relevant information from the covert filming that had recently taken place about traffic flow through the village.

Following further discussions about the site of the accident, Cllr Ball pointed out the relevance of the accident to planning application 64939. He went on to explain that issues raised with NDC Planning included access. Following further discussion, *Cllr Ball proposed; Cllr Coupe seconded and all, apart from Cllr Wilkinson, agreed that* the Clerk was asked to include information about this accident when prompting NDC Planning for a response to its comments about planning application 64393. Cllr Wilkinson abstained from the vote.

Cllr Wilkinson/Clerk

22/09/18 **Training opportunities for Councillors/Clerk** (video time: 01:03:45) – to note routine DALC newsletters circulated previously.

23/09/18 **Correspondence** (video time: 01:04:00)

- a. **Updating the Register of Interests** – this item was discussed at agenda item 2.
- b. **Parish Forum** – information about the next Forum meeting on 7th November was received. Cllrs Ball, Coupe and Wilkinson indicated their intention to attend.
- c. **Roadmap** – the newsletter for September from DCC was received and issues related to the Snow Warden arrangements discussed earlier in the meeting

24/09/18 **Date of Next Meeting** – Monday, 29th October 2018.

Summary of Actions

Councillor/Clerk/ Next agenda	Agenda Item	Details
All councillors Cllr Coupe	14/09/18	<ul style="list-style-type: none"> • Update Register of Interests. • Post on website when these are available
Cllr Kitchen	16/09/18	Contact Mr Hopkins-Burt regarding funding for Phase 3 Village Hall renovations.
Cllr Ball Clerk	18/09/18 a.i	<ul style="list-style-type: none"> • Finalise distribution arrangements. • Liaise with councillors about distribution of questionnaires.
Clerk Cllr Wilkinson	18/09/18 aii	<ul style="list-style-type: none"> • Draft an order for verge ploughing. • Check and complete order to comply with audit requirements.
Cllr Kitchen	18/09/18 a.iii	Advise Cllr Wilkinson of bridleway needing attention.
Cllr Wilkinson	18/09/18 a.iv.	Check for repairs required along Portsmouth Arms road.
Next agenda	18/09/18 a.v.	Agree date for general repairs in Launds Playing Field.
Cllr Ball Cllr Coupe Next agenda	18/09/18 c.	<ul style="list-style-type: none"> • Pass signed Agreement to Clerk for storage and • Locate concrete post due for installation in the Launds Playing Field. • Co-ordinate access for contractors to install electrics. • Consider arrangements for celebrating installation.
Cllr Coupe Clerk	18/09/18 d. 20/09/18 b.	Draft 'privacy notice' for Council's consideration in October. Review proposed Internal Control Statement/the Council's current Financial Regulations aiming to align documents.
Cllr Ball	20/09/18 b.	Contact potential Internal Auditor.
Clerk	20/09/18 c.+d.	Prepare cheques for grant payments to PCCs.
Clerk	21/09/18 a.	Convene meeting of Finance Task Group.
Clerk Cllr Wilkinson	21/09/18 b.	<ul style="list-style-type: none"> • Report RTA when prompting NDC Planning for response to Council's comments about planning application 64393. • Make further enquiries about RTA and covert filming of traffic flow.

Cllr Wilkinson	23/09/18 c.	Check storage arrangements for gritting trailer and process for payment – to ensure latter meets with audit requirements.
		<i>Brought forward from previous meetings</i>
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