



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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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 28 January 2019 in Chittlehamholt Village Hall

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

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

1/01/19 **Apologies** – apologies were received from Cllr Andrew Kitchen. Cllr Walter White (NDC) was welcomed back after a period of illness.

2/01/19 **Declarations of Interest and Dispensations** - none

3/01/19 **Parishioners' Open Session** – (video time 00:00:45)

- **Improvements to the Village Hall** – Spence Seaman drew the Council's attention to the new windows which were being installed in the Village Hall and thanked the Council for their support with these improvements.

4/01/19 **Reports** (video time 00:02:15)

- a. **Police** – Cllr Wilkinson reported that he would next be meeting with the Police Service on the 14th February and hoped to report back to the Council's next meeting.
- b. **District Councillor** – apologising for his absence from the last two meetings, Cllr White explained that the District Council had spent considerable time discussing budgetary issues which had included the abolition of the Parish Grant which he had opposed. At a meeting of the Overview and Scrutiny Committee he had met the new Chief Executive responsible

for services provided at both the Northern Devon Healthcare Trust and the Royal Devon and Exeter Foundation Trust. He aired his continuing concern about threats to maintaining a full range of services at North Devon District Hospital.

- c. **County Councillor** – Cllr Edgell confirmed there had been considerable discussions about the Parish Grant and gave some background to the origination of this particular grant. He was optimistic that it would not be reduced. He was also pleased to report that the overspend on Children in Care services was coming more into line with the budget. In view of an important District Council meeting planned for 25th February, Cllr Edgell explained that he and Cllr White would need to give their apologies for the Council's next meeting should it coincide with that date.

5/01/19 **Minutes of the Meeting held on 17th December 2018** (*video time 00:09:00*) – the Minutes of the meeting held on 17th December 2018, which had been circulated previously, were approved by the Council and signed by the Chairman. In response to Cllr Ball's request for clarification on the wording of Minute 11/12/18 c, it was confirmed it was one parishioner raising issues about hedge trimming.

6/01/19 **Matters Arising** (*video time 00:11:00*)

- a. **Strategy Task & Finish Group Meeting** – Cllr Ball presented the report of the Strategy Task & Finish Group Meeting which took place on 22nd January 2019 and would be available on the Council's website. Explaining the purpose of the group, he went on to report on issues discussed and recommendations made, which were:
- i. *To progress the procurement of a replacement defibrillator.*
 - ii. *To progress an application to the HA CEF for further verge ploughing works.*
 - iii. *To establish a Task and Finish group to plan the expenditure of the Public Open Space Contribution (POSC) monies.*
 - iv. *To investigate the establishment of an information point within the Parish Council owned telephone box in Chittlehamholt.*
- b. **Maintenance of roads, footpaths etc.** Cllr Wilkinson reported on the following issues:
- The Parish Forum would not be held this year, which Cllr Wilkinson regretted as it provided an opportunity to discuss issues of strategic interest. He was exploring ways to do this and provided examples of issues he wished to raise.
 - The ownership of the layby outside Launds Playing Field was an issue still under discussion.
 - A number of broken signs had been reported for repair. It was unlikely this would occur before the next financial year.
 - Communication related to predicted weather conditions were now being received.
 - Providing an update on the current situation related to verge ploughing/highway cleaning, Cllr Wilkinson explained the opportunity to apply for further funds from the Community Enhancement Fund (CEF) to continue with this work during 2019.

Following confirmation that allowance had been made in the budget for the work and that the balance of £200 from the previous CEF allocation could contribute to the costs, *Cllr Ball*

proposed, Cllr Pincombe seconded and all agreed that Cllr Wilkinson should proceed with exploring costs for further work from the preferred contractor; it was also agreed that Cllr Wilkinson may proceed with an application for further funding from the CEF if the costs were under 50% of the amount allowed in the budget for this work. Should the costs be more than 50% the issue would need to be brought back to the Council.

Cllr Wilkinson

Cllr Edgell provided an explanation of 'surface dressing' which he pointed out was the cheapest way of repairing roads which were structurally sound.

c. Review of Standing Orders and other control documents

i. **Standing Orders** – the Clerk presented a revised document (circulated previously). It was agreed amendments be forwarded to the Clerk by 15th February 2019. It was noted that the document was informed by DALC guidance.

Councillors

ii. **Unreasonably persistent and unreasonable public behaviour Policy and Guidelines** – Cllr Ball presented the draft document, explaining that it had been adopted from North Devon Council's policy document. He explained the reason why organisations adopted such a policy. Following discussion *Cllr Wilkinson proposed, Cllr Ball seconded and other councillors approved the document.* Cllr Coupe abstained from voting as he had been unable to consider the document prior to the meeting. It was agreed to place the policy on the Council's website.

Cllr Coupe

iii. **Privacy Policy** – the Clerk presented a draft Privacy Policy. It was agreed amendments be forwarded to the Clerk by 15th February 2019.

Councillors

iv. **Subject Access Requests Policy and Process** – the Clerk presented a draft Subject Access Requests Policy and Process document. It was agreed amendments be forwarded to the Clerk by 15th February 2019.

Councillors

It was noted that the above control documents were based on templates provided by DALC.

d. Safeguarding the Village Pub Task & Finish Group – *(video time 00:40:30)* Cllr Ball presented a report of the Task & Finish Group meeting held on 13th January 2019. The main outcome of this meeting was the recommendation that the Council should seek to register the Exeter Inn as an Asset of Community Value (ACV). The next full meeting of this Group was planned for 17th February 2019.

Cllr Ball went on to report that a Steering Group had been established from the Task & Finish Group and therefore the latter would not be required to continue. Other points noted from his report and the discussion which followed were:

- Concern had been expressed within the Steering Group about the amount of money required to proceed.
- It was noted that the Communities Together Fund would no longer be open for applications.
- The current vendor could sell the Inn, even if it was subject to an ACV, provided it was for the continuation of a public house.

- The smaller (Steering Group) met on the 16th January, involving eight people, when more detailed discussions took place about recommendations made by the Punkett Foundation on the way forward.
- There was a recognition that there were two separate issues to progress, namely (1) the purchase and (2) the running of the pub.
- The group agreed that the parish should look at purchasing the pub and that a separate Social Enterprise should be set up to manage the pub.
- Recommendations from the Steering Group were:
 - That the Council continued to investigate and progress how to purchase the Exeter Inn on behalf of the Parish;
 - That the Council provided advisory support to the Social Enterprise group as it proceeds.
 - That the focus of the community input shifts from the Council to the Social Enterprise. Effectively this would mean future meetings would come under the remit of the Social Enterprise group.
- Cllr Ball explained how the strategy for purchasing and managing the inn would operate in practice. The purpose and ‘protection’ of an ACV being in place was explained. *Cllr Ball proposed, the Chairman seconded and all agreed, that the Council should now seek to register the Exeter Inn as an ACV.*

Next Agenda

The Acting Chairman of the Steering Group, Phil Catchpole, confirmed that the next full meeting of interested parties, which had been arranged for 17th February, would be held in the Village Hall. The Clerk was asked to inform those people who were on the current circulation list.

Clerk

- e. **Defibrillator** – Cllr Wilkinson was pleased to confirm that £500 had been granted towards the cost of a defibrillator through the Community Grant and thanked Cllr Edgell for his support in this respect. It was agreed to wait until Cllr Kitchen was in attendance to discuss the financial aspects further, although it was noted that since the cost of the item was under £1,000 there was no requirement to undertake a tendering process. It was agreed that the matter should remain on the agenda for discussion about a second defibrillator within the parishes, with the aim of widening access.

Next agenda

- f. **Deason Farm** – new driveway – Cllr Wilkinson confirmed he had now spoken with the owners of the Farm who advised that they would be submitting a retrospective planning application. They had not been aware this was required, but would now be contacting NDC for guidance.

- g. **North Devon Record Office** – explaining that the Council wished to make a contribution to the ND Record Office to assist in funding its continuation, Cllr Coupe reported that he had received an e-mail response to his enquiries which confirmed that a contribution in the next financial year would be welcome. He also confirmed that an exhibition would be held in June to which the Council would be invited. It was agreed that the suggestion of making a donation should be discussed within the Strategy Task & Finish Group.

Strategy Task & Finish Group

7/01/19 **Planning** (video time 01:09:45) – there were no planning issues to consider.

8/01/19 **Finances** (video time 01:09:55)

- a. **Current balance** – the balance as at 15th January 2019 was confirmed as £10,603, however after deducting outstanding payments listed below, a more realistic balance would be £6,546.
- b. **Village Hall grant application** – details of the application had been circulated previously. Cllr Ball explained that the Council had approved a £1,000 grant in principle, but with the proviso that this would be dependent upon sufficient funds being available and information on the application being made available to the Council. Noting that these two requirements had now been met, *Cllr Ball proposed; Cllr Wilkinson seconded and all agreed to approve a grant of £1,000 be made to the Village Hall.* The Clerk was asked to make the cheque out to 'the Village Hall'.

Clerk

- c. **Payments** – the following were approved, full details of which had been circulated previously:
 - i. **Repayment to Clerk** of £116.70 (including £16.16 VAT) for two printer cartridges and expenses to January 2019, which was *proposed by Cllr Wilkinson; seconded by Cllr Coupe with all in agreement.*
 - ii. **Forks 2 U** of £4,320.00 (including £720 VAT) for verge ploughing/highway maintenance (ref Minutes 26th March 2018 6a.v.). It was noted that the cost of the works had been match funded from DCC Community Enhancement Fund. *Cllr Ball proposed; Cllr Coupe seconded and all approved the payment.*
 - iii. **North Devon Council** of £340 (including £1.29 VAT) payment of Clerk's wages from September to December. *Cllr Coupe proposed; Cllr Ball seconded and all agreed to the payment.*
 - iv. **Vimeo Plus membership** – Cllr Coupe explained its purpose was for hosting Council videos and he set out other options which were available. There was general agreement that the current arrangements were acceptable and should continue. *Cllr Coupe proposed; Cllr Ball seconded and, apart from Cllr Pincombe who abstained, all agreed that this membership be automatically renewed.* The cost was noted as in the region of £72.00 and the purpose was for hosting Council videos.

9/01/19 **Matters Raised by Councillors** (video time: 01:17:30)

- a. **Noticeboard at Hilltown Cross** – Cllr Wilkinson reported that a hard-standing area had been laid in front of the noticeboard by Henry Godfrey at no charge to the Council. The Clerk was asked to express the Council's appreciation to him for this work. Cllr Wilkinson explained that he had obtained permission from Highways to undertake the work, but it had transpired they did not own the land. He had tried, unsuccessfully, on five occasions to speak with the landowner to apologise for not obtaining his permission, and would continue to do so. On behalf of the Council, the Clerk was asked to write to the landowner apologising for not contacting him earlier.

Clerk/Cllr Wilkinson

- b. **Parish Council elections** – Cllr Wilkinson asked whether any action should be taken by the Council, for instance to publicise the elections. It was noted that previous enquiries had confirmed that NDC would lead the process and advise parish councils appropriately. Cllr Edgell explained that irrespective of whether elections were required, there would be a charge made by North Devon Council for managing the process. It was pointed out that all councillors needed to submit an application if they wished to continue as a parish councillor. The Clerk was asked to again contact NDC to check the position.

Clerk

- c. **Damaged signpost at Hilltown Cross** – in response to a question about the damage to this signpost, Cllr Wilkinson confirmed that the damage had been reported.

10/01/19 **Training opportunities for Councillors/Clerk** – to note routine DALC newsletters had been circulated previously.

11/01/19 **Correspondence** (video time: 01:27:10)

- a. **Republished Register** – *Cllr Coupe proposed; Cllr Wilkinson seconded and all agreed* that the Clerk obtain a copy of the updated register. It was noted that NDC recommended this course of action.

Clerk

- b. **NDC – invite to Prospective Candidate Event** – the invite for the event on 5th February was noted. It was clarified that this related to people interested in becoming North Devon (district) councillors.

- c. **RoSPA Play Safety Team** – it was noted that the annual RoSPA inspection would take place in March at a cost of £68.50 + VAT. Following discussion, it was agreed to defer any minor repairs until after the inspection report was received.

- d. **Blocked/damaged drain/flood** – Cllr Wilkinson explained that the problem raised by a parishioner with the Clerk, was between Broadmoor Cross and Eastacott Cross. He also confirmed having met with the parishioner and reporting the damage to Highways.

Next agenda

- e. **Alleged breach of the financial regulations** – correspondence from a parishioner was received (circulated previously). Referring to a paper prepared by him and circulated previously, Cllr Ball set out the process followed by the Council which had resulted in verge ploughing/verge maintenance being carried out. The paper provided an audit trail evidencing that the correct procedure was followed by the Council. *Cllr Ball proposed; Cllr Coupe seconded and all agreed* that the Clerk write to the parishioner, i. forwarding a copy of the paper referred to above; ii. explaining that Council considered the matter was now closed. It was also agreed that the paper would be included as an appendix to the minutes.

Clerk

12/01/19 **Items for immediate release to local news outlets** – there were no specific items over and above those identified in the agenda.

12/01/19 **Date of Next Meeting** – Monday, 25th February 2019.

Summary of Items of Expenditure

Description	Amount	
	Net Amount	VAT
Reimbursement to Clerk for 2 printer cartridges (£97.00) and other expenses	£116.70	£16.16
Forks 2 U – for undertaking verge ploughing/highway maintenance	£4,320.00	£720.00
North Devon Council – for payment of the Clerk’s wages and payroll administration	£340.00	£1.29

Summary of Actions

Councillor/Clerk/ Next agenda	Agenda Item	Details
Cllr Wilkinson	6/01/19 b	<ul style="list-style-type: none"> Obtain costs from preferred contractor for further verge ploughing/highway maintenance. Proceed with an application subject to the proviso contained in the minutes.
Councillors	6/01/19 c	Send comments on control documents to Clerk by 15 February.
Cllr Coupe	6/01/19 c	Place agreed policy on website.
Clerk	6/01/19 d	Advise interested parties of next Safeguarding the Village Pub meeting on 17 th February.
Next Agenda	6/01/19 d	Registration of Exeter Inn as an ACV.
Next Agenda	6/01/19 e	Consider financial aspects of managing a defibrillator.
Strategy Task & Finish Group	6/01/19 g	Consider making a donation to the North Devon Record Office.
Clerk	9/01/19 b	Contact NDC regarding forthcoming parish council elections.
Clerk	11/01/19 a	Obtain republished register.
Next Agenda	11/01/19 d	Report on situation regarding blocked drain.
Clerk	11/01/19 e	Respond to parishioner.

		<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'. <i>Articles included in 2017/18.</i>
Clerk		Apply for VAT refund (<i>achieved as at 25.02.19</i>)

Signed

Date

DRAFT