



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Chairman: Paul Blackwell

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Agenda of Parish Council Meeting on Monday, 29th April, 2019 in Chittlehamholt Village Hall at 7.30 p.m.

to be held immediately after the Annual Parish Meeting (approx. 7.30 pm)

1. **Apologies** - Cllr Andrew Coupe
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 report the sad death of Cllr Walter White whose funeral will be held on Wednesday 1st May 2019 at 2.00 p.m. at Umberleigh Christian Fellowship.
 - c. **County Councillor** – to receive a report on current issues for Devon County Council (DDC).
5. **To receive and approve Minutes of the Meeting held on 25th March 2019** (circulated separately)
6. **Matters Arising:**
 - a. **Maintenance of roads, footpaths etc.** to receive update and agree action (if any) on the following matters: (SW)
 - i. *Verge ploughing – in 2019/20*
 - ii. *Bridleways & footpaths*
 - iii. *Progress with issues reported to Highways (e.g. road repairs, hedge trimming, traffic calming etc.)*
 - iv. *Broken noticeboard – Village car park*
 - b. **RoSPA Report** – to consider inspection report for 2019 (circulated separately)
 - c. **Subject Access Requests – Policy and Process** – to receive further draft (AC)
 - d. **FOI & 20 working days** – to receive a response from the Information Commissioner's Office (circulated separately) (DB).
 - e. **Safeguarding the Village Pub** – to receive an update and consider the way forward.
 - f. **Defibrillator** – to provide an update (if any) (SW).
 - g. **Elections – to receive an update:**
 - i. *Purdah – to **note** that it is inappropriate for the Council to 'promote' prospective candidates in any way during this period (circulated separately).*

- ii. *Parish Council – to **note** result of uncontested elections for Chittlehamholt and Satterleigh & Warkleigh Parish Councils (circulated separately)*
 - iii. *District Council – to **note** Notice of Cancelled Election, Notice of Election and (new) polling day of 13th June 2019 (circulated separately).*
 - iv. *European Parliamentary – to **note** Notice of Election for the South West electoral region – polling day 23rd May 2019 (circulated separately).*
- 7. Planning - to receive and consider planning applications, correspondence and follow up issues**
- a. **Progress with acquiring the criteria for Class Q applications** – to consider response (if any).
 - b. **Lower Watertown, Chittlehamholt – application 66141** – to **note** the Decision Notice to approve listed building application to remove cement-based mortar & render & replace with lime-based materials (circulated separately).
 - c. **Mollands Farm, Chittlehamholt – application 66402** – to receive application for extension to dwelling house (circulated separately).
 - d. **Mollands Farm, Chittlehamholt – application 66281** – to **note** Decision Notice approving change of use from agricultural building to a dwelling house (circulated separately).
 - e. **Greendown Farm, Chittlehampton – application 66435** – to receive application for change of use from agricultural building to 3 smaller dwelling houses and 1 larger dwelling house (Class Q (A)(B)) – (circulated separately).
- 8. Finances**
- a. **Current balance** – to be advised of the current balance (Clerk).
 - b. **Internal Audit Report for 2018/19** – to consider the report (circulated separately) (Clerk)
 - c. **Payments**
 - i. *To approve payment of £94.80 (incl. £15.80 VAT) to Playsafety Limited for RoSPA inspection for 2019/20 (ref budget line 23).*
 - ii. *To approve payment of £340.00 (incl. £7.72 administration charge of which £1.20 is VAT) to North Devon Council for Clerk’s wages (January to March 2019).*
 - iii. *To approve payment of £85.52 to Devon Local (DALC) for renewal of membership for 2019/20 (ref budget line 25).*
 - iv. *To approve payment of £112.15 to Alison Marshall – Internal Auditor for 2018/19 (ref budget line 28). This includes £12.15 travel expenses.*
- 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 and comments received**
- a. **Devon County Council** – to receive Devon Highways Parish & Town Council Update ‘Road-Map’ - Spring 2019.
 - b. **Go North Devon** – to receive introductory e-mail from Kathleen Bray, the new Service Co-ordinator for Go North Devon and her request to promote the service locally (circulated separately).

c. North Devon Council:

- i. *Barnstaple and North Devon Museum projects – to receive e-mail (circulated separately).*
 - ii. *“London Bridge Procedure” – to **note** the protocol in place for marking the death of a senior national figure or local holder of high office (circulated separately).*
- d. **Devon Communities** – to receive details of the Rural Futures Conference: ‘At the Heart of the Community’ – Friday 28th June, Boniface, Crediton (circulated separately).
- e. **Repeat FOI request/allegation of false claims** – to receive further correspondence (circulated separately).

12. Items for immediate release to local news outlets – to agree items to forward to news outlets.

13. Date of Next Meeting: Monday, 20th May, 2019 preceded by the Annual Parish Council Meeting.