



# Chittlehamholt, Satterleigh and Warkleigh Parish Council

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

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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 29<sup>th</sup> April 2019 in Chittlehamholt Village Hall

<b>Meeting chaired by</b>	Councillor Paul Blackwell
<b>Meeting minuted by</b>	Parish Clerk Linda Stapleton
<b>Councillors present</b>	Councillor Paul Blackwell Councillor David Ball Councillor Andrew Kitchen Councillor Michael Pincombe Councillor Steve Wilkinson
<b>In attendance</b>	Councillor Richard Edgell (Devon County Council)

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

The Chairman opened the meeting by reporting the death of Cllr Walter White; the meeting observed a minute's silence as a mark of respect.

1/04/19 **Apologies** – apologies were received from Cllr Coupe.

2/04/19 **Declarations of Interest and Dispensations** - none

3/04/19 **Parishioners' Open Session** – (video time 00:01:45) – the Chairman asked if people speaking in this session would state their name and where they lived in order that this could be accurately recorded on the video.

- a. **Public Open Space monies** - Spence Seaman named three representatives from the Village Hall Committee who had agreed to work with the Parish Council within any group discussing the Public Open Space monies.

- b. **Planning Application 66402** – Mr Alan Gordon Lee advised the Council that he was present should clarification be required when Planning Application 66402 was considered at a later point in the agenda.

4/04/19 **Reports** (video time 00:03:08)

- a. **Police** – following meetings with representatives from the Police Service, Cllr Stevenson provided a report on issues discussed. Points noted were:
- Cllr Wilkinson had visited the Custody Suite in Barnstaple, which he found interesting.
  - The amount of time the Police spent on certain aspects of work that was seen as a national, but not a local priority was considerable and reduced the time individual officers could devote to other, local work.
  - Examples of routine, time consuming work was mentioned such as overseeing people held in the Custody Suite; one individual had required two officers for a period of five days to oversee his stay. Another example was that two officers would be required to accompany any individual with a mental health issue who required hospitalisation at night either to Torquay or Exeter, because there was no 'place of safety' in the North Devon District Hospital during the night hours.
  - Cllr Wilkinson was now involved in an initiative between the Police Service and Parish Councils which aimed at encouraging the reporting of crime committed in rural areas. Under-reporting of rural crime was unhelpful when priority for resources was considered.
  - Examples of rural crime was discussed, such as poaching, stealing and then selling on livestock or equipment.
- b. **County Councillor** – Cllr Edgell also commented on the challenges for the Police Service in rural areas when it still needed to give priority to national initiatives although these may not be considered as important as rural crime. He also agreed with Cllr Wilkinson that there was often under-reporting of crime. He pointed out this sometimes occurred when those reporting did not see any action taken. He agreed that reporting crime was important and looked forward to Cllr Wilkinson visiting North Molton Parish Council to promote the initiative. Other points made were:
- Devon's share of the Government's funding for rural counties to be used for road repair/maintenance was £18m with plans currently being drawn up for this work.
  - A reminder that it was important for people to continue to report potholes and other roads in need of repair.
  - It was important to continue lobbying newly elected representatives for North Devon Council to maintain the current level of Parish Grant.
  - Encouragement for people to report to the Police Service any suspected or actual crime.

5/04/19 **Minutes of the Meeting held on 25<sup>th</sup> March 2019** (video time 00:22:48)

- a. With the amendment to “8 watts” from “8 amps” in Minute 10/03/19 d, the Minutes of the Meeting held on 25<sup>th</sup> March, 2019, which had been circulated previously, were approved by the Council and signed by the Chairman.

6/04/19 **Matters Arising** (video time 00:23:45)

- a. **Maintenance of roads, footpaths etc.** Cllr Wilkinson’s report included the following:
  - i. *Highway cleaning/verge ploughing* – it was confirmed that the Council’s bid for £1,100 had been successful. The roads envisaged for the next phase of ‘cleaning’ was explained.
  - ii. *Progress with issues reported to Highways* - agreement for road repairs had been discussed and agreed with Richard Sables (DCC) following areas of priority being discussed at the Council previously. Unfortunately, it was not possible to include the Portsmouth Arms road on this occasion.
    - Cllr Ball asked that particular attention be given when road repairs were carried out on Newlands Hill because adjacent landowners had been concerned at the fact that the tarmac area was being extended into their land.
    - The significant amount of funding that the Council had been able to obtain towards local road improvements was noted.
  - iii. *Signposts* – new signs were still awaited – the Chairman commented on the standard of local signposts, which appeared ‘flimsy’. There was general agreement these appeared to be easily damaged or turned by a heavy wind.
  - iv. *Broken noticeboard – village car park* – following discussion, Cllr Kitchen agreed to check whether the noticeboard could be repaired or needed to be replaced.

*Cllr Kitchen*

- b. **RoSPA Report** – the Inspection Report, which had been circulated previously was discussed. Cllr Wilkinson pointed out some of the recommendations, noting that none of these were high risk. He confirmed that he was happy to address most of the items; his wife had offered to address the Willow ‘feature’. On behalf of Cllr Coupe, Cllr Ball pointed out that the intention was to carry out other maintenance work on assets once the Inspection Report had been received. Following further discussion, it was agreed that issues raised within the Inspection Report should receive priority, with another ‘day’ organised to carry out other maintenance or repairs.

*Cllr Wilkinson/Councillors*

- c. **Subject Access Requests Policy and Process** – this item was deferred in the absence of Cllr Coupe.

*Cllr Coupe*

- d. **FOI & 20 working days** – Cllr Ball presented the response from the Information Commissioner’s Office (ICO) (circulated separately) following representations by the Council about the difficulties for Parish Councils in meeting the deadline for FOI responses where their administrative support was very limited. He advised that the ICO had indicated that a dispensation was not possible. Cllr Ball concluded by stating that measures to address the situation would be discussed later in the agenda. The Clerk advised that because current practice was to present all correspondence to the Council’s next meeting, it may be appropriate for the Council to consider setting up a system for overseeing any response which needed to be sent before the request had been presented to Council.

*Next Agenda*

- e. **Safeguarding the Village Pub** – (video time 0036:15) – the Chairman reported that it was hoped the Inn would be open very soon. It was noted that the Clerk had not yet been able to register the Inn as an ACV due to other Council commitments which had greater priority.  
*Clerk*
- f. **Defibrillator** – Cllr Wilkinson confirmed that the new equipment was now in place and that South West Ambulance Service had removed the previous defibrillator. Other points noted were:
- In order to comply with the GDPR arrangements, it was agreed the Clerk should draft an appropriate ‘consent form’ for those people who were currently listed as ‘First Responders’. The Clerk agreed to circulate a draft to the Council for amendment.  
*Clerk*
  - That ‘First Responder’ training, when arranged, should be offered to as wider group of people as possible, irrespective of whether they ultimately decide to be included in the ‘on call’ register as a ‘First Responder’.
  - In response to a question, Spence Seaman indicated that it was likely the hall could be used for a training session, free of charge.
  - *Cllr Wilkinson proposed: Cllr Kitchen seconded and all agreed* that Cllr Wilkinson could proceed with exploring arrangements for acquiring and placing a second defibrillator in the Warkleigh telephone box, as agreed in principle previously. It was pointed out that a power supply to the box was not required for the installation.  
*Cllr Wilkinson*
- g. **Elections** – the following was noted:
- i. *Purdah* – information was received (circulated separately) which explained that it was inappropriate for the Council to ‘promote’ prospective candidates in any way during this period.
  - ii. *Parish Council* – the Council received the notice of the results of the uncontested elections for Chittlehamholt and Satterleigh and Warkleigh Parish Councils (circulated separately).
  - iii. *District Council* – the Council received the Notice of Cancelled Election, Notice of Election and (new) polling day of 13<sup>th</sup> June 2019 (circulated separately).
  - iv. *European Parliamentary* – the Council received the Notice of Election for the South West electoral region, with the polling day of 23<sup>rd</sup> May 2019 (circulated separately).

7/04/19 **Planning** (video time 00:46:40)

- a. **Criteria for Class Q applications** – it was noted that there had been no further response to the Council’s request for sight of the criteria for Class Q applications. Cllr Ball provided some background to the issue and his discussion with the NDC Monitoring Officer. It was pointed out that the Council had requested a copy of the criteria on numerous occasions. Cllr Edgell advised that the current Monitoring Officer would be moving to a new post on the 1<sup>st</sup> June 2019. Following discussion, *Cllr Ball proposed: Cllr Kitchen seconded and all agreed that the Clerk write to the newly appointed Monitoring Officer*, pointing out that previous requests to obtain the criteria had been unsuccessful and therefore the Council had no alternative but to refer the matter to the Ombudsman unless he was able to provide the criteria.  
*Clerk*
- b. **Lower Watertown, Chittlehamholt – application 66141** – the Decision Notice to approve the listed building application was noted (circulated separately).

- c. **Mollands Farm, Chittlehamholt – application 66402** – following discussion with the applicants, queries raised by Cllr Ball were clarified. *Cllr Ball proposed; Cllr Wilkinson seconded and all agreed* that a ‘no comment’ response be made.

*Clerk*

- d. **Mollands Farm, Chittlehamholt – application 66281** – the Decision Notice to approve the change of use from an agricultural building to a dwelling house was noted.

- e. **Greendown Farm, Chittlehampton – application 66435** – following consideration of the application, which related to the change of use from agricultural building to 3 smaller dwelling houses and 1 larger dwelling house (circulated separately), it was agreed that the Clerk respond by pointing out that the Council had not been able to consider the application because it had not been provided with the criteria for Class Q applications. Following discussion about the fact that the drawing was not to scale, both a parishioner and the Chairman commented that electronic versions of drawings appeared to change originals.

*Clerk*

8/04/19 **Finances** (video time 00:58:23)

- a. **Current balance** – it was noted that the April statement was still awaited. However, as at 15<sup>th</sup> March 2019 the balance was £7,600.02 which included a VAT reimbursement of £2,500 and grant of £500 from DCC towards the cost of the defibrillator. When payments detailed at Agenda item c. below and those made since March 15<sup>th</sup> were deducted, the balance would be £5,736.02.
- b. **Internal Audit Report for 2018/19** – following consideration of the Internal Auditor’s Report, the points below were noted:
- An action plan would be drawn up to keep track of recommendations made and action taken.
  - The Registration Fee for the Information Commissioner’s Office was required because of GDPR regulations introduced in 2018. The Clerk was asked to raise a cheque.

*Clerk*

- Comments on personnel issues were discussed and noted.
- It was noted that a ‘green/amber/red’ (traffic light) marker was recommended for inclusion on the Risk Register and that the latter needed updating.
- In terms of updating the Register, Cllr Ball explained a new risk for which no allowance had been made in the current budget, namely the costs associated with FOI requests and complaints. Cllr Ball pointed out that although hours included in the budget for the Clerk’s time were currently limited to 12 per month, the contract allowed for overtime to be paid. However, there was no budget for resourcing this. Therefore, if additional administrative time was required in connection with FOIs/complaints, it would need funding; resources for such an activity would need to be sourced from the Precept.
- Possible costs associated with this administrative activity therefore posed a risk. Such activity may also involve external agencies, whose fees have been found to be between £105 and £355 per hour. Thus, there was a potential risk of between £2,300 and £6,000 per annum. Cllr Ball pointed out that to fund this level of spend would amount to a

Precept increase of between £15 and £40 per household and, when applying the 'traffic light' marker, this issue was likely to be considered 'red'.

c. **Payments** – the following was approved:

- **Playsafety Ltd - of £94.80** (including £15.80 VAT) for RoSPA inspection for 2019/20 (ref budget line 23). *Cllr Kitchen proposed; Cllr Wilkinson seconded and all approved the payment.*
- **North Devon Council - of £340.00** (including £7.72 administration charge of which £1.20 was VAT) for Clerk's wages (January to March 2019). *Cllr Ball proposed; Cllr Kitchen seconded and all approved the payment.*
- **Devon Local Association of Councils (DALC) – of £85.52** for the renewal of membership for 2019/20 (ref budget line 25). *Cllr Kitchen proposed; Cllr Wilkinson seconded and all approved the payment.*
- **Alison Marshall – of £112.15** as Internal Auditor for 2018/19 (ref budget line 28). *Cllr Kitchen proposed; Cllr Wilkinson seconded and all approved the payment.*

9/04/19 **Matters Raised by Councillors** (video time: 01:09:05)

- a. **Thanks to Cllr Michael Pincombe** – pointing out that this was Cllr Pincombe's last meeting in his capacity as a Parish Councillor, on behalf of the Council, Cllr Wilkinson thanked him for the contribution he had made to Council activities over the past years.
- b. **Change to frequency at Huntshaw Cross** – Cllr Ball explained that the anticipated changes (from 19<sup>th</sup> June) may affect reception for those people watching TV via Freeview.
- c. **Increase administrative work/Clerk's hours** – the Chairman advised that there was a need to consider increasing administrative hours available for the Clerk in order to provide some flexibility for extra work which may be required over the year. Although accepting that the current Clerk may not wish to claim for time spent over 12 hours per month, it was considered prudent to discuss budgeting for an additional 30 hours per year and suggested this was more appropriate for the 'new' Council to discuss. The Clerk was encouraged to maintain a record of additional hours spent on certain issues.

*Next agenda*

10/04/19 **Training opportunities for Councillors/Clerk** – to note routine DALC newsletters had been circulated previously.

11/04/19 **Correspondence** (video time: 01:14:05)

- a. **Devon County Council** – the Devon Highways Parish & Town Council update 'Road-Map' for Spring 2019 was received.

- b. **Go North Devon** – the introductory e-mail from Kathleen Bray, the new Service Co-ordinator for Go North Devon was received. In this she asked for the service to be promoted. Expanding on the service offered and the importance of promoting its use within the parishes, Cllr Wilkinson confirmed that the service continued to be publicised locally.
- c. **North Devon Council**
  - i. *Barnstaple and North Devon Museum projects* – this item was deferred to the next meeting.
  - ii. *“London Bridge Procedure”* – the protocol in place for marking the death of a senior national figure or local holder of high office, known as the “London Bridge Procedure” was noted.
- d. **Devon Communities** – the Rural Futures Conference ‘At the Heart of the Community’ to be held on 28<sup>th</sup> June in Crediton was noted.
- e. **Repeat FOI request/allegation of false claims** – the Council received further correspondence from a parishioner, details of which had been circulated previously. The Clerk provided an overview of past correspondence and how the Council had responded. It was noted that it had already been agreed the parishioner should follow the Complaints Policy and Procedure should he remain dissatisfied with the Council’s actions to resolve his concerns.

12/04/19 **Items for immediate release to local news outlets** – the following was suggested: the Barnstaple and North Devon Museum projects; services offered by Go North Devon; request that people be encouraged to report incidents they witness to the Police Service; an invitation be extended to people who would like to receive the training being organised for ‘First Responders’ irrespective of whether they would like to volunteer for this role.

*Clerk*

13/04/19 **Date of Next Meeting** – Monday, 20<sup>th</sup> May 2019 which would be preceded by the Annual Parish Council meeting.

### Summary of Items of Expenditure

Description	Amount	
	Net Amount	VAT
Playsafety Limited for RoSPA Inspection for 2019/20	£79.00	£15.80
North Devon Council for Clerk’s wages – January to March 2019	£338.71	£1.29
Devon Association Local Council (DALC) for renewal of membership for 2019/20	£85.52	
Alison Marshall – for Internal Audit for 2018/19	£112.15	

### Summary of Actions

Councillor/Clerk/ Next agenda	Agenda Item	Details
Cllr Kitchen	6/04/19 a iv	Check noticeboard in village car park.
Cllr Wilkinson Councillors	6/04/19 b	Carry out repairs detailed in RoSPA report and general maintenance of other assets.
Cllr Coupe	6/04/19 c	Re-draft Subject Access Requests Policy and Process.
Next agenda	6/04/19 d	Consider process for Council oversight in respect of FOI requests.
Clerk	6/04/19 e	Apply for an ACV.
Clerk	6/04/19 f	Draft consent form for maintaining list of volunteers for training as 'First Responder'
Cllr Wilkinson	6/04/19 f	Proceed with arrangements for costing/establishing a defibrillator in the Warkleigh telephone box.
Clerk	7/04/19 a	Write to (new) NDC Monitoring Officer re failure to receive criteria for Class Q applications.
Clerk	7/04/19 c	Respond with 'no comment' to NDC.
Clerk	7/04/19 e	Respond advising that since the relevant criteria has not been received Class Q application cannot be considered.
Clerk	8/04/19 b	Draft action plan to track recommendations/progress. Raise a cheque for ICO registration fee.
Next agenda	9/04/19 c	Consider increasing budget to enable an additional 30 hours per year for administrative work by the Clerk.
Clerk	12/04/19	Contact 'news outlets' regarding items to share from the meeting.

**Signed**

**Date**