



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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<https://cswwparish.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 20th May 2019 in Chittlehamholt Village Hall

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|----------------------------|--|
| Meeting chaired by | Councillor Paul Blackwell |
| Meeting minuted by | Parish Clerk Linda Stapleton |
| Councillors present | Councillor Paul Blackwell Councillor David Ball Councillor Andrew Kitchen Councillor Michael Pincombe Councillor Paul Wingrove |

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

Parishioners' Open Session – this session was held prior to the start of the meeting, during which a parishioner asked for contact details of the organisation which ran the tractor events. The purpose would be to alert local people to the days when a considerable number of tractors would be travelling through the village. It was agreed that Cllr Wingrove would make enquiries and bring any information to the next meeting.

Next Agenda/Cllr Wingrove

8/05/19 **Apologies** – apologies were received from Cllr Steve Wilkinson and Cllr Richard Edgell (DCC).

9/05/19 **Declarations of Interest and Dispensations** – Cllr Wingrove declared an interest in respect of Agenda item 9f.

10/05/19 **Reports** (video time 00:04:30)

- a. **Police** – in the absence of Cllr Wilkinson a report on current matters was deferred to the next meeting.
- b. **County Councillor** – in the absence of Cllr Richard Edgell a report on current issues was deferred until the next meeting.

11/05/19 **Minutes of the Meeting held on 29th April 2019** (video time 00:04:50)

The Minutes of the Meeting held on 29th April 2019 were approved as an accurate record and signed by the Chairman. *Cllr Kitchen proposed; Cllr Coupe seconded and those present at that meeting agreed these were an accurate record, following which they were signed by the Chairman. Cllr Wingrove pointed out that whilst he was at the last meeting, he was not a councillor at that point.*

12/05/19 **Annual Parish Meeting held on 29th April 2019**

A Report of the Annual Parish Meeting held on 29th April 2019 was received. It was noted that although the Parish Council hosted these meetings, no Council business is conducted at Annual Parish Meetings. It was also noted that the Report would be made available on the Council's website and that no issues were raised within the meeting for the Council to take forward.

13/05/19 **Maintenance of roads, footpaths etc.** (video time 00:06:32)

- a. **Highway maintenance/verge ploughing/bridleways & footpaths/progress with issues reported to Highways etc.** In the absence of Cllr Wilkinson, a report on these issues was deferred until the next meeting.
- b. **Broken noticeboard in the Village Hall car park** – following discussion, Cllr Kitchen agreed to contact Richard May to further discuss the suggestions made about renovation and improvement to the noticeboard. This included the suggested that on the reverse (road side) the laminated map would be placed; this was currently in the possession of Cllr Coupe.

Cllr Kitchen

14/05/19 **Control documents**

- **Subject Access Requests Policy and Process** – Cllr Coupe confirmed that he had updated the draft and asked the Clerk to re-circulate this for discussion at the next meeting.

Clerk

15/05/19 **Projects**

- a. **Safeguarding the Village Pub** – (video time 00:10:40) – the Clerk advised that, due to pressure of other work, she had yet to apply for an ACV. She asked whether it was the Council's wish to proceed with an ACV or, in view of changed circumstances there was now a different view. It was noted that the sale of the Exeter Inn appeared to be nearing completion and, in view of the fact that the logic for registering the Inn as an ACV had changed, this issue would benefit from further discussion at the next meeting.

Next meeting

- b. **Warkleigh Telephone Box** – (video time 00:15:25) – *Cllr Ball proposed; Cllr Kitchen seconded and all approved that the revised sale and purchase agreement for the Warkleigh Telephone Box, be signed by the Chairman.* It was noted that the agreement had been updated to accommodate the siting of a defibrillator. It was also noted that this may not proceed if there were insufficient people living near the box in Warkleigh to support the siting of the equipment; Cllr Wilkinson was currently exploring this issue. Cllr Coupe pointed out that the Police maintain a list of defibrillators in their area and it was agreed he would advise them of the one situated in the village. Cllr Wingrove pointed out that a defibrillator was also situated in Highbullen.

16/05/19 **Planning** (video time 00:18:50)

- a. **Greendown Farm, Chittlehampton – application 66435** – for the change of use from agricultural building to 3 smaller dwelling houses and 1 larger dwelling house (circulated separately). The response to the Council’s comments was received and considered unsatisfactory. *Cllr Kitchen proposed; Cllr Coupe seconded and all agreed that Cllr Ball contact NDC to follow up the points raised originally.*

Cllr Ball
- b. **North Devon Council (NDC)** – an e-mail dated 29th April 2019 providing an update regarding planning matters was received.
- c. **Hilltown Farm, Warkleigh – application 66331** – the Decision Notice approving the erection of a replacement dwelling was noted.
- d. **Land adjacent to Umberleigh Primary School – application 66344** – although outside the parishes for which the Council was responsible, it was assumed that the Council had been included in the consultation process as local parishioners are able to opt for educating their children at Umberleigh Primary School. Following consideration *Cllr Kitchen proposed; Cllr Wingrove seconded and all agreed to support the application.*

Clerk
- e. **Warkleigh War Memorial, Cockrams Butt, Warkleigh** – notification of listing assessment – Cllr Ball provided some background to the issue. Although the precise impact of listing on the Council was unclear, there was a view this may lead to increased responsibility for the upkeep of the Memorial and surrounding area. It was generally agreed that any work required should be included in the small working group addressing work required within Launds Playing Field. Cllr Wingrove agreed to consider what work was required to the Memorial and surrounding area. *Cllr Ball proposed; Cllr Kitchen seconded and all agreed to respond positively to the proposal to list the Memorial.*

Cllr Wingrove
- f. **Highbullen Hotel – application 66380** – extension to existing tea rooms/restaurant to provide ancillary service freezer space (circulated separately). It was noted that there was a retrospective application on the website, as the extension was already erected. However, the e-mailed version was not made retrospectively. It was also noted that although this application met the criteria for a wild life survey this had been carried out. There was an observation from Cllr Coupe that this seemed to be an increasing trend in planning applications. Dissatisfaction was expressed with the process of submitting retrospective planning applications for work which had not been included in the master plan. It was questioned whether the process adopted would delay the Section 106 funds being released. Following Cllr Kitchen’s summary of the position, *Cllr Ball proposed; Cllr Coupe seconded and all agreed that the Clerk write to NDC asking (i) whether the recent two retrospective applications should have been included in the master plan and (ii) what impact such retrospective applications may have on the release of Section 106 monies.*

Clerk

17/05/19 **Finances** (video time 00:36:50)

- a. **Current balance** – it was noted that, at the 15th May 2019, the balance was £8,506.50 which included the NDC payment of 50% of the Precept and Grant amounting to £2,739.53 and £500 grant towards the second defibrillator from DCC received the previous month.

The Clerk advised that, since the closure of the South Molton Branch, she had been unable to obtain information from National Westminster Bank about signatories and/or transactions and asked that a letter of authority be sent to the bank enabling this communication. *Cllr Kitchen proposed; Cllr Coupe seconded and all agreed* that the letter of authority, drafted by the Clerk be signed by two signatories.

18/05/19 **Matters Raised by Councillors** (video time: 00:39:23)

- a. **Insuring against risk** – Cllr Wingrove expressed concern at the possible costs arising from addressing a single parishioner's concerns which would need to be met by all parishioners and questioned whether it was possible to insure against such costs. Cllr Ball explained that there were rules related to public engagement that applied to statutory organisations irrespective of their size. He went on to explain that it was not possible to insure against such a risk and that any costs arising in one year would need to be met from reserves which would need to be recouped via the Precept the following year.

- b. **Strategy Start and Finish Group** – Cllr Ball advised that now the 'new' Council had been formed, he would be contacting councillors to convene a meeting.

Cllr Ball

- c. **New e-mail account** – Cllr Coupe advised that he had set up an e-mail account for Cllr Wingrove to enable him to use this for all future Council communication and agreed to communicate with him direct.

Cllr Coupe/Cllr Wingrove

- d. **Removal of the Willow House – Launds Playing Field** – the Chairman suggested that the area may benefit from the removal of the Willow House. It was suggested this be referred for discussion to the next meeting.

Next Agenda

- e. **Maintenance day – Launds Playing Field** – following discussion about work already undertaken and outstanding items, a provisional date of Sunday, 23rd June was agreed, starting at 10.00 a.m. weather permitting. The Clerk was asked to see if this provisional arrangement could be publicised via the Blog to encourage any volunteers to join councillors for the activity.

Clerk

- f. **Correspondence about Launds Playing Field** – a parishioner reported receiving correspondence about the Launds Playing Field. It was suggested this should be passed to the Clerk.

- g. **Posts for electric warning signs** – Cllr Kitchen reminded Cllr Ball about the posts for the electric warning signs.

Cllr Ball

19/05/19 **Training opportunities for Councillors/Clerk** – to note routine DALC newsletters had been circulated previously.

20/05/19 **Correspondence** (video time: 00:52:00)

a. **North Devon Council**

i. **Code of Conduct training** – details of training to be held on 4th June in Barnstaple (circulated separately) were noted.

ii. **Consultation on the Council's Equality Strategy** – an invitation to comment (circulated separately) was received.

b. **Devon County Council** – the Devon Local Flood Risk Management Strategy Update (April 2019) Strategy Newsletter (circulated separately) was received.

c. **Campaign to Protect Rural England** – it was noted that an e-mail about the Devon Best Churchyard Competition 2019 had been forwarded to the two local churches as requested by the organisers.

d. **Natural Devon – Get Involved in 2019** – information regarding the 2019 – Year of Green Action (circulated separately) was noted.

e. **Pot Holes – Warkleigh** – e-mail correspondence regarding a report from a parishioner regarding pot holes and action taken by Cllr Wilkinson (circulated separately) was noted.

f. **Complaint** – further correspondence related to concerns raised by a parishioner (circulated separately) was noted. Following discussion, *Cllr Kitchen proposed; Cllr Wingrove seconded and all agreed* that the Clerk reiterate the Council's last response to the parishioner which advised that, should they remain dissatisfied with the Council's attempts to resolve their concerns, they should follow the Council's Complaint Policy and Procedure. It was further agreed that this response be given to the parishioner should further correspondence about the same issue be received.

Clerk

21/05/19 **Items for immediate release to local news outlets** – items to share with the local news outlets were discussed, including the report of the Annual Parish Meeting and the listing of the War Memorial.

22/05/19 **Date of Next Meeting** – Monday, 24th June 2019.

Summary of Actions

| Councillor/Clerk/ Next agenda | Agenda Item | Details |
|----------------------------------|----------------|---|
| Cllr Kitchen | 13/05/19 b | Further consider renovations to noticeboard in liaison with Richard May. |
| Clerk | 14/05/19 | Circulate draft policy and process. |
| Next meeting | 15/05/19 a | Reconsider decision to register Inn as an ACV. |
| Cllr Ball | 16/05/19 a | Contact NDC re criteria for Class Q applications. |
| Clerk | 16/05/19 d | Submit Council's response to NDC. |
| Cllr Wingrove | 16/05/19 e | Review renovations required to War Memorial and surrounding area. |
| Clerk | 16/05/19 f | Draft letter to NDC. |
| Cllr Ball | 18/05/19 b | Convene Strategy Start and Finish Group meeting. |
| Next Agenda | 18/05/19 d | Consider the removal of the Willow House. |
| Clerk | 18/05/19 e | Contact Helen Hollick to place an item on the Blog regarding the maintenance day. |
| Cllr Ball | 18/05/19 | Arrange for the delivery of posts for electric signs. |
| Clerk | 18/05/19 f | Respond to parishioner with concerns as directed. |

Signed

Date