



Chittlehamholt, Satterleigh and Warkleigh

Parish Council

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Parishioners' Open Session – this session, which will be held prior to the start of Council business, provides parishioners with an opportunity to raise issues for the Council's attention.

Agenda of Parish Council Meeting on Monday, 24th June, 2019 in Chittlehamholt Village Hall at 7.30 p.m.

(to be held immediately after the Parishioner's Open Session)

1. **Apologies** – Cllr Steve Wilkinson
2. **Declarations of Interest and Dispensations**
3. **Reports**
 - a. **Police** - to receive a report on current issues.
 - b. **District Councillor** – to receive a report on current issues for North Devon Council (NDC).
 - c. **County Councillor** – to receive a report on current issues for Devon County Council (DDC).
4. **To receive and approve:**
 - a. **Minutes of the Annual Parish Council Meeting held on 20th May 2019** (circulated separately)
 - b. **Minutes of the Parish Council Meeting held on 20th May 2019** (circulated separately)
5. **To consider issues raised in the Parishioners' Open Session** (if any)
6. **Maintenance of roads, footpaths etc.** to receive update and agree action (if any) on the following matters:
 - a. **Highway maintenance/verge ploughing – in 2019/20** (SW)
 - b. **Bridleways & footpaths** (SW)
 - c. **Progress with issues reported to Highways** (e.g. road repairs, hedge trimming, traffic calming etc.) (SW)
 - d. **Broken noticeboard** – Village car park – to further consider repairs required (AK).
 - e. **Warkleigh War Memorial & surrounding area** – to receive a report on work required (PW).
 - f. **Launds Playing Field/removing the Willow House** – to consider removing the Willow House and to report on maintenance 'day' provisionally arranged for 23rd June.
 - g. **Posts for electric warning lights** – to receive progress report (DB).
7. **Control documents:**
 - **Subject Access Requests** – Policy and Process – to consider/approve draft (*circulated separately*) (AC).

8. Projects:

- **Safeguarding the Village Pub** – to review the decision to register the Exeter Inn as an Asset of Community Value in the light of changed circumstances.

9. Strategy Task & Finish Group

- a. **Next meeting** - to note arrangements for next meeting (DB)
- b. **Community Priorities for Open Space** – to receive request from NDC to review current priorities (*circulated separately*).

10. Planning - to receive and consider planning applications, correspondence and follow up issues

- a. **Greendown Farm - Planning Application 66435** - to receive a Decision Notice refusing to approve the application (*circulated separately*) and response to Cllr Ball's enquiries (DB).
- b. **Warkleigh War Memorial, Cockrams Butt, Warkleigh**, - to note the decision to list the Memorial at Grade II (*circulated separately*).
- c. **Highbullen Hotel – application 66380** – to (i) receive a Decision Notice approving this application (*circulated separately*) and (ii) response to Council's enquiries.
- d. **Highbullen Hotel – application 66644** – application to erect 4 tree houses (guest accommodation) (*circulated separately*).
- e. **Lower Watertown – applications 66593 & 66594** – external & internal alterations to detached building that is used for ancillary living accommodation (*circulated separately*).
- f. **Road Closures – Umberleigh** – to receive notice of road closures (x2) in Umberleigh regarding works proposed by Openreach (*circulated separately*).

11. Finances

- **Current balance** – to be advised of the current balance (Clerk).
- **Internal Auditor's recommendations** – to note plan to track action taken (*to be circulated separately*) (Clerk).
- **Grant to North Devon Record Office** – to consider making a grant to the North Devon Record Office (*circulated separately*).
- **Increase to administrative hours** – to consider budgeting for additional administrative hours to provide flexibility in order to cover additional Council work when required (DB).

12. Matters Raised by Councillors - not included elsewhere in the agenda.

13. Training opportunities for Councillors/Clerk - to note routine DALC newsletters (*circulated separately*).

14. Correspondence and comments received

- a. **North Devon Council** –
 - i. **Recycling crisp packets** - to note NDC has teamed up with waste management company to get more people to recycle crisp packets. A recycling point is now at the council offices at Lynton House in Barnstaple for collecting empty crisp packets (*circulated separately*).
 - ii. **New powers to tackle anti-social behaviour** - to note the scheme which allows chief constables to grant people who work in community safety roles with a limited range of legal powers, to enhance the contribution they make in tackling anti-social behaviour (*circulated separately*).
- b. **Devon County Council** – to note that Devon Community Action for **Wildlife Conference** is being held on 6th July in Chagford (*circulated separately*).
- c. **North Devon UNESCO Biosphere** – to note this organisation is planning to launch a ground-breaking local initiative to engage North Devon's communities in nature's recovery (*circulated separately*).

- d. **Devon Communities Together** – to note the Rural Futures Event, Friday 28th June, St Boniface Centre, Crediton (*circulated separately*).
- e. **Complaint** – to receive further e-mail and Clerk's response - related to ongoing complaint (*circulated separately*).

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

16. Date of Next Meeting: Monday, 29th July, 2019