



Chittlehamholt, Satterleigh and Warkleigh Parish Council

www.cswparish.org.uk

Chairman: Paul Blackwell

paul.blackwell@cswparish.org.uk

01769 540180

Parish Clerk: Linda Stapleton

clerk@cswparish.org.uk

CSW Parish Council meetings are recorded – videos of proceedings can be accessed at:
<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 24th June 2019 in Chittlehamholt Village Hall

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

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

1/06/19 **Apologies** – apologies were received from Cllr Steve Wilkinson (DCC). The Chairman welcomed NDC Cllr Ray Jenkins to the meeting.

2/06/19 **Declarations of Interest and Dispensations** – Cllr Wingrove declared an interest in respect of Agenda item 10c and d.

3/06/19 **Reports** (video time 00:06:25)

- a. **Police** – in the absence of Cllr Wilkinson a report on current matters was deferred to the next meeting.
- b. **District Councillor** – the Chairman introduced Cllr Jenkins as the newly elected district councillor, who explained that his current focus would be to learn about local issues.
- c. **County Councillor** – Cllr Richard Edgell confirmed grant funding which was now available and changes to the criteria for some funds. He also reported on a new arrangement - 'crowd funding' – which was being encouraged by DCC to raise money for projects and also a small fund up to the value of £300 which could provide up to 100% of the costs involved.

4/06/19 **Minutes of meetings** - (video time 00:09:00):

- a. **Annual Parish Council Meeting held on 20th May 2019** - the Minutes of the Annual Parish Council Meeting held on 20th May 2019 were approved as an accurate record and signed by the Chairman.
- b. **Parish Council Meeting held on 20th May 2019** - with amendments to Minute 16/05/19 (4th paragraph) to “...although this application met the criteria for a wild life survey this had **not** been carried out” and amending 18/05/19 b. to “Strategy **Task** and Finish Group” the Minutes of the Parish Council which took place on 20th May 2019 were approved by the Council as an accurate record and signed by the Chairman.

5/06/19 **Parishioners’ Open Session** – this session was held prior to the start of the meeting.

- a. **Fallen tree** – a parishioner reported that a tree had fallen between Warkleigh Cross and Satterleigh Cross. Following discussion, Cllr Wingrove agreed to speak to the land owner and, should no action be taken, the process would be to raise the issue with Devon Highways. It was noted that the landowner had already been informed of overhanging trees in the same location.

Cllr Wingrove

- b. **Exeter Inn** – Phil Catchpole confirmed that although the Inn was under new ownership, his view was that the Council should continue with its aim of registering it as an Asset of Community Value (ACV). He also confirmed that the new owners did not object to this action. He concluded by hoping parishioners would support the Inn when it was operational. It was agreed to take his comments about an ACV into consideration when the issue was reviewed at agenda item 8.

6/06/19 **Maintenance of roads, footpaths etc.** (video time 00:16:15)

- a. **Highway maintenance/verge ploughing/bridleways & footpaths/progress with issues reported to Highways etc.** In the absence of Cllr Wilkinson, a full report on these issues was deferred until the next meeting. Points noted were:
 - Cllr Kitchen reported that Richard Sables (DCC Highways) had advised that the approval of Cllr Edgell was required in order to progress the resurfacing and pothole repairs identified.
 - Cllr Ball reminded the Council that work related to improving footpaths was appropriate for inclusion under S106 arrangements as was the repair of noticeboards.
- b. **Broken noticeboard in the Village Hall car park** – Cllr Kitchen provided details of the repairs proposed, explaining that the cost of these would be £870 excluding VAT. It was noted that a new noticeboard would cost in the region of £1,000. Details of the repair and options for funding were discussed including the point that some grants would not apply retrospectively. Following further suggestions, Cllr Kitchen agreed to provide final details to the next meeting.

Cllr Edgell

Cllr Kitchen

- c. **Warkleigh War Memorial & surrounding area** – Cllr Wingrove provided his view of the maintenance required to the wall and area surrounding. Following discussion, during which

Cllr Ball offered to deal with the foliage and Cllr Wingrove and Cllr Ball repairs to the wall, it was agreed to defer final decision making until the next meeting. This was in order that Cllr Ball could review the maintenance document.

Cllr Ball

A parishioner pointed out another war memorial within the Parish, which was over the gate to Satterleigh Church. Cllr Ball clarified the differences between the two memorials. Cllr Wingrove agreed to check responsibilities for maintenance. Cllr Edgell recommended that if a grant was sought for repairs, it would be appropriate to specify that the work was for a war memorial as it was difficult to obtain grants specifically for churches.

Cllr Wingrove

- d. **Launds Playing Field/removing the Willow House** – the Chairman reported on work undertaken during the ‘maintenance day’ in the Launds Playing Field. In connection with the proposed removal of the Willow House, it was agreed that parishioners should be asked, via the local news outlets, whether they wished to retain and therefore maintain the Willow House. The Clerk was asked to contact the news outlets accordingly. In order to provide sufficient time for parishioners to respond, it was agreed to defer further discussion until the August meeting.

Clerk

- e. **Posts for electric warning signs** – following an update by Cllr Ball, the Clerk was asked to provide an order number.

Clerk

7/06/19 Control documents

- **Subject Access Requests Policy and Process** – Cllr Coupe presented the revised document, following which *Cllr Ball proposed; Cllr Kitchen seconded and all agreed that the policy and process be adopted.*

8/06/19 Projects

- **Safeguarding the Village Pub** – (*video time 00:42:50*) – because of changed circumstances it had been agreed that the Council’s decision to register the Exeter Inn as an Asset of Community Value (ACV) should be reviewed. Following discussion, including noting comments made by a parishioner earlier in the meeting, the Council agreed to proceed with the registration.

Clerk

9/06/19 Strategy Task & Finish Group

- a. **Next meeting** – it was noted that Cllr Ball would be arranging a suitable date for a meeting when Cllr Wilkinson returned from his holiday.

Cllr Ball

- b. **Community Priorities for Open Space** – the request from NDC to review current priorities was considered to be a general reminder although the Clerk was asked to clarify the purpose of the e-mail to ensure it did not relate to the specific priorities given in relation to Highbullen.

Clerk

10/06/19 Planning (*video time 00:50:00*)

- a. **Greendown Farm, Chittlehampton – application 66435** – the Decision Notice refusing this application was noted. In connection with the Council’s enquiries related to Class Q criteria, Cllr Ball advised that he had spoken with an officer from NDC Planning Department, who had agreed to respond in the near future.

- b. **Warkleigh War Memorial, Cockrams Butt, Warkleigh** – the decision taken to list the Memorial at Grade II was received.
- c. **Highbullen Hotel – application 66380** – the Decision Notice approving this application was received.
- d. **Highbullen Hotel – application 66644** – application to erect 4 tree houses (guest accommodation). Cllrs Ball and Coupe questioned the supporting information provided with the application. They considered that this was not to the level expected and explained what information they understood should be provided and the sort of detail to be included. Following further discussion about the amount of detail which should accompany applications for reserved matters and application 66644 in particular, and contribution from a representative from Highbullen, *Cllr Ball proposed; Cllr Coupe seconded and, with the exception of Cllr Wingrove, all agreed that NDC be asked whether application 66644 was supported by the level of information required by Decision Notice 58603.* The Clerk was asked to provide a copy of the Council’s communication to both District and County Councillor.

Clerk
- e. **Lower Watertown – application 66593 & 665945** – external and internal alterations to detached building that is used for ancillary living accommodation. Cllr Coupe pointed out that the wildlife trigger list questioned whether the application included the demolition of a building, to which the answer was indicated as ‘no’. However, the application did include the demolition of a building. It was noted that this error had occurred on other applications. *Cllr Kitchen proposed; Cllr Coupe seconded and all agreed a response be made conveying this point to NDC.*

Clerk
- f. **Road closures – Umberleigh** – notices of road closures occurring in Umberleigh as a result of work by Openreach was noted. Pointing out that these affected the school bus route, Cllr Kitchen advised that he would inform the school of the closures.

11/06/19 **Finances** (video time 01:21:45)

- a. **Current balance** – it was noted that, at the 14th June 2019, the balance was £9,468.93 which included the Community Enhancement Grant of £1,100 for the next phase of highway maintenance and £500 towards a second defibrillator.
- b. **Internal Auditor’s recommendations** – a plan to track action taken to address the Internal Auditor’s recommendations were noted. The Clerk agreed to recirculate the document after amending a section where a typing error had occurred.

Clerk
- c. **Grant to North Devon Record Office** – Cllr Coupe reminded the Council that it had previously been minded to support a request by the local Record Office for a small grant and had agreed to reconsider the issue after the new financial year commenced. Following discussion, when it was also noted that small grants had been made by many other parish

councils, *Cllr Coupe proposed; Cllr Kitchen seconded and all agreed that the sum of £100 be granted to the North Devon Record Office.*

Clerk

- d. **Increase to administrative hours** – the Chairman explained that discussions amongst councillors had concluded that extra hours should be included in the budget to accommodate additional Council work that may be required within any year, specifically around the end of the financial year.

12/06/19 **Matters Raised by Councillors** (video time: 01:27:30)

- a. **Changes to frequency at Huntshaw Cross** – Cllr Ball confirmed that the changes had affected TV reception for some people.
- b. **Defibrillator** – Cllr Coupe confirmed having informed the Police about the positioning of the defibrillator.
- c. **Barn conversion** – Cllr Kitchen pointed out that he had been informed animals were now grazing on the plot for this planned conversion although the application had been based on the fact that the land was no longer required for livestock. He questioned whether this was in line with Class Q approval. Following discussion, Cllr Kitchen agreed to make enquiries and report back.

Cllr Kitchen
- d. **Chalet** – Cllr Kitchen questioned whether what appeared to be a chalet by the river was being used for residential purposes. He agreed to make further enquiries and report back.

Cllr Kitchen
- e. **Deason's Farm** – Cllr Wingrove questioned whether a retrospective application had yet been submitted for the driveway added to the plot and whether the garage was being used for residential purposes. Agreeing that an informal approach would be appropriate, it was suggested that as Cllr Wilkinson had previously been in communication with the owners that he be asked to follow up these points when he returned from holiday.

Cllr Wilkinson
- f. **Overhanging trees** – Cllr Wingrove pointed out that various stretches of road were becoming difficult for tractors to pass without damage, particularly Satterleigh Cross to Warkleigh Cross and Newlands Hill. Cllr Wingrove was asked to speak with Cllr Wilkinson in order that he may contact relevant landowners and, if appropriate, raise the issue with Highways who were ultimately responsible for resolving such matters.

Cllr Wingrove/Cllr Wilkinson
- g. **Tractor 'runs'** – Cllr Wingrove confirmed having contacted the relevant Club to follow up the parishioner's enquiry. He reported that the Club intended to publicise 'runs' early, but this was not always possible. Nevertheless, they had confirmed they would try to improve pre-publicity.
- h. **Working together/Section 106** – in response to the Chairman's query about when a joint meeting may take place between representatives from the Council, Shop and Village Hall, Cllr Ball confirmed that he would convene a meeting when parties returned from holiday.

Cllr Ball

13/06/19 **Training opportunities for Councillors/Clerk** – to note routine DALC newsletters had been circulated previously. Cllr Coupe reported on a training opportunity related to neighbourhood planning. Following discussion about whether the Council required a neighbourhood plan and therefore the relevance of this training for the Council, *Cllr Kitchen proposed; Cllr Ball seconded and all agreed that Cllr Coupe review the programme and, in principle, confirmed support for his participation (up to £100) should Cllr Coupe consider it relevant.*

Cllr Coupe

14/06/19 **Correspondence** (video time: 01:49:45)

a. **North Devon Council**

- i. **Recycling crisp packets** – NDC's arrangements for encouraging people to recycle crisp packets was discussed, noting that a recycling point had been set up at the NDC office in Lynton House, Barnstaple. The Clerk was asked to contact the Village Shop to see if they may be interested in this recycling activity.

Clerk

- ii. **New powers to tackle anti-social behaviour** – the scheme was noted which allowed chief constables to grant people who work in community safety roles with a limited range of legal powers aimed at supporting efforts to tackle anti-social behaviour.
- b. **Devon County Council** – the Wildlife Conference being held in July by Devon Community Action was noted.
- c. **North Devon UNESCO Biosphere** – the Council noted that plans were in hand to launch a ground-breaking local initiative to engage North Devon's communities in nature's recovery.
- d. **Devon Communities Together** – the Rural Futures Event to be held on 28th June was noted.
- e. **Complaint** – further correspondence related to concerns raised by a parishioner was noted, together with the Clerk's response. The Chairman suggested that the District Councillor should be informed of the concerns raised.

15/06/19 **Items for immediate release to local news outlets** – items to share with the local news outlets were suggested.

16/06/19 **Date of Next Meeting** – Monday, 29th July, 2019.

Summary of Actions

Councillor/Clerk/ Next agenda	Agenda Item	Details
Cllr Wingrove	5/06/19	Speak to landowner/s regarding fallen tree.
Cllr Edgell	6/06/19 a	Contact Richard Sables to confirm agreement for specific resurfacing and pothole repairs.
Cllr Kitchen	6/06/19 b	Provide final details of repairs/costs to the next meeting.
Cllr Ball	6/06/19 c	Review maintenance document to consider any implications.
Cllr Wingrove	6/06/19 c	Explore responsibilities for the maintenance of war memorial over the gate to Satterleigh Church.
Clerk	6/06/19d	Ask news outlets to seek feedback about plans to remove the Willow House.
Clerk	6/06/19 e	Provide order/no to Cllr Ball for posts.
Clerk	8/06/19	Proceed with an ACV registration for Exeter Inn.
Cllr Ball	9/06/19 a	Convene a Strategy Task & Finish Group meeting.
Clerk	9/06/19 b	Check whether there is a deadline for submitting amendments to the list of Community Priorities for Open Space.
Clerk	10/06/19 d	Write to NDC asking whether the application for reserved matters provided appropriate level of information.
Clerk	10/06/19 e	Write to NDC pointing out there was an error in the application.
Clerk	11/06/19 b	Reissue action plan with amendments.
Clerk	11/06/19 c	Raise cheque for £100 to pay grant to ND Records Office.
Cllr Kitchen	12/06/19 c	Explore situation related to re-use of land for livestock.
Cllr Wilkinson	12/06/19 d	Discuss issues raised with houseowner.
Cllr Wingrove Cllr Wilkinson	12/06/19 e	Contact Cllr Wilkinson regarding overhanging trees. Speak to landowners/Devon Highways as appropriate.
Cllr Ball	12/06/19g	Convene a meeting between representatives of the Village Shop, Hall and Council.
Cllr Coupe	13/06/19	Consider relevance of training.
Clerk	14/06/19	Contact Village Shop regarding their interest in the crisp packed recycling scheme.

Signed

Date