



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, 29th July, 2019 in Chittlehamholt Village Hall at 7.30 p.m.

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

- 1. Apologies**
- 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 the Minutes of the Meeting held on 24th June 2019 *(circulated separately)***
- 5. To consider issues raised in the Parishioners' Open Session**
- 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 consider any implications resulting from review of maintenance document (DB).
 - f. **Satterleigh Church** – to note repairs identified (PB) *(circulated separately)* and consider responsibilities (PW)
 - g. **Posts for electric warning lights** – to receive progress report (DB).
- 7. Projects:**
 - a. **Defibrillator – Warkleigh** – to receive progress report (SW)
 - b. **Safeguarding the Village Pub** – to note progress with application for ACV registration (Clerk).
- 8. Strategy Task & Finish Group**
 - a. **Next meeting** - to note arrangements for next meeting (DB)
 - b. **Community Priorities for Open Space** – to note response from NDC related to priorities *(circulated separately)*.

- 9. Planning - to receive and consider planning applications, correspondence and follow up issues**
- a. **Mollands, Cockrams Lane, Chittlehamholt** - Planning Application 66402 – to receive Decision Notice approving this application (*circulated separately*).
 - b. **Class Q applications** – to note response from NDC (*circulated separately*) (DB)
 - c. **Highbullen Hotel – application 66644** – application to erect 4 tree houses (guest accommodation) – to receive response from NDC (*to be circulated separately*).
 - d. **Community Priorities for Open Space** – to note response from NDC (*circulated separately*)
 - e. **Road Closures – Umberleigh** – to receive notice of road closures in Umberleigh regarding works proposed by Openreach (*circulated separately*).
 - f. **Barn – application 64939** – to receive update from Cllr Kitchen.
- 10. Finances**
- a. **Current balance** – to be advised of the current balance (Clerk).
 - c. **Payments – to approve the following payments:**
 - i. **Grant to North Devon Record Office** – £100 for grant to the North Devon Record Office (*ref Minute 11/06/19c*).
 - ii. **Elite Precast Concrete Ltd** - £146.00 (including £24.40 VAT) for posts to accommodate signs related to Air Ambulance Night Landing site (*ref Budget 2017/18*).
 - iii. **Linda Stapleton (Clerk)** – £95.80 (including £15.96 VAT) – repayment for purchase of 2 ink cartridges.
 - iv. **North Devon Council** - £366.28 – for Clerk’s salary (March to June 2019) including an administration charge of £7.72 of which £1.29 is VAT.
 - d. **Internal Auditor’s recommendations** – to receive update (Clerk)
- 11. Matters Raised by Councillors** - not included elsewhere in the agenda.
- 12. Training opportunities for Councillors/Clerk** - to note routine DALC newsletters (*circulated separately*).
- **Neighbourhood Planning - training** – to note the relevance of planned training to the Council (AC).
- 13. Correspondence and comments received**
- a. **North Devon Council**
 - i. To note local residents are being reminded to make sure they get the right planning permission for their development before starting work (*circulated separately*).
 - ii. To note service charge change for online planning applications (*circulated separately*).
 - b. **Environment Agency** – to receive a request to publicise changes related to exemptions from applying for a licence to abstract water (*circulated separately*).
 - c. **Devon and Somerset Fire and Rescue Service** – to note consultation related to proposed changes to the service delivery (*circulated separately*).
 - d. **Ongoing concerns/complaint/new enquiry** – to receive requests below from a parishioner and note responses provided to date (DB):
 - i. *Repeat of requests for information related to verge ploughing*
 - ii. *Request to inspect accounts*
 - iii. *Request for hard copies of information/costs related to the Air Ambulance Night Landing Site (DB).*
- 14. Items for immediate release to local news outlets** – to agree items to forward to news outlets.
- 15. Date of Next Meeting: Monday, 19th August, 2019**