



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Minutes of Parish Council (virtual) Meeting held on 31st March 2020

Via Zoom – at 4.00 p.m.

Meeting chaired by	Councillor Paul Blackwell
Meeting minuted by	Parish Clerk Linda Stapleton
Councillors present	Councillor David Ball Councillor Paul Blackwell Councillor Andrew Coupe Councillor Andrew Kitchen Councillor Steve Wilkinson

Note:

In view of the Government's restrictions, placed on UK citizens in relation to COVID 19, the Council has declared that it will be unable to hold meetings in public until further notice. However, issues may still be raised with the Chairman, Clerk or individual councillors for discussion at virtual meetings of the Council.

01/03/20 **Introduction and apologies** – apologies were received from Cllr Wingrove, Cllr Richard Edgell (DCC) and Cllr Ray Jenkins (NDC).

02/03/20 **Declarations of Interest and Dispensations** – no declarations were received.

03/03/20 **Reports** – *it was agreed that, for routine items and whilst virtual meetings were in place, written reports would be provided to the Clerk for inclusion in the Minutes.*

a. **Police** – *Cllr Wilkinson provided the following written report:*

- Cllr Wilkinson had made contact with Inspector Searle from Devon and Cornwall Police.
- No crime reports had been received relating to the parish.
- Current Police activity was being focussed on ensuring that non-essential travel was detected, and people were reminded about the Government's strategy around social distancing and staying at home.

b. **District Councillor** – in the absence of Cllr Jenkins, due to the COVID 19 restrictions, there was no report.

- c. **County Councillor** – in the absence of Cllr Edgell, due to the COVID 19 restrictions, there was no report.

04/03/20 **Minutes of the Meeting held on 24th February 2020** - (audio recording time: 00:01:53)

The Minutes of the Parish Council Meeting which took place on the 24th February 2020 were approved by the Council and the Chairman instructed to sign these when able, following agreement that the amendments below be made:

- Minute 09/02/20 d. complete final sentence with details of electrical costs.
- Minute 07/02/20 b. amend paragraph to read “Satterleigh” church throughout.

Cllr Ball made an observation that, in summary, although accepting the Minutes may be an accurate record of the meeting, he felt the discussion did not accurately reflect the notes of the Strategy Task and Finish Group. Cllr Ball provided some detail explaining that he would expand further at a later point in the meeting.

05/03/20 **COVID 19 (Coronavirus) – CSW Parish Council Response** (audio recording time: 00:09:00)

- a. **Parish Council role** – the Council’s role was explored as reported below.
- b. **Funding for Parish Community Help Group** – it was noted that a group of parishioners had established a Community Help Group which would carry out delivery and support activities within the parish. The group would be consuming sanitation supplies and the Parish Council could provide financial assistance. Council discussion related to (i) considering formally sponsoring the Community Help Group and (ii) considering the provision of an emergency £300 start-up Community Support Fund, under the control of the RFO, Chairman and Vice Chairman in order to provide financial assistance to the Community Help Group.

Cllr Ball provided some background to the establishment of the ‘Community Help Group’ and discussions held at the Council’s recent Strategy Task and Finish Group where a recommendation had been made that the Council should sponsor the Group’s activities as opposed to leading these. It was considered this arrangement would enable the Group to act with speed. Cllr Wilkinson confirmed that he had now registered the Group with NDC and other organisations who were registering and/or linking into what arrangements were available across North Devon.

Cllr Willkinson explained what funding was available centrally and how this would be introduced at a local level. Cllr Ball explained that the ‘emergency start-up Community Support Fund’ would be controlled under the same arrangements as the Parish Council’s emergency payments mechanism by the Chairman, Vice Chairman and Clerk with communication by e-mail; he gave an example of the process which would be used.

Cllr Wilkinson proposed; Cllr Kitchen seconded and all agreed that an emergency start-up Community Support Fund in the sum of £300 be set up.

- c. **Closure of Launds Playing Field** – following discussion related to whether additional action should be taken to ensure children were prevented from using the play equipment, it was agreed that the current arrangements which were in place were sufficient.

06/03/20 **Maintenance of roads, footpaths etc.** - *(audio recording time: 00:31:40) - it was agreed that, for routine items and whilst virtual meetings were in place, written reports would be provided to the Clerk for inclusion in the Minutes. Cllr Wilkinson provided the following written report on a. and b. below:*

- a. **Highway maintenance/verge ploughing (phase 2)**
 - Current highways activity has been curtailed with a reduction in Highways staff and a focus on essential maintenance of main roads.
 - The contractor for local verge ploughing was currently unable to work because of Government restrictions.
- b. **Progress with issues reported to Highways**

Potholes had been reported but remain unrepaired, due to the current situation.
- c. **Launds Playing Field – play equipment & RoSPA Inspection Report**

The RoSPA report was received; Cllr Wilkinson confirmed that general maintenance was the main requirement with nothing identified as 'high risk'. Cllr Wilkinson introduced discussion about the required weekly checks of play equipment and the simple process he proposed for undertaking these. Cllr Wilkinson's suggestion for a rota was felt to be the way forward. However, it was agreed that the general maintenance required, as well as introducing the rota thereafter, should wait for the 'lockdown' currently imposed to be lifted.

07/03/20 **Control documents** – *(audio recording time: 00:31:55)*

- a. **Website** – this item was deferred to the next meeting.
- b. **Standing Orders** – Cllr Ball explained that the purpose of the next two items was solely to formally vote on the use of virtual meetings and emergency business procedures for financial matters. He pointed out that the clauses were already contained in the Council's standing orders, but the need would be to use these procedures routinely as a matter of course during the current 'crisis'.
- i. **Virtual Meetings** – noting both the Devon Association of Local Councils (DALC) and National Association of Local Councils related to holding virtual meetings, it was proposed that Zoom service should be procured at a cost of £11.99 (excluding VAT) per month and that the audio recordings of meetings replace the normal video recordings until the end of the COVID-19 crisis.

Cllr Coupe

- ii. **Adoption of Clause 10 – Emergency Business procedures for all Council actions; except financial matters.** It was proposed that to ensure transparency about actions taken, issues should be fully discussed among all councillors, using Council e-mail, before an emergency decision is made and that all decisions should be logged and reported monthly on the PCT website. *Cllr Ball proposed; Cllr Coupe seconded and all agreed that modifications be made to Council's Standing Orders as detailed in i and ii above. Cllr Coupe asked that a protocol was agreed to ensure the process for achieving the above was clear and to ensure only urgent issues would be dealt with as an 'emergency'.*

Clerk

08/03/20 **Projects** – (audio recording time:00:36:15) *it was agreed that, for routine items and whilst virtual meetings were in place, written reports would be provided to the Clerk for inclusion in the Minutes.*

- a. **Exeter Inn – Asset of Community Value** – NDC's response was received, which indicated that it would consider 'assets' where a business was active being adopted as an ACV.
- b. **Electric Car Charging point** – *Cllr Ball provided the following written report:*
- A conversation with the Office for Low Emission Vehicles regarding grant funding for on street charging points has been initiated; there is funding available for FY 2020 - 2021. Cllr Ball hopes to progress this issue in the next two months and produce a full plan.
- c. **Satterleigh and Warkleigh defibrillator** – *Cllr Wilkinson provided the following written report:*
- The AED and supporting training equipment had been delivered from the British Heart Foundation.
 - The Cabinet had been ordered and awaited payment before delivery. Once the cabinet had been delivered the AED could be deployed.

09/03/20 **Parish Plan** (audio recording time 00:36:30)

- **Revision to Parish Plan** – *Cllr Kitchen proposed; Cllr Ball seconded and all agreed that the revised Parish Plan dated 17th February 2020 be adopted.* It was noted that this included an amendment to the effect of 'better broadband' being raised to 'medium' priority.

10/03/20 **Planning** - (audio recording time: 00:38:20)

- a. **Great Shortridge Farm, Warkleigh – application 71198** – following discussions, there was agreement that the application was limited in its detail, being described by Cllr Ball as 'vague' in general. *Cllr Coupe proposed; Cllr Wilkinson seconded and all agreed that the Clerk should write indicating the Council's view that the application required more detail and echoed the Sustainability Officer's comments, although it did not object to the application in principle.*

Clerk

- b. **Longwells Barn, Chittlehamholt – application 71222** - for the lawful development certificate for an existing use of barn as one dwelling house. Cllr Coupe explained the meaning of 'a lawful development certificate'. Following discussion, which included the

observation that councillors had not seen any information related to planning, *Cllr Ball proposed; Cllr Coupe seconded and all agreed that the Clerk respond to NDC's Legal Department and also write to NDC Planning Department, seeking confirmation that co-ordination and the planning basis upon which that lawful certificate may be granted.*

Clerk

11/03/20 **Finances** – (audio recording time: 00:49:40)

- a. **Current balance** – the Clerk advised that the balance, as at 13th March 2020, was £8,587.40.
 - b. **Bank reconciliation** – a Bank Reconciliation to 13th February 2020 was received (*circulated separately*).
 - c. **Suspension of Financial Regulations** – following a briefing by Cllr Ball on the reason for considering this suspension, *Cllr Ball proposed; Cllr Coupe seconded and all agreed the suspension under Clause 15.2 of the Council's Financial Regulations of all procedures which required physical contact, until the current crisis was over.* It was further agreed that such actions should be carried out using the Council's e-mail and that the Clerk would print out and retain copies for audit, or record via Zoom meetings.
 - d. **Payments** – *Cllr Wilkinson proposed; Cllr Kitchen seconded and all approved the following payments, noting that the Clerk would deliver the cheque book to Cllr Wilkinson for signature who would pass to Cllr Kitchen for second signature.*
- Clerk
- i. **Abbey Nameplates - £26.00** – for the sign on Launds Playing Field gate (*ref Minute 6/12/19bii*).
 - ii. **Imperative Training Ltd - £645.60** (incl. VAT of £107.60) for defibrillator cabinet (*ref 2020/21 Budget line 27*).
 - iii. **Play Safety Ltd - £126.60** (incl. VAT of £21.10) for RoSPA Inspection Report and weekly checklist template (*Budget 2020/21 line 105*)

12/03/20 **Matters Raised by Councillors** – (audio recording time: 00:55:00)

- a. **Lychgate, Satterleigh** – expanding on his observations on the draft Minutes, Cllr Ball pointed out that the Strategy Task and Finish Group had decided the Council should provide assistance in identifying funding, as opposed to the discussions recorded in the Minutes of the Council's last meeting which indicated the opposite. Cllr Wilkinson indicated his agreement with Cllr Ball's observations and felt the discussions at the Council's meeting had been side-tracked which may have led to the misunderstanding. Cllr Ball confirmed that he would clarify the position with interested parties.
- b. **Noticeboard – Hilltown Cross** – Cllr Coupe confirmed that he was in the process of repairing the board, but this has yet to be completed.
- c. **'Thanks to all councillors'** – the Chairman thanked all the councillors for 'going beyond the call of duty!' in recent weeks and that comments to this effect had been passed to

him by local people. 'Thank-you applause for NHS staff' – the Chairman reminded councillors about this weekly 'thank you' to frontline staff.

13/03/20 **Training opportunities for Councillors/Clerk** – routine DALC newsletters circulated previously were noted. Cllr Wilkinson reported that sufficient training equipment was provided with the defibrillator which would assist in future training sessions.

14/03/20 **Correspondence** – *circulated separately (audio recording time: 01:00:15)*

- a. **COVID 19 (Coronavirus)** – advice, support and guidance issued by DALC, DCC, NDC and the Government was noted (*circulated separately*). Cllr Coupe drew attention to the front page of the Council's website which now displayed a section on COVID 19. Following discussions about the decision of the Air Ambulance to cease activity during the current situation and availability of First Responders, it was agreed to include an update on this issue and details of the First Responders. Cllr Wilkinson agreed to provide a paragraph for the website; the Clerk agreed to review the list of those people who had consented to be First Responders before publicising this more widely.
Cllr Wilkinson/Clerk
- b. **Fallen tree blocking footpath in Satterleigh** – Cllr Wilkinson confirmed that in response to a parishioner's e-mail about the fallen tree, he intended to photograph and report the issue so that it could be removed when possible. He pointed out that Western Power had attended the scene promptly.
- c. **Climate & Environment Grants** – it was noted that grants from NDC would be delayed.
- d. **Online live workshop regarding planning applications on 17th April 2020** – NDC's invite was noted.
- e. **Local Bus Services – consultation** – an e-mail related to a public consultation was noted. For further details go to <https://www.traveldevon.info/bus/dft-bus-funding-consultation-20-21/>
- f. **Operation London Bridge** – to receive an information request from NDC and note Clerk's response.

15/03/20 **Items for immediate release to local news outlets** – (*audio recording time: 01:05:50*) - items to share with the local news outlets were suggested during the meeting. In response to Cllr Wilkinson's suggestion, Cllr Coupe confirmed the fact that the Council would be supporting the Community Help Group had been shared with news outlets and reported on the Council's website. It was also noted that further information about the Community Help Group had been provided for the Village Blog and that routine information received by the Clerk from NDC and DCC was being shared routinely with the local news outlets

16/03/20 **Date of next meeting** – 27th April, 2020.

Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
Abbey Nameplates – for sign on Launds Playing Field gate.	£26.00		
Imperative Training Ltd – for defibrillator cabinet.	£538.00	£107.60	
Play Safety Ltd – for RoSPA inspection and weekly check list.	£105.50	£21.10	

Summary of Actions

Councillor/Clerk/ Next agenda	Agenda Item	Details
Cllr Coupe	07/03/20 a	Consider amendments required to website.
Clerk	07/03/20 b ii	Draft a protocol to clarify procedure related to decision taking on 'urgent' issues during the COVID 19 emergency.
Clerk	10/03/20 a	Convey comments to NDC Planning Dept.
Clerk	10/03/20 b	Convey comments to NDC Legal and NDC Planning Depts.
Clerk	11/03/20 d	Pass cheque book to councillors for signature.
Cllr Wilkinson	14/03/20	Draft paragraph for website.
Clerk		Review consent information from list of first responders.

Signed

Chairman

Date 27th April 2020