



# Chittlehamholt, Satterleigh and Warkleigh Parish Council

[www.cswparish.org.uk](http://www.cswparish.org.uk)

**Chairman:** Paul Blackwell

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Due to the current Government restrictions, the Council will not be holding meetings in public until further notice. Should parishioners wish to raise any issue, they can do so by contacting the Chairman, Clerk, or any Councillor. Audio recordings of proceedings can be accessed at: <https://cswparish.org.uk/the-council/how-we-make-decisions/council-meetings/19-past-meetings>. Where indicated, written reports will be provided to the Clerk for inclusion in the Minutes to keep discussion at virtual meetings focussed on key items.

## Agenda of Parish Council Meeting on Monday, 18<sup>th</sup> May, 2020 Via Zoom – at 7.30 p.m.

1. **Apologies**
2. **Declarations of Interest and Dispensations**
3. **Reports** – to note that written reports will be provided in the Minutes on the following items:
  - a. **Police** - to receive a report on current issues. (SW)
  - b. **North Devon District Council (NDC)/Devon County Council (DCC)** – to note that updates will also be received from NDC and DCC ‘Correspondence’ during the current emergency situation in the absence of District and County Councillors at Council meetings.
4. **To receive and approve the Minutes of the Meeting held on 31<sup>st</sup> March 2020** (*circulated separately*)
5. **To consider public participation in virtual Parish Council meetings** – to note DALC guidance on this issue (*circulated separately*).
6. **Maintenance of roads, footpaths etc.** to note that written reports will be provided in the Minutes on the following items. (SW)
  - a. **Highways maintenance/verge ploughing – 2020** – to progress phase/year 2 activity
  - b. **Progress with issues reported to Highways** (e.g. road repairs, hedge trimming, white lining).
7. **Control documents & impact of current restrictions:**
  - a. **Website** – to consider actions required. (AC)
  - b. **Process** – to receive a draft procedure for dealing with ‘urgent’ business (*to be circulated separately*). (Clerk)
  - c. **Annual Meeting of the Council** – normally held in May - to consider DALC Guidance (*circulated previously*). (Clerk)
  - d. **Annual Parish Meeting** – normally held in April – to note DALC Guidance which advises these meetings should be cancelled and that there is no requirement to reschedule. (Clerk)

8. **Projects:** *to note written reports will be provided in the Minutes on the following items.*
- a. **Exeter Inn – Asset of Community Value** – to review and amend application (*circulated separately*) (Clerk)
  - b. **Electric Car Charging point** – to receive update (DB).
  - c. **Defibrillator** (SW)
    - **Satterleigh and Warkleigh defibrillator** – to receive update.
9. **Planning** - to receive and consider planning applications, correspondence and follow up issues.
- a. **North Devon Planning Dept**
    - To note e-mail (02/04/20) indicating some changes to the way in which the department works (*circulated separately*).
    - To note e-mail (11/05/20) advising Planning Committee meeting deferred from 13<sup>th</sup> May until 10<sup>th</sup> June 2020 (*circulated separately*).
  - b. **Lawful Development Certificate application, Longwells Barn, Chittlehamholt** - to note e-mail (07/05/20) from NDC Legal Department (*circulated separately*).
  - c. **Little Shortridge, Warkleigh – application 71198** – for the reinstatement of one dwelling (amended location plan and new certificate) (*circulated previously*)
10. **Finances**
- a. **Current balance** – to note current balance (Clerk).
  - b. **Internal Audit for 2019/20** – to note current position. (Clerk)
  - c. **Annual Return for 2019/20** – to provide update (*Clerk*)
  - d. **Payments**

**To note** that the Chairman/Vice Chairman have approved the following payments:

    - i. **Devon Association of Local Councils - £83.56** (including VAT of £9.56) for renewal of affiliation fee for 2020/21 (*ref. Budget 2020/21 line 27*)
    - ii. **North Devon District Council – £366.28** (incl. administrative charge of £7.72 of which VAT is £1.29) for Clerk’s salary – January to March 2020. Hard copy invoice awaited.
    - iii. **More Handles - £28.76** (including VAT of £4.79) for the reimbursement to Cllr Coupe for this payment – the handles contribute to the repair to the noticeboard at Hilltown Cross (*ref Budget 2020/21 line 1a*).

**To approve the following payment:**

    - iv. **C. J Thorne - £96.00** (including VAT of £16.00) for the installation/electrics to defibrillator (2) at Warkleigh (*ref Budget 2020/21 line 34*).
11. **Matters Raised by Councillors - not included elsewhere in the agenda.**
- a. **Moles in Launds Playing Field** – to note action taken in response and anticipated cost of £50. (SW)

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

**13. Correspondence and comments received**

- a. **COVID 19 (Coronavirus)** – information related to advice, support and guidance has been circulated from a number of organisations, including DALC, DCC, NDC and Govt.
- b. **Contact details for Selaine Saxby MP** – to receive an e-mail from the MP’s office asking the Council to share her contact details and ask if the Council you would add these details to its website\_(*circulated separately*).
- c. **Devon Climate Emergency April Newsletter** – to note newsletter (*circulated separately*).
- d. **Devon Air Ambulance** – to note the temporary stand down of the Air Ambulance (*circulated separately*).
- e. **Update on information available for repair to Lychgate at Satterleigh Church and noticeboard at Hilltown Cross** – to receive an e-mail from a parishioner (*circulated separately*).

**14. Items for immediate release to local news outlets** – to consider items to share with news outlets.

**15. Date of Next Meeting:** to agree