



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Minutes of Parish Council (virtual) Meeting held on 18th May 2020

Via Zoom – at 7.30 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 a public venue until further notice. However, issues may still be raised with the Chairman, Clerk or individual councillors for discussion at virtual meetings of the Council.

01/05/20 **Introduction and apologies** – apologies were received from Cllr Wingrove, Cllr Richard Edgell (DCC) and Cllr Ray Jenkins (NDC). In response to an enquiry, the Clerk advised that DALC had confirmed there would be no relaxation of the rule related to a councillor's absence from a certain period of meetings, which Cllr Ball confirmed as a 6 months' (6 consecutive meetings) absence from council meetings.

It was noted that whilst virtual meetings were in place there would be written reports provided to the Clerk for some items so that these could be included in the Minutes.

02/05/20 **Declarations of Interest and Dispensations** – no declarations were received.

03/05/20 **Reports**

a. **Police** – *there were no updates to provide for May.*

b. **District Councillor** – in the absence of Cllr Jenkins, due to the COVID 19 restrictions, there was no report, however routine information from NDC had been circulated separately.

- c. **County Councillor** – in the absence of Cllr Edgell, due to the COVID 19 restrictions, there was no report, however routine information from DCC had been circulated separately.

04/05/20 **Minutes of the Meeting held on 31st March 2020** - (audio recording time: 00:03:00)

The Minutes of the Parish Council Meeting which took place on the 31st March 2020 were approved by the Council and the Chairman instructed to sign these when able.

05/05/20 **Public participation in virtual Parish Council Meetings** (audio recording time: 00:03:35)

Guidance from DALC on this subject was received (*circulated separately*). Cllr Ball provided some background to virtual meetings around the country being inappropriately used by members of the public, unconnected with the specific meeting, and the relevant platform ‘crashing’ as a result. He therefore recommended the Council adopt a process to enable parishioners to be appropriately involved in meetings as well as the Council able to conduct its normal business. He went on to explain how this could be achieved; Cllr Coupe agreed to draft how this process would be managed by the Chairman. Following further discussion *Cllr Wilkinson proposed; Cllr Coupe seconded and all agreed that a process for involving parishioners be drafted that:*

- *Encouraged parishioners who wished to raise an issue to contact the Clerk prior to a Council meeting, which enabled a parishioner’s issue to be raised in the ‘Parishioners’ Open Session’ for consideration.*
- *Enabled parishioners who wished to be present at virtual Council meetings to access Zoom meetings.*

Cllr Coupe

To facilitate Council resolutions, it was suggested councillors respond in alphabetical order in future.

06/05/20 **Maintenance of roads, footpaths etc.** - (audio recording time: this item was taken at a later point in the meeting – 00:13:42).

a. **Highway maintenance/verge ploughing (phase 2)**

In response to Cllr Wilkinson’s enquiry, Cllr Ball confirmed that, under the Council’s arrangements for ‘emergency business’, he could proceed with arranging the delivery of work already approved, had been included in the Budget and for which the Community Enhancement Grant had been received. Cllr Wilkinson was reminded about the practical arrangements required, including those related to obtaining quotations. It was also noted that the Chairman/Vice Chairman would need to be assured these arrangements had been undertaken and see copies of the quotations before their approval to proceed could be given.

Cllr Wilkinson

- b. **Progress with issues reported to Highways** – there was no update to provide this month.

07/05/20 **Control documents** – (audio recording time: 00:10:10)

- a. **Website** – this item was deferred to the next meeting.

Cllr Coupe

- b. **Process for dealing with ‘urgent’ business** – the draft procedure for dealing with ‘urgent’ business was received (*circulated separately*). It was noted that Statutory Orders enabled ‘urgent’ business to be conducted and the paper simply provided the practicalities involved.
- c. **Annual Meeting of the Council** – DALC guidance on this issue was noted (*circulated separately*). Following discussion which included seeking the confirmation of the current Chairman/Vice Chairman that they would be prepared to remain in office, *Cllr Wilkinson proposed; Cllr Kitchen seconded and all agreed that the current Chairman remain in office until May 2021.*
- d. **Annual Parish Meeting** – following discussion, which included noting DALC’s guidance on this issue and the Council’s historic role in facilitating these meetings, *Cllr Coupe proposed; Cllr Wilkinson seconded and all agreed that the Annual Parish Meeting for 2020 be cancelled and that the Village Hall and Village Shop, which provided reports on the past year’s activities at each Annual Parish Meeting, be invited to provide a written report in order that these could be shared through the Council’s website.* The Clerk was asked to contact relevant people for reports.

Clerk

08/05/20 **Projects** – (audio recording time: 00:20:40)

- a. **Exeter Inn – Asset of Community Value** – in response to the Chairman’s query, the Clerk advised she would re-send the draft application for councillors’ consideration.

Clerk

- b. **Electric Car Charging point** – deferred to a future meeting.

Cllr Ball

- c. **Satterleigh and Warkleigh defibrillator** – Cllr Wilkinson confirmed that the defibrillator was now deployed at Warkleigh and he was arranging for the signage to be produced. It was noted that consent forms were outstanding for some people who had attended the training sessions and these would be followed up by the Clerk. Cllr Wilkinson reported that a significant amount of training equipment had been provided with the defibrillator. In response to his suggestion, it was agreed that he approach the Village Hall to ask whether this equipment could be stored in the Hall. Cllr Wilkinson’s suggestion was also agreed, that a flyer about the deployment of the defibrillator be delivered to households in the vicinity of the defibrillator. Cllr Kitchen offered to identify the Grid Ref to enable this information to be held at SW Ambulance Service Trust.

Cllr Wilkinson/Cllr Kitchen/Clerk

09/05/20 **Planning** - (audio recording time: 00:24:50)

- a. **North Devon Planning Department:**

- *Changes in the way the Department works* – the e-mail dated 2nd April 2020 was noted (*circulated separately*).
- *Planning Committee deferred* – to note the Planning Committee scheduled for 13th May would be postponed to 10th June 2020.

- b. **Lawful Development Certificate application, Longwells Barn, Chittlehamholt** – to note e-mail response dated 7th May 2020 from NDC Legal Department.
- c. **Little Shortridge, Warkleigh – application 71198** – following considerable discussion, *Cllr Coupe proposed: Cllr Ball seconded and all agreed to comment, generally as follows, with Cllrs Ball and Coupe asked to provide appropriate wording to the Clerk:*
 - The application was generally vague, including the fact that access to the property was unclear.
 - In view of the impact of a public footpath on the area, it was considered advice from the Footpath Officer should have been sought.
 - Information requested by the Sustainability Officer was not available; a wildlife report was not available.
 - There were a number of unanswered questions related to the Foul Assessment.

Cllr Ball/Cllr Coupe/Clerk

11/05/20 **Finances** – (audio recording time: 00:38:30)

- a. **Current balance** – the Clerk advised that a bank statement was awaited; the balance would be included in the Minutes. The balance, as at 15th May 2020, was £10,214.66 which included £2,562.50 from NDC (50% payment of Precept).
- b. **Internal Audit for 2019/20 – (written report)** - it was noted that all documents were now available for the internal auditor. The internal audit would be taking place remotely, so documents were either available for inspection on the website or would be scanned and e-mailed. Due to the difficulties in identifying an internal auditor and the need to undertake this remotely, the audit would be completed later than in previous years.
- c. **Annual Governance and Accountability Return 2019/20 (AGAR) – (written report)** - it was noted that the document had been completed, with oversight by Cllr Kitchen, in readiness for the internal audit which need to be completed before the AGAR could be presented to the Council. Since the Certificate of Exemption needed to be returned, after approval by the Council, to the External Auditors by 30th June (as well as placed on the Council's website by 1st July) the Clerk had asked by e-mail that consideration be given to the next meeting being brought forward from the proposed date of 29th June.
- d. **Payments** – to note that the Chairman/Vice Chairman had approved the following payments by e-mail:
 - i. **Devon Association of Local Councils - £83.56** (including VAT of £9.56) for the renewal of the affiliation fee for 2021/21 (*ref Budget 2020/21 line 27*).
 - ii. **North Devon District Council - £366.28** (including administrative charge of £7.72 of which VAT is £1.29) for Clerk's salary – January to March 2020).
 - iii. **More Handles - £28.76** (including VAT of £4.79) for the reimbursement to Cllr Coupe for this payment – the handles contributed to the repair of the noticeboard at Hilltown Cross (*ref Budget 2020/21 line 1a*).

- Cllr Wilkinson proposed: Cllr Kitchen seconded and all approved the following payment:*
- iv. **C.J Thorne - £96.00** (including VAT of £16.00) for the installation of and electrics to the second defibrillator placed at Warkleigh (*ref Budget 2020/21 line 34*).

12/05/20 **Matters Raised by Councillors** – (*audio recording time: 00:39:12*)

- a. **Improving Broadband at Satterleigh and Warkleigh** – Cllr Ball advised that, in a personal capacity, he was working on a project to improve broadband in the Satterleigh and Warkleigh area and would keep the Council informed.
- b. **Moles in Launds Playing Field** – Cllr Wilkinson confirmed that Cllr Wingrove had identified moles in the playing field and that it had been agreed to pay £50 for the removal of these. It was noted that the work had been completed, an invoice had been received and would be presented to the next meeting.
- c. **Community Help Group** – Cllr Wilkinson provided a reminder of the Group's purpose and asked for a regular item to be included in future Council agendas in view of the fact that the Council was sponsoring the Group. He reported on a successful bid to DCC's COVID 19 Action Fund, of £1,000, which was for a six-month period to cover additional costs related to the supply and delivery of food and medicines in a safe manner. He went on to describe the Group's activities and examples of additional costs expended by the Village Shop in support of these activities. Cllr Ball advised that the Village Hall had received a grant and asked whether there was a similar grant available for the Shop. Cllr Ball clarified why the Village Hall had received a grant which had been linked to Government support in terms of rate relief. As a ratepayer, the Village Shop was also looking at this opportunity, whereas the grant referred to by Cllr Wilkinson was directly related to costs in the delivery of services as described.
- d. **Identifying e-mail correspondence** – the Clerk was asked by Cllr Coupe if e-mails could be identified by their significance as he had some difficulty in tracking those required for meetings.

Next agenda

Clerk

13/05/20 **Training opportunities for Councillors/Clerk** – routine DALC newsletters circulated previously were noted.

14/05/20 **Correspondence** – *circulated separately (audio recording time: 00:48:45)*

- a. **COVID 19 (Coronavirus)** – e-mails providing advice, support and guidance issued by DALC, DCC, NDC and the Government were noted (*circulated separately*).
- b. **Contact details for Selaine Saxby MP** – following consideration of the MP's request to publicise her contact details, it was agreed that her contact details be added to the Council's website which already included contact details for the local DCC and NDC councillor.

Cllr Coupe

- c. **Devon Climate Emergency April Newsletter** – the most recent newsletter was received (*circulated separately*).
- d. **Devon Air Ambulance** – the temporary ‘stand down’ of the Air Ambulance was noted (*circulated separately*.) Cllr Kitchen reported that the Air Ambulance had recently announced that it had started flying again.
- e. **Update on information available for repair to Lychgate at Satterleigh Church and Noticeboard at Hilltown Cross** – a parishioner’s e-mail was received (*circulated separately*). It was noted that the Clerk did not hold information about possible grant funds that were discussed previously by the Council. Cllr Ball advised he would speak with the parishioner about funding. Cllr Coupe confirmed that he continued to work on the repair of the noticeboard.

15/05/20 **Items for immediate release to local news outlets** – (*audio recording time: 00:51:30*) - items to share with the local news outlets were suggested.

16/05/20 **Date of next meeting** – *The Chairman proposed; Cllr Kitchen seconded and all agreed that parishioners be invited to ‘attend’ future Zoom meetings on a listening only basis. The date of the next meeting was changed to 22nd June 2020, following a review of the need to bring this forward as minuted at 11/05/20 c.*

The Clerk agreed to draft an article to promote the way in which virtual meetings would be open to the public, which would include inviting parishioners to e-mail the Clerk, prior to meetings, with any issue they wanted the Council to discuss. It was also agreed to limit the meeting to an hour and maintain the practice of including written, rather than verbal reports where this was appropriate in order to keep discussions focussed.

Clerk

It was noted that although a separate document had been issued to councillors in support of the Agenda, this was consistent with the published agenda. Its purpose had been to limit discussion where this was not required, because of the limited time available on Zoom.

Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
Devon Association of Local Councils for the renewal of affiliation fee for 2020/21 (<i>ref Budget 2020/21 line 27</i>)	£74.00	£9.56	
North Devon District Council – for Clerk’s salary – January to March 2020 (including administrative charge of £7.72)	364.99	£1.29	

More Handles – for handles which contribute to the repair of the Hilltown Cross noticeboard – reimbursement to Cllr Coupe (<i>ref Budget 2020/21 line 27</i>)	23.97	£4.79	
C. J Thorne – for the installation of and electricians to the defibrillator placed at Warkleigh (<i>ref Budget 2020/21 line 34</i>)	£80.00	£16.00	

Summary of Actions

Councillor/Clerk/ Next agenda	Agenda Item	Details
Cllr Coupe	05/05/20	Draft a process to assist the Chairman in managing meetings.
Cllr Wilkinson	06/05/20	Proceed with arrangements for delivering highway maintenance.
Cllr Coupe	07/05/20 a	Website Accessibility Regulations (August 2019) - consider changes required to website – by September 2020.
Clerk	07/05/20 d	Invite representatives from the Village Hall and Village Shop to provide a report of the past year's activities for inclusion on the Council's website.
Clerk	08/05/20 a	Re-issue draft ACV to councillors.
Cllr Wilkinson Clerk Cllr Kitchen	08/05/20 c	<ul style="list-style-type: none"> • Contact Village Hall about storing training equipment for defibrillator. • Follow up completion of consent forms. • Identify Grid Ref. for Warkleigh defibrillator.
Clerk Cllr Ball Cllr Coupe	10/05/20 c	<ul style="list-style-type: none"> • Convey Council's comments to NDC Planning Department. • Provide appropriate wording to support Clerk in formulating the Council's response.
Next agenda	12/05/20 c	Include agenda item for Community Help Group.
Clerk	12/05/20 d	Identify routine e-mails to councillors by their significance.
Cllr Coupe	14/05/20 b	Add contact details of the local MP to the Council's website.
Clerk	16/05/20	Draft an article to promote the way in which virtual Council meetings would be open to the public.

Signed

Date 22nd June 2020

Chairman