



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Chairman: Paul Blackwell

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Due to the current Government restrictions, the Council will not be holding meetings in a public venue 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/pc-meetings/council-meetings/19-past-meetings>. Some written reports may be provided to the Clerk for inclusion in the Minutes to keep discussion at virtual meetings focussed on key items. Should people wish to listen to proceedings they should contact the Clerk at least one day before a Council meeting.

Agenda of Parish Council Meeting on Monday, 22nd June, 2020

Via Zoom – at 7.30 p.m.

1. **Apologies**
2. **Declarations of Interest and Dispensations**
3. **Reports**
 - a. **Police** - to note that any update will be included in the Minutes. (SW)
 - b. **North Devon District Council (NDC)/Devon County Council (DCC)** – to note that updates are provided by NDC and DCC during the current emergency situation in the absence of District and County Councillors' attendance at Council meetings. Significant items are included under 'correspondence'.
4. **To receive and approve the Minutes of the Meeting held on 18th May 2020** (*circulated separately*)
5. **To consider items raised by parishioners**
6. **Maintenance of roads, footpaths etc.** (SW)
 - a. **Highways maintenance/verge ploughing – 2020** – to progress phase/year 2 activity. (SW)
 - *To consider challenges related to obtaining more than one quotation.*
 - *To consider/approve additional costs and the rationale for this.*
 - b. **Progress with issues reported to Highways** (e.g. road repairs, hedge trimming, white lining). To note that any update will be included in the Minutes.
7. **Control documents & impact of current restrictions:**
 - a. **Website** – to note action is required by September 2020 (AC)
 - b. **Annual Meeting of the Council** – normally held in May - to consider DALC Guidance in relation to the office of Vice Chairman (*circulated previously*). (Clerk)
 - c. **Maintenance Plan** – to adopt a Maintenance Plan (*circulated previously*). (SW)
 - **Matters arising** – to consider matters arising that require further discussion.

8. Projects:

- a. **Exeter Inn – Asset of Community Value** – to approve the application for an ACV (*circulated separately*). (Clerk)
- b. **Noticeboard** – in Chittlehamholt village car park – to consider next steps for repair. (SW)
- c. **Defibrillator** (SW)
 - **Satterleigh and Warkleigh defibrillator** – to note the installation is now complete.

9. Planning - to receive and consider planning applications, correspondence and follow up issues.

- a. **Drakes Farm, Chittlehamholt – application 71588** - retrospective application for the erection of a sun room, occasional bedroom and decking to the rear of dwelling (*circulated separately*).
- b. **Presbury Farm, Chittlehamholt - application 71585** - replacement of all guttering & replace external wooden door with similar wooden door (*circulated separately*).
- c. **Earths Little Garden, Chittlehamholt – application 71539** - prior notification for erection of one agricultural building (*circulated separately*).

10. Finances

- a. **Current balance** – to note current balance – this will be included in the Minutes when available (Clerk).
- b. **Internal Audit for 2019/20** – to consider Internal Auditor’s Report and action plan (*circulated separately*). (Clerk)
- c. **Annual Governance and Accountability Return 2019/20 Part 2 (AGAR)** - to consider and approve the AGAR (*circulated separately*) (Clerk)
 - i. *To certify that the Council is exempt from a limited assurance review (under Section 98 of the Local Audit (Smaller Authorities) Regulations 2015) – ref P3*
 - ii. *To note the Internal Auditor’s Report for the year 2019/20 – ref P4*
 - iii. *To consider and approve the Annual Governance Statement 2019/20 – ref P5*
 - iv. *To consider and approve the Accounting Statements in that they present fairly the financial position of the Council for 2019/20 – ref P6*
 - v. *To confirm receipt of associated documents (circulated separately), namely:*
 - Analysis of variances
 - Bank reconciliation to 31st March 2020
 - Notice of the period for the exercise of public rights and other information required by Regulation 15(2), Accounts and Audit Regulations 2015.
- d. **Renewal of contract/cost of living rise for Clerk** – to confirm the renewal of the Clerk’s contract from 1st April 2020 and increase in salary from £9.52 to £10.26 per hour.
- e. **Payments - to approve the following payments:**
 - i. **Defib Store Ltd - £41.99** – (including VAT of £7.00) – **reimbursement to Cllr Wilkinson** - for purchase of notices for Warkleigh Telephone Box, housing the defibrillator (*ref Budget 2020/21 line 34*).
 - ii. **Penny Clapham (Internal Auditor) - £55.00** for the 2019/20 Internal Audit and report.
 - iii. **P.M. Wingrove Ag/Plant Contractor - £60.00** (including £10.00 VAT) for the removal of moles from Launds Playing Field (*ref Minute 12/05/20 b*).

11. Matters Raised by Councillors - not included elsewhere in the agenda.

- a. **Next Strategy Task and Finish Group meeting** – to agree a date to meet. (SW)
- b. **Community Help Group** – to receive an update. (SW)

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

13. Correspondence and comments received

- a. **'Six month rule'** – to note DALC Newsletter No 32 advising on a number of issues including the maintenance of the 'six month rule' for councillors (*circulated separately*).
- b. **Safety of public spaces including 'green spaces'** – to receive and consider relevance of e-mail from Selaine Saxby MP dated 4 June 2020 (*circulated separately*).
- c. **COVID 19 Risk Assessment** – to receive and consider DALC Newsletter No 34 (*circulated separately*).
- d. **Walking and Cycling consultation** – to receive and consider e-mail dated 10th June 2020 from NDC (*circulated separately*).

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

15. Date of Next Meeting: 27th July 2020