



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Minutes of Parish Council (virtual) Meeting held on 22nd June 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 Kitchen Councillor Steve Wilkinson Councillor Paul Wingrove

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, the public are able to join virtual meetings to listen to proceedings and issues may still be raised with the Chairman, Clerk or individual councillors beforehand for the Council's consideration.

01/06/20 **Introduction and apologies** – apologies were received from Cllr Coupe, Cllr Richard Edgell (DCC) and Cllr Ray Jenkins (NDC).

02/06/20 **Declarations of Interest and Dispensations** – Cllr Wingrove declared an interest in certain aspects related to Launds Playing Field.

03/06/20 **Reports** (audio recording time 00:01:10)

a. **Police** – there were no updates to report for June.

b. **North Devon Councillor/Devon County Council** – it was noted that routine updates were being provided by NDC and DCC in the absence of District and County Councillors' attendance at Council meetings. Any significant items circulated to the Council were included under 'Correspondence'.

04/06/20 **Minutes of the Meeting held on 18th May 2020** - (audio recording time: 00:01:)

In response to a query, the Clerk confirmed that the issue related to election of officers was included in a separate agenda item. The Minutes of the Parish Council Meeting which took place on the 18th May 2020 were approved by the Council and the Chairman instructed to sign these when able.

05/06/20 **Items raised by parishioners** (audio recording time: 00:03:45)

- a. **Attendance at the Council meeting** – the Clerk reported no enquiries had been received about attending meetings.
- b. **Noticeboard at Hilltown Cross** – a further e-mail from a parishioner concerning the delay to the repair of the noticeboard and Cllr Coupe's update on progress was received. The Clerk was asked to check on whether there were statutory regulations related to noticeboards and advise Cllr Coupe that other councillors had offered to provide assistance in erecting the board if this would prove helpful.

Clerk

06/06/20 **Maintenance of roads, footpaths etc.** - (audio recording time: 00:06:30).

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

Cllr Wilkinson reported that he and Cllr Wingrove had met with the current DCC contractor to discuss the proposed highway maintenance explaining the areas to be covered, pointing out that work would not commence until around September and the reason for this. He went on to make the following points:

- The preferred contractor, whilst approved and reputable, would not be the same for phase 2 as for phase 1 and this influenced the price for the work, which he explained.
- The cost would be in the region of £1,900 +VAT for the main work and £800 +VAT for the removal of the spoil. He believed this amount was in excess of the sum allowed in the budget.
- It was not possible to obtain three quotations for this type of work as there were insufficient companies with appropriate experience/skills.

In response to the above and other points raised, Cllr Kitchen confirmed he would revisit the budget. Cllr Ball confirmed that since the intention would be to undertake the work under co-funding arrangements set by DCC, their process would apply for the commissioning of a contractor. Cllr Wilkinson confirmed that the intention was to apply to the Community Enhancement Fund as previously and therefore it would be co-funded.

Cllr Kitchen/next agenda

- b. **Progress with issues reported to Highways** – Cllr Wilkinson advised that he had been challenging DCC to take forward certain work to the roads (from Swingate to Pugsley Cross) which were identified for repair, so that these can be completed before the winter months. He confirmed that potholes are continuing to be reported and repaired.

07/06/20 **Control documents** – (audio recording time: 00:17:35)

- a. **Website** – it was noted that the work related to issues of access needed to be addressed by September.

Cllr Coupe

- b. **Annual Meeting of the Council** – the Clerk advised that whilst the Council had intended to agree that both the current Chairman and Vice-Chairman remain in office for a further year in line with DALC guidance (*circulated separately*) the formal process had only applied to the Chairman. Following Cllr Kitchen’s confirmation that he was willing to continue as Vice-Chairman, *Cllr Wingrove proposed; Cllr Ball seconded and all agreed that the current Vice-Chairman, Cllr Kitchen, should remain in office until May 2021.*

c. **Maintenance Plan**

Cllr Wilkinson presented the background to the draft Maintenance Plan, circulated separately, including how this linked to the Council’s insurance arrangements and Register of Assets. Discussion included the following:

- In response to a question about responsibility for hedge/tree cutting around Launds Playing Field, Cllr Wingrove explained responsibilities. It was agreed these responsibilities and the arrangements for commissioning grass cutting and other ground work to Launds Playing Field required further clarity; Cllr Wilkinson offered to consider this aspect.
- Cllr Ball was asked to consider the sections related to IT equipment owned by the Council.
- Issues related to the non-play area (such as seating) in respect of insurance would be considered under a separate agenda item.

Cllr Wilkinson concluded by agreeing to amend ‘version 1’ of the Maintenance Plan and update when further information provided.

Cllr Ball/Cllr Wilkinson

08/06/20 **Projects** – (*audio recording time: 00:26:30*)

- a. **Exeter Inn – Asset of Community Value (ACV)**– *the Chairman proposed; Cllr Ball seconded and all agreed to submit the ACV for the Exeter Inn, as amended, to NDC.*

Clerk

- b. **Noticeboard – Chittlehamholt village car park** – Cllr Wilkinson provided some background to the current situation which had resulted in the noticeboard being virtually out of working order for some time. He believed that with new doors, which would cost up to £400, the noticeboard would again be acceptable for use. *Cllr Wingrove proposed; Cllr Kitchen seconded and all agreed that Cllr Wilkinson, in liaison with councillors, proceed with his proposals for the repair.*

Cllr Wilkinson

- c. **Satterleigh and Warkleigh defibrillator** – Cllr Wilkinson confirmed that the installation had been achieved, the box cleaned, all appropriate signs in place and, once the local publicity had been undertaken, the project would be complete. Cllr Wilkinson was thanked for his work in establishing the defibrillator for the Satterleigh and Warkleigh parish. Cllr Wilkinson went on to report that he had taken a photo of the box and hoped this could be passed to the areas news outlets and placed on the Council’s website.

09/06/20 **Planning** - (*audio recording time: 00:31:34*)

- a. **Drakes Farm, Chittlehamholt – application 71588** – after discussion, no specific comments were forthcoming.

- b. **Presbury Farm, Chittlehamholt – application 71585** – after discussion, no specific comments were forthcoming.

(Note: there is a short break at the end of the following section due to technical issues with the audio recording).

- c. **Earths Little Garden, Chittlehamholt – application 71539** – following extensive discussion, *Cllr Kitchen proposed; Cllr Ball seconded and all agreed that the following points should be submitted within a response to NDC:*
- Although it appeared that the application was for a large (6m) building and indicated a business would be operated from it, there was no access route shown to support any activity. Why this building was now required was also questioned.
 - There was no supporting detail contained in the application to justify a need for the building and it was considered reasonable for the applicants to be asked to provide such information.
 - Councillors were sceptical the application related to an agricultural building to benefit the surrounding land and that it appeared more likely to be a step towards making the area more suitable for occupation, especially in view of the fact that a caravan was on the site.

Clerk

10/06/20 **Finances** – *(audio recording time: 00:36:54)*

- a. **Current balance** – the balance as at 15th June 2020 was £10,514.68 which included a £900 COVID 19 grant from DCC. This sum was being held on behalf of the Community Help Group which was being sponsored by the Council and the subject of discussion in a later agenda item.
- b. **Internal Audit for 2019/20** – the Internal Auditor's Report for 2019/20 was received and the action plan to address the minor issues raised noted *(circulated separately)*.
- c. **Annual Governance and Accountability Return 2019/20 (AGAR)** –
- Certificate of Exemption – (P3)** following consideration of the criteria for exempting the Council from a limited assurance review, which included an explanation of the background by the Clerk, *Cllr Wilkinson proposed, Cllr Ball seconded and all agreed that the Council met the stated criteria and certified that the Council be exempt from a limited assurance review.* The Chairman was asked to sign the Certificate of Exemption at the earliest opportunity.
 - Internal Auditor's Report for the year 2019/20 – (P4)** – the Report was noted as indicated above.
 - Annual Governance Statement 2019/20 – (P5)** - the Clerk presented the Annual Governance Statement, reading sections 1 - 8. Section 9 was only relevant to councils managing trust funds, so was not applicable. Following consideration of each section, *Cllr Kitchen proposed; Cllr Ball seconded and there was unanimous*

agreement that the Council met the requirements detailed in the Annual Governance Statement 2019/20. The Chairman was asked to sign his confirmation that the statement was approved at the earliest opportunity.

- iv. **Accounting Statements 2019/20 – (P6)** - the Clerk confirmed that the accounting statements represented the financial position of the Council, informed by documents presented to the Council previously. *Cllr Kitchen proposed; Cllr Wilkinson seconded and all agreed that the Accounting Statements for the year 2019/20 be approved.* The Chairman was asked to sign his confirmation that the statements were approved at the earliest opportunity.
- v. **Associated documents** – the following documents were received (*circulated separately*) and it was noted that these would be made available to the public with the Annual Governance Statement 2019/20:
- 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 which was set between 29th June and 7th August 2020. Cllr Ball advised that should the Council receive a request to view documents, it would be appropriate to seek advice from NDC with regard to access during the limitations placed on councils during the COVID 19 restrictions.
- d. **Renewal of contract/cost of living rise for Clerk** – it was noted that the Clerk’s contract had been renewed from 1st April 2020. Cllr Ball explained the current situation related to the salary increase of clerks across the country, pointing out there may be a slight increase over NALCs recommendations when formal (national) negotiations were complete. Based on NALC’s guidance it was noted that from April 1st the Clerk’s salary would be increased in line with ‘cost of living’ from £9.52 to £10.26 per hour. Cllr Kitchen explained that an amount of £10.85 per hour had been included within the 2020/21 budget.
- e. **Payments** – *Cllr Ball proposed; Cllr Kitchen seconded and it was resolved to approve the following for payments:*
- i. **Defib Store Ltd - £41.99** (including VAT of £7.00) **reimbursement to Cllr Wilkinson** (*ref Budget 2020/21 line 34*) for signs to the Satterleigh & Warkleigh defibrillator.
 - ii. **Penny Clapham (Internal Auditor) - £55.00** for the Internal Audit and Report to cover the financial year 2019/20.
 - iii. **P.M. Wingrove Ag/Plant Contractor - £60.00** (including £10.00 VAT) (*ref Minute 12/05/20b*) for the removal of moles from Launds Playing Field.

11/06/20 **Matters Raised by Councillors** – (*audio recording time: 00:51:10*)

- a. **Next Strategy Task and Finish Group meeting** – Cllr Wilkinson explained issues related to the play equipment, most of which was in the region of 16 years old, which he felt

needed a specific focus to ensure short and longer-term arrangements were in place to enable all equipment to be used. Following discussion, it was agreed to meet in the Launds Playing Field to enable the equipment to be viewed during the discussion on Sunday, 28th June at 10 a.m. Cllr Wilkinson agreed to provide an outline of issues requiring discussion beforehand.

Cllr Wilkinson

- b. **Community Help Group (CHG)** – Cllr Wilkinson reported on progress by the Group, confirmed that the Council had now received the DCC COVID 19 grant for the CHG and explained what this would cover. Following discussion about what evidence was required by the Council for monitoring/audit purposes in order to approve payment to the Village Shop, Cllr Ball asked that a document outlining costs incurred by the Group should be submitted to the Council against which a cheque could be drawn. It was necessary for the document to explain the relationship between the Village Shop and Community Help Group. Cllr Wilkinson agreed to obtain this information.

Cllr Wilkinson/next meeting

12/06/20 **Training opportunities for Councillors/Clerk** – routine DALC newsletters circulated previously were noted.

13/06/20 **Correspondence** – *circulated separately (audio recording time: 00:57:35)*

- a. **'Six-month rule'** - DALC's Newsletter No 32 advising on a number of issues including the maintenance of the 'six-month rule' for councillors was noted.
- b. **Safety of public spaces including 'green spaces'** – the relevance of Selaine Saxby MP's e-mail dated 4th June 2020 was mentioned by Cllr Wilkinson, who suggested this be read by councillors before the Strategy Task & Finish Group Meeting on the 28th June.
- c. **COVID 19 Risk Assessment** - DALC's Newsletter No 34 was received.
- d. **Walking and Cycling consultation** – an e-mail dated 10th June 2020 was received.

14/06/20 **Items for immediate release to local news outlets** – the Clerk was asked to identify items to share with the local news outlets, including the photograph and details of the defibrillator now housed in the telephone box at Warkleigh.

15/06/20 **Date of next meeting** – 27th July 2020. Cllr Ball pointed out that it using the village hall for meetings may not yet be an option as the arrangements for using the hall would be made by the Village Hall Committee.

Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
Defib Store Ltd – reimbursement to Cllr Wilkinson for the purchase of signs to Satterleigh and Warleigh defibrillator	34.99	7.00	
Penny Clapham (Internal Auditor) for the Internal Audit and Report for 2019/20	55.00		
P.M. Wingrove Ag/Plant Contractor for removal of moles from Launds Playing Field	50.00	10.00	

Summary of Actions

Councillor/Clerk/ Next agenda	Agenda Item	Details
Clerk	05/06/20 b	Check regulations related to noticeboards.
Cllr Kitchen Next agenda	06/06/20 a	Revisit budget allocation for highway maintenance.
Cllr Coupe	07/06/20 a	Issues related to access and the Council's website to be addressed by September 2020.
Cllr Ball Cllr Wilkinson	07/06/20 c	Review IT items of Maintenance Plan. Amend Maintenance Plan to Version 1 prior to further information becoming available.
Clerk	08/06/20 a	Submit ACV to NDC.
Cllr Wilkinson	08/06/20 b	Proceed to organise repairs to Chittlehamholt noticeboard.
Clerk	09/06/20 c	Submit comments on application to NDC.
Cllr Wilkinson	11/06/20 a	Circulate issues for discussion on play equipment.
Cllr Wilkinson Next agenda	11/06/20 b	Provide supporting evidence for the Council's monitoring/audit purpose – to enable cheque to be drawn.

Signed

Chairman

Date 27th July 2020