



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, 27th July, 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 22nd June 2020** (*circulated separately*)
5. **To consider items raised by parishioners**
6. **Maintenance of roads, footpaths etc.** (AK/SW)
 - a. **Highways maintenance/verge ploughing – 2020** – to progress phase/year 2 activity, specifically to consider/approve:
 - i. *Preferred contractor for the work;*
 - ii. *Predicted costs for Phase 2 Highway Maintenance, including soil removal and sweeping affected area – of £3,022 (details of areas to be covered circulated separately).*
 - 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:**
 - **Website** – to note action is required by September 2020 (AC)

8. Projects:

- a. **Noticeboards** – to note requirements related to publicising documents (Clerk) (*circulated separately*) and receive progress reports on:
 - Repair of board in Chittlehamholt village car park (SW)
 - Repair of board at Hilltown Cross – to receive update (AC)
- b. **First Responders** – to consider a review of the current ‘first responders’ in view of COVID 19 restrictions (*e-mail to be circulated separately*) (Clerk).

9. Strategy Task & Finish Group meeting – 28th June 2020 to receive a report and consider issues arising not covered elsewhere in the agenda (*circulated separately*):

- a. **Launds Playing equipment** – (SW) to consider report and recommendations related to:
 - i. Replacing and maintaining play equipment, including estimate of costs;
 - ii. Re-opening play area, observing COVID 19 restrictions;
 - iii. Introducing a weekly inspection rota and recording system.
- b. **Community Priorities** – to confirm community priorities (DB).

10. Community Help Group – to receive an update (SW).

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

- **Earths Little Garden, Chittlehamholt – application 71539** - prior notification for erection of one agricultural building (*circulated separately*).
- **Little Shortridge, Warkleigh – application 71198** – to note Decision Notice to refuse reinstatement of dwelling (*circulated separately*).

12. Finances

- a. **Current balance** – to note current balance as at 15th July 2020 - £10,721.97. This includes £900 DCC COVID 19 grant for the Community Help Group and £418.42 reimbursement of VAT.
- b. **Insurance Renewal** – to receive e-mail from Came and Company related to renewal of insurance for consideration (*circulated separately*). (Clerk)
- c. **Payments - to approve the following payment:**
 - **Chittlehamholt Village Shop** – for the Community Help Group of £900 – (*ref Minute 05/03/20b & 12/05/20c*) being a repayment of the DCC COVID 19 grant (*supporting details to be circulated separately*).

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

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

15. Correspondence and comments received (*if any*)

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

17. Date of Next Meeting: 28th September 2020