



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Note: the audio recording for this meeting was unavailable at date of publishing these Minutes; they will be added at a later date.

Minutes of Parish Council (virtual) Meeting held on 27th July 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 Councillor Paul Wingrove
In Attendance	Councillor Ray Jenkins (NDC)

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.

01/07/20 **Introduction and apologies** – apologies were received from Cllr Richard Edgell (DCC). Cllr Ray Jenkins (NDC) was welcomed to the meeting.

02/07/20 **Declarations of Interest and Dispensations** – there were no declarations of interest received.

03/07/20 **Reports** (audio recording time 00:0)

- a. **Police** – there were no updates to report for July.
- b. **North Devon Councillor/Devon County Council** – Cllr Jenkins confirmed he had no further items to add to the routine updates being provided via e-mail by NDC and circulated to the Council. It was also noted that in the absence of Cllr Edgell's attendance, DCC was also providing routine updates by e-mail.

04/07/20 **Minutes of the Meeting held on 22nd June 2020** - (audio recording time: 00:0)

Cllr Ball raised a possible procedural issue related to the payment of mole removal, in that although this may be an appropriate expenditure, it may not have been approved prior to the work being carried out and from which budget this was allocated. The Clerk agreed to check that approval was given and report back to the Council. Cllr Kitchen confirmed the expenditure was included in the 'Maintenance' budget.

The Minutes of the Parish Council Meeting which took place on the 22nd June 2020 were approved by the Council and the Chairman instructed to sign these when able.

05/07/20 **Items raised by parishioners** (audio recording time: 00:0)

No items from parishioners had been received for discussion.

06/07/20 **Maintenance of roads, footpaths etc.** - (audio recording time: 00:0).

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

- i. **Preferred Contractor** – following discussion, which revealed that the preferred DCC contractor was already engaged in highway maintenance/verge ploughing work, was not the same as in 2019/20 and had already completed DCC's tendering process, it was confirmed that as the work would be co-funded by DCC it would be appropriate to proceed with the contractor, Ian Woollacott, in line with the Council's Financial Regulations (section 11.1.avi). *Cllr Wilkinson proposed: Cllr Ball seconded and all agreed that an order be placed with Ian Woollacott for Phase 2 highway maintenance/verge ploughing as directed by the Council.*

Clerk

- ii. **Predicted costs for Phase 2 highway maintenance/verge ploughing** – it was noted that details of the area to be covered had been circulated separately and that the predicted cost for the work involved, including soil removal and sweeping the affected area was £3,022. In response to questions, Cllr Wilkinson provided further details of the area to be 'ploughed' confirming that this was identified on a specific Ordinance Survey map purchased for commissioning purposes and available to view if required.

- b. **Progress with issues reported to Highways** – the Chairman reported that he had been contacted by a parishioner about visibility issues on the A377 junction opposite the Rising Sun Public House. Cllr Wilkinson confirmed he would report the issue to Highways.

Cllr Wilkinson

07/07/20 **Control documents** – (audio recording time: 00:0)

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

Cllr Coupe

08/07/20 **Projects** – (audio recording time: 00:0)

- a. **Noticeboards** – in response to a question raised at the previous meeting, the Clerk had advised the Council previously that there was no statutory requirement for the Council

to have a noticeboard. However, it was required to place notice of Council meetings 'in a conspicuous place in the parish'. The Clerk's view was that the Warkleigh telephone box, which had historically been used to place notices and other items related to the Parish Council's business, was an appropriate place to use for this purpose whilst the repair to the Hilltown Cross noticeboard was unavailable.

- i. **Chittlehamholt village car park** – the Chairman advised that he had approached one person and intended to approach another for comparison quotations for the replacement doors and hoped this information would be available soon. Cllr Kitchen explained that the quotation he had received was £600 for the replacement doors and work associated with their replacement. It was generally agreed that the doors should be constructed in a manner which allowed them to be placed elsewhere, such as on a noticeboard on the wall of the Village Hall, should a decision to use this site be made at a later date.

Chairman

- ii. **Hilltown Cross** – Cllr Coupe provided an update of work completed and outstanding, thanking councillors for their offers of assistance, which he confirmed would be required when erecting the board. His intention was to erect the board on his next period away from work.

Cllr Coupe

- b. **First Responders** – following a discussion, it was agreed that all those who had agreed to be named as a 'first responder' should be contacted to check that they were still willing to be publicly named as a 'first responder' during the current time with COVID 19 in existence. It was also noted that those people who had not completed a 'consent form' when they attended the training sessions should also be contacted to ascertain whether they intended to become a 'first responder' and/or wished to be kept advised of further training opportunities.

Clerk

09/07/20 **Strategy Task & Finish Group meeting – 28th June 2020** – (audio recording time 00:) - issues discussed which had not been included elsewhere in the Agenda were raised as follows:

- a. **Launds Playing Equipment** – referring to a paper which provided a detailed breakdown of certain equipment (circulated previously), Cllr Wilkinson explained the reasons why the Council was considering this issue which related to checking whether the equipment was fit for purpose, needed replacement or could be repaired. Other points discussed about equipment included:
 - *Costs involved* – a breakdown of the work and costs were provided.
 - *Clarity on aspects of the RoSPA report* – a response was still awaited about certain aspects; Cllr Wilkinson had raised concerns with the organisation who undertook the inspection as they had failed to respond to his questions despite a number of reminders.
 - *Weekly inspections* – a reminder that weekly checks would need to be in place when the equipment was used in order to comply with insurance requirements, followed by discussions about how to prevent the use of equipment in the meantime.
 - *COVID 19* – a reminder that arrangements related to COVID 19 would also need to be put in place before the equipment was used.

Following discussion, *the Chairman proposed; Cllr Kitchen seconded and all agreed that the purchase of the replacement swings and rocking horse handles/feet should proceed* and Cllr Wilkinson asked to liaise with the Clerk in order to purchase these items. Other points were discussed about how to make equipment inaccessible until fit for purpose, what that should include and when and who would undertake the work.

Cllr Wilkinson

- b. **Community Priorities** – Cllr Ball provided some background, confirming that when parishioners were consulted, the only issues raised related to toilets and the Air Ambulance. In respect of play equipment, this could be seen by the Council as a priority, but it had not been specifically raised by parishioners.

10/07/20 **Community Help Group** – Cllr Wilkinson suggested the group would cease its activities from 1st August as parishioners were making their own arrangements and delivery of pharmaceutical products had also ceased. He confirmed that his contact details were still available should these be required. Cllr Wilkinson and Cllr Ball agreed to draft a form of words to publicise that the group had ceased its activities.

Cllr Ball/Cllr Wilkinson

11/07/20 **Planning** - (audio recording time: 00:)

- a. **Earths Little Garden, Chittlehamholt – application 71539** – following discussion about the latest application and, after reflecting on the Council’s previous comments, *Cllr Ball proposed; Cllr Kitchen seconded and all agreed that NDC be asked for clarity on the amount of information required from the applicant as it was the Council’s view that the details which had been submitted were insufficient.*

Clerk

- b. **Little Shortridge, Warkleigh – application 71198** – the Decision Notice (*circulated separately*) to refuse the reinstatement of a dwelling was noted.
- c. **Cleave Copse, Warkleigh – application 71841** – erection of a single storey rear extension and internal alterations. It was noted that this application had not been presented in sufficient time for it to be placed on the agenda and therefore discussed. Irrespective of this, it was noted that no councillor had wished to make a comment.

12/07/20 **Finances** – (audio recording time: 00:)

- a. **Current balance** – the balance as at 15th July 2020 was £10,721.97 which included a £900 COVID 19 grant from DCC to be dealt with in a later agenda item and a repayment for VAT of £418.42.
- b. **Highway Maintenance** - Cllr Ball summarised current monies carried forward for Highway Maintenance and provided details of underspends including savings from no room hire for seven meetings. He asked whether the Community Enhancement Fund was still available this year to apply for matched funding for the Highway Maintenance work proposed; Cllr Wilkinson confirmed that it was. *Cllr Ball proposed; Cllr Wilkinson seconded and all agreed that Highway Maintenance should proceed as a priority; that matched funding be applied for although should this not be available the cost of the works be met from reserves.*

Cllr Wilkinson

It was agreed that the repairs to the noticeboards should be ringfenced and that further consideration may need to be given to maintenance of play equipment if costs proved to be excessive; highway maintenance should continue to be given priority as this work was of greater benefit to all parishioners.

- c. **Insurance Renewal** – an e-mail from Came and Company related to the renewal of insurance was received (*circulated separately*) from which it was noted that the current insurers, AVIVA, had not been included. It was noted that the renewal was required by 1st October but that the process did not require formal approval by the Council. The Clerk advised that she would proceed to review the documents as required.

Clerk

- d. **Payments** – *Cllr Ball proposed; Cllr Kitchen seconded and it was resolved to approve the repayment of £900 to Chittlehamholt Village Shop for their expenditure on behalf of the Community Help Group. The background to the repayment of a grant for £900 from DCC was explained by Cllr Wilkinson, who abstained from voting, and that an additional £100 grant would be forthcoming to the Council for payment towards COVID 19 activity.*

13/07/20 **Matters Raised by Councillors** – (*audio recording time: 00:*)

- The Chairman was sad to report the recent death of Mr Peter Osborne.

14/07/20 **Training opportunities for Councillors/Clerk** – routine DALC newsletters circulated previously were noted.

15/07/20 **Correspondence** – *circulated separately (audio recording time: 00:)* - it was noted that although general information had been circulated to councillors, there were no specific items to present.

16/07/20 **Items for immediate release to local news outlets** – the Clerk was asked to identify items to share with the local news outlets.

17/07/20 **Date of next meeting** – 28th September 2020. Following enquiries about Cllr Richard Edgell, the Clerk agreed to make contact with him.

Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
Chittlehamholt Village Shop – repayment of £900 grant from DCC (a COVID 19 fund) for additional costs incurred by the Community Help Group. (<i>Ref Minute 05/03/20b) & 12/05/20c)</i>	£900		

Summary of Actions

Councillor/Clerk/ Next agenda	Agenda Item	Details
Clerk	06/07/20 a i	Place order with contractor for Phase 2 highway maintenance.
Cllr Wilkinson	06/07/20 b	Report visibility issues on A377 junction opposite the Rising Sun Public House.
Cllr Coupe	07/07/20	Consider issues related to access and the Council's website – by September 2020.
Chairman	08/07/20 a i	Obtain and share comparison quotation for the replacement doors to Chittlehamholt village car park noticeboard.
Cllr Coupe	08/07/20 a ii	Complete and erect Hilltown Cross noticeboard.
Clerk	08/07/20 b	Contact parishioners who agreed to become 'first responders' and others who may do to update their agreement post COVID 19.
Cllr Wilkinson	09/07/20 a	Order replacement swings and rocking horse handles/feet.
Cllr Ball Cllr Wilkinson	10/07/20	Draft a form of words which can be publicised to indicate the Community Help Group had ceased activities.
Clerk	11/07/20	Submit Council's comments on application 71539 to NDC.
Cllr Wilkinson	12/07/20 b	Apply for matched funding for Highway Maintenance work from the DCC's Community Enhancement Fund.
Clerk	12/07/20	Proceed with arrangements for insurance renewal.

Signed

Chairman

Date 28th September 2020