



# Chittlehamholt, Satterleigh and Warkleigh Parish Council

[www.cswparish.org.uk](http://www.cswparish.org.uk)

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## Minutes of Parish Council (virtual) Meeting held on 28<sup>th</sup> September 2020

Via Zoom – at 7.30 p.m.

<b>Meeting chaired by</b>	Councillor Paul Blackwell
<b>Meeting minuted by</b>	Parish Clerk Linda Stapleton
<b>Councillors present</b>	Councillor Paul Blackwell Councillor Andrew Coupe Councillor Andrew Kitchen Councillor Steve Wilkinson Councillor Paul Wingrove
<b>In Attendance</b>	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.*

01/09/20 **Introduction and apologies** – apologies were received from Cllr David Ball and Cllr Richard Edgell (DCC). The Clerk confirmed she had been in contact with Cllr Edgell.

02/09/20 **Declarations of Interest and Dispensations** – there were no declarations of interest received.

03/09/20 **Reports** (audio recording time 00:01:15)

a. **Police** – Cllr Wilkinson reported on the Rural Affairs Newsletter which had been circulated previously. It was agreed that future newsletters should be uploaded to the Council's website as soon as they became available.

*Cllr Coupe/Cllr Wilkinson*

b. **North Devon Councillor/Devon County Council** – it was noted that routine briefings from both NDC and DCC were circulated to the Council by e-mail. Cllr Jenkins reported that although, in the main, recent months had been "quiet", he had recently attended a useful meeting about supporting the 'high street' in Barnstaple.

04/09/20 **Minutes of the Meeting held on 22<sup>nd</sup> June 2020** - (audio recording time: 00:04:35)

The Minutes of the Parish Council Meeting which took place on the 27<sup>th</sup> July 2020 were approved by the Council subject to one amendment, namely correcting the spelling of "Ordinance" to Ordnance (para 06/07/20 aii) and the Chairman instructed to sign these when able.

*Clerk*

05/09/20 **Items raised by parishioners** (audio recording time: 00:07:00)

The Council welcomed a parishioner's offer to renovate a telephone kiosk owned by the Council. Following discussion, Cllr Wilkinson agreed to make further contact with the parishioner, discuss his ideas and report back to the Council.

*Cllr Wilkinson*

06/09/20 **Maintenance of roads, footpaths etc.** - (audio recording time: 00:10:00).

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

Cllr Wilkinson confirmed that he had applied for an additional £450 from the Community Enhancement Fund and hoped to learn soon whether this had been successful. He also confirmed that the highway maintenance work would start after hedges had been cut and cleared.

b. **Progress with issues reported to Highways** – Cllr Wilkinson confirmed that he had been progressing outstanding work including that related to the road to Swingate Cross.

07/09/20 **Control documents** – (audio recording time: 00:12:08)

- **Website accessibility** – Cllr Coupe provided some background to the requirements and action required by the Council referring to his report and recommendations which had been circulated separately. He confirmed that the audit and activity required had been achieved by 23<sup>rd</sup> September 2020. Responding to a query, Cllr Coupe confirmed that most of the requirements were already in place which enabled the Council to conform to current requirements. The Council thanked Cllr Coupe for undertaking the significant amount of work involved and for the comprehensive report provided. *Cllr Coupe proposed; Cllr Kitchen seconded and all agreed that the report, including the recommendations, be accepted as presented.*

08/09/20 **Projects** – (audio recording time: 00:19:55)

- a. **Electric Car Charging Point** – the Chairman questioned what progress had been made about this issue. Cllr Kitchen questioned whether it would be the Village Hall leading any activity on such a project, in view of the likely siting being the village car park. It was agreed that the matter be placed on the next agenda.

*Next agenda*

The Clerk reminded the Council that it had agreed it would not pursue any new project whilst COVID 19 was ongoing.

b. **Noticeboards**

- i. **Chittlehamholt village car park** – the Chairman reported receiving a quotation for the doors of £336 (including VAT) which was the most competitive. In response to a

query about the type of glass to be included, he agreed to check whether this was safety glass.

*Chairman*

Cllr Jenkins reminded the meeting that there may be an opportunity for the Council to apply to the NDC Community Councillor Grant Scheme, which he oversaw, for a small grant, making the point that the fund itself had been halved. Thanking Cllr Jenkins for this reminder, it was agreed to pursue the matter including checking the process for the application which may need to be made before an order is placed. Subject to this action, *the Chairman proposed; Cllr Coupe seconded and all agreed that an order for the work be placed.*

*Cllr Jenkins/Cllr Kitchen*

- ii. **Hilltown Cross** – Cllr Coupe was thanked for renovating and erecting the board. Cllr Coupe also recorded his thanks to Cllr Ball and Cllr Wilkinson for their help in its erection.
- c. **Launds Playing Field**
  - i. **Tree Planting / general** Cllr Wilkinson expanded on the Community Orchards Challenge Fund (*circulated separately,*) which Cllr Edgell was promoting. He confirmed he would be prepared to co-ordinate an application for a grant and any work required.
  - ii. **Play Equipment** – Cllr Wilkinson reported that the swings and handles for the rocking horse had been delivered although the swings required replacement as they were incorrect. There would be no additional charge to the Council for this mistake by the suppliers.

Cllr Wilkinson went on to raise his concerns about play equipment, marked as inappropriate to use, which was being accessed by young people. He believed it was important to clarify the future of the equipment as soon as possible, which required the participation of all councillors and at a time when full discussion on each item could take place on site; he felt the items needed to be viewed alongside the discussion. In response to a question from Cllr Jenkins about funding, he made the point that initially a decision needed to be made about the short and long-term future of the equipment.

Following discussion, there was agreement to hold a Task and Finish Group meeting in the Launds Playing Field on 17th October at 4.30 p.m. If this date was not suitable to all, then alternative arrangements would be made and liaison achieved with any councillor unable to attend to ensure their views were sought.

*Strategy Task & Finish Group*

- d. **Exeter Inn** – it was noted that a decision by NDC regarding the Council's application for an ACV was expected by 13<sup>th</sup> October 2020.

09/09/20 **Planning** - (*audio recording time: 00:42.56*)

- a. **Earths Little Garden, Chittlehamholt – application 71788** – NDC's response to the Council's comments and the Decision Notice to refuse the application was received.

- b. **Little Shortridge, Warkleigh – application 71198** – the Decision Notice to refuse the reinstatement of a dwelling was received.
- c. **Presbury Farm, Chittlehamholt – application 71585** – the Decision Notice to approve the application was received.
- d. **Mole Cottage – application 71798 – and 71799** – the Decision Notices to approve these applications were received.
- e. **Historic Barns Head Barton, Kings Nympton – application 71846** – the application was noted as the time for comment had expired.
- f. **Hawthorne Cottage, Chittlehamholt – application 71869** – this application, and the Decision Notice to approve was received for information.
- g. **Cleave Copse, Warkleigh – application 71841** – the Decision Notice to approve the application was received.
- h. **Drakes Farm, Chittlehamholt – application 71588** – no comments were received on this application.
- i. **Barn adjacent to Holtgate, Chittlehamholt – application 71957** – this application was noted as the time for comment had expired.

10/09/20 **Finances** – (audio recording time: 00:46:30)

- a. **Current balance** – the balance as at 15<sup>th</sup> September 2020 was £9,697.41 which included the £100 DCC grant (COVID 19) applied for by the Community Help Group and dealt with at d. below and a £250 NDC grant towards the cost of the Warkleigh defibrillator.
- b. **Insurance Renewal** – the Clerk explained that a revised schedule of items had now been prepared and submitted to Came & Co. She advised that she was awaiting revised quotations and, when received, would accept the 3-year term offered to fix future premiums. Cllr Wilkinson provided some detail on the work which he had undertaken in revising the schedule in liaison with the Clerk. Referring to a query raised by the Clerk when revising the schedule, Cllr Kitchen explained that the value of many items on the Asset Register should remain at £1 although for insurance purposes a replacement value should be stated.
- c. **Payments** – *Cllr Kitchen proposed; Cllr Wilkinson seconded and all, apart from Cllr Wingrove who abstained, agreed that the following be approved for payment retrospectively:*
  - i. **Sutcliffe Play South West - £273.88** (including VAT of £45.65) for the purchase in August of swing seat and hand holds/rubber bungs for a rocking horse (*ref Minute 09/07/20*).

- ii. **North Devon Council** – (including an administrative charge of £7.72 of which £1.29 was VAT).
- iii. **P.M. Wingrove - £50** (including VAT of £10.00) for the removal of moles from Launds Playing Field in March 2020. It was noted this had been discussed at a Council meeting but the discussion and relevant minutes may not have adequately reflected that approval for this expenditure had been granted prior to its payment.
- d. **Repayment** – *Cllr Kitchen proposed; Cllr Wilkinson seconded and all approved the repayment of £100 to the Village Shop, which was the outstanding balance due from the total DCC (COVID 19) grant of £1,000. (ref Minute 05/03/20b & 12/05/20c & 12/07/20d.)*

11/09/20 **Matters Raised by Councillors** – (audio recording time: 00:53:40)

- a. **'Closed' sign to Launds** – following discussion about the suggestion of placing a 'closed' sign to indicate the play equipment should not be used, the Clerk was asked to seek advice from the Parish Council's insurers.
- b. **Launds Playing Field – rights of Parish Councils** – pointing out that there was a sign on Launds Playing Field indicating that dogs were not permitted, Cllr Jenkins asked whether Parish Councils had the right to place this type of notice. He pointed out that this query had been raised by a parish council whose meeting he had attended. The Chairman stated that he wished to bring up a question at the Strategy Task and Finish Group meeting which had been raised by parishioners about allowing dogs into the field. The discussion moved on to possible covenants covering the playing field and therefore restrictions on its use. The Clerk was asked to circulate details of any background information which clarified such restrictions.

*Clerk*

*Clerk*

12/09/20 **Training opportunities for Councillors/Clerk** – routine DALC newsletters circulated previously were noted.

- a. Cllr Coupe's request to attend a webinar for Data Security Officers was supported.
- b. In response to the Chairman's question, Cllr Wilkinson pointed out that Chapter 8 training had been postponed due to COVID 19 and that any reimbursement of costs would only be for parish councillors who attended.

13/09/20 **Correspondence** – *circulated separately (audio recording time: 01:04:19)*

- a. **'Thank you' from the Chairman of Chittlehamholt Community Shop** – (circulated separately) correspondence was received which thanked the Council and Cllr Wilkinson in particular, for facilitating the financial support to the Shop which supported the activities of the Community Help Group related to COVID 19.
- b. **Road closure to complete SWW Utility works outside Hilltown Farm** – the notification was received (circulated separately) indicating the closure between 25<sup>th</sup> November – 1<sup>st</sup> December 2020.

- c. **Devon's Updated Local Flood Risk Management Strategy** – was received (*circulated separately*).
- d. **Devon Solar Together Panel** – the Briefing Note from Devon Climate Emergency was received (*circulated separately*) which related to a solar panel group-buying scheme. Cllr Wilkinson expanded on the subject, pointing out that the scheme may be of interest to anyone considering purchasing solar panels.
- e. **DALC** – Newsletter No 40, related to holding remote meetings and public access was received (*circulated separately*) and it was agreed to place the issue on the next agenda.  
*Next agenda*
- f. **Community Orchards Challenge Fund** – a press release from DCC concerning this issue was received (*circulated separately*) and it was noted the subject had been dealt with at Minute 08/09/20ci.
- g. **Roadmap** – the newsletter from Devon Highways regarding the removal of trees with Ash Dieback was received (*circulated separately*). In response to a question, it was noted that no map of trees to be removed was available.
- h. **Chittlehamholt Community Shop (Annual) Report** – the annual report was received (*circulated separately*) and it was agreed this should be placed on the Council's website.  
*Cllr Coupe*
- i. **Chittlehamholt Village Hall (Annual) Report** – the annual report was received (*circulated separately*) and it was agreed this should be placed on the Council's website.  
*Cllr Coupe*

14/09/20 **Items for immediate release to local news outlets** – the Clerk was asked to identify items to share with the local news outlets. Cllr Wilkinson reiterated his point about sharing future newsletters from the Police Service as soon as these are received. Cllr Kitchen pointed out that some trees needed to be pruned and perhaps these could be discussed at the Strategy Task and Finish Group meeting.

15/09/20 **Date of next meeting** – 26<sup>th</sup> October 2020.

### Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
<b>Sutcliffe Play South West</b> – for the purchase in August of swing seat and hand holds/rubber bungs for rocking horse ( <i>ref Minute 09/07/20</i> ).	£228.23	£45.65	
<b>North Devon Council</b> – for Clerk’s wages (including administrative charge of £7.72 of which £1.29 is VAT).	£364.99	£1.29	
<b>P.M. Wingrove</b> – for the removal of moles from Launds Playing Field.	£40.00	£10.00	
<b>Chittlehamholt Village Shop</b> – repayment of £100 from DCC, (being the balance of a £1,000 grant from its COVID 19 fund) for additional costs incurred by the Community Help Group. ( <i>Ref Minute 05/03/20b</i> ), <i>12/05/20c</i> & <i>12/07/20d</i> ).	£100		

### Summary of Actions

Councillor/Clerk/ Next agenda	Agenda Item	Details
Cllr Coupe Cllr Wilkinson	03/09/20	Consider method for sharing the Police Service newsletter when it is circulated/placing on the Council’s website.
Clerk	04/09/20	Alter spelling on Minutes of Ordinance to Ordnance.
Cllr Wilkinson	05/09/20	Pursue enquiries regarding offer of parishioner/telephone kiosk.
Next agenda	08/09/20 a	Electric charging point to be placed on next agenda.
Cllr Blackwell	08/09/20 b i	Confirm type of glass included in quotation for notice board.
Clerk Cllr Jenkins	08/09/20 b ii	Check the process for making an application to the NDC Community Councillor Grant Scheme.
Councillors	08/09/20 c ii	Attend Strategy Task & Finish Group meeting on 17 <sup>th</sup> October 2020 at 4.30 p.m. in Launds Playing Field.
Clerk	11/09/20 a	Seek advice from insurers on the implication of erecting a sign.
Clerk	11/09/20 b	Circulate information held related to any restrictions on the use of Launds Playing Field/check powers of parish councils.
Next agenda	13/09/20 e	Holding remote meetings/public access to be placed on next agenda.
Cllr Coupe	13/09/20 h & i	Upload annual reports to website.

Signed

*Chairman*

Date 26<sup>th</sup> October 2020