



# Chittlehamholt, Satterleigh and Warkleigh Parish Council

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

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**Parish Clerk:** Linda Stapleton      clerk@cswparish.org.uk

## Minutes of Parish Council (virtual) Meeting held on 26<sup>th</sup> October 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 David Ball Councillor Paul Blackwell Councillor Andrew Coupe 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.*

01/10/20 **Introduction and apologies** – apologies were received from Cllr Andrew Kitchen and Cllr Richard Edgell (DCC).

02/10/20 **Declarations of Interest and Dispensations** – there were no declarations of interest received.

03/10/20 **Reports** (audio recording time 00:00:55)

- a. **Police** – Cllr Wilkinson advised that there was a useful U-Tube video which described actions being taken by Devon and Cornwall Police Service in relation to COVID 19 which he would provide to Cllr Coupe so this could be uploaded to the Council's website.

*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 and only significant items included under 'Correspondence' below.

04/10/20 **Minutes of the Meeting held on 28<sup>th</sup> September 2020** - (audio recording time: 00:02:30)

The Minutes of the Parish Council Meeting which took place on the 28<sup>th</sup> September 2020 were approved by the Council and the Chairman instructed to sign these when able.

05/10/20 **Items raised by parishioners** (audio recording time: 00:03:05)

**Offer to renovate Chittlehamholt Telephone Kiosk** – it was noted that the parishioner’s suggestions for renovating the kiosk had been circulated by Cllr Wilkinson. Following consideration of the parishioner’s ideas and those initially proposed by the Council, Cllr Wilkinson agreed to make further contact with the parishioner to discuss the matter in more detail including discussion on some of the concerns raised by councillors. Cllr Wilkinson asked councillors to forward details of specific questions they would like aired with the parishioner.

*Cllr Wilkinson/councillors*

06/10/20 **Maintenance of roads, footpaths etc.** - (audio recording time: 00:15:01).

- a. **Highway maintenance/verge ploughing (phase 2)**  
Cllr Wilkinson advised that confirmation had been received that the Council’s application for £450 from the Community Enhancement Fund had been successful. The highway maintenance/verge ploughing would start following the completion of hedge trimming.
- b. **Progress with issues reported to Highways** – Cllr Wilkinson confirmed that he was still progressing outstanding work.

07/10/20 **Projects** – (audio recording time: 00:17:00)

- a. **Electric Car Charging Point** – the Chairman questioned whether there had been any progress with pursuing the idea of establishing an electric car charging point in the Chittlehamholt village car park. It was noted that the issue had not been pursued formally, however Cllr Ball provided some background to the routes for financing this facility and confirmed he had acquired details of the costs which would be involved in such an installation. A discussion followed which included councillors expressing their views about the practicalities of the work involved and where the charging points could be sited. *Cllr Ball proposed; Cllr Coupe seconded and all agreed that Cllr Ball speak with Spence Seaman (Chairman, Chittlehamholt Village Hall) to progress issues related to the above subject.* Cllr Ball confirmed that most issues raised by councillors were likely to be covered in the application form produced by OLAF, which he would again review. He also confirmed he would speak with Highways in relation to siting the installation.

*Cllr Ball*

- b. **Noticeboard** - (audio recording time: 00:31:25)

- **Chittlehamholt village car park** – Cllr Jenkins was thanked for overseeing the approval of the ND Community Councillor Grant of £100 towards costs of repair to the noticeboard. The Clerk suggested waiting for the official approval notice from NDC before proceeding with the order for the doors.

*Clerk*

- c. **Launds Playing Field**

- i. **RoSPA Report** – the amendment to 2020 RoSPA Inspection report related to the cableway was noted.

ii. **Play Equipment** – Cllr Wilkinson reminded the Council of the Strategy Task and Finish Group meeting held with most councillors to consider items of play and other issues. Cllr Wilkinson's report also covered the following:

- The way forward concerning repairing or renewing all equipment had been discussed at the meeting.
- The outcome of discussions with RoSPA had resulted in their 2020 report being amended to reflect that the cableway legs no longer required replacing, but simply repair. In readiness for this Cllr Wilkinson advised he had removed grass from around the legs and surrounding area.
- Confirmation had been received that the Council's insurance cover would be maintained whilst the area was signposted as closed, should people ignore this notice.
- Clarity had been provided by insurers about the purpose of routine inspection of equipment.
- A method of undertaking the routine inspections, using a weekly template form was suggested, with Cllr Wilkinson offering to draft a weekly inspection sheet for circulation to councillors.

*Cllr Wilkinson*

- **Community Orchard** – Cllr Wilkinson provided details about discussions held at the meeting related to the Community Orchard, including his hope that young people could be involved in the project. He asked for the Council's approval to apply for the grant available. *Cllr Wilkinson proposed; Cllr Kitchen seconded and all agreed an application for a £300 grant be made to Devon Biosphere.*

*Cllr Wilkinson*

- Discussion about renovating the surface of the area surrounding the basketball hoop, resulted in Cllr Wilkinson agreeing to further explore standards and cost of resurfacing.

*Cllr Wilkinson*

- *Cllr Wilkinson proposed; Cllr Ball seconded and all approve that Cllr Wilkson proceed with drawing up an application to DCC for part funding the repair and/or renewal of play equipment.*

*Cllr Wilkinson*

d. **Exeter Inn** – it was noted that NDC had approved the Council's application for an Asset of Community Value (ACV) and had asked for a copy of a boundary plan. Following discussion, the Clerk was asked to inform NDC that it did not have possession of any plan.

*Clerk*

08/10/20 **Planning** - (audio recording time: 00:55:00)

- a. **Mole Cottage – application 71798 – and 71799** – the Decision Notices to approve these applications for rebuilding two existing chimney stacks were received.
- b. **Historic Barns Head Barton, Kings Nympton – application 71846** – the Decision Notice to approve Listed Building Consent for conversion of redundant barns to form two residential dwellings was received.

09/10/20 **Finances** – (audio recording time: 00:56:00)

- a. **Current balance** – the balance as at 15<sup>th</sup> October 2020 was noted as £11,986.03 and that this included the 50% balance of Precept payment from NDC of £2,562.50.
- b. **Payments** – Cllr Ball proposed; Cllr Coupe seconded and all, apart from Cllr Stevenson who abstained from the voting on b.ii agreed that the following be approved for payment:
  - i. **North Devon Council - £451.64** (including administrative charge of £7.72 of which £1.29 is VAT) for Clerk's salary from June to September 2020.
  - ii. **Value Products - £22.68** (including VAT of £3.78) – repayment to Cllr Wilkinson for signs for playground equipment in Launds Playing Field.
  - iii. **Pen Underwriting Ltd - £659.28** for renewal of insurance and administration fee of £50 which will be paid by monthly direct debit. The policy details were noted having been circulated separately.
- c. **Grants** – following discussions about this year's grants to both PCCs, the Clerk was reminded that the new Grants Policy would need to be followed and each PCC asked to complete the relevant application form.

Cllr Ball/Clerk

10/10/20 **Matters Raised by Councillors** – (audio recording time: 01:53:40)

- a. **Defibrillator** – Cllr Wilkinson confirmed that there was a working light controlled by a switch in the lobby of the village hall. He also reported that the defibrillator had been deployed, but not used, on two occasions in recent weeks.
- b. **Domain registration** – Cllr Coupe advised that he had renewed the domain registration for a further two years, the invoice for which had been provided for payment.
- c. **Costs incurred by Community Help Group** – Cllr Ball advised that he would now be noting any costs incurred in respect of the Group's activities and advised others involved to likewise in the likelihood of another 'lockdown'.
- d. **Payment for mole removal** – Cllr Wingrove advised that payment for the removal of moles in May had yet to be made. The Clerk advised she would check the position.

Clerk

11/10/20 **Training opportunities for Councillors/Clerk** – routine DALC newsletters circulated previously were noted.

12/10/20 **Correspondence** – circulated separately (audio recording time: 01:03:40)

- a. **Connecting Devon and Somerset (CDS) Gainshare initiative with Openreach** – information about the works being undertaken, which were circulated previously, were noted. Cllr Ball advised that the initiative referred to in the correspondence had been undertaken in May, so there was no need to share the information.

b. **NDC – Find Your Footprint Week – 17 – 24<sup>th</sup> October 2020** – information about this ‘week’, which had been circulated separately, was noted.

c. **DALC** – following consideration of guidance included within Newsletter No 40 related to holding remote meetings and public access, the Council agreed to continue with its current arrangements which had proved satisfactory to date.

d. **Reports from NDC** – the Chair apologised for not providing an opportunity to Cllr Jenkins to contribute earlier and it was confirmed that an opportunity would be made available at 3b. of the agenda in line with pre-COVID meetings.

13/10/20 **Items for immediate release to local news outlets** – the Clerk was asked to identify items to share with the local news outlets.

14/10/20 **Date of next meeting** – 30<sup>th</sup> November 2020.

#### Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
<b>North Devon Council</b> for Clerk’s salary from June to September 2020 (including an administrative charge of £7.72 of which £1.29 was VAT.) (ref 2020/21 Budget line 31)	£450.35	£1.29	
<b>Value Products</b> – repayment to Cllr Wilkinson for signs for playground equipment in Launds Playing Field (ref 2020/21 line 25)	£18.90	£3.78	
<b>Pen Underwriting Ltd</b> for renewal of insurance and administration fee of £50 which will be paid by monthly direct debit. (ref 2020/21 Budget line 21)	£659.28		

#### Summary of Actions

Councillor/Clerk/Next agenda	Minute reference	Details
Cllr Coupe Cllr Wilkinson	03/10/20	Provide link from the Council’s website to U-Tube video from the Devon and Cornwall Police Service.
Cllr Wilkinson	05/10/20	Make contact again with parishioner to further discuss issues related to upgrading (etc) of Chittlehamholt telephone box.
Councillors	05/10/20	Forward questions related to the above item to Cllr Wilkinson.
Cllr Ball	07/10/20	<ul style="list-style-type: none"> <li>Pursue possible electric car charging point with representative of Village Hall.</li> <li>Contact Highways regarding access issues.</li> </ul>
Clerk	07/10/20 b.	When formal approval of grant has been received, place an order for doors to noticeboard.

Cllr Wilkinson	07/10/20 c. ii	<ul style="list-style-type: none"> <li>• Draft a weekly inspection sheet for checking play equipment.</li> <li>• Submit an application to Devon Biosphere for a grant.</li> <li>• In relation to the area surrounding the basketball hoop, explore standards and cost of resurfacing.</li> <li>• Draft an application to DCC for part funding the repair and/or renewal of play equipment.</li> </ul>
Clerk	07/10/20	Contact NDC advising it is not possible to obtain a boundary plan and check that the omission of this document does not affect the decision to grant an ACV.
Cllr Ball/Clerk	09/10/20	Apply the Council's new Grants Policy to the process for PCC's application for grants.
Clerk	10/10/20	Check that payment has been made for mole removal.

Signed

*Chairman*

Date 30<sup>th</sup> November 2020