



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Minutes of Parish Council (virtual) Meeting held on 30th November 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 |
| 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.

01/11/20 **Introduction and apologies** – apologies were received from Cllr Andrew Coupe and Cllr Richard Edgell (DCC). The Clerk reported that, passing on his best wishes for the festive season, Cllr Edgell had asked that councillors be reminded that although not present at meetings, he was happy to be contacted on any issue where he could be of assistance.

02/11/20 **Declarations of Interest and Dispensations** – there were no declarations of interest received.

03/11/20 **Reports** (audio recording time 00:02:00)

- a. **Police** – Cllr Wilkinson reported that the recent survey from the Police Service was now accessible from the Council's website and confirmed he would be attending a meeting arranged with local representatives from the Police Service in the Pannier Market on the 8th December. He also confirmed that, in order to ensure information was shared with parishioners as soon as these were available, newsletters were being uploaded on to the Council's website.

- b. **North Devon Councillor/Devon County Council** – it was confirmed that routine briefings from both NDC and DCC were circulated to the Council by e-mail and only significant items included under ‘Correspondence’ below.

04/11/20 **Minutes of the Meeting held on 26th October 2020** - (audio recording time: 00:03:30)

The Minutes of the Parish Council Meeting which took place on the 26th October 2020 were approved by the Council and the Chairman instructed to sign these when able.

05/11/20 **Items raised by parishioners** (audio recording time: 00:04:10)

- **Offer to renovate Chittlehamholt Telephone Kiosk** – Cllr Wilkinson confirmed that he had not received any further comments from councillors following the last meeting, so had passed those made at that meeting to the parishioner who had offered to renovate the kiosk; he had yet to receive a further response. Following a point raised by Cllr Ball, he confirmed having made it clear to the parishioner that a formal arrangement would need to be drawn up should any activity be agreed.

Next agenda

06/11/20 **Maintenance of roads, footpaths etc.** - (audio recording time: 00:6:40).

- a. **Highway maintenance/verge ploughing (phase 2)** - Cllr Wilkinson confirmed there was nothing further to report; work would start when hedge cutting had been undertaken and cleared.
- b. **Progress with issues reported to Highways** – Cllr Wilkinson reported that he would be in ‘virtual’ contact with Highways at a prearranged session to discuss preparation for the Winter and hoped to provide a report to the next meeting.

Next agenda

- c. **Electric Car Charging Point** – Cllr Ball reported having spoken with relevant people in relation to the practicalities of installing an electric car charging point and proposed seeking a grant from OLAF for the installation of a twin charging point in the village car park. He confirmed that the Village Hall was generally acceptable to the proposal. He went on to explain the main issues for which he needed the Council’s permission to explore which were:
- Whether the Council would be expected to pay rent to the Village Hall;
 - What additional administrative work would be required;
 - How the facility was advertised other than it being made available via the ‘app’ which locates such facilities via mobile phone networks.

Cllr Wilkinson suggested that a cost/benefit analysis was advisable before proceeding with the installation. In this connection, a reference was made to the maintenance required of any installation and its possible underuse. Cllr Ball confirmed that initial costs for the installation had been included in the budget for 2021/22 and that there would be costs in the region of £360 per annum should the charging point not be used at all. Cllr Ball expanded on the possible benefits of the proposal and confirmed that a decision on moving forward had yet to be made. Following further discussion, which confirmed approval for exploring the issues further was all that was currently being suggested, *Cllr Ball proposed; Cllr Wilkinson seconded and all agreed that Cllr Ball progress the possibility of installing a car charging point with OLAF.* Cllr Ball confirmed that he hoped to provide a detailed paper to the next meeting.

Cllr Ball

- d. **Community Orchard** – Cllr Wilkinson reminded the Council about this project, which was being promoted by Cllr Edgell, confirming that it had been successful in its bid for £300 for the purchase of 20 trees and that he hoped the project would include working with a family with young children to either plant and/or officially open the orchard. He also confirmed that there would be no additional costs to the Council with other activity being undertaken voluntarily. *Cllr Wilkinson proposed; Cllr Kitchen seconded and all agreed that an official order be placed with the approved supplier for the 20 trees.*

Clerk

e. **Launds Playing Field**

- i. **Trees** – Cllr Wilkinson confirmed that he had met with a representative from Western Power who advised that the trees would be trimmed later in 2021 and that there was no issue with them at the present time.
- ii. **Play equipment** – Cllr Wilkinson provided background prior to discussion about the options for either upgrading or renewing equipment which was set out in a paper circulated previously. He was pleased to confirm that an application to DCC, supported by Cllr Edgell, had been successful in the sum of £1,000 towards the upgrading and/or renewal of the equipment and some surface areas. Discussion which followed included the following:
- There were no further issues with the proposal to concrete the area surrounding the basketball net.
 - Confirmation that works to the play equipment would be required before the play area could re-open; it was noted that some parishioners had asked for this area to be open before the Xmas holidays.
 - Henry Godfrey had confirmed that he would deal with the surface to the area surrounding the basketball hoop at cost of materials only.
 - Cllr Wilkinson confirmed he was able to oversee the purchase and installation of the gates.
 - Cllr Kitchen and the Chairman confirmed works allocated to them (as described in the Strategy Task & Finish Group report of the 17th October 2020 circulated previously) would be completed in the near future.
 - If the surface to the basketball hoop could not be resurfaced after other repairs had been undertaken, it was agreed this area could be marked as unavailable for use but the remainder opened.
 - Councillors agreed to liaise by e-mail to confirm work allocated to each councillor had been completed and when the area could be re-opened.

As a result of the discussion, Cllr Ball proposed; Cllr Wilkinson seconded and all agreed the purchase and work as outlined in line with Option 4 of the paper circulated by Cllr Wilkinson, namely the purchase of benches, the purchase and/or repair of the gates and concreting the surrounding area to the basketball hoop all of which would cost in the region of £1,450.

- iii. **Weekly checks** – following discussion, draft 2 of the paper circulated by Cllr Wilkinson was agreed for use. *Cllr Wilkinson proposed; Cllr Kitchen seconded and all agreed the list be used for weekly checks with an initial review at the next meeting.* It was further

agreed to keep a folder in the Village Shop for each councillor to manually complete a checklist and file the completed sheet with a review about the way forward in terms of moving to an online system, to be undertaken at a later date. Cllr Ball's offer to undertake the initial month's checks was welcomed.

Cllr Ball

07/11/20 **Planning** - (audio recording time: 00:45:00)

- a. **Barn at Hill House Farm, Chittlehamholt – application 72416** – for the change of use of an agricultural building to a dwelling house (Class Q (A&B) (circulated separately). Not specifically related to application 72416, but still relevant, Cllr Ball reminded the Council of the concerns it had expressed to NDC about its inability to provide specific criteria for implementing regulations related to Class Q applications. He also pointed out that when he had raised this issue at an open forum with NDC, he had been advised by a senior member of NDC to raise the issue with the Local Govt Ombudsman if the Council remained dissatisfied with NDC's response. Following discussion and further explanation of the issues raised by the Council with NDC, Cllr Jenkins agreed to make enquiries prior to the Council pursuing the matter with the Ombudsman. Cllr Ball and the Clerk agreed to ensure all relevant information was made available to Cllr Jenkins.
Cllr Ball/Clerk/Cllr R Jenkins
- b. **Mole Cottage, Chittlehamholt – application 72456** – a Decision Notice to approve the change of use of land to create additional curtilage, installation of treatment plant and one flue was received.
- c. **Barn adjacent to Holtgate, Chittlehamholt – application 71957** – a Decision Notice to approve the change of use of land to create additional curtilage, installation of treatment and one flue was received.
- d. **Little Shortridge, Warkleigh – application 71198** – the Council noted the appeal which had been made to the Secretary of State against the decision of NDC to refuse planning permission for application 71198.
- e. **Land near Deason Farm – Chittlehamholt – application 72364** – Cllr Ball explained the background to the issues raised by him through e-mail exchange prior to the meeting. He confirmed that NDC had now made the decision that planning permission would be required for the application. It was noted that any development made prior to this permission being granted would be unlawful.
- f. **Proposed road closure** – the road closure notice for 1st to 5th February 2021 from Hayne Town Cross to Chittlehamholt Cross was noted.

08/11/20 **Finances** – (audio recording time: 00:56:40)

- a. **Current balance** – it was confirmed the balance would be included in the Minutes when a current bank statement was available. *As at 15th December 2020 the balance was £13,301.83. No statement had been received for the period 15th October to 15th November 2020.*

- b. **Budget/Precept for 2021/2022** – Cllr Kitchen presented the draft Budget (circulated separately) confirming that no queries had been received from councillors following its circulation. He expanded on works planned by the Council, including costs related to the proposed electric car charging installation and how these costs would be spread over a number of years noting that these costs exceeded income. He proposed a Precept of £5,300 with reserves of £4,800 at the end of the year. The increase was in line with recommendations made by NDC that parish councils should take account of the annual rise in costs. The amount of £5,300 represented an increase of £175 which equated to 8p per week for a band D householder. Cllr Wilkinson thanked Cllr Kitchen for the work involved in developing the Budget and confirmed his agreement for the annual increase; he felt this small amount was far preferable to the alternative of a considerable increase at some future date.

In response to Cllr Ball's query about the absence in the Budget of the annual membership fee to CRPE, Cllr Kitchen confirmed this was an oversight and, following further considerations which he aired, he would amend the Budget to reflect this and confirmed it would not affect the amount of Precept requested.

Cllr Kitchen proposed; Cllr Ball seconded and it was therefore resolved that the Budget be approved for 2021/22 and the Precept set at £5,300. The Clerk was asked to advise NDC of this decision.

Clerk

- c. **Repayment to Cllr Coupe for payment to Site Ground Hosting Ltd of £35.94** (including VAT of £5.99) – there was agreement that a repayment be made to Cllr Coupe for the renewal of the Council's domain registration for 2 years.

09/11/20 **Matters Raised by Councillors** – (audio recording time: 01:06:00)

- **Chittlehamholt noticeboard – repair** – in response to a query, the Clerk confirmed the position in terms of the need to complete relevant forms.

Clerk

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

11/11/20 **Correspondence** – *circulated separately (audio recording time: 01:07:30)*

- a. **Drop in Broadband speed on ADSL2** – a parishioner's e-mail and Cllr Ball's response about this issue was noted.

b. **Avian Influenza** – an e-mail from DCC requesting the Council share this information was noted.

c. **Interim Devon Carbon Plan Consultation** – it was noted that this consultation commenced on 7th December 2020.

d. **North Devon Parishes COVID 19 Preparedness** – Cllr Wilkinson’s report on the session he attended (circulated separately) was noted. Cllr Wilkinson also confirmed that a further grant for £250 had been awarded by DCC to cover the costs incurred by the Community Help Group.

e. **Local Flood Risk Management Strategy Newsletter** – the newsletter from DCC was noted.

12/11/20 **Items for immediate release to local news outlets** – the Clerk was asked to identify items to share with the local news outlets.

13/11/20 **Date of next meeting** – 11th January 2021. The Chairman thanked all councillors for their hard work during the past year and passed on his best wishes to all for the festive season.

Summary of Items of Expenditure

| Description | Amount | | S 137 |
|--|------------|-------|-------|
| | Net Amount | VAT | |
| Site Ground Hosting Ltd – repayment to Cllr Coupe – for the renewal of the Council’s domain registration for two years. | 29.95 | £5.99 | |

Summary of Actions

| Councillor/Clerk/ Next agenda | Minute reference | Details |
|------------------------------------|---------------------|---|
| Next agenda | 05/11/20 | Update on offer to renovate telephone kiosk. |
| Cllr Wilkinson | 06/11/20 b | Report on session with Highways about Winter preparation. |
| Cllr Ball | 06/11/20 c | Present proposals for installation of electric car charging point. |
| Clerk | 06/11/20 d | Place order for trees with approved supplier. |
| Cllr Ball | 07/11/20 c iii | Carry out first month’s weekly checks of play equipment. |
| Cllr Ball Clerk Cllr Jenkins | 07/11/20 a | Cllr Ball/Clerk to provide background details to Cllr Jenkins related to unsatisfactory NDC response to issues raised. Cllr Jenkins to follow up with NDC. |
| Clerk | 09/11/20 | Complete NDC paperwork. |

Signed

Date 30th November 2020

Chairman