



# Chittlehamholt, Satterleigh and Warkleigh Parish Council

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## Minutes of Parish Council (virtual) Meeting held on 11<sup>th</sup> January 2021

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 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.*

01/01/21 **Introduction and apologies** – apologies were received from Cllr Richard Edgell (DCC).

02/01/21 **Declarations of Interest and Dispensations** – there were no declarations of interest received.

03/01/21 **Reports** (audio recording time 00:05:08)

- a. **Police** – the Annual Report from the Office of the Police and Crime Commissioner was received (*circulated separately*). Cllr Wilkinson confirmed that he and Cllr Coupe were working to ensure newsletters and other information that needed sharing early would continue to be accessible via the Council's website.
  
- b. **North Devon Council/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. Cllr Jenkins confirmed he had nothing specific to add to the routine briefings.

04/01/21 **Minutes of the Meeting held on 30<sup>th</sup> November 2020** - (audio recording time: 00:06:30)

The Minutes of the Parish Council Meeting which took place on the 30<sup>th</sup> November 2020 were approved by the Council and the Chairman instructed to sign these when able.

05/01/21 **Items raised by parishioners** (audio recording time: 00:07:35)

- a. **Offer to renovate Chittlehamholt Telephone Kiosk** – Cllr Wilkinson confirmed that he had yet to receive a further response from the parishioner.

*Next Agenda*

- b. **Issues related to Planning application 72618** – a parishioner was welcomed to the meeting when it was noted that he wished to listen to the Council's debate on planning application 72618. He stated the reason for his interest, including concerns on aspects of the application. It was confirmed that the application was an agenda item for discussion at a later point in the meeting.

06/01/21 **Maintenance of roads, footpaths etc.** - (audio recording time: 00:08:30).

- a. **Highway maintenance/verge ploughing (phase 2)** – at a later point in the agenda item, Cllr Wilkinson confirmed that he would be following up this work with the contractor although acknowledged all such activity had been delayed due to issues related to COVID 19.
- b. **Progress with issues reported to Highways** – Cllr Wilkinson confirmed that he had discussed a number of issues with Richard Sables (DCC). In addition, he had raised with Richard Sables and senior officers from DCC work planned but not undertaken to the Swingate Cross area. Other points noted after contributions from councillors were:
- 100 potholes had been reported to Highways.
  - Potholes identified on Newlands Hill had been repaired.
  - Some potholes, marked for repair, had been covered by leaves and mud so these may not be obvious to contractors; Cllr Wilkinson stated he would check on these in liaison with Cllr Coupe who raised the point.
  - A parishioner who had raised an issue about top dressing of a road had been referred to Richard Sables and Cllr Wilkinson copied into the e-mail for information.

*Cllr Wilkinson*

- c. **Electric Car Charging Point** – Cllr Ball reported that because he had discovered very recently that the Village Hall was not registered for VAT, thus could not reclaim this cost, the proposals he had developed needed a change of direction and therefore further work. He went on to explain, in some detail, the issues raised by this discovery and options for its resolution. Following some discussion, the Council agreed that he continue his explorations but with the Council the lead for managing the charging point, since the Council was registered for VAT.

*Cllr Ball*

d. **Launds Playing Field**

- i. **Re-opening** – Cllr Wilkinson confirmed that the play area was now open. Work planned and other issues included:
- A formal 'thank you' was agreed to acknowledge the assistance of Will Sanders who provided, at no cost to the Council, a metal fence to surround restricted areas.
  - All items requiring repair or other work were now appropriate for use.

- DCC's £1,000 grant towards modernising the area had now been received by the Council in order to start work planned.
- A meeting had been held between Cllrs Wingrove and Wilkinson with Henry Godfrey to discuss work which he had kindly agreed to undertake, without charge for labour. Cllr Wilkinson explained what was proposed including measures to resurface the basketball base, address immediately inside the gates to divert water from the area and prepare the area planned for planting trees which would become the Community Orchard.
- It was confirmed that the wooden fence to be placed around the play area would replace the metal fencing.
- The cost of bark to be laid in the area was still to be explored.
- All work would be weather dependent.

*Cllr Wilkinson proposed; Cllr Kitchen seconded and all agreed that the work, summarised above (and previously approved subject to receipt of the DCC grant,) should now proceed.*

*Clerk*

- ii. **Weekly checks** – Cllr Ball reported on the issues identified by him during his first weekly check of playground equipment. The reason for initiating the weekly checks was explained together with the contents of the check list. It was confirmed that should there be significant issues identified, a councillor should report these to the Clerk who would be able to liaise with the Chairman. It was noted that action to resolve any problem quickly or close the area, could be sanctioned under emergency powers if the issue could not wait for consideration at the Council's next meeting. The Clerk was asked to draw up a rota for future weekly checks and to check an issue raised by Cllr Wingrove concerning whether there were any actions required of play areas to conform to COVID 19 legislation.

*Clerk*

- iii. **Grass cutting** – Cllr Wilkinson reminded the Council that a contract for cutting grass in 2021 needed to be considered. Following discussion, it was agreed that a specification for the next contract should be drawn up for the purpose of seeking tenders. Cllr Wilkinson offered to draft a specification for consideration, with the assistance of Cllr Wingrove.

*Cllr Wilkinson/Cllr Wingrove*

07/01/21 **Planning** - (audio recording time: 00:34:10)

- a. **Class Q applications** – Cllr Jenkins advised that although he had made contact with Michael Tichford (NDC) he had not yet received a response.

*Cllr Jenkins*

- b. **Barn at Hill House Farm, Chittlehamholt – application 72416** – the Decision Notice to approve this application for the change of use of an agricultural building to a dwelling house was noted.

- c. **Land near Deason Farm – Chittlehamholt – application 72618** – (note: this item was taken at a later point in the meeting – audio recording time: 00:54:00.) Councillors raised many issues of concern related to the application, followed by a lengthy discussion and a detailed summary by Cllr Ball of specific issues where the application was incomplete and/or in breach of certain sections of the Local Plan. As a result of the discussion, *Cllr Ball proposed; Cllr Wilkinson seconded and all agreed that the application should be rejected since it was not in accordance with NDC planning guidance.* Cllr Ball agreed to draft the Council's

response and share with councillors for amendment and/or additions. It was noted that the response would need to be submitted by the 15<sup>th</sup> January 2021

*Cllr Ball/Councillors/Clerk*

It was noted that in answer to a question within the application forms '*has any work started?*' the applicant's answer had been '*no*'. The question was posed as to whether the work already carried out on the site was appropriate and an issue which should be checked by NDC.

08/01/21 **Finances** – (audio recording time: 00:36:00)

- a. **Current balance** – it was noted that the balance, as at 15<sup>th</sup> December 2020, was £13,301.83. It was also noted that this sum included the following grants which had been received since October 2020:
  - £300 grant for trees for the Community Orchard from North Devon Biosphere;
  - £450 grant (matched funding) towards Phase 2 highway maintenance from DCC's Community Enhancement Fund;
  - £1,000 grant towards repairs and renewal of the playground area and equipment in Launds Playing Field from DCC.
  - £250 COVID 19 grant for work undertaken by the Community Help Group from DCC, which is paid to the Council for onward transfer (*ref agenda item b ii. below.*)
- b. **Payments**
  - i. **Site Ground Hosting Ltd - £35.94** – *Cllr Kitchen proposed; Cllr Wilkinson seconded and, with the exception of Cllr Coupe, all approved the repayment of this sum to Cllr Coupe.* It was noted the sum was for the renewal of the Council's domain registration for the next two years.
  - ii. **Repayment of £250 COVID 19 Grant from DCC to the Chittlehamholt Village Shop** – *Cllr Wilkinson proposed; Cllr Kitchen seconded and all approved the repayment of this sum for costs it had incurred on behalf of the Community Help Group in the delivery of its support to parishioners, (supporting paper circulated separately).*

In response to a query from Cllr Wilkinson, the Clerk was asked to make enquiries from DALC about the banking arrangements of other parish councils which may enable more prompt payments to be made when necessary.

*Clerk*

09/01/21 **Matters Raised by Councillors** – (audio recording time: 00:42:55)

- a. **Parish Forum** – it was noted that Cllrs Ball and Wilkinson had attended the virtual forum on the 16<sup>th</sup> December, which had been chaired by DCC Cllr John Hart. Discussions included the level of increase in the Community Charge and an opportunity for Cllr Wilkinson to raise the issue related to highways discussed earlier in the meeting.
- b. **Chittlehamholt Noticeboard** – in response to a question from the Chairman, the Clerk confirmed that an order had been placed for the replacement door to the noticeboard and agreed to check on progress.

- c. **Gritting** – In response to a question from the Chairman, the current arrangements for gritting the roadways identified as the ‘snow route’ were explained by Cllr Wingrove. Discussion on the subject confirmed that consideration needed to be given to either repair or renewal of the Council owned gritter. It was agreed that an item be included for discussion on the next agenda; Cllr Wilkinson offered to provide a paper on options for consideration.

*Cllr Wilkinson*

- 10/01/21 **Training opportunities for Councillors/Clerk** – routine DALC newsletters, circulated previously, were noted.
- 11/01/21 **Correspondence** – no correspondence had been received since the last meeting which required the Council’s consideration.
- 12/01/21 **Items for immediate release to local news outlets** – the Clerk was asked to identify items to share with the local news outlets.
- 13/01/21 **Date of next meeting** – 22<sup>nd</sup> February 2021. A schedule of meetings for 2021 was approved (circulated separately). Cllr Ball raised the point that the Village Hall may wish to make an application to the Council for a grant in view of the fact that it had not benefitted financially from the routine hiring of its premises by the Council during the past twelve months. Cllr Ball agreed to speak with representatives from the Village Hall.

#### Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
<b>Site Ground Hosting Ltd</b> – repayment to Cllr Coupe – for the renewal of the Council’s domain registration for two years. <i>(This was represented to ensure payment was formally approved.)</i>	29.95	£5.99	
<b>Chittlehamholt Village Shop</b> – repayment of the COVID 19 DCC grant for costs incurred by the Community Help Group	£250.00		

#### Summary of Actions

Councillor/Clerk/ Next agenda	Minute reference	Details
Next agenda	05/01/21	Consider offer to renovate Chittlehamholt Telephone Kiosk – if further information available.
Cllr Wilkinson	06/01/21 b	Check that potholes marked for repair, but covered with debris had not been overlooked.

Cllr Ball	06/01/21 c	Further explore opportunities for the Council managing an electric car charging point in the village car park.
Clerk	06/01/21 d i	Write to Will Sanders to formally thank him for the loan of the metal fence used in Launds Playing Field.
Clerk	06/01/21 d ii	Prepare rota for weekly checks.
Cllr Wilkinson Cllr Wingrove	06/01/21 d iii	Draft a specification for grass cutting in readiness for seeking tenders.
Cllr Jenkins	07/01/21 a	Report on response from Michael Titchford (NDC)
Cllr Ball Clerk Councillors	07/01/21 c	Draft Council's response to planning application 72618; seek councillor's comments; Clerk to submit final response by closing date.
Clerk	08/01/21 b	Make enquiries about alternative arrangements for council payments to avoid delays created by using cheques.
Cllr Wilkinson	09/01/21 c	Draft an options paper for the future gritting of the 'snow route'.

**Signed**

*Chairman*

**Date** 22<sup>nd</sup> February 2021