



# Chittlehamholt, Satterleigh and Warkleigh Parish Council

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

**Chairman:** Paul Blackwell      paul.blackwell@cswwparish.org.uk  
01769 540180

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

## Minutes of Parish Council (virtual) Meeting held on 29<sup>th</sup> March 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.*

1 member of the public was in attendance. The meeting opened at 7.30 p.m.

In response to her request, the Chairman invited Ms Davies to address councillors on the subject of Planning Application 72571. She set out the context in which the application was being made and provided an overview of the development. She confirmed she would be happy to answer any queries that arose when the Council discussed the application.

01/03/21 **Introduction and apologies** – (audio recording 00:04:15) the Chairman opened the meeting when it was confirmed that apologies had been received from Cllr Richard Edgell (DCC).

02/03/21 **Declarations of Interest and Dispensations** – Cllr Wingrove declared an interest in agenda item 7b in relation to grass cutting in Launds playing field.

03/03/21 **Reports** (audio recording time 00:05:25)

- a. **Police** – Cllr Wilkinson reminded the Council that on 6<sup>th</sup> May elections would be held for the Police and Crime Commissioner.

- 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’. Cllr Jenkins confirmed that a full ND Council meeting was planned for that week.

04/03/21 **Minutes of the Meeting held on 22<sup>nd</sup> February 2021** - (audio recording time: 00:07:00)

The Minutes of the Parish Council Meeting which took place on the 22<sup>nd</sup> February 2021 were approved by the Council and the Chairman instructed to sign these when able.

05/03/21 **Items raised by parishioners**

- **Offer to renovate Chittlehamholt Telephone Kiosk** – it was confirmed that additional information had not been received. It was agreed to discuss the matter at a future meeting should any further contact be made by the parishioner.

06/03/21 **Maintenance of roads, footpaths etc.** - (audio recording time: 00:08:00)

- a. **Highway maintenance/verge ploughing (phase 2)** – Cllr Wilkinson confirmed that he had been in liaison with the contractor on two occasions, who planned to undertake the work in April.
- b. **Progress with issues reported to Highways** – Cllr Wilkinson advised having reported fly tipping in an area towards Warkleigh and a number of potholes. Cllr Ball confirmed the tyres had now been removed.
- c. **Gritting** – Cllr Wilkinson introduced discussion related to policy and process for gritting by reminding the Council of the self-explanatory paper he had circulated entitled ‘*Winter Travel (draft) Policy*’. Cllr Ball suggested that this issue be discussed in detail at a Strategy Task & Finish Group meeting. He explained that this was because other issues he was exploring and upon which he would be reporting later in the meeting could have an impact on arrangements for gritting. Cllr Coupe expressed the view that the paper circulated provided a good basis for discussion at a Strategy Task & Finish Group meeting.

*Strategy Task & Finish Group*

07/03/21 **Projects** (audio recording time: 00:11:10)

- a. **Electric Car Charging point** – Cllr Ball explained that his further investigations around funding had resulted in a capital shortfall of between £2,000 to £2,500. Currently he was in contact with seven potential funding organisations. These provided significant funding opportunities which also linked to other activities managed by parish councils. For this reason it was suggested the findings from his investigations would benefit from detailed discussion at a Strategy Task & Finish Group meeting. It was agreed to discuss the matter further when additional information from funders was available to Cllr Ball who would circulate possible dates for meeting.

*Cllr Ball*

- b. **Launds Playing Field** (audio recording time: 00:14:25)

- i. **RoSPA Inspection** – the Council received the 2021 RoSPA Inspection Report. Concerns about its findings were raised by Cllr Wilkinson who made the observation that the inspection took place on the same day as he undertook the weekly inspection. He went on to expand on these and concluded by suggesting the Council challenge the report on

two of the issues he described and withhold payment until the matter was resolved. He pointed out that this was the second year when the report had not provided an accurate reflection of the situation on certain aspects of the inspection. Other councillors contributed to points raised in the report, however all agreed with Cllr Wilkinson's suggestion. Cllr Wilkinson agreed to draft a letter and forward to the Clerk.

*Cllr Wilkinson*

- ii. **Weekly checks – play equipment** – Cllr Wilkinson reported on checks he had undertaken during March pointing out that the bin collection was not in the control of the Council although included in the RoSPA inspection. The siting of the bin and arrangements for ensuring this was reported if full were discussed; it was agreed that councillors initially report to Cllr Wilkinson if the bin was full in order that he may raise this with NDC. It was also noted that the weekly inspection sheet would be amended by the Clerk in order to keep a record of when reports were made to NDC about the need for a bin collection. It was also noted that 'Month' needed to be added to the form. The Clerk agreed to circulate an amended copy to councillors for future use.

*Clerk*

It was noted that Henry Godfrey hoped to complete work in the field during the weekend of 16th April.

- iii. **Weekly checks – rota** - the draft rota was accepted; the Chairman confirmed he would be undertaking the checks in April.
- iv. **Grass cutting 2021** – (*audio recording time: 00:26:50*) - the Clerk reported that discussions with the current contractor had confirmed that it may be possible to reduce the cost, but this would be dependent on the weather. The contractor had also pointed out that the Council now expected better quality 'finish' to the area and that any reduction in cuts/trimming was likely to be detrimental to this objective. Following discussions, the Clerk was asked to request an estimate from the current contractor for 'per cut' in addition to the cost for the year. It was accepted that if costs could not be reduced, these would need to be managed and how to achieve this could be considered at the proposed Strategy Task & Finish Group meeting.

*Clerk/Strategy Task & Finish Group meeting*

08/03/21 **Planning** - (*audio recording time: 00:31:30*)

- a. **Class Q applications** – e-mail correspondence between Cllr Jenkins and the former Head of Place NDC (Strategic Development and Planning) was received, following which Cllr Ball provided some background to the issues raised by the Council with NDC. Following discussion, it was agreed that since Ms Jean Watkins was now 'acting' as Head of Place, she should be expected to respond. Failing a satisfactory reply being received by the Council's June meeting the next step would be considered, which was to raise the matter with the Ombudsman. It was noted that Cllr Jenkins would make further representations to Ms Watkins.

*Cllr Jenkins/June agenda*

- b. **4 Deason Cottages Chittlehamholt, UMBERLEIGH – application 72425** – the Decision Notice to approve the application for Listed Building Consent for installation of 2 compact solar collectors was noted.

- c. **Land near Deason Farm – Chittlehamholt – application 72618** – Cllr Jenkins confirmed that the land was in the process of being sold and that any proposed building would be subject to the usual planning arrangements being sought.
- d. **Great Shortridge, Warkleigh - application 72822** – the Decision Notice to approve an application for details in respect of discharge of Condition 3 – Application 70400 was noted.
- e. **Barn at Great Shortridge Warkleigh – application 73051** – in respect of discharge of condition 4 (external lighting) attached to planning permission 70400 (conversion of a barn into a dwelling) was received. Although views by two councillors expressed dissatisfaction with the quality of the information provided because of what seemed a meaningless condition imposed by NDC, it was decided not to comment on the application.
- f. **Presbury Farm Chittlehamholt – application 72571** – (*audio recording time: 00:39:50*) for change of use of land to equine and erection of sand school and associated landscaping was received. Cllr Ball made a number of points related to the application, pointing out that it was likely to be approved in respect of the Local Planning Policy DM16 although this had not been referred to in the application and therefore the application may benefit from the inclusion of this reference. He also pointed out that the ecological report referred to by Ms Davies in her comments prior to the meeting, was not available on the NDC website. Following further discussion and contributions from Cllr Coupe, Ms Davies confirmed she had noted the Council's comments related to DM16 and the absence of the ecological report on NDC website which she had also noted. She also confirmed there would be no lighting required or any impact on the roads. *Cllr Ball proposed; Cllr Coupe seconded and all approved the application.*
- Cllr Ball*
- g. **Drakes Farm, Chittlehamholt – application 73032** – for conversion of redundant agricultural building to a dwelling was received. Following discussion, which revealed some reservations which Cllr Ball agreed to address in the Council's formal comments alongside comments on application 72571, *Cllr Ball proposed; Cllr Coupe seconded and all agreed that the Council's views should be conveyed to NDC.*
- Cllr Ball*
- h. **New Park, Chittlehampton, UMBERLEIGH – application 72811** – for construction of an agricultural livestock building was received. Following some discussion about various aspects and the possible impact of the development on the 'snow route' it was decided any impact would be minimal and therefore not to make a formal comment. There were concerns expressed about the movement of livestock affecting the conditions of the roads more generally.

09/03/21 **Finances** – (*audio recording time: 01:02:10*)

- a. **Current balance** – it was noted that the balance, as at 15<sup>th</sup> March 2021, was £11,741.04.

- b. **Grants** – it was noted that Warkleigh and Satterleigh PCC and St John the Baptist Chittlehamholt PCC had written, acknowledging and thanking the Council for the grants made towards the upkeep of burial grounds managed by them - £300 and £150 respectively.
- c. **Payments** – it was agreed to withhold approval of payment to RoSPA Playsafety Ltd for the annual RoSPA inspection in view of discussion held earlier in the meeting.

10/03/21 **Matters Raised by Councillors** – (audio recording time: 01:03:45)

- a. **Earths Little Garden – possible temporary structure** – referring to the previous application at this site, Cllr Kitchen reported that two stables had been built on the ground and questioned whether these were a temporary structure and if so whether planning permission was required. In view of the need for clarity over this development, it was agreed to contact NDC.
- b. **Renewal of Clerk’s contract** – Cllr Ball confirmed that he had organised the renewal of the Clerk’s contract for the financial year 2021/22 and that her salary would be increased in line with the annual increase for this period. *Clerk*
- c. **Funding for churches** – Cllr Ball confirmed he had identified possible funders and therefore sent this information to the parishioner who sought the Council’s advice on such opportunities.
- d. **AED checks** – Cllr Wilkinson confirmed that he had recently provided the SW Ambulance Service with photographs and locations for both AEDs and undertaken and reported on checks, which are required annually. In response to a question it was confirmed that the Clerk had contacted the editor of the Chronicle providing an up to date list of ‘first responders’.

11/03/21 **Training opportunities for Councillors/Clerk** – routine DALC newsletters, circulated previously, were noted.

12/03/21 **Correspondence**

- a. **Devon Climate Emergency Council Support Network** – the survey findings and notice of first meeting on 7<sup>th</sup> April 2021 was received.
- b. **Notice of elections** – the notice of elections to take place on 6<sup>th</sup> May 2021 for the Police and Crime Commissioner and Devon County Councillors was noted.
- c. **Draft Resource and Waste Strategy for Devon and Torbay** – the draft strategy from DCC was received.
- d. **Could it be time to spring clean your lifestyle?** – the NDC email aimed at encouraging local residents and organisations to take actions that both increase quality of life and reduce their carbon footprint to help combat climate change was received.

13/03/21 **Items for immediate release to local news outlets** – the Clerk was asked to identify items to share with the local news outlets.

14/03/21 **Date of next meeting** – 26<sup>th</sup> April 2021.

### Summary of Actions

Councillor/Clerk/ Next agenda	Minute reference	Details
Strategy Task & Finish Group	06/03/21 c	Consider future arrangements for gritting.
Cllr Ball	07/03/21 a	Arrange meeting of the Strategy Task & Finish Group – to include discussion on funding opportunities for the installation of an electric car charging point.
Cllr Wilkinson	07/03/21 a i	Draft letter to Playsafety regarding inaccuracies in the 2021 RoSPA inspection report.
Clerk	07/03/21 a ii	Amend weekly check list and circulate update to councillors.
Clerk Strategy Task & Finish Group	07/03/21 a iv	Ask current contractor to include a 'per cut' price in the estimate for grass cutting/strimming. Consider how to manage additional cost of grass cutting/strimming in 2021.
Cllr Jenkins June Agenda	08/03/21 a	Liaise with Ms Watkins to follow up query originally raised with former Head of Place NDC. Revisit issue at June Council meeting.
Cllr Ball	08/03/21 f 08/03/21 g	Draft response.
Clerk	10/03/21 a	Seek clarity on planning rules from NDC.

Signed

*Chairman*

Date 26<sup>th</sup> April 2021