



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Chairman: Paul Blackwell

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In view of the Government's restrictions related to COVID 19, the Council has declared that it will be unable to hold meetings in a public venue until further notice. Should parishioners wish to raise an issue, they can do so by contacting the Chairman, Clerk, or any Councillor. However, the public are able to join virtual meetings to listen to proceedings and in order to do so, they should contact the Clerk at least one day before a Council meeting. Audio recordings of proceedings can be accessed at:
<https://cswparish.org.uk/pc-meetings/council-meetings/19-past-meetings>

Parishioner's Open Session – this session, which will be held prior to the start of Council business, provides parishioners with an opportunity to raise issues for the Council's attention.

Agenda of Parish Council Meeting on Monday, 26th April, 2021

Via Zoom – at 7.30 p.m.

1. **Apologies**
2. **Declarations of Interest and Dispensations**
3. **Reports**
 - a. **Police** – to provide an update (SW).
 - b. **North Devon District Council (NDC)/Devon County Council (DCC)** – to note that written updates provided by NDC and DCC are circulated separately whilst virtual Council meetings are taking place and District and County Councillors' are not always able to be present.
4. **To receive and approve the Minutes of the Meeting held on 29th March 2021** (*circulated separately*)
5. **To consider items raised by parishioners**
 - **Grass cutting – Launds** – to receive/note email from parishioner asking when grass will be cut (*circulated separately*)
6. **Maintenance of roads, footpaths etc.** (SW)
 - a. **Highway maintenance/verge ploughing – 2021** – to provide update on phase/year 2 activity.
 - b. **Progress with issues reported to Highways** (e.g. road repairs, hedge trimming, white lining).
7. **Projects:**
 - a. **Launds Playing Field**
 - i. **RoSPA Inspection** – to receive response from RoSPA Playsafety Ltd to concerns raised about the annual inspection report.

- ii. **Weekly checks - play equipment** – to receive a report on checks undertaken in April (PB)
 - iii. **Grass cutting/strimming 2021** – to consider quotations (*to be circulated separately*) and agree next steps.
- 8. Planning** - to receive and consider planning applications, correspondence and follow up issues.
- a. **Class Q applications** – to receive update (RJ).
 - b. **Highbullen Hotel** – to receive e-mail and note briefing from Matt Tucker, Savills, provided before the meeting - related to proposed applications (*circulated separately*).
 - c. **New Park, Chittlehampton – application 72949** – to receive Decision Notice to approve the construction of an agricultural livestock building (*circulated separately*).
- 9. Finances**
- a. **Current balance** – to report that the balance as at 31st March 2021 was £11,127.04.
 - b. **Internal Audit for 2020/21** – to consider Internal Auditor’s Report (*to be circulated separately*) (Clerk)
 - c. **Annual Governance and Accountability Return 2020/21 Part 2 (AGAR)** - to consider and approve the AGAR (*to be circulated separately*) (Clerk).
 - i. *To certify that the Council is exempt from a limited assurance review (under Section 98 of the Local Audit (Smaller Authorities) Regulations 2015) – ref P3*
 - ii. *To note the Internal Auditor’s Report for the year 2020/21 – ref P4*
 - iii. *To consider and approve the Annual Governance Statement 2020/21 – ref P5*
 - iv. *To consider and approve the Accounting Statements in that they present fairly the financial position of the Council for 2020/21 – ref P6*
 - v. *To note associated documents (to be circulated separately), namely:*
 - *Analysis of variances*
 - *Bank reconciliation to 31st March 2021*
 - *Notice of the period for the exercise of public rights and other information required by Regulation 15(2), Accounts and Audit Regulations 2015.*
 - d. **Payment - to resolve payment of the following:**
 - i. **DALC - £84.70 (including £9.70 VAT)** for membership renewal 2021/22 (*ref (12) Budget 2021/22*).
 - ii. **Campaign to Protect Rural England (CPRE) - £36.00** – for membership renewal (*ref (13) Budget 2021/22*).
 - iii. **Ian Woollacott - £3,272.40 (including £545.40 VAT)** (*ref (10) Budget 2021/22*)
 - iv. **To note payment for Clerk’s Salary to North Devon Council - £408.96** – (including £7.72 administrative charge of which £1.29 is VAT) (*ref (5) Budget 2021/22*).
- 10. Matters Raised by Councillors – not included elsewhere**
- 11. Training opportunities for Councillors/Clerk** - to note routine DALC newsletters (*circulated separately*).
- 12. Correspondence and comments received:**
- a. **Community Risk Management Plan for Devon and Somerset Fire and Rescue Service** – to receive an invitation from the Service to express views on risks within the local community (*circulated separately*).
 - b. **DALC Newsletter No 19** – including update on ‘remote’ meetings (*circulated separately*).

- c. **Notification of road closure – from Hayne Town Cross to Chittlehamholt Cross, Chittlehamholt – from 26th to 30th July 2021 (*circulated separately*).**
- 13. Items for immediate release to local news outlets – to consider items to share with news outlets.**
- 14. Date of Next Meeting: 24th May, 2021 – to be preceded by the Council’s Annual Meeting.**