



# Chittlehamholt, Satterleigh and Warkleigh Parish Council

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

**Chairman:** Paul Blackwell      [paul.blackwell@cswwparish.org.uk](mailto:paul.blackwell@cswwparish.org.uk)  
01769 540180

**Parish Clerk:** Linda Stapleton      [clerk@cswwparish.org.uk](mailto:clerk@cswwparish.org.uk)

## Minutes of Parish Council (virtual) Meeting held on 26<sup>th</sup> April, 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 had declared that it would be unable to hold meetings in a public venue. These restrictions were changed on 6<sup>th</sup> May 2021 when temporary arrangements have been made for 'face to face' meetings of the Council. However, the public are still able to join meetings 'virtually' to listen to proceedings and issues may still be raised with the Chairman, Clerk or individual councillors beforehand for the Council's consideration.*

2 members of the public were in attendance. The meeting opened at 7.30 p.m.

In response to his request, the Chairman invited Matt Tucker (Savills), to address the Council about forthcoming planning applications related to the Highbullen development. He explained his role in the project and reminded the Council about the outline planning application for which consent had been granted in 2018. He went on to provide some detail about the applications. He confirmed that as part of the sale and due diligence procedure and because outline planning was due to expire on 10<sup>th</sup> May 2021, a number of applications would be registered with North Devon Council. In conclusion and on behalf of Highbullen, he expressed the desire to continue engaging with the Parish Council on the development.

01/04/21 **Introduction and apologies** – (audio recording 00:06:56) the Chairman opened the meeting when it was confirmed that apologies had been received from Cllr Richard Edgell (DCC). The Clerk reported that Cllr Edgell had contacted her to advise that he would not be standing for re-election, wished the Council well and was disappointed not to be able to say 'au revoir' in person. Cllr Ball reported having met Cllr Edgell recently when he had

explained his decision to withdraw from local politics. Cllr Ball hoped any new councillor would be as understanding of rural issues as Cllr Edgell, who had provided considerable support to CSW Parish Council and without which many projects over the years may not have been completed.

02/04/21 **Declarations of Interest and Dispensations** – Cllr Wingrove declared an interest in agenda item 7b in relation to grass cutting in Launds playing field.

03/04/21 **Reports** (audio recording time 00:10:28)

- a. **Police** – Cllr Wilkinson advised that a new police inspector would be based at South Molton and virtual meetings planned with parish council representatives on which he would report at the next meeting.
  
- 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 he had been unable to contact Ms Jean Watkins, NDC, in relation to the Council's Class Q enquiries and that no appointment had been made to the Head of Planning.

04/04/21 **Minutes of the Meeting held on 29<sup>th</sup> March 2021** - (audio recording time: 00:12.45)

The Minutes of the Parish Council Meeting which took place on the 29<sup>th</sup> March 2021 were approved by the Council and the Chairman instructed to sign these when able.

05/04/21 **Items raised by parishioners**

- **Grass cutting – Launds** – it was noted that an enquiry had been received from a parishioner asking when the grass in Launds would be cut. Cllr Wilkinson reported that he had cut a replica of the cricket field and around the play equipment in response to the e-mail.

06/04/21 **Maintenance of roads, footpaths etc.** - (audio recording time: 00:15:20)

- a. **Highway maintenance/verge ploughing (phase 2)** – Cllr Wilkinson reported that the work planned for phase 2 had been completed by the contractor. He was personally pleased with the quality of the work and pleased to have received favourable remarks from some parishioners. Points noted from the discussion which followed were:
  - Confirmation from Cllr Kitchen that the 2021/22 budget allowed for phase 3 highway maintenance of £1,200 including VAT.
  - Cllr Wilkinson's offer to submit a tender for phase 3 to the Community Enhancement Fund, which was welcomed.
  - Recognition that the areas to be included in phase 3 would need to be explored if/when funding was approved, since it had been possible within phase 2 to cover a wider area than originally planned.
  - Cllr Wilkinson's agreement to discuss with Richard Sables (Highways) work required to the top end of Portsmouth Arms road in response to Cllr Coupe's comments.
  - The need to raise awareness amongst parishioners of how this type of work was funded as there remained a view that DCC (Highways) organised and paid for all highway maintenance. Cllr Coupe offered to include a news item to highlight this aspect.

On behalf of the Council, the Chairman thanked Cllr Wilkinson for his work in organising Phase 2 works.

*Cllr Coupe/Cllr Wilkinson*

- b. **Progress with issues reported to Highways** – Cllr Wilkinson reported he was still waiting to receive confirmation about whether funding had been agreed to repair the road at the bottom of Swinggate Hill.

07/04/21 **Projects** (audio recording time: 00:22:00)

a. **Launds Playing Field**

- i. **RoSPA Inspection** – the Council received RoSPA Playsafety Ltd’s response to the concerns raised about the annual inspection report. Following discussion, when councillors aired their continued disagreement with certain observations of the inspector, it was agreed that prior to the next inspection two councillors should undertake the weekly check and take a number of photographs. It was agreed to make a decision in the New Year about whether the inspector should be accompanied by a councillor in view of the additional cost this would entail.
- ii. **Weekly checks – play equipment** – the Chairman reported on weekly checks he had undertaken during April explaining there had been no real problems identified. It was noted that Cllr Coupe would be undertaking the checks in May.
- iii. **Grass cutting 2021** – two estimates were received which were £70 per cut and £114 per cut. *Cllr Kitchen proposed; Cllr Ball seconded and all apart from Cllr Wingrove, who abstained, approved that an order be placed with A & M Contractors for cutting/strimming the grass in Launds on a three-weekly basis during 2021.* It was agreed that should this arrangement not maintain the grass to an adequate level, councillors may consider on an extra cut during the year.

*Clerk*

In response to a question, the Clerk confirmed that she had not received a written estimate from the current contractor. Cllr Ball explained that the Council could not place an order for grass cutting without a written estimate.

08/04/21 **Planning** - (audio recording time: 00:30:55)

- a. **Class Q applications** – comments received from Cllr Jenkins earlier in the meeting were noted. It was agreed that should the Council not receive a reply by its next meeting, a formal complaint to NDC would be the next step prior to raising the issue with the Ombudsman. Cllr Ball provided some background to the issue to put into context the Council’s decision.

*Cllr Jenkins/next agenda*

- b. **Highbullen Hotel** – an e-mail (circulated separately) and Matt Tucker’s briefing earlier in the evening was noted. Following discussions which questioned whether full consultation would be conducted on future applications for ‘reserved matters’, *Cllr Coupe proposed; Cllr Ball seconded and all, with the exception of Cllr Wingrove who abstained, agreed to write to NDC asking for assurance that the correct procedure would be followed with regard to consultation.* Cllr Ball agreed to draft a letter.

*Cllr Ball*

- c. **New Park, Chittlehampton, Umberleigh – application 72811** – the Decision Notice to approve the construction of an agricultural livestock building was received.

09/04/21 **Finances** – (audio recording time: 00:41:00)

- a. **Current balance** – it was noted that the balance, as at 31<sup>st</sup> March 2021, was £11,127.04.
- b. **Internal Audit for 2020/21** – it was agreed this item would be deferred to the next meeting. The Clerk confirmed that the Internal Audit had been carried out, but the report had not been received sufficiently early to circulate.

*Next agenda*

- c. **Annual Governance and Accountability Return 2021 Part 2 (AGAR)** – it was agreed this item would be deferred to the next meeting.

*Next agenda*

- d. **Payments** – it was **resolved** to pay the following:
- i. **Devon Association of Local Councils (DALC) - £84.70** (including £9.70 VAT) for membership renewal 2021/22 – *proposed by Cllr Kitchen; seconded by Cllr Wilkinson and agreed by all.*
  - ii. **Campaign to Protect Rural England (CPRE) - £36.00** – for membership renewal – *proposed by Cllr Ball; seconded by Cllr Coupe and agreed by all.*
  - iii. **Ian Woollacott - £3,272.40** (including £545.40 VAT) – *proposed by Cllr Wilkinson; seconded by Cllr Kitchen and agreed by all.*
  - iv. **North Devon Council - £408.96** (including £7.72 administrative charge of which £1.20 is VAT) for Clerk's salary from January to March 2021. This payment was noted.

10/04/21 **Matters Raised by Councillors** – (audio recording time: 00:46:20)

- a. **Strategy Task and Finish Group meeting** – it was confirmed that the next Strategy Task and Finish Group meeting would be held on 4<sup>th</sup> May.
- b. **'Thank you' to Cllr Richard Edgell** – it was agreed to write to Cllr Edgell thanking him for the many years of support he gave to the Council and wishing him well for the future.

*Clerk*

- c. **Resignation of Cllr Wingrove** – Cllr Wingrove announced his resignation from the Council.
- d. **Earth's Little Garden** – it was noted that stables were still being erected at this site.
- e. **Remote Council meetings** – Cllr Ball reported on the High Court challenge to the announcement that councils could no longer meet remotely after 6<sup>th</sup> May. A decision was due at the end of April.
- f. **Improving internet access** – Cllr Ball reported that BT engineers were currently exploring the siting of fibre routes inside the parish.

- g. **Launds Playing field** – Cllr Ball reported on historical paperwork handed to him, which revealed that the Parish Council was established in its current form to enable the purchase of Launds and the cost was £2,000.
- h. **Renovation of play area** – in view of some misinformation Cllr Wilkinson had been aware of in the local community about the renovation, he wanted to place on record that the cricket fencing had been stored behind the wooden hut in the event that a cricket team was established at some future point. He also confirmed that the concrete under the basketball hoop had been completed and the hoop reinstated, emphasising that the cost of all renovation in Launds had been funded entirely by grants and with the assistance of volunteers.
- i. **Funding improvements in the parish** – in response to the Chairman’s question, it was agreed ways of explaining to parishioners how activities undertaken on their behalf were funded should be explored. Suggestions were offered during the discussion and Cllr Coupe agreed to consider this issue.

*Cllr Coupe*

11/04/21 **Training opportunities for Councillors/Clerk** – routine DALC newsletters, circulated previously, were noted.

12/04/21 **Correspondence**

- a. **Community Risk Management Plan for Devon and Somerset Fire and Rescue Service** – an invitation from the Service to express views on risks within the local community was received (*circulated separately*).
- b. **DALC Newsletter No 19** – the newsletter was received which included an update on ‘remote’ meetings (*circulated separately*).
- c. **Notification of road closure** – the road closure from Hayne Town Cross to Chittlehamholt Cross, Chittlehamholt between 26<sup>th</sup> and 30<sup>th</sup> July was noted (*circulated separately*).

13/04/21 **Items for immediate release to local news outlets** – the Clerk was asked to identify items to share with the local news outlets.

14/04/21 **Date of next meeting** – 24<sup>th</sup> May 2021. It was accepted that a decision about where the Council would meet on the 24<sup>th</sup> May would need to be made if the court case was unsuccessful.

**‘Thank you’ to Cllr Wingrove** – Cllr Ball expressed his disappointment that Cllr Wingrove had decided to resign from the Council and thanked him for all he had done for the Council in the past years.

### Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
<b>Devon Association of Local Councils (DALC)</b> for membership renewal 2021/22 ( <i>ref (12) Budget 2021/22</i> )	<b>£84.70</b>	<b>£9.70</b>	
<b>Campaign to Protect Rural England (CPRE)</b> for membership renewal ( <i>ref (13) Budget 2021/22</i> )	<b>36.00</b>		
<b>Ian Woollacott</b> for undertaking phase 2 highway maintenance ( <i>ref (10) Budget 2021/22</i> )	<b>2,727.00</b>	<b>545.40</b>	
<b>North Devon Council</b> for Clerk's salary from January to March (including an administrative charge of £7.72 of which £1.29 was VAT.) ( <i>ref 2020/21 Budget line 31</i> )	<b>407.67</b>	<b>£1.29</b>	

### Summary of Actions

Councillor/Clerk/ Next agenda	Minute reference	Details
Cllr Wilkinson	06/04/21 a	Submit tender for phase 3 highway maintenance. Discuss work required to Portsmouth Arms road with Highways.
Cllr Coupe	06/04/21 a & 10/04/21 a	Consider publicising Council's role in funding/managing highway maintenance and other activities including renovations in Launds.
Clerk	07/04/21 a iv	Place order with A & M Contractors for grass cutting in 2021.
Cllr Jenkins	08/04/21 a	Prompt NDC for response to Council's enquiries.
Cllr Ball	08/04/21 b	Draft letter to NDC.
Clerk	10/04/21 b	Draft letter to Cllr Edgell.
Cllr Coupe	06/04/21 a & 10/04/21 a	Consider publicising Council's role in funding/managing highway maintenance and other activities including renovations in Launds.

Signed

Chairman

Date 24<sup>th</sup> May 2021