



# Chittlehamholt, Satterleigh and Warkleigh Parish Council

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

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

## Minutes of Parish Council Meeting held on 10<sup>th</sup> January 2022 In Chittlehamholt Village Hall – at 7.30 p.m.

<b>Meeting chaired by</b>	Councillor Andrew Kitchen
<b>Meeting minuted by</b>	Parish Clerk Linda Stapleton
<b>Councillors present</b>	Councillor David Ball Councillor Andrew Kitchen (Vice Chairman) Councillor Malcolm Neal Councillor Steve Wilkinson
<b>In attendance</b>	Councillor Paul Henderson (DCC)

**Note:**

CSW Parish Council meetings are normally recorded – videos of proceedings can be accessed at: <https://cswparish.org.uk/the-council/how-we-make-decisions/council-meetings/19-past-meetings>. Minutes are therefore limited mainly to action agreed, with the time of the video recording included against the relevant minute.

The meeting opened at 7.30 p.m.

01/01/22 **Introduction and apologies** – apologies were received from Cllr Paul Blackwell. In the absence of Cllr Blackwell, Cllr Kitchen chaired proceedings.

02/01/22 **Declarations of Interest and Dispensations** – there were no declarations of interest.

03/01/22 **Reports** (video recording time: 00:00:30)

a. **Police** – Cllr Wilkinson reported on items of interest from his liaison with the Police Service, including the following:

- At the recent Devon and Cornwall Oversight Committee the focus had been on the budget for 2022/23; an interesting discussion had taken place about targets and process for recruitment.
- He would soon be discussing with the local Inspector how to improve liaison and, in particular, the reporting of local intelligence which could assist the Police with their investigations. He referred to swift action by the Police following the sighting of a suspicious vehicle being logged on to the online Police Service reporting system.

- It was confirmed there was access to the Police Service crime reporting system via the Council's website.
- It was agreed that local people should be encouraged to report suspicious incidents to the Police Service; the Clerk was asked to share this information with local news outlets.

*Cllr Coupe/Cllr Wilkinson/Clerk*

**b. Devon County Council/North Devon Council** – points noted from Cllr Henderson's briefing included:

- Following the 20mph trial at Newton Abbot, DCC has agreed to establish a new list of priorities for those communities who wish to limit speed to 20mph. Consideration will be given to the impact of road traffic accidents, local schools etc.
- £3m has been allocated to social care.
- In the absence of Cllr Jenkins, he reported his understanding that it was proposed the Council tax would be increased by 1.09% and that there was a management restructuring process being undertaken by NDC.

The Chairman reported on comments made to the Clerk by Cllr Jenkins who had reflected upon the discussions at the last meeting around issues related to the Highbullen development and had questioned whether any further representations should be made. Following general discussion, it was agreed that no further action could be taken although the Council's complaint may address some of the general issues related to NDC planning policy implementation.

04/01/22 **Minutes** (video recording time: 00:14:30)

- **Minutes of the Parish Council Meeting held on 29<sup>th</sup> November 2021** – the Minutes of the meeting held on 29<sup>th</sup> November 2021 (*circulated separately*) were approved by the Council and signed by the Chairman.

05/01/22 **Items raised by parishioners** – there were no issues raised at the session which was held prior to the meeting.

06/01/22 **Maintenance of roads, footpaths, etc** (video recording time:00:15:00)

**Highway maintenance/Phase 3 verge ploughing/progress with issues reported to Highways** – the following was noted from discussions held and Cllr Wilkinson's report:

- Cllr Wilkinson had met with the team addressing the work required to improve the problem between Swinggate Cross and West Pugsley Cross; they will be considering what steps can be undertaken to resolve the problem.
- Following Cllr Coupe's comment about material left after hedge cutting which then had to be cleared/paid for, Cllr Wilkinson explained the difficulty in identifying land owners and/or contractors responsible for its clearance and that 'policing' this activity was very difficult.
- Noting that the damage on the road from Swinggate was caused by the Arla milk tanker, the Clerk was asked to contact the depot to find out the reason why the tanker used parish roads, since it appeared it did not visit any local farms.

*Clerk*

- The damaged road sign at Hayne Town Cross had been reported; the Chairman mentioned a missing sign from the footpath to Featherstones.

- Potholes on various roads had been reported including those on the Warkleigh Road and Newlands Hill.
- Consideration was still being given to the precise roads where verge clearance would take place over and above the snow route.
- Following an issue raised by Cllr Ball, there was general agreement that work to clear drains was required along some roads, such as the Portsmouth Arms, where tarmac was limited.

07/01/22 **Projects** (video recording time: 00:33:15)

a. **Launds**

- i. **Weekly checks** – Cllr Kitchen reported that no significant issues had arisen during December; Cllr Neal confirmed he had undertaken his first check for January. The updated rota was noted.
  - *Community Orchard* – Cllr Wilkinson confirmed that he had replaced the two trees which had died, with the North Devon rare variety of crab tree which had been one of the variety of trees to have previously grown well. He was pleased to confirm these had been provided free of charge.
  - *New gates* – Cllr Wilkinson confirmed that he had ordered the new gates for Launds.
  - *Entrance to Launds Playing Field* - Cllr Ball asked if Henry Godfrey’s advice could be sought regarding improvements to the entrance to avoid this area being waterlogged. Cllr Wilkinson confirmed he would follow up this point.
- ii. **Gazebo storage** – it was noted that no further action had been taken regarding long term storage and it was agreed to defer further discussion until later in the year.

*Cllr Wilkinson*

- b. **Village Hall** – following reflection on discussions at the last meeting and subsequent e-mail correspondence, it was agreed that before further discussions were held by the Council it would be appropriate to wait until a resolution had been passed by the Village Hall for the Council’s involvement. In the meantime, and as previously agreed, Cllr Ball and Cllr Kitchen would meet in a personal capacity with Spence Seaman.

08/01/22 **Planning** - (video recording time: 00:38:30)

- a. **Fire Beacon Lane – application 74103** – demolition of existing barn and erection of replacement dwelling (to replace planning approval 70290) Delegated Decision (*circulated separately*). From the discussion on this item, the following was noted:
  - Cllr Neal pointed out that the officer’s report indicated the Council’s comments were not appropriate.
  - Cllr Ball explained that he had spoken with Ms Maria Bailey who had undertaken to review the issues raised by the Council before a decision notice was issued, but clearly this had not occurred. Cllr Henderson suggested contact be made with the Chairman of the Planning Committee about the issue. However, Cllr Ball felt the Council should wait for Ms Bailey to respond. He expressed his continuing concern that the Council’s views were not being appropriately considered and understood this situation was not confined to CSW Council.

- b. **Head Barton, Kings Nympton – applications 74812 & 74813** - Decision Notice to approve the following was noted:
- details in respect of condition 4 (photograph & record with accompanying schedule of photograph locations and joinery details) attached to Listed Building Consent 71846 (conversion of redundant barns to form two residential dwellings camping barn and associated parking (*circulated separately*)).
  - details in respect of discharge of conditions 5 (landscaping), 6 (boundary treatments) & 9 (lighting) attached to planning permission 71845 (conversion of redundant barns to form two residential dwellings, camping barn and associated parking) (*circulated separately*).
- c. **Grange Cottage, Chittlehamholt – application 73948** – the Decision Notice to refuse the change of use from a holiday let to residential together with extension and alterations was noted (*circulated separately*).

09/01/22 **Finances** – (video recording time: 00:51:40)

- a. **Current balance** – it was noted that the balance, as at 15<sup>th</sup> December 2021, was £8,536.43.
- b. **Payments – it was resolved to make the following payments:**
- Devon Association of Local Councils - £36.00 (including £6.00 VAT)** – for Cllr Neal’s attendance at ‘Being a Good Councillor Course 1 & 2) (ref Budget 2021/22 line 11). This payment was *proposed by Cllr Kitchen; seconded by Cllr Coupe and approved by all*.
  - North Devon Council - £408.96 (including £7.72 administrative charge of which £1.29 was VAT)** (ref Budget 2021/22 line 5) which was noted.

10/01/22 **Matters Raised by Councillors** – (video recording time 00:52:30)

- a. **Highbullen development** – following discussions which confirmed that works had commenced, points noted were:
- Section 106 funding** – it was agreed the Council’s list of priorities should be revisited in a Task & Finish Group meeting. The Clerk was asked to check whether the monies had been received by North Devon Council.  
*Clerk/Task & Finish Group meeting*
  - Siting of the compound** – Cllr Ball reported that he needed to check the accuracy of a comment he had received that the compound had not been sited correctly.  
*Cllr Ball*
  - Traffic management** – noting that construction traffic may go through the village, it was agreed that liaison with Highbullen about any issues was the way forward.
- b. **Electric scooter** – Cllr Neal reported having seen an electric scooter being rode in the village; it was confirmed that, apart from certain areas where rental schemes were in place, the use of an electric scooter on the public highway was illegal.

- c. **Junction on A361** – in response to a question Cllr Henderson was confirmed that works on the junction between North Molton and South Molton were likely to continue for nine months.

11/01/22 **Training** – routine DALC newsletters which contained training opportunities and circulated separately were noted.

12/01/22 **Correspondence** (video recording time: 01:04:10)

- a. **Devon and Somerset Fire and Rescue Service** – the consultation document on this organisation’s Community Risk Management Plan was received.
- b. **South West Heritage Trust** – a request for funds to support the North Devon Records Office during 2022/23 was re-presented for consideration. Cllr Kitchen proposed and there was general agreement that, for the same reasons as discussed previously, the Council should make a similar contribution to this organisation which provided a service to the parish. The Clerk was asked to place the request for a donation on the next agenda.

*Next agenda*

13/01/22 **Date of next meeting** – 28<sup>th</sup> February 2022. Dates of meetings to be held during 2022 were noted, having been circulated previously.

#### Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
<b>Devon Association of Local Councils</b> – for Cllr Neal’s attendance at ‘Being a Good Councillor Course 1 & 2) (ref Budget 2021/22 line 11).	<b>£30.00</b>	<b>£6.00</b>	
<b>North Devon Council</b> – for Clerk’s salary (September to December) – this sum includes £7.72 administrative charge of which £1.29 is VAT (ref Budget 2021/22 line 5).	<b>£407.67</b>	<b>£1.29</b>	

### Summary of Actions

Councillor/Clerk/ Next agenda	Minute reference	Details
Cllr Coupe Cllr Wilkinson Clerk	03/01/22	Ensure reporting mechanism to Police Service is accessible via CSW website. Share information with news outlets to encourage the reporting of suspicious incidents.
Clerk	06/01/22	Make enquiries with Arla Food (local depot) re tanker movement through village.
Cllr Wilkinson	07/01/22 a i	Ask Henry Godfrey's advice about avoiding waterlogging at Launds Playing Field entrance.
Clerk All	10/01/22 a i	Check whether Section 106 monies have been received by NDC. Arrange a Task & Finish Group meeting to expand on priorities for Section 106 monies.
Cllr Ball	10/01/22 a ii	Check compound in Highbullen correctly placed.
Next agenda	12/01/22	Consider/confirm donation to South West Heritage Trust to contribute towards the continuation of the North Devon Records Office.

**Signed**

*Chairman*

**Date** 28<sup>th</sup> February 2022