



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Minutes of Parish Council Meeting held on 28th February 2022 In Chittlehamholt Village Hall – at 7.30 p.m.

Meeting chaired by	Councillor Paul Blackwell
Meeting minuted by	Parish Clerk Linda Stapleton
Councillors present	Councillor David Ball Councillor Paul Blackwell (Chairman) Councillor Andrew Coupe Councillor Malcolm Neal Councillor Steve Wilkinson
In attendance	Councillor Paul Henderson (DCC) Councillor Ray Jenkins (NDC)

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. There were two members of the public present.

01/02/22 **Introduction and apologies** – (video recording time: 00:04:40) apologies were received from Cllr Andrew Kitchen.

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

03/02/22 **Reports**

- a. **Police** – Cllr Wilkinson advised there were no significant issues to report.
- b. **Devon County Council/North Devon Council** – Cllr Jenkins advised there were no additional issues to report. Points noted from Cllr Henderson’s briefing included:
 - **CDS Gainshare Project** – Cllr Ball advised that Cllr Henderson had forwarded an update of this project, reporting that the work was progressing for hard to reach properties in the Satterleigh and Warkleigh areas.

Points noted from Cllr Henderson's report included the following:

- The CCG (Clinical Commissioning Group) was working with partners on a project to assist with the discharge of patients; this would help free up 'blocked beds'. The sum of £1,200 could be allocated towards costs of individual patients with particular practical difficulties being faced when discharged.
- DCC had published its priorities – he would circulate this to parishes in order that they could consider the information.
- Details of the 20mph speed limit zones initiative had been circulated for consideration by parishes; this item would be discussed at a later agenda item.
- He explained the background to the establishment of the Emergency Response Vehicle based at Chulmleigh, its suspension and reinstatement.
- He was proposing a scheme to link parishes to encourage a joined-up approach with Highways in relation to road repairs. For CSW Parish the link would be with Kings Nympton and Burrington. In response to a question, Cllr Henderson confirmed this would be in addition to current schemes, such as the Community Enhancement Fund. He explained this would be a pilot approach in the first instance. Cllr Wilkinson confirmed his awareness of the proposal and felt it would be a positive arrangement.
- For the Council to consider, he tabled options of material for the 'snow route' signs which would be discussed by the Council at a later agenda item.

04/02/22 **Minutes** (video recording time: 00:18:55)

- **Minutes of the Parish Council Meeting held on 10th January 2022** – with the addition of Cllr Andrew Coupe to the list of councillors present at the meeting, the Minutes of the meeting held on 10th January 2022 (*circulated separately*) were approved by the Council and signed by the Chairman.

05/02/22 **Items raised by parishioners** – discussion arising from issues raised at the Parishioner's Open session and via other methods included the following:

- a. **Possible unauthorised activity at Watergate Copse, UMBERLEIGH** was raised by a parishioner via e-mail. Cllr Neal advised on findings from his visit to the area. *Cllr Ball proposed; Cllr Coupe seconded and all agreed that the issue be raised with the NDC Enforcement Team of the activity.*

Clerk
- b. **Planning application** – the two representations made by parishioners about planning application 74722 were noted and agreed their comments about the effect on their environment would be considered at the relevant later agenda item.
- c. **Footpath stile missing/path blocked at Satterleigh** – Cllr Wilkinson advised that this was an issue reported to Highways some time ago but clearly not resolved. He confirmed having again reported the blocked path and hoped this would result in the stile being repaired. He had sent details to the Clerk and asked that she forward this information to the parishioner who raised the matter.

Clerk

d. **Queen's Jubilee** – it was noted that, on behalf of the Village Hall Committee, Spence Seaman had asked if the Parish Council intended to celebrate the Queen's Jubilee with the suggestion the Village Hall and Council work together on any activity. Following discussion, it was noted that:

- NALC had recommended that parish councils join arrangements for lighting beacons across the country on 2nd June. Cllr Ball tabled details of NALC's recommendations.
- Limitations about activities which could be arranged by the Council were aired.
- It was noted that the Exeter Inn was planning an activity.

There was general agreement to wait for the outcome of the forthcoming Village Hall meeting, which included discussion on celebrations for the Queen's Jubilee, and that the most appropriate way forward would be to work with the community on any celebration.

06/02/22 **Maintenance of roads, footpaths, etc** (video recording time:00:32:10)

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

- Phase 3 highway maintenance had been delayed due to the recent storms.
- Henry Godfrey had kindly cut up a tree from Launds which had been blown down in the storms. A parishioner had removed the tree and able to use it for future burning.
- The 30mph, a couple of other signs and various pot holes had been reported for repair over the past weeks.
- Correspondence with Arla Foods had confirmed there was one collection a day from three farms, however it appeared there was no specific reason for the other twenty trips a week through the village which may be generated by the need to avoid works and other delays on the A377. The Council was reminded about the damage caused by this vehicle to a specific area of the Parish roads. Cllr Wilkinson confirmed he was still in communication with the Customer Care service at Arla Foods who had been helpful.
- Discussion with Cllr Henderson confirmed there could be an opportunity to impose restrictions on large vehicles going through the village because of the likely damage to road surfaces. He made the point that road works on the A377 and thus temporary road closures were likely to continue for some time. It was noted that drains in the village had been damaged in the past by heavy vehicles. Cllr Henderson agreed to make enquiries about possible action that could be taken by the Council and report back.

Cllr Henderson

b. **Snow route signs** – Cllr Wilkinson referred to the quotation and samples tabled by Cllr Henderson earlier. Following discussion, *the Chairman proposed; Cllr Kitchen seconded and all approved the purchase of 10 signs, to the design agreed, at a cost of £72.00 + VAT.* It was noted that approval had been obtained from Highways to affix the signs to existing sign posts. In response to a question from Cllr Ball, Cllr Wilkinson agreed he would ask Highways if a parish council was allowed to repair broken signs.

Cllr Wilkinson

c. **Option of 20mph** – Cllr Ball opened discussions by pointing out that restricting vehicles speeding through the village was given a high priority by parishioners when last surveyed, however any restrictions were only as effective as the measures to 'police' these. A wide-ranging discussion took place about the benefits and drawbacks of reducing the current speed limit from 30mph to 20mph. Accepting that this may not even be achievable, it was generally accepted that it would be ineffective without adequate 'policing' measures. In

conclusion it was decided to consider calming measures rather than attempt to pursue the option of a reduction to 20mph and to link this to the schemes for Section 106 monies.

Next agenda

07/02/22 **Projects** (*video recording time: 00:58:10*)

- a. **Task & Finish Group** – Cllr Ball presented the rationale for establishing a CSW Public Open Space Projects’ Task and Finish Group. He explained the process for agreeing priorities for the use of the funding source, making the point about the benefits if co-funding could be obtained from other partners. Prompted by Cllr Wilkinson, the benefit of including timelines for the activity was accepted. In response to a question from the Clerk, Cllr Ball explained that although there were restrictions on where any funds could be allocated, since Launds Playing Field and other amenities in the village were open to all CSW parishioners, the name of the proposed group could better reflect that it involved the two parishes.

Following further discussion, Cllr Ball accepted the role of interim chair of the task group to ensure the initial meeting was arranged and it was noted the Clerk would provide administrative support. Other councillors advised that they would consider being active on the group. *Cllr Ball proposed; Cllr Coupe seconded and all agreed the acceptance of the Terms of Reference for the CSW Public Open Space Projects’ Task and Finish Group.*

Cllr Ball/next meeting

- b. **Parish Plan** - explaining that the Parish Plan was due to expire at the end of 2022, Cllr Ball made the point that some of the objectives had already been delivered, however it would be sensible to consider a revision before the next budget was prepared. It was agreed to consider the issue at the next meeting. It was noted that discussion on the Open Space Projects may provide a focus for moving forward. It was further agreed that the Council’s priorities should be identified by July in order to influence the questionnaire which would need to be distributed in September.

Next meeting

c. **Launds**

i. **Weekly checks** –

- *January* – Cllr Neal reported a child seat had cracked; it was believed this had been replaced a few years ago with the adult seat having been changed more recently. Following discussion, it was agreed that any repairs would be undertaken after the RoSPA inspection, planned for March.
- *February* – there were no specific issues raised by Cllr Wilkinson.
- *March* – it was noted that Cllr Blackwell would be undertaking checks in March.

Damaged trees – in response to a question from Cllr Ball about whether the trees under a TPO should be reported to the appropriate department within NDC, the Clerk agreed to enquire what action was required as the damage may cause long term problems to the tree.

Clerk

- ii. **RoSPA inspection** – it was noted that the inspection had been planned for March at a cost of £70+ VAT.

08/02/22 **Planning** - (*video recording time: 01:19:20*)

- a. **Higher Down Farm, Warkleigh – application 74686** – for the erection of a permanent agricultural worker dwelling was received. Following contributions from Cllr Ball about the

omission in the officer's report of appropriate reference to relevant planning policy in relation to agricultural ties and Cllr Coupe's observation that the original planning application was conditional upon the building being temporary if the business was unsuccessful, *Cllr Ball proposed; Cllr Coupe seconded and all agreed that the omission be raised with NDC.*

Clerk

- b. **Lowen Barn, Wakleigh – application 74704** – for the erection of a garage was received. The Council decided not to formally comment. However, observations were made that this application again demonstrated that the current planning system allowed the general encroachment of building after any initial plans approved had been completed. Cllr Ball pointed out that the track was subject to planning permission, but there was no mention of resurfacing this track in the application.
- c. **5 Taw View, Chittlehamholt – application 74378** – the Decision Notice to refuse the erection of a garage was noted.
- d. **5 Taw View, Chittlehamholt – application 74722** – for the erection of a workshop and storage building with log store was received. The contributions from two parishioners about the application which had been aired in the Open Session were noted. Following discussion, which revealed that the details of application 74722 and 74378 were largely similar and therefore the Council's observations in relation to the latest application remained. These observations were that the development would impinge on the environment of the neighbours in terms of reducing the amount of daylight and thus significantly affect the 'right to light' within their property. It was also considered that the neighbours would be affected by the additional noise from the proposed workshop. *Cllr Ball proposed; Cllr Coupe seconded and all approved that the Council object to the approval of the application on the grounds stated above.* Following further discussion, prompted by a parishioner, the Clerk was asked to suggest that a site visit would also be the Council's recommendation to the LPA.

Clerk

- e. **Complaint related to the implementation of planning policy** – it was noted that a response from NDC had been further delayed and an e-mail to this effect received (*circulated separately*).

09/02/22 **Finances** – (video recording time: 01:37:50)

- a. **Current balance** – it was noted that the balance, as at 15th February 2022, was £7,934.15.
- b. **Payments – it was resolved to make the following payments:**
 - i. **Grant to South West Heritage Trust for the North Devon Records Office – £100** – (ref Minutes 12/01/22b.) The payment was *proposed by Cllr Coupe; seconded by Cllr Wilkinson and agreed by all.*
 - ii. **Henry Godfrey - £900.00 (including £150 VAT)** of which £750 was funded by a grant from DCC (ref Minutes 07/10/21aii) for the supply and fixing of gates to Launds Playing field. *Cllr Wilkinson proposed; Cllr Coupe seconded and all approved the payment.*

iii. **Printworkx - £72.00** for signs to snow route – approved at Minute 06/02/22b above.

10/02/22 **Matters Raised by Councillors** – (video recording time 01:38:60)

- a. **Verges being ploughed up** – Cllr Neal had observed the amount of verge disturbance in a particular area of the village. It was confirmed that the verge was the responsibility of Highways.
- b. **Private land** – in response to issues raised by Cllr Neal who had identified what appeared to be rubbish in the copse behind the Warkleigh memorial and an out of use vehicle off-road in Warkleigh, it was confirmed that, since these items were on private land, they were the responsibility of the land owners.
- c. **Litter workshop** – Cllr Wilkinson reported on what transpired to be an interesting and informative workshop which looked at the issue of rubbish in general. There was a recognition by those attending the meeting that a considerable amount of rubbish came from the recycling truck due to its poor design. Cllr Wilkinson had agreed to be the Parish Council's contact point in connection with issues related to rubbish. Cllr Ball asked if the opportunity arose, could Cllr Wilkinson seek confirmation that this was the second design of a vehicle purchased and paid for by tax payers and point out that the vehicles used by South Molton Recycling did not have the same poor design problem. Cllr Coupe made the point that the timescales for operatives may need to be reconsidered by the NDC as this no doubt affected the care in which recycling bins/bags were dealt with. These were often damaged due to rough handling, thus increasing the cost of the activity. Acknowledging the issues raised, Cllr Wilkinson explained that this was the first meeting to establish responsibilities for rubbish collection and he had been impressed by the positive attitude of the individual officer facilitating the workshop.

Cllr Wilkinson
- d. **Clods of clay dropped in the village** – was raised by Cllr Coupe. No councillors had any information connected to the issue.
- e. **Village Hall** – Cllr Ball asked if as many people as possible could attend the meeting organised by the Village Hall on the following evening.
- f. **Dog fouling** – the Chairman acknowledged that this issue had been raised previously and that the only effective resolution was to report dog owners to the Dog Warden. However, he just wished to record this was an ongoing problem.
- g. **Flag poles** – the Chairman expressed his view that he would wish to see flag poles erected in the village, perhaps outside the village hall; he agreed this was best discussed in a Task and Finish Group meeting.

11/02/22 **Training** – routine DALC newsletters which contained training opportunities and circulated separately were noted.

12/02/22 **Correspondence** (video recording time: 01:51:30)

- **CAB donation request** – it was agreed to defer this item to the next meeting, mindful that any discussion would benefit from Cllr Kitchen’s views on the budget.

Next agenda

13/02/22 **Date of next meeting** – 28th March 2022.

Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
Grant to South West Heritage Trust for the North Devon Records Office – £100 – (ref Minutes 12/01/22b.)	£100.00		
Henry Godfrey - £900.00 (including £150 VAT) of which £750 was funded by a grant from DCC (ref Minutes 07/10/21aii).	£750.00	£150.00	
Printworkx - £72.00 for signs to snow route – (ref Minutes 06/02/22b)	£72.00		

Summary of Actions

Councillor/Clerk/ Next agenda	Minute reference	Details
Clerk	05/02/22 a	Report possible unauthorised activity to Enforcement Team.
Clerk	05/02/22 c	Advise parishioner that missing stile had been reported to Highways.
Cllr Henderson	06/02/22 a	Make enquiries about arrangements for restricting heavy vehicles through Chittlehamholt Village.
Cllr Wilkinson	06/02/22 b	Ask Highways if parish councils could repair broken road signs.
Next agenda	06/02/22 c	Consider traffic calming measures.
Cllr Ball	07/02/22 a	Chair POSP Task & Finish Group.
Next meeting	07/02/22 b	Consider process for updating Parish Plan.
Clerk	07/02/22 c	Enquire whether damaged tree on a TPO should be reported.
Clerk	08/02/22 a	Convey comments on application to NDC.
Clerk	08/02/22 d	Convey comments on application to NDC.
Cllr Wilkinson	10/02/22 b	Take up points raised by councillors at next Litter workshop.
Next agenda	12/02/22	Consider CAB donation request.

Signed

Date 28th March 2022

Chairman