



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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

Meeting chaired by	Councillor Andrew Kitchen
Meeting minuted by	Parish Clerk Linda Stapleton
Councillors present	Councillor David Ball Councillor Andrew Coupe Councillor Andrew Kitchen (Vice Chairman) 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. No members of the public were present.

01/03/22 **Introduction and apologies** – (video recording time: 00:00:10) apologies were received from Cllr Blackwell. In the Chairman's absence, Cllr Kitchen chaired proceedings.

02/03/22 **Declarations of Interest and Dispensations** – there were no declarations of interest.

03/03/22 **Reports**

a. **Police** – Cllr Wilkinson reminded the Council about the useful monthly newsletter from the Service and queried whether this could be highlighted on the Council's website. Cllr Coupe agreed to consider this question.

Cllr Coupe

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

- **COVID 19 arrangements** – a reminder that free community testing would no longer be available from 1st April and confirmed that a vaccination centre was still available in South Molton. He also raised awareness of scams linked to vaccinations.

- **Pot hole repair** – damage to the road towards Chittlehampton reported by the Council as a key issue, had been identified for some repair in the current year and surface dressing in the next.

Cllr Jenkins reported that Fred Skelton had been appointed to the NDC Planning Department; his main task would be to identify unused properties, with the aim of bringing these back to a habitable condition in order to offset the local housing need.

04/03/22 **Minutes** (video recording time: 00:08:35)

- **Minutes of the Parish Council Meeting held on 28th February 2022** – with the correction to the spelling of “Warkleigh” at Minute 08/092/22b, and to Minute 06/02/22b to read “*Cllr Coupe seconded...*”, the Minutes of the meeting held on 28th February 2022 (*circulated separately*) were approved by the Council and signed by the Chairman.

05/03/22 **Items raised by parishioners** – there were no issues raised at the session.

06/03/22 **Maintenance of roads, footpaths, etc** (video recording time:00:10:00)

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:

- *Community Enhancement Fund* – there had been some administrative issues related to the relevant forms which had now been resolved and payment for phase 3 highway maintenance therefore expected soon.
- *Reports of potholes etc* – Cllr Wilkinson explained that he had reported approximately 16 issues and pointed out that there were hundreds of similar reports across Northern Devon that also needed to be dealt with.
- *Management of signs/traffic control equipment* – he reported noticing that there were signs and/or traffic lights left in various places where works were either complete or not taking place.
- *Snow route* – Cllr Henderson was thanked for supplying the ‘snow route’ signs which he handed to the Council. Cllr Wilkinson confirmed that when these were affixed, he hoped that it would be possible to carry out any minor repairs to sign posts.
- *Repairing potholes* – following discussion about the strict rules around (Chapter 8) training for repairs to roads by volunteers, Cllr Henderson agreed to check whether there could be shorter training for very minor repairs such as potholes in very quiet roads.

Cllr Henderson

b. **Traffic Calming measures** – it was noted that this issue would be considered under the discussions being held via the Public Open Spaces Projects Task & Finish Group (POSP).

POSP T&FG

c. **Changes to foul drainage system** – Cllr Neal explained the reason for circulating correspondence about the works to take place through the village related to foul drainage. Discussion covered some background to the need for the works, the current arrangements and the relevant planning applications. Reference was also made to the fact that the Council had not received a satisfactory response from NDC to the issues it raised during the consultation process on the relevant planning applications.

It was generally agreed that there was a need to ensure South West Water (SWW) had been consulted on the most recent change to the foul drainage proposals; responses seen by councillors had not given this assurance. It was noted that informal approaches to SWW to check on the situation had failed to make progress. There was concern that should any additional costs arise as a result of the changes taking place, this would fall to the local community.

Following discussion, *Cllr Coupe proposed; Cllr Kitchen seconded and all agreed that the SWW CEO be asked to provide assurance that SWW had been consulted on the most recent plans to change the foul drainage system (to accommodate residents of 58 lodges). It was also agreed to lodge a Freedom of Information request for all SWW responses to the relevant planning applications.*

Clerk

07/03/22 **Projects** (video recording time: 00:31:00)

- a. **Public Open Space Projects (POSP) Task & Finish Group** – Cllr Ball explained the publicity given to the first meeting of the Group which had been arranged for 13th April 2022. Cllr Kitchen agreed to represent the Council on the Group, alongside Cllr Ball.
- b. **Parish Plan** – following discussion, it was agreed that the time scale for revising the plan should be as follows:
 - 31st October Council meeting– consider draft budget for approval in November.
 - 26th September Council meeting – discuss the results of the survey
 - Early September – distribute survey
 - 25th July Council meeting – approve Parish Plan (no August meeting)
 - During June – propose amendments to Parish Plan
- c. **Launds**
 - i. **Weekly checks** –
 - *March* – no issues had been highlighted by Cllr Blackwell.
 - *April* – it was noted that Cllr Coupe would be undertaking checks in April.
 - ii. **RoSPA inspection** – the RoSPA Inspection Report for 2022 was received (*circulated separately*). It was noted that there were no significant issues raised in the report. Cllr Wilkinson commented that the report provided good evidence to support any bid for the base area to be improved. Cllr Ball suggested this was an example of a ‘project’ which he would like to take to the initial POSP Task & Finish Group (POSP) meeting to raise awareness of the type of work which could be funded under POSP and the level of evidence required in support. Cllr Wilkinson said that, in the meantime, he would make enquiries about available specialist contractors for the work required.

Cllr Ball/Cllr Wilkinson

It was noted that bolts had again been identified as ‘loose and rusty’. Cllr Coupe pointed out that he doubted this was the case as these had been taken down and sorted last year.

08/03/22 **Planning** - (video recording time: 00:41:00)

- a. **Highbullen Hotel – application 74858** – (delegated decision) for the approval of details in respect of discharge of condition 12 (location, siting and design of biogas tanks) attached to planning permission 73265 (Reserved Matters for the erection of 58 no. holiday lodges

pursuant to Condition 3 of Planning Permission 58603, also including information pursuant to planning conditions 5, 6, 7, 8, 9, 11 & 17 (outline planning permission 58603) (*circulated separately*).

Cllr Coupe pointed out that the Council had not been consulted on this or application 74856, which had simply been notified to the Council via the routine list of new applications. Following discussion, it was agreed that the Clerk write to NDC advising that it wished to be consulted on all applications which appeared on the general notification list where these were not marked for consultation.

Clerk

- b. **Highbullen Hotel – application 74856** – (delegated decision) for a non-material amendment to planning permission 73265 (Reserved Matters for the erection of 58 no. holiday lodges, pursuant to Condition 3 of Planning Permission 586093, also including information pursuant to planning conditions 5, 6, 7, 8, 9, 11 & 17 (outline planning permission 58603) (amended plans & documents) in respect of the location of lodge nos. 8 and 16 and the alignment of the road in Valley View (*circulated separately*).
- c. **Lowen Barn, Warkleigh – application 74704** – the Decision Notice to approve the erection of a garage was noted (*circulated separately*).
- d. **Sunnymead, Chittlehamholt – application 74952** (delegated decision) for a Lawful Development Certificate for the proposed siting of caravan/mobile home on existing residential amenity land for ancillary accommodation purposes (*circulated separately*). Cllr Ball provided his observations on the application. Although it was noted that the Council had not been consulted on the application, *Cllr Coupe proposed; Cllr Ball seconded and all agreed that NDC be advised that the Council did not believe the application came within the scope of the Caravan Sites Act 1968.*
- e. **Complaint related to the implementation of planning policy** – NDC’s response was received (*circulated separately*). Following discussion, *Cllr Ball proposed; Cllr Kitchen seconded and all agreed to reply to NDC with specific detail of issues raised.* Cllr Ball confirmed he would work with the Clerk to draw up a reply. Cllr Ball alerted Cllr Jenkins to the fact that the issues raised by the Council with NDC were not isolated to CSW Parish Council.

Cllr Ball/Clerk

09/03/22 **Finances** – (video recording time: 01:06:15)

- a. **Current balance** – it was noted that the balance, as at 15th March 2022, was £6,859.39.

b. Payments & Grants

- i. **Village Hall – Grant of £250.00.** The application from the Village Hall for a grant was received, supported by a completed grant application which explained any grant would be used towards community activities to celebrate the Queen’s Jubilee. Councillors discussed the appropriateness of such a grant, following which it was agreed to support a grant of £250. It was also agreed to request details of how the grant was spent after

the celebratory event. *Cllr Kitchen proposed; Cllr Ball seconded and all agreed to make a grant to the Village Hall of £250.*

It was resolved to make the following payments:

- ii. **DALC - £18 (including £3.00 VAT)** for Cllr Neal's attendance at Good Councillor 3 training session (*ref Budget 2021/22 (11)*). This payment was *proposed by Cllr Coupe; seconded by Cllr Kitchen and agreed by all.*
- iii. **Playsafety Ltd - £92.40 (including £15.40 VAT)** for 2022 RoSPA Inspection Report (*ref 2021/22 (6)*). This payment was *proposed by Cllr Kitchen; seconded by Cllr Coupe and agreed by all.*

10/03/22 **Matters Raised by Councillors** – (*video recording time 01:14:15*)

- a. **Campaign for the Protection of Rural England (CPRE)** – Cllr Ball mentioned that the subscription was due for renewal. Cllr Wilkinson expressed reservations about certain aspects of CPRE's activities. Following discussion, it was recommended that councillors review CPRE newsletters, etc to be better informed prior to deciding on whether to continue subscribing to the organisation.

Councillors
- b. **Methods available for payment renewal** – reflecting on his current practise of web hosting renewal on behalf of the Council, Cllr Coupe questioned whether this type of renewal could be arranged directly by the Council. The Clerk was asked to look at alternative options.

Clerk
- c. **Broadband project** – Cllr Ball confirmed he was still pursuing this project.
- d. **Cricket in Launds** – reporting that there may be efforts to restart cricket in the Village which would therefore be played in the Launds grounds, Cllr Kitchen pointed out the changes made as a result of work in the playing fields. He suggested arrangements required for restarting such an activity would benefit from inclusion in the discussions by the POSP Task & Finish Group.

POSP T&FG
- e. **Hiring Launds** – Cllr Ball reminded the Council of the arrangements for hiring Launds; the Clerk needed to be contacted for the relevant form.

11/03/22 **Training** – routine DALC newsletters which contained training opportunities and circulated separately were noted.

12/03/22 **Correspondence** (*video recording time: 01:24:10*)

- a. **CAB donation request** – it was noted that the CAB would be provided with a Grant Application form.

Clerk
- b. **New Code of Conduct** – correspondence inviting councillors to an awareness event was received; the related communication from NDC was criticised.
- c. **Northern Devon Culture Strategy** – an invitation from NDC to take part in the creation of a new Culture Strategy for Northern Devon was received (*circulated separately*).

13/03/22 **Date of next meeting** – 25th April 2022, preceded by the Annual Parish meeting which has historically been facilitated by the Council. Cllr Ball asked the Clerk to advertising the meeting to the local news outlets and it was agreed to invite representatives of the Village Hall and Village Shop to report on the previous year’s activities.

Clerk

Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
DALC – for Cllr Neal’s attendance at Good Councillor training (session 1) (<i>ref Budget 2021/22(11)</i>).	£15.00	£3.00	
Playsafety Ltd – for 2022 RoSPA inspection report – (<i>ref Budget 2021/22 (6)</i>)	£77.00	£15.40	

Summary of Actions

Councillor/Clerk/ Next agenda	Minute reference	Details
Cllr Coupe	03/03/22 a	Consider linking monthly newsletter via Council’s website.
Cllr Henderson	06/03/22 a	Check possibility of reduced training for pothole repair.
POSP Task Group	06/03/22 b	Traffic calming measures to be considered by Group.
Clerk	06/03/22 c	Draft letter to SWW re concerns about foul drainage.
Cllr Ball Cllr Wilkinson	07/03/22 c ii	Consider improvements to play area at POSP Task Group. Enquire about specialist contractors for work to play area.
Clerk	08/03/22 a	Contact NDC asking that the Council is consulted on all applications.
Cllr Ball Clerk	08/03/22 e	Provide specific detail in response to NDC’s reply to the Council’s complaint.
Councillors	10/03/22 a	Review information related to CPRE.
Clerk	10/03/22 b	Review options related to prepayments such as for web hosting.
POSP Task Group	10/03/22 d	Consider in POSP T&FG work required for ensuring cricket can be played in Launds Playing Field.
Clerk	12/03/22 a	Forward a grant application form to the CAB.
Clerk	13/03/22	Promote Parish Annual Meeting via news outlets.

Signed

Date 25th April 2022

Chairman