



# Chittlehamholt, Satterleigh and Warkleigh Parish Council

Chairman: Paul Blackwell

Parish Clerk: Linda Stapleton

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**Parishioners' 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, 25<sup>th</sup> April 2022 in Chittlehamholt Village Hall at 7.30 p.m.

*(to be held immediately after the Annual Parish Meeting and the Parishioners' Open Session)*

1. **Apologies** - to receive apologies from Cllr Wilkinson
2. **Declarations of Interest and Dispensations**
3. **Reports**
  - a. **Police** - to defer a report on current issues.
  - b. **Devon County Council (Cllr Paul Henderson)/North Devon Council (Cllr Ray Jenkins)** – to receive any items of interest in addition to those routinely circulated by DCC/NDC.
4. **To receive and approve:**
  - **Minutes of the Parish Council Meeting held on 28<sup>th</sup> March 2022** *(circulated separately)*.
5. **To consider issues raised in the Parishioners' Open Session/via correspondence**
  - a. **Planting project** – to note proposals for planting project on land near Deason Cottages *(circulated separately)*.
  - b. **Traffic Calming** – to note email correspondence supporting the introduction of traffic calming measures *(circulated separately)*.
6. **Maintenance of roads, footpaths etc.** to defer the following reports in Cllr Wilkinson's absence:
  - a. **Highways' maintenance/verge ploughing – 2022/23.**
  - b. **General issues regarding highways including progress with issues reported to Highways** (e.g. road damage, repairs, hedge trimming, white lining).
7. **Projects**
  - a. **Public Open Space Projects (POSP) Task and Finish Group** – to receive a report of the first meeting held on 13<sup>th</sup> April 2022 *(to be circulated separately)* (DB).
  - b. **Launds – weekly checks**
    - *April checks* – to report any issues arising from checks (AC).
    - *May checks* – to note checks will be undertaken by Cllr Ball.

- 8. Planning - to receive and consider planning applications, correspondence and follow up issues:**
- a. **Highbullen Hotel – application 74858** – to receive Decision Notice 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*).
  - b. **Complaint related to the implementation of planning policy** – to report on progress with providing clarification/further detail to the Council’s complaint (DB).
  - c. **Changes to foul drainage system** – to receive response from South West Water (*circulated separately*).
- 9. Control documents**
- a. **Open Spaces Risk Assessment** – to consider draft (*circulated separately*) (Clerk).
  - b. **Publication Scheme** – to consider draft (*circulated separately*) (Clerk).
  - c. **Gazebo hire** – to consider draft agreement for the hire/loan of the Gazebo (*circulated separately*) (Clerk).
  - d. **New Code of Conduct** – to consider adoption of the new code (*circulated separately*).
- 10. Finances**
- a. **Current balance** – to note current balance (Clerk).
  - b. **Campaign for the Protection of Rural England (CPRE)** – to consider whether to continue subscribing to CPRE.
  - c. **Payments:**
    - i. **To note payment to NDC - £408.96** (including an administrative charge of £7.72 of which £1.29 is VAT) for Clerk’s Salary from January to March 2022.
    - ii. **To resolve payment of Grant to Village Hall - £250.00** towards the organisation of a community event to celebrate the Queen’s Jubilee (*ref Minute 09/03/22 bi*).
    - iii. **To resolve payment to DALC - £18.00** (including £3.00 VAT) for Cllr Neal’s attendance at Good Councillor 4 training session (*ref Budget 2022/23 (11)*).
    - iv. **To resolve payment to DALC - £90.45** (including £10.45 VAT) for renewal of subscription (*ref Budget 2022/23 (12)*).
    - v. **To resolve payment to Vimeo (reimbursement to Cllr Coupe) - £59.94** (including £9.99 VAT) – for video hosting (*ref Budget 2022/23 (9)*).
- 11. Matters Raised by Councillors** - not included elsewhere in the agenda.
- 12. Training opportunities for Councillors/Clerk** - to note routine DALC newsletters (*circulated separately*).
- 13. Correspondence and comments received**
- **Affordable Housing Supplementary Planning Document and a new Validation Checklist** – to receive notification of 6-week consultation commencing 31<sup>st</sup> March (*circulated separately*).
- 14. Date of Next Meeting: 30<sup>th</sup> May 2022 – preceded by Annual Parish Council Meeting.**