



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Minutes of Parish Council Meeting held on 25th April 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 Councillor Andrew Coupe Councillor Andrew Kitchen (Vice Chairman) Councillor Malcolm Neal
In attendance	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. 2 members of the public were present.

01/04/22 **Introduction and apologies** – (video recording time: 00:10:15) apologies were received from Cllr Wilkinson.

02/04/22 **Declarations of Interest and Dispensations** – there were no declarations of interest other than from Cllr Coupe regarding a repayment to him at Agenda item 10cv.

03/04/22 **Reports**

- a. **Police** – Cllr Wilkinson’s routine report was deferred.
- b. **Devon County Council/North Devon Council** – it was noted that routine items from DCC and NDC were received and circulated regularly.

Cllr Jenkins reminded the Council about grants available from Western Power Community Fund; Cllr Coupe explained the criteria for applications.

04/04/22 **Minutes** (video recording time: 00:13:25)

- **Minutes of the Parish Council Meeting held on 28th March 2022** – the Minutes of the meeting held on 28th March 2022 were approved by the Council and signed by the Chairman. As a matter arising, Cllr Neal observed that certain potholes had not been repaired by the end of the financial year despite repair having been ‘promised’.

05/04/22 **Items raised by parishioners**

- a. **Parking on the road** – a parishioner expressed their concern about the difficulties for emergency and other vehicles trying to pass by cars parked on the road outside the Exeter Inn; a number of specific examples were given. There was an acknowledgment that efforts had been made by the landlords to encourage people to use the Village Hall car park. Following discussion about possible solutions including asking Cllr Wilkinson to follow up suggestions of adding a single yellow line, it was agreed the issue needed to be considered alongside general traffic calming measures for the village and should be placed on the next agenda.

Next meeting

- b. **30 mph ‘zone’ & traffic calming measures** – a parishioner asked whether any measures considered could extend beyond the 30mph area as they felt traffic calming measures outside this ‘zone’ were warranted. There was general discussion about the possibility of reviewing and extending the 30mph speed limit ‘zone’ and whether any traffic calming measures could be undertaken outside the ‘zone’. The Clerk was asked to pass the query to Cllr Wilkinson for discussion with Highways about the issue and way to proceed.

Clerk/Cllr Wilkinson

- c. **Planting project** – Tommy May, from North Devon’s Tree Fella, presented his plans for a planting project on the land near to Deason cottages (*details circulated separately*). He reported having discussed his ideas with the Forestry Commission and National Trust which included planting in an open area in the top field. He hoped, when established, this area could be open to local schools and other organisations to learn about the importance of planting and re-wilding. He invited views from councillors and the local community about his plans.

It was suggested an article in the local news outlets to publicise his plans and invite comments from the local community may be a way forward. The Clerk agreed to forward relevant contact details. A number of suggestions of contacts were passed to Mr May at the meeting.

Clerk

Mr May offered to remind Andy Jones (NDC) about the Council’s outstanding query related to a damaged tree in Launds which was under a Tree Preservation Order.

- d. **Traffic calming** – a parishioner’s e-mail, supporting the Council’s aim to introduce calming measures through the village, was noted (*circulated separately*). Cllr Kitchen reported having spoken to a parishioner about the issue, which he assumed would have been the same individual.

06/04/22 **Maintenance of roads, footpaths, etc** (video recording time: 00:24:50)

- **Highway maintenance/Phase 3 verge ploughing/progress with issues reported to Highways** – in the absence of Cllr Wilkinson, this routine report was deferred.

07/04/22 **Projects** (video recording time: 00:25:00)

- a. **Public Open Space Projects (POSP) Task & Finish Group** – the report of the initial meeting, held on 13th April 2022 and circulated previously was presented by Cllr Ball. Although he was very impressed with the collaborative attitude amongst all who attended, he was disappointed at the low turn-out on the evening. It was noted that another interested individual had come forward from the community and it was hoped they would attend the next POSP meeting to register their interest, complete a consent form and be part of the Group.
- b. **Launds – weekly checks**
 - *April* – Cllr Coupe reported no significant issues other than animal excrement on the grass by the gate. He questioned whether a “*please shut the gate*” sign should be added to the gate as this was left open at times and therefore dogs allowed to enter. It was also noted that the drain on the small gate, not on the check list, was full of soil and needed clearing out.
 - *May* – it was noted that Cllr Ball would be undertaking checks in May. The Chairman suggested organising a day in May to sort minor problems. Cllr Kitchen reported asking for the grass to be cut the week before the Jubilee celebrations.

08/04/22 **Planning** - (video recording time: 00:32:20)

- a. **Highbullen Hotel – application 74858** – the Decision Notice was received 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** – Cllr Ball reminded the Council of the current position. *Cllr Ball proposed; Cllr Coupe seconded and all agreed a reply should be sent with further details.* The Clerk agreed to prepare an initial draft.

Clerk
- c. **Changes to foul drainage system** – South West Water’s reply was noted. *Cllr Coupe proposed; Cllr Kitchen seconded and all agreed that SWW be asked to answer the specific questions raised.* The Clerk was asked to draft a response.

Clerk

Cllr Ball raised the subject of the impact of the road closure on the community, for instance, the shop and the need for specific timings of the closure which was anticipated over a two-week period. *Cllr Ball proposed; Cllr Coupe seconded and all agreed that Cllrs Ball and Coupe would meet the site manager to discuss specifics about the road closure, including to ensure this would not occur on the 4th June 2022 when the Queen’s Jubilee celebratory event was planned.*

Cllr Ball/Cllr Coupe

09/04/22 **Control documents** (video recording time: 00:47:50)

- a. **Open Spaces Risk Assessment** – the Clerk presented a draft document. Following lengthy discussion, the Clerk was asked to make amendments to the document and weekly check list of Launds for further consideration.

Clerk

- b. **Publication Scheme** – the Clerk presented a draft document. It was agreed that before the document was approved it was important to ensure the items stated were on the website.

Cllr Coupe/Clerk

- c. **Gazebo Hire** – the Clerk presented a draft agreement for the hire or loan of the Gazebo. Following discussion, amendments and additions to the draft were agreed as below and the Clerk asked to amend the document for further consideration.

- £100 deposit and £10 a day to be charged to individual hirers.
- Free loan to (formal) community groups from within the parishes.
- A check list to be produced for receipt and return of the Gazebo, with details to cover inspection on return.

The Clerk was also asked to add the Gazebo to the Asset Register and check with DALC whether VAT should be charged.

Clerk

- d. **New Code of Conduct** – following discussion on the new Code (*circulated previously*) and its implications, *Cllr Kitchen proposed; Cllr Coupe seconded and all agreed the new Code be adopted and Standing Orders amended accordingly.* Cllr Ball offered to draft the amendment.

Cllr Ball

10/04/22 **Finances** – (video recording time: 01:06:25)

- a. **Current balance** – it was noted that the balance, as at 15th April 2022, was £7,692.63; this included £1,000 grant DCC (Community Enhancement Fund) for the next phase of highway maintenance. The Clerk confirmed that a claim for VAT was outstanding, and that the Internal Audit had been undertaken with no significant issues to address. At the Annual General Meeting, she intended to present the Annual Governance and Accountability Return for 2021/22.

- b. **Campaign for the Protection of Rural England (CPRE)** – Cllr Ball presented his views on the value of maintaining a subscription to CPRE; he explained and also acknowledged the reservations expressed by Cllr Wilkinson at the last meeting. With the abstention of the Chairman, and Cllr Coupe, *Cllr Ball proposed; Cllr Neal seconded and the remainder of councillors resolved to subscribe to CPRE for the current financial year.*

Clerk

- c. **Payments - it was resolved to make the following payments:**

- NDC - £408.96** (*including an administrative charge of £7.72 of which £1.29 was VAT*) for Clerk's salary from January to March 2022. This payment was noted.
- Village Hall - £250.00** grant towards the organisation of a community event to celebrate the Queen's Jubilee (*ref Minute 09/03/22 bi*). *Cllr Kitchen proposed; Cllr Coupe seconded and all agreed the payment of this grant.*

- iii. **DALC - £18 (including £3.00 VAT)** for Cllr Neal's attendance at Good Councillor 4 training session (*ref Budget 2021/22 (11)*). This payment was *proposed by Cllr Coupe; seconded by Cllr Ball and agreed by other councillors apart from Cllr Neal who abstained.*
- iv. **DALC - £90.45 (including £10.45 VAT)** for the renewal of subscription (*ref Budget 2022/23 (12)*). This payment was *proposed by Cllr Ball; seconded by Cllr Neal and agreed by all.*
- v. **Vimeo - £59.94 (including £9.99 VAT)** for video hosting (*ref Budget 2022/23 (9)*). **Reimbursement to Cllr Coupe.** This payment was *proposed by Cllr Kitchen; seconded by Cllr Ball and agreed by other councillors with the exception of Cllr Coupe who abstained.*

11/04/22 **Matters Raised by Councillors** – (*video recording time 01:14:25*)

- **Speeding through the village** – the Chairman reported having received a question about how to deal with what appeared to be repeated speeding through the village by an individual. Cllr Coupe advised that if the vehicle registration was known it would be appropriate to report the incidents to the Police.

12/04/22 **Training** – routine DALC newsletters which contained training opportunities and circulated separately were noted.

13/04/22 **Correspondence** (*video recording time: 01:17:45*)

- **Affordable Housing Supplementary Planning Document and a new Validation Checklist** – notification of a six-week consultation period commencing 31st March 2022 was received (*circulated separately*). Cllr Ball expressed his view that this was an important document; it was noted the consultation period would have expired by the next meeting. Cllr Coupe confirmed having reviewed the Validation Checklist and expanded on its content. Following further discussion, it was agreed that, if adopted, the document needed to be considered alongside relevant planning applications.

14/04/22 **Date of next meeting** – 30th May 2022, preceded by the Annual Parish Council meeting. In response to a question, the Clerk confirmed that the Council's year end accounts were normally circulated prior to the Annual Parish Council when the Annual Governance and Accountability Return (AGAR) was presented.

Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
NDC – for Clerk’s salary from January to March 2022 – sum includes an administrative charge of £7.72) (<i>ref Budget 2021/22 (5)</i>)	£407.67	£1.29	
Village Hall – grant towards the organisation of a community event to celebrate the Queen’s Jubilee (<i>ref Minute 09/03/22 bi</i>)	£250.00		
DALC – for Cllr Neal’s attendance at Good Councillor training 4 (<i>ref Budget 2021/22(11)</i>).	£15.00	£3.00	
DALC – for renewal of subscription (<i>ref Budget 022/23 (12)</i>)	£80.00	£10.45	
Vimeo – for video hosting (<i>ref Budget 2022/23 (9)</i>) reimbursement to Cllr Coupe	£49.95	£9.99	

Summary of Actions

Councillor/Clerk/ Next agenda	Minute reference	Details
Next agenda	05/04/22 a	Further consider traffic calming suggestions.
Cllr Wilkinson	05/04/22 b	Check whether traffic calming arrangements can extend beyond 30 mph/whether 30mph ‘zone’ can be extended.
Clerk	05/04/22 c	Provide contact details of news outlets to Tommy May.
Clerk	08/04/22 b	Identify specific issues to support Council’s complaint with NDC.
Clerk	08/04/22 c	Contact SWW requesting answers to outstanding queries.
Clerk	09/04/22 a	Re-draft Open Spaces Risk Assessment/weekly check list.
Cllr Coupe Clerk	09/04/22 b	Check documents included in draft Publication Scheme are made publicly available via the Council’s website.
Clerk	09/04/22 c	Re-draft Open Spaces Agreement for Gazebo hire/loan. Add Gazebo to Asset Register.
Cllr Ball	09/04/22 d	Amend SO’s to include new Code of Conduct adopted by NDC.
Clerk	10/04/22 b	Raise cheque for subscription to CPRE.

Signed

Date 30th May 2022

Chairman