



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Minutes of Parish Council Meeting held on 30th May, 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 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.

06/05/22 **Introduction and apologies** – (video recording time: 00:00:25) there were no apologies.

07/05/22 **Declarations of Interest and Dispensations** – there were no declarations of interest.

08/05/22 **Reports**

a. **Police** – Cllr Wilkinson provided an update, which included:

- Reporting on a two-hour, very worthwhile meeting with the local inspector along with other councillors from local parishes. At the meeting it was mentioned that the local area, including South Molton, had the lowest number of reported crimes.
- The suggestion that the Council promote what he felt was a good alert system which parishioners could sign into. He expanded on how this worked and the benefits to

farmers and house owners in the area. It was agreed this information should be shared with the local news outlets.

- Cllr Coupe offered to bring the news from the Police Service to the top of the website in order to better promote this system.

Clerk/Cllr Coupe

- b. **Devon County Council/North Devon Council** – it was noted that routine items from DCC and NDC were received and circulated regularly.

Cllr Henderson's update included the following:

- A report on road works taking place in North Devon generally. He confirmed that only work to the Barnstaple to South Molton section of the Link Road was currently underway and provided details of where the increase to three lanes would be and that average speed cameras would be sited along the road. The project was largely on track and rumours related to financial difficulties of the contractors were untrue.
- Confirmation that parish chairs would shortly receive an invite to meet as a group of four, to strengthen joint working on issues related to Highways. Cllr Henderson acknowledged that CSW Parish Council already had good communication arrangements with Highways through Cllr Wilkinson.
- An explanation of the restrictions on DCC funds, with 77% of this allocated to adult health and social care and that more money was required for Highways.
- Confirmation that the Link Centres (in Bideford, Barnstaple, Holsworthy) which provided support for people with mental health conditions would not be closing; the one in Barnstaple would be re-sited as the current unit was being sold.

Cllr Jenkins reported that he hoped to make a small donation towards the local bowling club's mat. He explained that the ND Community Councillor Grant Scheme, to which he had access, was limited to £1,000 which needed to be shared with five other parishes.

09/05/22 **Minutes** (video recording time: 00:12:45)

Minutes of the Parish Council Meeting held on 25th April 2022 – the Minutes of the meeting held on 25th April 2022 were approved by the Council and signed by the Chairman.

10/05/22 **Annual Parish Meeting** – the report of the Annual Parish Meeting, hosted by the Council, was received (circulated separately).

11/05/22 **Items raised by parishioners** – there were no items raised for discussion.

12/05/22 **Highway maintenance – including verge ploughing/progress with issues reported to Highways** – (video recording time: 00:13:45) having attended the Highways conference Cllr Wilkinson acknowledged that the parish was lucky to have the amount of repair work it had recently enjoyed. The following was noted from his report:

- The road from West Pugsley Cross to East was closed for four days whilst work was underway.

- He was pleased with the work that had been undertaken at Swingate Cross which had largely been caused by a dairy tanker's routine trips; he confirmed he would not be pursuing efforts to alter the dairy tanker route as this was unachievable.
- *Pot holes* – he was continuing to monitor work and prompt Highways in connection with the repair of potholes.
- *Verge Ploughing* - It had been really difficult to engage a contractor to undertake the verge ploughing required by the Council, because this amounted to a small amount of work in monetary terms (£2,000) of which the Council had received £1,000 matched funding from the DCC Community Enhancement Fund. Following his request to apply for a further £1,000 matched funding for the next phase required and therefore enlarge the total contract to £4,000, *Cllr Ball proposed; Cllr Kitchen seconded and all agreed with the request.* It was noted that he still expected the verge ploughing to be undertaken during the current financial year.

Cllr Wilkinson

- *Signs* – following the suggestion by Cllr Ball of a sign, such as '*Chittlehamholt – welcome to the village please drive carefully*' - being placed as a warning on the Exeter side of the village, and further discussion about extending the 30 mph, the process for achieving both was questioned. Cllr Henderson suggested that in view of the additional number of people walking from Highbullen Hotel, there may be a case for extending the 30mph. Cllr Wilkinson agreed to talk through the process with Cllr Henderson and report back via the Council's Task Group being established to consider projects for POSP funding.

Cllr Wilkinson

13/05/22 **Projects** (*video recording time: 00:27:40*)

- a. **Public Open Space Projects (POSP) Task & Finish Group** – Cllr Ball reminded the Council about the current purpose of the Group and when it would next meet. He confirmed the items put forward by the Council for possible funding through Section 106 funds were as detailed below, but recommended separate discussions on the issue related to parking outside the Exeter Inn's car park initially with the landlords.

- *Traffic calming* – general discussions took place related to the problems with larger vehicles using the village as a through route and possible discussions with Highways related to this and other issues related to general traffic calming arrangements. Cllr Coupe referred to the specific and short-term problems caused by those people using the Inn and parking on the road outside. Following further discussion, *Cllr Wilkinson proposed; Cllr Ball seconded and all agreed Cllr Kitchen & Cllr Coupe would initially discuss with the landlords a number of options for the resolution of the parking difficulties outside the Inn.*

Cllr Coupe/Cllr Kitchen

- *Launds* – *renewing play area/improving safety.*
- *General suggestions* – *facilities for charging, solar power (in Launds).*

Cllr Ball agreed to convene a Task & Finish Group meeting in order that the Council could further consider the above items.

Cllr Ball

b. **Launds – weekly checks**

- *May* – Cllr Ball had no significant issues to report.
- *June* – it was noted that Cllr Kitchen would be undertaking checks in June.

Following the e-mail exchange about cutting the Village Hall's verge, it was confirmed that the fact it was cut was a 'one off' and therefore required no further action by the Council.

14/05/22 **Planning** - (video recording time: 00:45:00)

a. **5 Tav View – application 74722** – a Notification of Planning Appeal was received (*circulated separately*). *Cllr Coupe proposed: Cllr Kitchen seconded and all agreed that the Council's most recent comments on 74722 be submitted for consideration to the Appeal.*

Clerk

b. **Sunnymead, Chittlehamholt – application 74952** – it was noted that the application had been withdrawn. Cllr Ball reported that he had given advice to a parishioner who made contact with him about this application. He confirmed there was no pecuniary interest to declare.

c. **1 Deason Cottages – applications (i) 75214** for listed building consent for the removal of existing listed building and erection of new building and **(ii) 75202** for the removal of existing building and erection for new building. The Council noted the applications and Cllr Coupe's observation that some of the measurements appeared to be 'mixed-up'.

d. **Complaint related to the implementation of planning policy** – it was noted that a draft had been prepared by the Clerk which required further consideration by Cllr Ball. It was also noted the process in researching the draft was lengthy. The Clerk confirmed she would email NDC confirming that a reply was being drafted.

Clerk

e. **Changes to foul drainage system** – South West Water's most recent reply was noted. Following discussion, *Cllr Coupe proposed; Cllr Neal seconded and all agreed that SWW be asked to explicitly confirm which planning application they used in their assessment.*

Clerk

15/05/22 **Control documents** (video recording time: 00:58:35)

- **Gazebo Hire** – the amended draft agreement for the hire/loan of the Gazebo was received (*circulated separately*) and advice from DALC regarding VAT noted. Following further discussion, it was agreed that the Council seek a donation to a charity rather than make a charge. It was further agreed that the agreement should be changed to read a 'donation to the Village Hall (charity)'. It was also noted that Cllr Ball would be hiring the Gazebo on the 1st June and would take the opportunity of trialling the process of hire.

Cllr Ball/Clerk

16/05/22 **Finances** – (video recording time: 01:02:50)

a. **Current balance** – it was noted that the balance, as at 13th May 2022, was £10,297.08. This included £1,000 DCC grant (Community Enhancement Fund) matched funding for the next phase of highway maintenance and the first Precept payment of £2,950.00.

b. **Chittlehamholt Short Mat Bowls Club** – the Club's application for a grant was received (*circulated separately*). Points noted from the discussion included:

- The fact that to enable a grant to be considered by the Council was sight of a recent set of accounts; since this was not available and therefore not in accordance with the

Council's policy, a grant could not be considered. Irrespective of this fact, the Council would not have been able to make such a significant grant.

- A suggestion was made that an application by the Village Hall, which could provide accounts, may be more favourably received. Should the Village Hall therefore be responsible for purchasing and owning the mat, it may also open other opportunities for funding.
- Cllr Neal tabled a recent article from Devon County Short Mat Bowls Association which was advertising free mats as well as some that were available for purchase; the Clerk was asked to forward this to the club.

Clerk

c. **Contract of Employment/Clerk's salary** – the renewal of the Clerk's Contract of Employment (for 3 hrs per week) and salary increase to £10.79 per hour, backdated to 1st April 2021, was noted.

d. **Payments - it was resolved to make the following payment:**

- **Penny Clapham - £55.00** for undertaking the 2021/22 Internal Audit (*ref 2021/22 Budget (4)*). This payment was *proposed by Cllr Coupe; seconded by Cllr Ball and approved by all*. Cllr Ball reminded the Clerk that an Internal Auditor for the current financial year needed to be confirmed as soon as possible.

Clerk

17/05/22 **Matters Raised by Councillors** – (*video recording time 01:09:25*)

- a. **Concerns about developments** – Cllr Neal reported receiving some comments about the possibility of 'travellers' moving into certain areas.
- b. **Light pollution** – Cllr Neal expressed some dismay at the additional light pollution caused by the more recent addition of lights around the Exeter Inn.
- c. **Tree planting in Launds** – in response to Cllr Wilkinson's request, Cllr Ball advised on who he felt would be the most appropriate person to contact regarding the proposed tree planting by the Gardening Club.
- d. **Thefts – cars at Landacre Bridge** – Cllr Kitchen reported that a number of cars had been broken into in the Landacre Bridge, Exmoor area.
- e. **Head Mill Trout Farm - Planning application 75193** – Cllr Coupe welcomed this application, advising that it had been omitted from the Agenda and therefore the Council could not consider a formal comment. He explained that it related to allowing an otter charity to make arrangements on the farm to accommodate otters. He felt it was worth supporting the application, perhaps on an individual basis, as it encouraged wild life.
- f. **Updating and awareness of Standing Orders (SO)** – reminding the Council that he had been tasked to update the Council's current SOs to include NDC's most recent Code of Practice, he recommended each councillor reading the new code and reminding themselves of the existing one. It was agreed the new and existing codes should be e-mailed to five councillors and a hard copy made available to the Chairman.

Clerk

g. **Noise** – the Chairman asked for advice in relation to a query raised with him about action that could be taken because of persistent dog barking. Cllr Coupe advised that

NDC's Environmental Health would be the appropriate department to contact, preferably with a body of evidence, as this would relate to the effect on the environment.

18/05/22 **Training** – routine DALC newsletters which contained training opportunities and circulated separately were noted.

19/05/22 **Date of next meeting** – 27th June 2022.

Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
Penny Clapham – for Internal Audit 2021/22 (ref 2021/22)	£55.00		

Summary of Actions

Councillor/Clerk/ Next agenda	Minute reference	Details
Cllr Wilkinson	12/05/22	Apply for grant from Community Enhancement Fund for the next section of verge ploughing.
Cllr Wilkinson	12/05/22	Discuss with Cllr Henderson the process required for extending 30mph area and erecting specific signs for traffic calming.
Cllr Coupe Cllr Kitchen	13/05/22	Meet with Exeter Inn landlords to discuss possible options for resolving the congestion on the roads outside the Inn.
Cllr Ball	13/05/22	Convene a Task & Finish Group meeting.
Clerk	14/05/22 a	Forward Council's views on the application for consideration during the Appeal process.
Clerk	14/05/22 d	Email NDC confirming the Council is drafting a reply.
Clerk	14/05/22 e	Email SWW to request further information.
Cllr Ball Clerk	15/05/22	Trial process for hire. Amend Agreement to reflect donation to charity.
Clerk	16/05/22 b	Email Chittlehamholt Short Mat Bowls Club to advice on outcome of discussions.
Clerk	16/05/22 d	Explore arrangements for Internal Auditor for 2022/23.
Clerk	17/05/22 f	Provide current and new Code of Conduct to councillors.

Signed

Date 27th June 2022

Chairman