



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Minutes of Parish Council Meeting held on 27th June, 2022 In Chittlehamholt Village Hall – at 7.30 p.m.

Meeting chaired by	Councillor Andrew Kitchen (Vice Chairman)
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)

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. with one member of the public in attendance.

01/06/22 **Introduction and apologies** – (video recording time: 00:10:25) – apologies were received from Cllr Paul Blackwell and in his absence, Cllr Kitchen chaired proceedings.

02/06/22 **Declarations of Interest and Dispensations** – there were no declarations of interest.

03/06/22 **Reports**

- a. **Police** – Cllr Wilkinson advised that that he would be reporting back after an event with the Police Service at Exeter Racecourse on 7th July.
- 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:
 - An interim Chief Executive for DCC was being sought, following the announcement that the current postholder would be retiring in August.

- An invite to the first meeting of the Parish Link scheme would soon be issued to the chairs of the four parish councils involved.
- Schemes to assist those on lower incomes were explained, including the Household Support Fund; Cllr Henderson offered to assist people access the information.
- County Councillors were encouraging parishes to lobby the Govt for more funding; it was agreed to consider this action at the next meeting.

Next agenda

- In response to a report from Cllr Wilkinson that work due between Swinggate Cross and West Pugsley Cross had failed to materialise, Cllr Henderson advised that he had spoken to relevant staff from Highways and hoped that the work could be brought forward from the rescheduled date in the Autumn.

In the absence of Cllr Jenkins, Cllr Henderson shared some items related to NDC that may be of interest, including the following:

- The new Tarka Centre was now operational.
- At a recent Governance meeting it had been agreed that officers would be given greater delegated powers. An example was given that currently there was permission to sanction spending of £10,000 without referral to NDC councillors and that this sum would be increased to £250,000. The level of scrutiny within this process was questioned.

Cllr Ball pointed out that people living in Council Tax band A – D should have received £150 if they pay by Direct Debit. However, should people not be paying by Direct Debit they would need to contact NDC to discuss how to receive this payment.

04/06/22 Minutes (video recording time: 00:28:50)

- a. **Minutes of the Annual Parish Council Meeting held on 30th May 2022** – the Minutes of the meeting held on 30th May 2022 were approved by the Council and signed by the Chairman.
- b. **Minutes of the Parish Council Meeting held on 30th May 2022** – the Minutes of the meeting held on 30th May 2022 were approved by the Council and signed by the Chairman with the following amendments:
 - 08/05/22 a – change final sentence to read “Cllr Coupe offered to bring the alert system operated by the Police Service.....”
 - 12/05/22 second paragraph to read “.....was closed for four days although the planned work did not take place”.
 - Spelling of Swinggate to be corrected.
 - 16/05/22 – second paragraph, last sentence to read “irrespective of this fact, the Council would not have been able to make a £1,300 grant.’
 - 27/05/22 b – first sentence to read “Cllr Neal questioned whether anyone had views about the additional’
 - 27/05/22 f – first sentence to read ‘Cllr Ball reminded the Council

05/06/22 **Items raised by parishioners** – issues below were raised in the Open Parishioners’ Session held prior to the Council’s meeting.

- a. A question was raised about the process for installing a mirror to reflect cars travelling on the main route opposite a parishioner’s drive. Once it was established this was likely to be placed on private land, it was suggested discussions with the land owners would be the way forward.
- b. A parishioner reported that a fire engine had been called to what transpired to be a small fire but could not pass through the village due to cars parked outside the Exeter Inn. It did gain access via the alternative route to their premises. In response, it was confirmed that the meeting planned with the landlords had yet to take place; a convenient time was agreed when Cllr Ball could also be present.

06/06/22 **Highway maintenance – including verge ploughing/progress with issues reported to Highways** – (video recording time: 00:34:10) Cllr Wilkinson’s report included the following.

- *Verge Ploughing* – confirmation that a further £1,000 application had been made to the DCC Community Enhancement Fund.
- *Pot holes* – he continued to report potholes that needed repair and other maintenance work.
- *Litter in the village* - Cllr Ball reported what he believed to be were A4 paper directions for an organised walk. The Clerk was asked to contact the organiser, thought to be Highbullen, to suggest these were removed after the activity as these had remained for at least four days after the event and just created additional litter.
- *Hanging branches* – Cllr Coupe mentioned a branch from a tree in the grounds of Highbullen and confirmed he would alert Highbullen to this; Cllr Kitchen advised of another tree in the same area. It was also noted that there was a branch overhanging the road on Newlands Hill and on the edge of the highway on the road leading to Head Bridge.

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07/06/22 **Projects (video recording time: 00:38:50)**

- a. **Public Open Space Projects (POSP) Task & Finish Group** – Cllr Ball advised that the 27th July was being suggested for the second meeting of the Group. Other points noted included:
 - i. *CSW Strategy Task & Finish Group meeting* – Cllr Ball explained that a Task & Finish Group meeting of the parish council needed to be held to progress the Council’s projects prior to the 27th July; he would be suggesting dates to councillors.
 - ii. *Traffic calming* – Cllr Ball asked if the Clerk could obtain further details of parish councils in Somerset as he wished to make contact with a parish council which had installed a particularly effective type of speed detection sign. For the record, Cllr Wilkinson advised that he had continually put in requests for Highways to repair the current 30mph sign.
- b. **Launds – weekly checks**
 - *June* – Cllr Kitchen confirmed that a swing seat was broken. It was noted that this had been replaced not long ago. He advised that he had oiled the swing to stop its noise and that there was more rust on the hanging bars which he would again sort. Responding to a

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question he confirmed that he had previously sought and followed advice about the most effective treatment.

Cllr Kitchen

- *Basketball Court* – Cllr Kitchen pointed out that the wood around the court still needed to be removed to avoid trips.
- *Damaged tree* – Cllr Ball suggested prompting a response from the TPO officer by advising them that their non action may contribute to the tree's demise.

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- *June* – it was noted that Cllr Neal would be undertaking checks in July.

08/06/22 **Planning** - (video recording time: 00:45:50)

- a. **5 Tav View – application 74722** – correspondence from the Planning Inspectorate advising that the appeal had not been upheld was noted (*circulated separately*). Cllr Ball confirmed that he and Cllr Coupe had spoken with one of the neighbours about the process

- b. **Grange Cottage, Chittlehamholt – application 75392** – for an extension to the dwelling (*circulated separately*). It was noted that the application number was incorrect on the agenda. Following discussion, *Cllr Kitchen proposed; Cllr Ball seconded and all agreed that confirmation be sought the plans were not to build the extension with cavity walls.*

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- c. **1 Deason Cottages – applications** – the Decision Notice to approve the following was noted: **(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.

- d. **Complaint related to the implementation of planning policy** – NDC's most recent response was received. This advised that the Council's next course of action was to contact the Ombudsman rather than providing further information to NDC which had been planned by the Council. Following further discussions, the Clerk was asked to raise with the Ombudsman the Council's dissatisfaction with NDC's final response to its complaint.

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- e. **Changes to foul drainage system** – South West Water's (SWW) most recent reply was noted. Points raised during the discussion included:
 - The applications quoted in SWW reply were not specifically relevant to the issues raised.
 - The possible consequences of an underestimate of the flow rate were raised with agreement that SWW be asked for a copy of the flow rate assessment.
 - Concern that the road closure may clash with the Village Show, since works and therefore road closure would end on the day before the Show.
 - The need to check that the contractors were aware of the underground power cable to the Air Ambulance was raised.

In conclusion it was agreed to write to SWW to check that due diligence had been undertaken in relation to the changes to the foul drainage. It was also agreed to submit an FOI and contact the local MP.

Cllr Coupe and Cllr Wilkinson agreed to approach the Site Manager at Highbullen to discuss the practical issues identified by councillors related to the road closure and works.

Cllr Coupe/Cllr Kitchen

09/06/22 **Control documents** (video recording time: 01:16:25)

- **Gazebo Hire** – Cllr Ball confirmed having made a donation of £10 to the Village Hall in ‘payment’ of the gazebo hire. He also confirmed that the agreement was satisfactory, however suggested a couple of councillors prepare instructions for the erection of the gazebo as none were available.

Cllr Ball

10/06/22 **Finances** – (video recording time: 01:17:30)

- a. **Current balance** – it was noted that the balance, as at 15th June 2022, was £9,821.36. 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. **Internal Audit** – following discussion, *Cllr Ball proposed; Cllr Coupe seconded and all resolved to appoint Mrs Penny Clapham Internal Auditor for the financial year ended 2023.*
- c. **Payments - it was resolved to make the following payment:**
 - **The Campaign for the Protection of Rural England (CPRE) - £36.00** – for the 2022/23 membership renewal (ref 2022/23 budget (line 13) and Minute 10/04/22b). *This payment was proposed by Cllr Kitchen; seconded by Cllr Ball and agreed by all.*

11/06/22 **Matters Raised by Councillors** – (video recording time 01:18:25)

- a. **Construction traffic on roads** – Cllr Coupe commented on debris/twigs being knocked down along the roads. Cllr Wilkinson made the point this situation was probably exacerbated by less road maintenance being undertaken than in previous years.
- b. **Construction traffic going through the village** – pointing out that some construction vehicles were going through the village, Cllr Kitchen suggested raising this point with the site manager at Highbullen. He also suggested raising the issue that there did not appear to be any recent maintenance of the bridlepath.
- c. **Traffic calming** – Cllr Ball asked if Cllr Wilkinson could follow up what appeared to be an interesting scheme in Lincolnshire & Suffolk County Councils where the evidence gathered from speed detection equipment used by the ‘neighbourhood speed watch’ could lead to conviction. Discussion followed on the level of support by Highways for a parish council funded fixed camera and the process required for funding equipment. Cllr Wilkinson agreed to make enquiries.

Cllr Wilkinson

12/06/22 **Training** – routine DALC newsletters which contained training opportunities and circulated separately were noted.

13/06/22 **Date of next meeting** – 26th September 2022.

Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
Campaign for the Protection of Rural England (CPRE) for the 2022/23 membership renewal (<i>ref 2022/23 budget (line 13) and Minute 10/04/22b</i>)	£36.00		

Summary of Actions

Councillor/Clerk/ Next agenda	Minute reference	Details
Next agenda	03/06/22	Discuss pressing Govt for additional funding for DCC.
Clerk	06/06/22	Ask Highbullen to remove paper direction signs after events complete.
Clerk	07/06/22 a iii	Obtain details of specific parish council.
Cllr Kitchen	07/06/22 b	Remove rust from hanging bars.
Clerk	07/06/22 b	Prompt TOP officer.
Clerk	08/06/22 c	Contact NDC about application.
Clerk	08/06/22 e	Refer complaint to Ombudsman.
Cllr Coupe Cllr Kitchen	08/06/22 f	Discuss a number of practical issues with Highbullen site manager.
Cllr Ball	09/06/22	Draft instructions for the erection of the gazebo.
Cllr Wilkinson	11/06/22	Explore Police Service traffic monitoring scheme in Lincolnshire & Suffolk.

Signed

Date 26th September 2022

Chairman