



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Minutes of Parish Council Meeting held on 27th February, 2023 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 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.

01/02/23 **Introduction and apologies** – (video recording time 00:00:10) – there were no apologies.

02/02/23 **Declarations of Interest and Dispensations** – Cllr Blackwell declared an interest in Agenda item 9b.

03/02/23 **Reports**

- a. **Police** – Cllr Wilkinson reported on his meeting with the local Police Inspector which included discussions about a fire arm incident in Exeter and how extra staffing would be employed. He had asked about the number of prosecutions against crime reports and was advised of difficulties in obtaining statistics at the current time due to the installation of a new computer system. He intended to raise the issue about rural crimes, the numbers of investigations and prosecutions at the next meeting.

- b. **Devon County Council/North Devon Council** – it was noted that routine items from DCC and NDC were received and circulated regularly. Cllr Henderson provided some detail related to DCC’s budget, reporting that local lobbying had not been successful with DCC continuing to be underfunded particularly in relation to the maintenance of roads. It was noted that consultation would take place in connection with the future of the Link Centres. He advised that a new Chief Executive was now in place and of her interest in children’s services which he believed would assist in the continuing improvement in Devon’s children’s services which had been in special measures.

He shared the fact that he had resigned from the Conservative Party and his personal reasons for doing so. Although he now stood as an Independent, he had retained his position on the committees in which he was currently involved and was confident that he would still be able deliver his objectives.

Cllr Jenkins advised that he had been asked by the Village Hall to enquire whether the Council was planning any activity to celebrate the King’s Coronation. It was noted that the item was on the agenda. He advised that he had decided not to seek re-election in May and his reasons for doing so. He thanked the Council for their co-operation; the Chairman welcomed his past involvement with the Council and wished him well for the future.

04/02/23 **Minutes** (*video recording time: 00:12:50*)

- The Minutes of the Parish Council meeting, held on the 9th January 2023, were approved by the Council, and signed by the Chairman.

05/02/23 **Items raised by parishioners’** - although no items were raised in the Parishioners’ Open Session, the following had been raised by other methods.

- a. **Telephone scams** – in view of the growing number of telephone scams and a specific call from a parishioner, Cllr Ball asked whether it would be appropriate to develop and publish a short, ‘to do’ list in relation to the problem. It was revealed that there may already be a suitable document available which could be shared via the local news outlets and noticeboards as councillors were mindful that not all parishioners used social media for such information. The Clerk was asked to obtain a suitable document.

Clerk

- b. **King’s Coronation** – the Village Hall’s enquiry about whether the Council intended to celebrate or join in a celebratory event with the Hall was received. Following discussion, it was generally noted that there was not a significant call for such an event which would fall on a ‘long’ weekend where many people would be away. Cllr Henderson advised South Molton Council was not embarking on any specific activity. He also advised that Lady Aaran had spoken with councillors advising them that the King wanted his Coronation to be a “low key” event, with community volunteering suggested as the activity to be focussed upon on the Monday. Cllr Jenkins advised that a similar position was being taken by Filleigh and Chittlehampton Parish Councils. It was agreed to defer any decision.

Next agenda

- c. **The “Chittlehamholt Stink”** – a chronology of events was received (*circulated separately*) following which the current difficulties and action being or proposed was discussed, from which the following points were noted:
- A number of people and the Council had made contact with South West Water (SWW) and/or the Environmental Health Department with no action resulting.
 - It was noted that the MP was involved and intended to contact Highbullen Hotel and SWW.
 - It was generally accepted that SWW would be the organisation ultimately responsible for resolving the issue.
 - Cllr Ball advised that he intended to speak with Highbullen; Cllr Jenkins offered to join him in support.
 - It was questioned whether the storm drains were connected to the sewerage system.
 - The question was raised about whether wider publicity should be given to the problem.
 - It was agreed that a briefing paper outlining the background leading up to the current position would be useful for the MP who was pursuing the matter with Highbullen and SWW.

Cllr Kitchen proposed: Cllr Coupe seconded and all agreed that the Clerk draw up a briefing paper for consideration by the Council. The aim would be to share the paper with the MP, urging her to put pressure on SWW to resolve the problem.

Clerk

06/02/23 **Highway maintenance – including verge ploughing/progress with issues reported to Highways** – (*video recording time: 00:48:50*) Cllr Wilkinson’s report and the discussion which followed included the points set out below:

- a. **Project with Probation Service** – work initially identified for the Service, to clear a storm drain, could go ahead subject to the approval of the Council’s Health and Safety Policy. Cllr Wilkinson hoped to meet the manager on site to agree the work in the forthcoming week. It was noted the Policy would be considered later in the meeting.
- b. **Verge ploughing** – it was noted that the company used previously was no longer operational and that there were no other organisations undertaking similar work from whom a quote could be obtained other than A & B Contractors. The cost would be £400 per day with the need for close scrutiny of the work in order to judge the area to be ‘ploughed’ within the budget agreed. Cllr Wilkinson explained the need for this scrutiny because each stretch of verge may differ, thus the difficulty in assessing exact spend prior to the actual ‘ploughing.’ It was agreed that should there be no other contractor available and/or authorised by DCC, it would be in order for the Clerk to place an order with A & B Contractors in accordance with the terms of the Council’s Financial Regulations (para 10).

Cllr Wilkinson/Clerk

c. **Progress with issues reported to Highways**

- **Blocked footpath 8 at Satterleigh** – Cllr Wilkinson advised that the issue had been reported previously but not resolved. The blockage was created by a stile being knocked down and wire stretched across the opening. He had raised the issue again with Highways and was pleased to report that it had now been repaired.

- *Potholes* – it had been reported that there were around 35,000 potholes in Devon; there were fewer potholes the previous year, which it was assumed to be the result of the change in the definition of a pothole.
- *Signs* – in response to a question, Cllr Wilkinson advised that Highways would no longer be using the type of sign currently used which had broken easily.

07/02/23 Control documents

- Health and Safety Policy** – *Cllr Wilkinson proposed; Cllr Ball seconded and all resolved to approve the Policy.* Cllr Coupe abstained from discussion as he had not received the document in sufficient time to consider it before the meeting.
- CSW Open Spaces Risk Assessment** – with an amendment to use capitals for **People at Risk**, *Cllr Kitchen proposed; Cllr Ball seconded and all resolved to approve the Risk Assessment.*
- CSW Publication Scheme** – *Cllr Coupe proposed; Cllr Kitchen seconded and all approved the Publication Scheme.* Cllr Coupe confirmed the process had identified some areas of the website that could be improved slightly, which he would address in due course.

08/02/23 Projects (video recording time: 01:01:35)

a. **POSP Projects**

Cllr Ball reported that the Village Hall had identified another possible funder and that progress was being made with the Village Shop project. He advised that the end of March could be the appropriate time to convene a meeting of the wider task group, provided there was something to report. The Clerk advised that she would circulate the last two reports of meetings for the wider group.

Clerk

Cllr Kitchen made the point that the CSW project needed to ensure best value for the money available; Cllr Wilkinson pointed out some difficulties if any proposal deviated from the DCC's area of responsibility. It was agreed these issues were best considered in the CSW POSP Task & Finish Group.

CSW POSP Task & Finish Group

b. **Launds – weekly checks**

- January checks* – Cllr Neal reported the only item he had identified was the gap around the basketball area. Cllr Kitchen said he would speak with Henry Godfrey about when the repair could be expected.

Cllr Kitchen

It was noted that the monkey bar had broken and could not be fixed which was the reason for Cllr Kitchen disposing of the bar. The fact that the sign 'project supported by NDC' had fallen off the gate was considered acceptable as this was not accurate.

- February checks* - Cllr Kitchen reported no significant issues. In response to the above issue, Cllr Wilkinson advised that the bars could be swapped, but the cost of replacement was prohibitive. Cllr Wilkinson reported that the bin had been full and was pleased to note that within one and a half hour of his call, the bin had been emptied.

- iii. *March checks* – it was noted that Cllr Blackwell would undertake checks in March.
- c. **RoSPA Inspection** – it was noted that the annual inspection and ‘Life Expectancy Survey’ would be undertaken in March. The Clerk confirmed that the actual date of the inspection was not shared with the Council.

09/02/23 **Planning** - (video recording time: 01:08:40)

a. Highbullen Hotel developments:

- i. **Application 76095** – the **Decision Notice – to approve details** was noted which was in respect of partial discharge of condition 18 (post construction sustainable build certificate) attached to planning permission 58603 (outline application for erection of 58 holiday lodges & 16 bed hotel extension (further amended description & plans) (amended transport statement)) (*circulated separately*).
- ii. **Application 76073** – the **Decision Notice to withdraw** was noted, which was the notice of an application to modify a planning obligation under regulation 3 of the T&CP (modification & discharge of planning obligations) Regulations 1992 in respect of the obligations Hotel Management Plan (Schedule 2) and Green Transport Plan (Schedule 3) of the Section 106 Agreement relating to the outline planning permission 58603 (erection of 58 holiday lodges & 16 bed hotel extension (further amended description & plans) (amended transport statement)) are amended to enable the obligations to be discharged prior to occupation of the Phase 1 development, (*circulated separately*).
- iii. **Application 76201** – for the construction of new maintenance shed and associated internal vehicular access together with conversion of an existing maintenance shed to a multi-purpose building to include additional double doors at Highbullen (*circulated separately*). The application was noted.
- iv. **Application 76638** – for the construction of an adventure mini golf course (*circulated separately*). From discussions the following was noted:
 - Neither this application, nor 76679 were included on the master plan (58603).
 - There would be an impact on the nearest neighbours from noise and water run off; it was questioned whether these issues had been assessed.
 - The development would be within the vista of the listed building opposite. When the original plans were under discussion, the Planning Committee visited the farm in question to check that the developments did not affect the farm’s vista.
 - Both applications have an ecological report which stated that lighting would be kept to a minimum; it was a fact that the ideal situation would be no additional lighting.
 - Placing this and the development proposed in application 76679 within an indoor building would mitigate the main issues identified above.
 - The improved quality of the applications was welcomed.

Cllr Coupe proposed; Cllr Ball seconded and all agreed that a response which made the points identified above should be sent to NDC in respect of applications 76638 and 76679. Cllr Coupe offered to draft a response.

Cllr Coupe

v. **Application 76679** – for change of use of land to provide an ancillary tourism use comprising an outdoor sports area (*circulated separately*). It was noted that the same concerns had been identified for this development as for 76638.

vi. **Meeting with representatives from Highbullen** – Cllr Ball advised that the meeting which still needed to be arranged could now be informed by the discussions held above. Cllr Neal pointed out that construction vehicles were still travelling through the village and working on Sundays.

Cllr Ball

b. **The Old Chapel – application 76554** – (*video recording time 01:18:10*) for construction of private entrance and relocation of existing parking (*circulated separately*). Cllr Kitchen initiated discussion by pointing out that it appeared the same issues for which an application was refused in 2015 were still relevant. Cllr Coupe highlighted a response which pointed out that the development affected a listed building; there had been no assessment of this fact in the application. Cllr Ball emphasised the point that Highways had agreed with the site lines put in by the agent either in 2015 and more recently. Following other issues aired, *Cllr Coupe proposed; Cllr Kitchen seconded and all (excepting Cllr Ball) agreed that a response be issued to NDC pointing out that there were no material changes to the application made in 2015 and therefore the Council was unable to support the application.* Cllr Ball abstained from discussion and voting.

c. **Hermitage Cottage – application 75455** – the **Decision Notice** was noted which was to **refuse** the application for the change of use of area of hard standing from agricultural to leisure for the siting of a shepherd's hut (*circulated separately*). *Cllr Wilkinson proposed; Cllr Ball seconded and all agreed that the Clerk should write to NDC asking whether enforcement action had been taken.*

Clerk

d. **Grange Cottage – application 75791** – the **Decision Notice to withdraw** the application was noted.

e. **Deason Cottages – development of adjacent land** – Cllr Ball provided a report of his and Cllr Coupe's findings supported by a briefing paper which was tabled. He provided some background to activity on the site and reminded the Council of past applications, the first of which had been approved solely for the use of agriculture. He went into some detail about certain developments on the site undertaken more recently and reported on a meeting held with the current owner. Following further discussions about certain activities which were taking place on the site and concerns these could be unlawful, *Cllr Ball proposed; Cllr Coupe seconded and all agreed that the Enforcement Department be advised of the Council's concerns.* Cllr Ball agreed to update the briefing paper.

Cllr Ball

f. **Eastern end of Newlands Hill – development of adjacent land** – Cllr Ball presented a briefing paper which provided details of possible unlawful development including the removal of a hedgerow which was likely to be over 30 years old. The latter would be

considered a criminal offence. Following further discussion, *Cllr Coupe proposed; Cllr Ball seconded and all agreed that the Enforcement Department should be notified of possible unlawful development at the site.* Cllr Ball agreed to update the briefing paper.

Cllr Ball

g. Proposed Telecommunications Upgrade – the upgrade at Kinnings Boarding Kennels, Umberleigh was noted.

h. Greendown Farm – developments at the site – following a briefing from Cllr Ball about possible unauthorised developments, *Cllr Ball proposed; Cllr Kitchen seconded and all agreed that the Enforcement Department be asked to check the site and South West Water be advised of activity relevant to their organisation.* Cllr Ball agreed to draw up the relevant details.

Cllr Ball

Finances – (video recording time: 01:49:20)

a. **Current balance** – it was noted that the balance as at 15th February was £10,494.81.

b. **Application for NDC grant** – it was noted that a grant of £117.50 had been approved; Cllr Jenkins was thanked for facilitating the grant.

a. **Payments:** - the following payments were resolved:

i. **Wessex Tree Surgeons Ltd - £576.00 (including VAT of £96.00)** for arboricultural contractual work to trees in Launds, including one under TOP order (*ref Minute 07/09/22c*) – *Cllr Kitchen proposed; Cllr Coupe seconded and all resolved to approve this payment.*

ii. **Vimeo - £49.95 (including £9.99 VAT)** for subscription renewal for video hosting – reimbursement to Cllr Coupe (*ref Budget 2023/23(9)*). *Cllr Ball proposed; Cllr Kitchen seconded and all resolved to approve this payment with the exception of Cllr Coupe who abstained.*

11/02/23 Matters Raised by Councillors – (video recording time 01:50:50)

a. **Village Blog** – Cllr Coupe advised that he had been asked if the Council would provide a link to the Village Blog from the Council's website. Reference was made to previous discussions about the need for a Council policy on operational aspects of the website, informed by national guidance. Following discussion, Cllr Coupe agreed to explore national guidance and report back to the Council.

Cllr Coupe

b. **Will Holland** – Cllr Wilkinson was sad to report the passing of Will Holland, an ex parish councillor, who would have been 103 in March.

c. **New rubbish bin** – in response to Cllr Kitchen's query, Cllr Wilkinson provided an update on the proposed bin, including discussions with the land owner to establish the best site. He advised that the cheapest bin was in the region of £300. Cllr Kitchen agreed to check the budget to see whether the additional funds required for the bin's purchase could be found.

Cllr Jenkins apologised for not being able to grant the full sum of £200 and explained the reasons for this, offering to donate £50 towards the bin when his term of office had ceased.

Cllr Kitchen

- d. **Parking on road by Exeter Inn** – in response to the suggestion of yellow cones being placed by the wall opposite the Exeter Inn to stop people parking, it was pointed out that a parking restriction notice would be required for such action.
- e. **Fibre to premises** – Cllr Ball reported that all but three of the properties due to be connected could now request this and that after the completion of the work, he would be following up the Community Broadband bid for the entire parish.
- f. **Local elections and voter ID** – in response to a question about the whether to publicise the need for people to have personal identification in order to vote in the forthcoming elections, it was confirmed this was in hand.
- g. **Building on 3226** – in response to a question about what seemed to be the continuing existence of the small building on the 3226, despite an enforcement order being in place, Cllr Ball confirmed he was checking the position.

12/02/23 **Training** – routine DALC newsletters which contained training opportunities and circulated separately were noted.

13/02/23 **Correspondence**

- **Climate Week** – a enquiry from NDC about events for Climate Week was noted (*circulated separately*).

14/02/23 **Date of next meeting** – 27th March 2023.

Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
Wessex Tree Surgeons Ltd for arboricultural contractual work to trees in Launds, including one under TOP order (<i>ref Minute 07/09/22c</i>).	£480.00	£96.00	
Vimeo for subscription renewal for video hosting – reimbursement to Clr Coupe (<i>ref Budget 223/23 (9)</i>).	£49.95	£9.99	

Summary of Actions

Councillor/Clerk/ Next agenda	Minute reference	Details
Clerk	05/02/23 a	Identify suitable checklist from Devon & Police Service to help people avoid being scammed – for notice boards/news outlets.

Next agenda	05/02/23 b	Consider whether to support an event for the King's Coronation.
Clerk	05/02/23 c	Draft briefing paper on single side of A4 for MP.
Cllr Wilkinson Clerk	06/02/23 b	Proceed to authorise contractor to verge plough in liaison with Clerk who should prepare an order for the work.
Clerk	08/02/23 a	Circulate reports of both POSP Task & Finish Group meetings to members of the group.
CSW POSP Task & Finish Group	08/02/23 a	Consider projects proposed by Council to ensure value for money.
Cllr Kitchen	08/02/23 b	Speak with H Godfrey about repair to gap around basketball area.
Cllr Coupe	09/02/23 a iv	Draft response to application 76638.
Cllr Ball	09/02/23 a vi	Arrange meeting with representative from Highbullen.
Clerk	09/02/23 c	Contact NDC to check Enforcement Dept. had been notified.
Cllr Ball	09/02/23 e	Amend briefing paper for delivery to NDC Enforcement Dept.
Cllr Ball	09/02/23 f	Amend briefing paper for delivery to NDC Enforcement Dept.
Cllr Ball	09/02/23 h	Amend briefing paper for delivery to NDC Enforcement Dept.
Cllr Coupe	11/02/23 a	Draft policy guidelines for website.
Cllr Kitchen	11/02/23 c	Review availability of funds for outstanding balance required to purchase rubbish bin.

Signed

Chairman

Date 27th March 2023