



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Minutes of Parish Council Meeting held on 26th June, 2023 In Chittlehamholt Village Hall – at 7.30 p.m.

Meeting chaired by	Councillor Andrew Kitchen
Meeting minuted by	Parish Clerk, Linda Stapleton
Councillors present	Councillor David Ball Councillor Andrew Kitchen (Vice Chairman) Councillor Malcolm Neal
In attendance:	Councillor (NDC) Susan Whitehead

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. 4 members of the public were present.

01/06/23 **Introduction and apologies** – (video recording time 00:04:05) – apologies were received from Cllr Paul Blackwell, Cllr Andrew Coupe and DCC Cllr Paul Henderson. Cllr Susan Whitehead, the newly elected NDC Councillor for the Ward, was welcomed to the meeting.

02/06/23 **Declarations of Interest and Dispensations** – no declarations were received.

03/06/23 **Reports**

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

Cllr Whitehead reported that her responsibilities included being on NDC's Planning Committee and that she had been liaising with Ray Jenkins about local issues.

04/06/23 **Minutes** (video recording time: 00:06:20)

- a. **Annual Parish Council Meeting** - the Minutes of the Annual Parish Council meeting, held on the 22nd May, 2023, were approved by the Council, and signed by the Chairman. The Clerk pointed out minor amendments made to reference numbers which had been made after the draft was distributed.
- b. **Parish Council Meeting** – the Minutes of the Parish Council meeting, held on the 22nd May 2023, were approved by the Council, and signed by the Chairman.

The Clerk was asked to ensure the updated Terms of Reference for the Strategy Task & Finish Group were passed to Cllr Coupe for uploading onto the Council's website.

Clerk

05/06/23 **Items raised by parishioners**

- a. **POSP – next meeting** – in the Parishioner's Open Session, Spence Seaman had asked when the next meeting of the POSP would be held. The 25th July appeared to be the most suitable date for those present and the Clerk was asked to check this date with other members of the Group.
- b. **The "Chittlehamholt Stink"** – it was noted that this subject had been discussed in and therefore would be covered in the Report of the Strategy Task & Finish Group meeting.
- c. **Ongoing Enforcement issues** – it was noted that this subject was also covered in the Report of the Strategy Task & Finish Group meeting.

06/06/23 **Strategy Task & Finish Group** (video recording time: 00:07:55)

Cllr Ball presented the Report of the Strategy Task & Finish Group meeting which had been held on the 19th June 2023 (*circulated previously and attached to the Minutes.*) Items discussed included the following:

- a. **Highways Liaison Officer** – the role of liaising with Highways was explained, following which *Cllr Ball proposed; Cllr Neal seconded and all agreed to Cllr Kitchen becoming Highways Liaison Officer.*
- b. **Snow Warden** – the role of the Snow Warden was explained. *Cllr Ball propose; Cllr Neal seconded and all agreed to Cllr Kitchen taking on the role of Snow Warden.*
- c. **Probation Service** – it was agreed that consideration to the involvement of the Probation Service would be included whenever future projects were discussed.
- d. **Verge ploughing** – it was noted that the current position was that priority should still be given to highway maintenance/verge ploughing, however this was subject to the availability of matched funding. Cllr Kitchen had agreed to clarify the position of funding. It was also noted that communication locally about responsibilities related to clearing muck/slurry from roads was being considered after obtaining clarity about the law in this connection.
- e. **PC POSP** – a meeting was to be arranged to further discussions on the Council's project related to road safety, particularly how these linked to other projects being proposed by the Village Hall and Shop. Cllr Ball went into some detail about some of the issues being raised.

Cllr Kitchen

- f. *Planning enforcement* – (video recording time 21:25) background to and an update about the three sites where enforcement notices had been issued was provided by Cllr Ball; the Clerk was asked to forward details to Cllr Whitehead.

Clerk

The lack of progress due to staffing issues within the Enforcement Department was aired, following which, *Cllr Ball proposed; Cllr Kitchen seconded and all agreed that NDC should be asked to appoint a qualified Planning Enforcement Officer to sign and enforce the notices already served.* A copy of the relevant letter should be forwarded to the MP.

Clerk

- g. *The Mole Resort* – acknowledging that The Mole Resort was not responsible for the current problem with the disposal of sewage, it was accepted that the situation had only arisen since the Resort had been connected to the Village sewerage (storage tank) system. It had been agreed that a meeting with representatives from the Resort would be helpful to discuss a number of issues apart from the foregoing, including upkeep of the bridleway and the hedge on the boundary of the highway which required trimming. It was agreed to arrange a meeting on the return of Cllr Blackwell who wished to be present.

Cllr Blackwell

Returning to the smell of sewage, a recent e-mail complaining about the smell from someone living nearer the sewerage works was received (*circulated separately*). Following further discussion Spence Seaman offered to check on the type of system installed; the Clerk offered to forward the relevant licences to Spence Seaman, which had already been obtained by the Council. In response to a question about why NDC had not checked the situation at the planning stage, Cllr Ball explained the background in terms of the application to change the arrangements for disposal of sewage to one that linked to the Village. He went on to point out that despite protestations (to NDC) from the Council, pointing out that proposals to change were substantial and therefore a full planning application/process was required, this 'advice' was ignored and the application approved under 'reserved matters'.

Spence Seaman/Clerk

- h. *Round and About* – Cllr Ball advised that after nearly 30 years, the current owners would be stopping their ownership/management/funding of the local newsletter from the completion of the August edition. It was noted that in addition to an online version, circulated by e-mail, there was also distribution of hard copies to certain people in the village. Following discussion, it was agreed that the ownership and management of such a local newsletter was in keeping with the Council's objectives as outlined in the Parish Plan. *Cllr Ball proposed; Cllr Kitchen seconded and all agreed that the Council offer to take responsibility for the newsletter's production and circulation from September.* The Clerk was asked to formalise the offer with the current owners.
- i. *Police Service Liaison* – Cllr Ball agreed to look further into this role with a view to becoming the point of liaison, although it was accepted it would not be as substantive as the liaison which existed in the last few years by the former councillor who had personal links with the Service.
- j. *Vertebrate protection* – revisiting the need to protect migrating frogs/toads from being squashed during their migration along the village roads, it had been felt that the only viable method would be a road closure. It was noted that this required a lead in time for liaising with Highways and something which the Council needed to pursue at a later point.
- k. *Telephone Box* – Cllr Ball explained the position regarding the telephone boxes in the Parishes. Satterleigh & Warkleigh box was used for housing a defibrillator; the Chittlehamholt box was unused. In response to a request by a parishioner that this be

moved to the Village Hall, *Cllr Ball proposed: Cllr Kitchen seconded and all agreed to pursue discussions with the Village Hall about re-siting the Chittlehamholt phone box next to the noticeboard.* The aim would be to turn it into an information point. Spence Seaman offered to raise the issue at the forthcoming meeting of the Village Hall Committee on the 12th July.

Spence Seaman

07/06/23 **Maintenance of roads, footpaths, etc.** these subjects were dealt with in the Report of the Strategy Task & Finish Group meeting above.

08/06/23 **Projects** (video recording time: 00:52:55)

- **Launds – weekly checks**

- a. *June check* – Cllr Kitchen reported that the cover at the top of the zip wire had broken and that he would be exploring how this could be repaired. He reassured the Council that the height of the cover meant it could not be reached and therefore would not create a hazard for anyone using the wire.

Cllr Kitchen

- b. *June checks* – it was noted that Cllr Neal would undertake checks in July.

- c. *Updated rota* – the updated rota was received, which took account of the fact that there was a reduction in the number of people undertaking checks.

09/06/23 **Planning**

- a. **Lower Watertown – application 76867** – the **Decision Notice to refuse** the erection of a steel portal framed agricultural building for mixed use purposes was noted (*circulated separately*).

- b. **The Nook, Warkleigh – application 77147** – for solar panels to outdoor roofs. Following discussion, *Cllr Kitchen proposed; Cllr Ball seconded and all agreed that NDC should be advised that the application did not comply with the (new) check list for a validated application and therefore inappropriate for consultation.* It was also pointed out that in the section related to a Wildlife Trigger Report, the application stated ‘yes’ to the question although there was no report.

Clerk

10/06/23 **Finances**

- a. **Current balance** – it was noted that the balance as at 15th June, 2023 was £9,857.25.

- b. **Payment – the following payments were resolved:**

- i. **Wybone Ltd - £284.99** (*including VAT of £47.50*) for the purchase of a rubbish bin, towards which the Council had received a (NDC) Community Councillor grant of £117.50 (*reference Minute 10/03/23c*) *Cllr Kitchen proposed; Cllr Neal seconded and all agreed to make the payment.* Cllr Kitchen advised that he had spoken to the landowner and arranged for this to be sited in the near future after which contact would need to be made with NDC for collections to start.

- ii. **Mrs Penny Clapham - £65.00** – for undertaking the 2022/23 Internal Audit (*ref Budget 2023/24 (4)*). *Cllr Kitchen proposed; Cllr Neal seconded and all agreed to make the payment.*

- c. **Annual Governance and Accountability Return 2022/23 (AGAR) – Part 2** (*circulated separately*) (video recording time 00:57:50) – a copy of the 2022/23 AGAR – Part 2 was also tabled for the Council’s consideration.
- i. *Exemption from a limited assurance review - (ref Page 3)* following consideration of the criteria for exempting the Council from a limited assurance review, which included an explanation of the background and details by the Clerk, *Cllr Kitchen proposed, Cllr Ball seconded and all agreed* the Council met the stated criteria and certified that the Council be exempt from a limited assurance review. The Chairman signed the Certificate of Exemption.
 - ii. *Internal Auditor’s Report – (ref Page 4)* - the Internal Auditor’s Report was noted, in that Mrs Penny Clapham had undertaken an independent, selective assessment (virtually) of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31st March 2023. It was noted that she was satisfied the Council had met the internal control objectives relevant to the Council, namely A,B,C,D,E,G,H,I,J,K. Numbers F, L and M had been noted as not applicable. It was also noted that the Clerk had circulated observations from the Internal Auditor and made changes to the format of agendas in line with these observations.
 - iii. *Annual Governance Statement 2022/23 - (ref Page 5)* - the Clerk presented the Annual Governance Statement, reading sections 1 - 8. Section 9 was only relevant to councils managing trust funds, so was not applicable. Following consideration of each section, *Cllr Kitchen proposed; Cllr Ball seconded and there was unanimous agreement* that the Council met the requirements detailed in the Annual Governance Statement 2022/23. The Chairman signed his confirmation that the statement was approved.
 - iv. *Accounting Statements 2022/23 - (ref Page 6)* - the Clerk confirmed that the accounting statements represented the financial position of the Council. *Cllr Kitchen proposed; Cllr Ball seconded and all agreed* that the Accounting Statements for the year 2022/23 be approved. The Chairman signed his confirmation that the statements were approved.
 - v. *Notice of Public Rights and Publication Annual Governance & Accountability Return (Exempt Authority) for the year ended 31 March 2023* – the Clerk advised that the date set for the availability of the Council’s accounts and other items listed in that document would be from Wednesday 28th June to Friday 11th August, 2023. This document would be published on the Council’s website and the local noticeboards.

11/06/23 **Matters Raised by Councillors**

- Cllr Neal mentioned an object on the front of the graveyard in the village which had been damaged by a car. Following discussion, it was thought to be owned by the National Grid, following which Cllr Neal offered to report the damage to them.

Cllr Neal

12/06/23 **Correspondence**

- a. **Closure of the B3226** – it was noted that the 3226 was closed for 4 weeks from 17th July to 11th August for tree works namely at the turning to Chittlehamholt by Watertown Lamas.
- b. **Trial of electric scooters** – the DCC Experimental Amendment Order 2023 was noted which added exemptions for electric scooters being used in a trial which allowed scooters the same access as cycles in the Barnstaple area.

13/06/23 **Training** – routine DALC newsletters which contained training opportunities and circulated separately were noted.

14/06/23 **Date of next meeting** – 31st July 2023.

NB – sections of the AGAR were formally approved here and minuted within the text at 10/06/23.

Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
Wybone Ltd for the purchase of a rubbish bin – towards which a NDC Community Councillor grant of £117.50 has been received (ref Minute 09/01/23c)	£237.49	£47.50	
Mrs Penny Clapham – for the 2022/23 Internal Audit (ref Budget 2023/24 (4))	£65.00		

Summary of Actions

Councillor/Clerk/ Next agenda	Minute reference	Details
Clerk	04/06/23b	Pass updated ToR to Cllr Coupe for uploading to website.
Cllr Kitchen	06/06/23d	Check whether the Community Enhancement Fund continues.
Clerk	06/06/23f	<ul style="list-style-type: none"> Forward details of enforcement issues to Cllr Whitehead. Draft letter to NDC re appointment of NDC Planning Officer.
Cllr Blackwell	06/06/23g	Arrange meeting with representatives of The Mole Resort.
Spence Seaman Clerk	06/06/23g	Investigate nature of sewerage system in the Village. Forward Licences obtained previously to Spence Seaman.
Spence Seaman	06/06/23/k	Discuss issue of re-siting phone box in Village Hall car park with Village Hall Committee.
Cllr Kitchen	06/06/23/a	Explore how to fix cover on top of zip wire.
	11/06/23	Contact the National Grid regarding damaged object

Signed

Chairman

Date 31st July 2023