



# Chittlehamholt, Satterleigh and Warkleigh Parish Council

[www.cswparish.org.uk](http://www.cswparish.org.uk)

**Chairman:** Paul Blackwell      [paul.blackwell@cswparish.org.uk](mailto:paul.blackwell@cswparish.org.uk)  
01769 540180

**Parish Clerk:** Linda Stapleton      [clerk@cswparish.org.uk](mailto:clerk@cswparish.org.uk)

## Minutes of Parish Council Meeting held on 31<sup>st</sup> July, 2023 In Chittlehamholt Village Hall – at 7.30 p.m.

<b>Meeting chaired by</b>	Councillor Paul Blackwell
<b>Meeting minuted by</b>	Parish Clerk, Linda Stapleton
<b>Councillors present</b>	Councillor Paul Blackwell (Chairman) Councillor Andrew Coupe Councillor David Ball Councillor Andrew Kitchen (Vice Chairman) Councillor Malcolm Neal
<b>In attendance:</b>	Councillor (DCC) Paul Henderson

**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.

01/07/23 **Introduction and apologies** – (video recording time 00:01:15) – apologies were received from NDC Cllr Susan Whitehead.

02/07/23 **Declarations of Interest and Dispensations** – Cllr Coupe aired a potential interest when planning issues (*ref 0807/23a*) were discussed as he was Chairman of the Village Shop Committee. The Clerk was asked to seek advice for when the anticipated planning application for the Village Shop was presented for discussion. This was because three councillors had a non-pecuniary interest with the shop's activities, either on the management committee or as treasurer.

*Clerk*

03/07/23 **Reports**

- **Devon County Council** – it was noted that routine items from DCC and NDC were received and circulated regularly. The update provided by Cllr Henderson included the following:

- DCC's end of year budget had been slightly better than expected; nevertheless, the Council had reduced spending in many areas and the reductions would continue. Currently the proposals to cease mobile library services were in a period of consultation.
- The issue around inconsistency between Uemberleigh and Chittlehampton broadband access had been raised by Cllr Henderson who advised that Cllr Ball would be contacted shortly about issues raised. The end of the current roll-out was noted, with future roll-out arrangements unclear. Cllr Ball pointed out that some of the properties had not been authorised for going on to the network and agreed to provide a list of properties to Cllr Henderson.

**Cllr Ball**

- A further £10m had been allocated by the Government to support anyone who was struggling with food bills.

**04/07/23 Minutes of the Meeting held on 26<sup>th</sup> June 2023 (video recording time: 00:11:15)**

- The Minutes of the Council meeting, held on the 26<sup>th</sup> June 2023, were approved by the Council, and signed by the Chairman with a minor amendment raised by Cllr Ball. This was that that on Page 3 paragraph h should read '*it is nearly two decades*'.

**05/07/23 Items raised by parishioners**

- a. **Hire charges for Committee Room** – Spence Seaman confirmed the charge for the Committee Room which the Council would be using for most of its meetings.
- b. **The "Chittlehamholt Stink"** – the Chairman opened the discussion by reporting on his discussions with a representative from Environmental Agency which he assumed would have been superseded by the recent meeting. Cllr Coupe's report of the meeting held between South West Water (SWW), the Environmental Agency and the Council, facilitated by Spence Seaman, was received (*circulated separately*). Cllr Kitchen provided an overview of the action agreed as a result of the discussions. Points noted from the foregoing and the Council's discussions included the following:
  - The problems which existed and work required were acknowledged by the Environmental Agency and SWW.
  - SWW did not appear to be aware of the Mole Resort's (previously Highbullen Hotel) connection to the village sewer.
  - It was questioned why the Resort should continue to pump to the sewer when the latter was overflowing; it was pointed out that SWW had a statutory duty to accept domestic sewage which included outflow from a hotel.
  - The number of tankers emptying the sewer had been increased significantly with two or three a day visiting.
  - Smells were still being reported from people living in the village and using the hotel's gym.
  - It was accepted that the current issue could have been avoided if NDC Planning Department had taken the appropriate action at the planning stage when Highbullen had applied for a change of use to the current sewerage system.

- The current licence for the discharge needed to be reviewed as SWW was likely to be in breach of this licence.
- Cllr Kitchen advised that he would be liaising with the Environmental Agency about action following the recent meeting.

*Cllr Kitchen*

- c. **Road Safety** – a letter of concern was received from a parishioner about overgrown hedges/verges and the impact on road safety. Following discussion, it was agreed there was no short-term resolution, with one of the problems being the extra vehicles on the road and fallen bracken caused by the recent weather.

In connection with road safety, Cllr Kitchen suggested that a meeting with the Mole Resort would be appropriate to raise the issue of some visitors to the Resort not taking sufficient care when driving around horses; a number of potentially dangerous situations around the parish had been witnessed. He also suggested that the Resort be asked to replace the 30mph sign that has been removed at the entrance to the Resort. Cllr Neal suggested a note encouraging road safety around the village could be included in the Resort's brochure; however, there was little confidence such measures would have the desired impact.

06/07/23 **Maintenance of roads, footpaths, etc.** (video recording time: 00:46:25) Cllr Kitchen provided an update as follows:

- The Community Enhancement Fund was still open for bids; he asked if the Clerk had an example of previous bids.
- A meeting with Richard Sables was being arranged, who had asked for a list of issues to be addressed; Cllr Kitchen confirmed he would include the subject of restricting vehicles by limiting their weight.
- Cllr Coupe asked if the section of road past Chittlehamholt Church, which was virtually disintegrating, could be checked in addition to a section of the Portsmouth Arms road between his house and Manor Lodge where the same problem was apparent.
- In connection with installing signs, Cllr Ball confirmed his understanding that the Council had the power to erect signage to reinforce the current speed limit although discussion with people who owned the poles where signs would be appropriate was required; he was also sure that the Council had the power to fund the signs. He felt there may be issues raised about such powers around signage when the Council made its submission for the POSP monies. Cllr Henderson suggested passing him a list of the signs required for him to see if these could be funded, indirectly, via the grant he authorised.

*Clerk*

07/07/23 **Projects** (video recording time: 00:52:10)

a. **Launds – weekly checks**

- i. *July check* – Cllr Neal undertook the recent checks. It was noted that the surround to the basketball pitch was still a trip hazard where some of the gravel had been washed away and some dug up by animals. Cllr Kitchen said he would check the area.

*Cllr Kitchen*

- ii. *August checks* – it was noted that Cllr Blackwell would undertake checks in August.

iii. *September checks* – it was noted that Cllr Coupe would undertake checks in September.

- b. **Public Open Space Project** – a report of the community’s POSP meeting, held on the 25<sup>th</sup> July 2023 was received (*circulated previously*). Commenting on the constructive nature of the meeting, Cllr Ball summarised the main issues arising from the updates from each organisation involved. Points noted were:
- There was confidence that the costs of the projects combined would not exceed the total sum available.
  - The Village Hall would be the first to make its submission, as time was of the essence in view of another grant available to the Hall.
  - The Village Shop would make the second submission; it was currently in the process of preparing a planning application.
  - The NDC committee reviewing applications met monthly.
- c. **CSW Public Open Space Project (POSP)** – certain changes to the Council’s proposals had been made at the meeting by Cllr Kitchen aimed at saving money and there was agreement to consider whether a mains power supply could be arranged for speed warning signs; currently these were powered by solar. It had also been agreed that the Council’s submission would be made last, as the amount of funds remaining available would then be clear. Cllr Neal observed that in application 77387 there was mention of limitations to the spend of the POSP. Cllr Ball clarified the position in relation to POSP submissions.

08/07/23 **Planning** (video recording time: 00:57.20)

- a. **The Mole Resort – application 77387** – a retrospective application for external alterations and change to a multi-purpose building housing the holiday complex reception and other ancillary uses at the Resort (*circulated separately*). Points noted during the discussion included:
- The alterations were not in accordance with the master plan which was binding on the owners of the site until a certain date.
  - It was questioned whether the application increased the number of toilets for the Resort.
  - The alterations were not in any of the reserved matters, although the work had gone ahead.
  - In the original application (58603) it was argued that the development would be good for the village as it would bring more business to the Inn and Shop. The alterations introduced a shop on site and therefore likely to be detrimental to the Shop, thus contrary to the arguments given in the original application.
  - Concern was raised about the reasons for the more recent vehicle monitoring check particularly because this was undertaken when the road was closed. Cllr Kitchen agreed to ask Richard Sables about the purpose of the monitoring.

*Cllr Kitchen*

*Cllr Ball proposed; Cllr Coupe seconded and all approved that the Council’s objections to the retrospective application be conveyed to NDC on the grounds detailed above. Cllr Coupe agreed to draft the response.*

*Cllr Coupe*

- b. **Ongoing Enforcement Issues** – Cllr Ball updated the Council on progress with current enforcement issues which included the following:
- An agency Enforcement Officer had now been appointed by NDC.
  - The process of enforcement was explained in some detail, from which it was noted that the formalities involved were lengthy if early advice from the Enforcement Officer and action requested was not followed by the land owner.
  - The amount of information provided by the Council to Enforcement had helped NDC to proceed.
  - Cllr Ball confirmed he needed to clarify certain detail with NDC about one of the sites.

*Cllr Ball*

09/07/23 **Finances** (video recording time: 01:14:10)

- a. **Current balance** – it was noted that the balance as at 14<sup>th</sup> July, 2023 was £9,507.26
- b. **Payment – the following payments were resolved:**
- Campaign to Protect Rural England (CPRE) - £36.00** for the renewal of membership for the year 2023/24 (ref Budget 2023/24 line (13)). *Cllr Neal proposed; Cllr Ball seconded and all agreed that payment be authorised.*
  - Information Commissioner’s Office - £35.00** for the annual registration fee (ref Budget 2023/24/line (14)). Cllr Neal pointed out that the charge of £40 was reduced by £5.00 if payment was made by Direct Debit. In this connection, *Cllr Coupe proposed; Cllr Neal seconded and all agreed that a direct debit be authorised in payment.*
  - North Devon Council - £429.69** (including administrative charge of £7.72 of which £1.29 was VAT) was noted for Clerk’s salary from March to June 2023.

10/07/23 **Matters Raised by Councillors**

- b. **Back up arrangements for the Council’s computer** – Cllr Coupe suggested that subscribing to Microsoft 365 would provide better security for storing the Council’s data, in that it would automatically back up information. Following discussion, which included the explanation of other benefits of the system, Cllr Coupe was asked to provide further details and alternative options for discussion.

*Cllr Coupe*

- c. **Out of date posters** – Cllr Neal drew attention to posters about a festival which remained around the village with seemingly no one responsible for removing them.
- d. **Round & About** – following the Council’s offer to take over ownership of production and delivery of the newsletter, Cllr Ball was pleased to advise that the offer had been accepted. He and Cllr Coupe would be drafting Terms of Reference related to its production which would not see any change to the format. Cllr Coupe had volunteered to co-ordinate the first newsletter, using a template, after which it was hoped the process would be simple.
- e. **Co-option to the Council** – the Chairman advised of possible interest in the vacant councillor post.

11/07/23 **Correspondence**

- a. **Patient Participation Group** – an invitation to join the Wallingbrook Patient Participation Group was received. The invitation was noted since councillors did not meet the criteria for joining which was to be registered with the practice.
- b. **Road Warden Scheme** – the correspondence from Selaine Saxby MP was noted as there was no new information contained therein for the Council.

12/07/23 **Training** – routine DALC newsletters which contained training opportunities and circulated separately were noted.

13/07/23 **Date of next meeting** – 25<sup>th</sup> September, 2023.

#### Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
<b>Campaign to Protect Rural England (CPRE)</b> for the renewal of membership for the year 2023/24 ( <i>ref Budget 2023/24 line (13)</i> ).	£36.00		
<b>Information Commissioner's Office</b> for the annual registration fee ( <i>ref Budget 2023/24 (line 14)</i> ). The payment would be made by Direct Debit.	£35.00		
<b>North Devon Council</b> for Clerk's salary from March to June 2023 ( <i>ref Budget 2023/24 (line 5)</i> ). Cost includes £7.72 administrative charge of which £1.29 is VAT.	£428.40	£1.29	

#### Summary of Actions

Councillor/Clerk/Next agenda	Minute reference	Details
Clerk	02/07/23	Seek advice regarding dispensation.
Cllr Ball	03/07/23	Provide list of properties where issues remain to Cllr Henderson.
Cllr Kitchen	05/07/23 a	Liaise with Environmental Agency for an update.
Clerk	06/07/23	Forward example of previous Community Enhancement Fund application.
Cllr Kitchen	06/07/23	Check section of road past Chittlehamholt Church & Portsmouth Arms Road just after Manor Lodge.
Cllr Kitchen	07/07/23 a	Check area around basketball pitch.
Cllr Kitchen	08/07/23 a	Cllr Kitchen was asked to raise with Richard Sables the purpose of the recent traffic monitoring.
Cllr Coupe	08/07/23 a	Draft response to application 77387.
Cllr Ball	08/07/23 b	Clarify certain detail with NDC regarding one of the sites.
Cllr Coupe	10/07/23 a	Present options for back-up arrangements.

Signed

Chairman

Date 25<sup>th</sup> September, 2023