



# Chittlehamholt, Satterleigh and Warkleigh Parish Council

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## Minutes of Parish Council Meeting held on 30<sup>th</sup> October, 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 Councillor (NDC) Sue 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.

01/10/23 **Introduction and apologies** – (video recording time 00:06:30) – there were no apologies. Welcoming people to the meeting, the Chairman explained that due to issues which were of a confidential nature, a closed session would be held immediately after the agenda items had been concluded.

02/10/23 **Declarations of Interest and Dispensations** – it was noted there were no declarations of interest in relation to matters on the current agenda.

### 03/10/23 **Reports**

- a. **Devon County Council (DCC)** – it was noted that routine items from DCC and NDC were received and circulated regularly. Cllr Henderson provided an update on matters related to DCC advising that a full briefing paper would be issued to the Clerk for circulation. Items covered included:
  - Digital advice which was being offered, free, for businesses in the South West.

- The new Business Hub, provided at Roundswell, had reached capacity, showing the demand.
- The Devon Pension Fund, which was the county's largest single pension fund, was playing a major part in helping to create local jobs in renewable energy and associated infrastructure.
- DCC was reviewing its property estate with the aim of reducing costs.
- A reminder that help was available for Devon residents who were struggling with the cost of living during the Winter.
- No further information was available regarding the future of library services and a briefing about the future of the Link Centres was awaited.

b. **North Devon Council (NDC)** – Cllr Whitehead reported that she had been concentrating on progressing issues related to planning over the past month and building contacts with individuals with whom she could liaise on matters that had been raised across the Chittlehampton Ward.

04/10/23 **Minutes of the Meeting held on 25<sup>th</sup> September, 2023** (video recording time: 00:14:10)

- The Minutes of the Council meeting, held on the 25<sup>th</sup> September 2023, were approved by the Council, and signed by the Chairman.

05/10/23 **Items raised by parishioners**

- a. **The “Chittlehamholt Stink”** – Cllr Kitchen provided an update, following a brief explanation of the work being undertaken to temporarily improve the situation. Points to note were:
- The holding tank was awaiting connection, when permission from the landowner to connect the pipes had been received.
  - SWW believed the number of tankers per day visiting the site could be reduced to two or fewer.
  - SWW were in the process of acquiring more land which would be needed for a more permanent resolution and likely to be some years to achieve.
  - **Email of concern about the spoiled view** – Cllr Kitchen referred to the parishioner's email which had been received about the negative impact on their view caused by the changes made to the site. In particular, the removal of a tree which had previously screened the sewer from their view. He felt that when the site was completed discussions about screening the sewer by planting more trees should be pursued. Cllr Ball pointed out that in planning terms, there was 'no right to a view'. So, although the Council could encourage SWW to replace the remove tree to act as a screen, there was no guarantee this could be achieved. *Cllr Kitchen proposed; Cllr Ball seconded and all agreed that the parishioner be informed of the situation.* The Clerk agreed to draft the letter.

*Clerk*

- The Chairman reported on a recent discussion with a representative from the River Taw Fishing Association. Following further discussion, it was agreed the need to build a

working relationship with SWW was required to ensure any negative effect from the changes on the local community were minimised.

- b. **Parking in layby – Portsmouth Arms Road** – a parishioner had raised his concern about a specific passing ‘layby’ being used to park cars. It was questioned whether such parking could be a barrier to emergency vehicles accessing the road. It was suggested that a note on the subject be included in the Round and About. It was agreed to monitor the situation.

*Cllr Coupe*

- c. **Data request/complaint** – it was noted that a subject data request had been received which was being dealt with in accordance with the Council’s policy. A complaint about a councillor had also been received. The complainant had been advised such complaints needed to be raised with North Devon Council.

- d. **Cricket – in Launds Playing field** – the Council welcomed the request from a parishioner for the local cricket team to use Launds Playing field to play the Hellcat Mud Wrestlers, whose 30<sup>th</sup> anniversary since starting the team was next year. Until more recently, the Hellcat Mud Wrestlers had visited the area to play the local team on an annual basis. The Clerk was asked to forward the relevant application form to the parishioner, which was required for insurance purposes. Cllr Ball mentioned that if equipment was required for the team, the Village Shop may be able to support such a request.

*Clerk*

06/10/23 Maintenance of roads, footpaths, etc. (video recording time: 00:24:40)

- a. **General** – Cllr Kitchen confirmed that he had provided Richard Sables with details and photos where helpful of all the issues that needed attention; he would forward a copy to the Clerk for the files. Cllr Henderson suggested that an alternative to ‘what3words’ be used.

*Cllr Kitchen*

- b. **Community Enhancement Fund/highway maintenance** – it was agreed that before any future works were considered a detailed specification was required that was developed from the appropriate technical advice. Cllr Kitchen agreed to pursue this issue with Richard Sables.

*Cllr Kitchen*

07/10/23 Projects (video recording time: 00:26:45)

- a. **Community Public Open Space Project (POSP)** – Cllr Ball confirmed that the Village Hall’s submission for £34,000 had been approved prior to its presentation in November to North Devon Council at a full council meeting.

- b. **Launds** –

i. **Weekly checks**

- *October* – Cllr Ball reported that the pedestrian gateway and left-hand side of the basketball court were both very slippery, could be considered a hazard and therefore needed cleaning. Cllr Kitchen confirmed he was in the process of purchasing the replacement items required from Sutcliffe Play.
- *November* – it was noted that checks in November would be undertaken by Cllr Kitchen.

08/10/23 **Planning** (video recording time: 00:30:30)

- a. **Woodside, Chittlehamholt – application 76902** – the **Decision Notice to approve** the application for the conversion of existing outbuildings and workshop to provide one bedroom holiday unit and store was received (*circulated separately*.) NDC's email response to the Council's observations was also received. Cllrs were concerned at the reasons given for the lack of a specific response to the application from Highways. Following discussion about the reasons given, Cllr Henderson asked for a copy of the correspondence which the Clerk was asked to forward.

Clerk

- b. **Highbullen Hotel (The Mole Resort) – application 77782** – to discharge condition 18 (sustainable build certificate) in relation to the lodges in phase 2 'The Meadows' only, attached to planning permission 58603 (outline application for erection of 58 holiday lodges & 16 bed hotel extension (*circulated separately*). The application was noted.

- c. **Highbullen Hotel (The Mole Resort) – application 77387** – NDC's request for details regarding prices charged at the Village Shop was discussed. The Clerk was asked to advise NDC that the Village Shop was best placed to provide such information.

Clerk

- d. **Centre of Pond 157m from 1 Deason Cottages 115m from unnamed road from Broadmoor Cross to Cockrams Butt Cross application 77783** – prior notification for replacement of existing field shelter with steel framed building for use as log kiln/store (*circulated separately*). Points made during discussion on the documents, included the following:
- There was little detail as the documents related to a prior application.
  - Although the NDC website indicated the above was an agricultural application, a planning officer contacted by Cllr Ball to clarify issues advised that it was being treated as a forestry pre application.
  - The view was that it was not a valid pre-application.
  - It was difficult to understand that a log store would be required at this stage of the site's development unless logs were being brought in from elsewhere.
  - There was an inclusion of a statement which did not appear to be accurate. This related to the inclusion in the application of an area related to culling deer '*under Forestry Commission Guidelines*', however it had not been possible to establish that the Forestry Commission issued such guidelines. In addition, the site was not considered sufficiently safe to conduct such shooting.

Following further discussion, *Cllr Ball proposed: Cllr Kitchen seconded and all agreed that the views expressed be conveyed to NDC.* Cllr Ball agreed to draft a response and, because time was of the essence, to advise the relevant planning officer of the Council's concerns and to confirm that a full response would be forthcoming. Cllr Whitehead was asked to ensure the relevant planning officer was informed of the Council's views as a matter of urgency.

Cllr Ball/Cllr Whitehead

- e. **Moes House, Chittlehamholt – application 77689** – (video recording time: 00:53:40) for the demolition of agricultural barn and construction of new dwelling with formation of new access and associated works revised design to approval 73279 (*circulated separately*). The

application was noted, although frustration was expressed about the fact that the final design had not taking account of expert opinion and that this application further highlighted inconsistencies within the planning decision process.

- f. **Sunnymead – application 76160** – for replacement of existing domestic workshop and store with a local needs dwelling amended plans and amended red outline) (*circulated separately*). It was noted that the application had been withdrawn.
- g. **Sunnymead – approved application 75225** – Cllr Kitchen pointed out changes which had taken place that appeared to be in breach of the approved application. *Cllr Coupe proposed; Cllr Ball seconded and all agreed that these issues be conveyed to NDC.* Cllr Kitchen agreed to prepare a draft.

*Cllr Kitchen*
- h. **Ongoing Enforcement Issues** – it was noted that an update on enforcement issues would be held in the closed session due to the confidential nature of the issues under discussion.

#### 09/10/23 **Finances** (video recording time: 01:11:40)

- a. **Current balance** – it was noted that the balance as at 13<sup>th</sup> October, 2023 was £12,542.52, which included the second Precept payment of £3,500 and £117.50 for the new rubbish bin.
- b. **Budget/Precept 2024/25** - it was noted that the Budget/Precept for the next financial year needed to be approved at the November meeting. Cllr Neal agreed to prepare the first draft and circulate this prior to the November meeting.

*Cllr Neal*
- c. **Payment – the following payment was resolved:**
  - **Clear Councils - £575.46** for Local Councils' Insurance Policy for the first year of a three-year agreement (*ref Budget 2023/24 (3)*). *Cllr Kitchen proposed; Cllr Neal seconded and all approved the payment.*  
**And to note payment to:**
  - **North Devon Council - £429.69** (*which includes £7.72 administration charge of which £1.72 is VAT (ref Budget 2023/24(5))*).

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

- **E-mails blocked** – following advice from NDC that e-mails to the Parish Council/councillors had been blocked, Cllr Coupe confirmed that he and Cllr Ball would investigate the problem.

*Cllr Ball/Cllr Coupe*

11/10/23 **Training opportunities for Councillors/Clerk** – routine DALC newsletters containing information related to training opportunities were received (*circulated separately*).

#### 12/10/23 Correspondence

- a. **Climate & Ecology Bill** – correspondence from the Zero Hour team was received (*circulated separately*).
- b. **Funding for North Devon Records Office** – it was noted that a request had been received for funding from the South West Heritage Trust and that the Council's Grants Application Form would be provided in response (*circulated separately*).

*Clerk*

- c. **Review of Polling places/stations** – documents from NDC were received (*circulated separately*). It was suggested that councillors consider replying as individuals.

**Councillors**

13/10/23 **Date of next meeting** – 27<sup>th</sup> November, 2023.

*Cllr Kitchen proposed; Cllr Ball seconded and all approved the following resolution:*

“That the remainder of the meeting would be held with the exclusion of Press and Public due to the confidential nature of business to be conducted.”

#### Summary of Items of Expenditure

Description	Amount		S 137
	Net Amount	VAT	
<b>Clear Councils</b> – for Local Councils’ Insurance Policy for the first of a three-year period ( <i>ref Budget 2023/24(3)</i> ).	£575.46		
<b>North Devon Council</b> – for Clerk’s salary June – September 2023 ( <i>which includes £7.72 administration charge of which £1.72 is VAT</i> ) ( <i>ref Budget 2023/24 (5)</i> ).	£428.40	£1.72	

#### Summary of Actions

Councillor/Clerk/ Next agenda	Minute reference	Details
Clerk	04/10/23	Respond to parishioner with Council’s views.
Clerk	05/10/23 c	Forward use of Launds application form to parishioner.
Cllr Coupe	05/10/23 d	Include a reminder about leaving passing places clear in Round and About.
Cllr Kitchen	06/10/23 a	Forward list of road maintenance items to Clerk.
Cllr Kitchen	06/10/23 b	Discuss need for specification for verge ploughing specification with Richard Sables.
Clerk	08/10/23 a	Forward NDC email to Cllr Henderson.
Clerk	08/10/23 c	Advise NDC that the Village Shop is best placed to respond to its request for cost of items.
Cllr Ball Cllr Whitehead	08/10/23 d	Draft a response to NDC. Alert NDC to Council’s concerns in advance of response.
Cllr Kitchen	08/10/23 g	Draft letter to NDC regarding possible breach of planning approval.
Cllr Neal	09/10/23	Draft budget for 2024/25.
Cllr Ball Cllr Coupe	10/10/23	Resolve problems regarding blocked emails from NDC.
Clerk	12/10/23 b	Forward Grant Application form to SW Heritage Trust.

**Signed**

**Date** 27<sup>th</sup> November, 2023

*Chairman*