



Chittlehamholt, Satterleigh and Warkleigh Parish Council

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Minutes of Parish Council Meeting held on 29th January, 2024 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 Coupe Councillor Andrew Kitchen (Vice Chairman) Councillor Malcolm Neal
In attendance:	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. 1 member of the public was present.

01/01/24 **Introduction and apologies** – (video recording time 00:00:15) – apologies were received from Cllr Paul Blackwell. In his absence, the Vice Chairman conducted proceedings. 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 discussion on the agenda items had been concluded.

02/01/24 **Declarations of Interest and Dispensations** – no declarations of interest were received.

03/01/24 **Reports**

- **Devon County Council (DCC)** – it was noted that routine items from DCC and NDC were received and circulated regularly. Cllr Henderson reported on Devon and Torbay Councils joining together and referred councillors to DCC's website for full details. It was noted that there would be a period of consultation about the proposed changes. Cllr Henderson also advised that between the end of February to the end of March, the Umberleigh bridge would be closed for repair and other works including providing pedestrian access across it.

04/01/24 **Minutes** – (video recording time: 00:03:00).

- a. **Minutes of the Council Meeting held on 27th November, 2023** - the Minutes were approved by the Council, and signed by the Chairman.
- b. **Minutes of the Extraordinary Council Meeting held on 11th December 2023** – the Minutes were approved by the Council and signed by the Chairman.

05/01/24 **Items raised by parishioners**

- a. **Water leak** – a parishioner’s email regarding the consequences of silt arising from a water leak was received. The Chairman advised that he had been in contact with Richard Sables (DCC Highways) who had confirmed that drains were cleared annually. Noting that the last drain clearance had taken place in September 2022, the Chairman confirmed he would be contacting Richard Sables again to point out that the annual clearance was overdue. It was also noted that the silt resulting from the burst water mains at the Warkleigh Memorial and blocking drains in that section of road also needed attention.
- b. **The “Chittlehamholt Stink”** – it was noted that there was no further update on the matter and a reply from Bernard Tucker awaited.

06/01/24 **Maintenance of roads, footpaths, etc.** (video recording time: 00:06:48)

- a. **General** – Cllr Kitchen confirmed action taken and that a further response to issues raised with Richard Sables was awaited. Issues raised during discussion included the following:
 - i. By chance, the Chairman had witnessed and taken a video of a pointless attempt to repair a pothole whilst water laid in it. He would be passing the video to Cllr Henderson.
Cllr Kitchen
 - ii. The need for a repair along the snow route past Greendown Farm was raised although it may not be not within the parish; Cllr Kitchen agreed to identify and report the problem.
Cllr Kitchen
 - iii. The Chairman advised that the two sections of road which needed repair had been e-mailed to Cllr Henderson as requested. It was confirmed that one of these was along the Portsmouth Arms road.
 - iv. The issue of excessive water coming from the Mole Resort was raised as a possible continuing problem; it was noted this had been reported previously. In response to the question of whether there was a legal liability to stop water going onto the highways, Cllr Henderson suggested the question should be raised with Richard Sables.
Cllr Kitchen
- b. **Community Enhancement Fund/highway maintenance** – it was pointed out that discussion on the next steps in relation to highway maintenance needed to be taken forward through a Strategy Task & Finish Group meeting.
Strategy Task & Finish Group

07/01/24 **Projects** (video recording time: 00:11:30)

- a. **Community Public Open Space Project (POSP)** – Cllr Ball drew attention to some of the works that had taken place in the Village Hall, such as the solar panels. He also confirmed that, now the Village Shop had been granted planning permission, the next steps would be to update prices after which the submission to NDC would be made. In readiness for the

Council's discussions on its projects, the Chairman advised he was obtaining an estimate for installing roundels.

Cllr Kitchen

b. **Launds –**

- i. **RoSPA annual inspection** – it was noted that the annual inspection would take place in March (*circulated separately*).
- ii. **Play equipment** – the Chairman advised that the spare parts ordered from Playsafety had now been received but it was unfortunate that the tube delivered would need straightening before installation.
- iii. **Weekly checks**
 - *December* – Cllr Neal pointed out that the basketball area was slippery. Options for washing the area were discussed.
 - *January* – no issues had been forwarded by Cllr Blackwell.
 - *February* – it was noted that checks in February would be undertaken by Cllr Coupe.

08/01/24 **Planning** (*video recording time: 00:16:00*)

a. **Highbullen Hotel (The Mole Resort) –**

- i. **Application 77920 – Decision Notice to approve** details in respect of discharge of condition 5 (landscaping) attached to planning permission 76679 (change of use of land to provide ancillary tourism use comprising an outdoor sports area, associated building and means of enclosure) was received (*circulated separately*).
- ii. **Application 77782 – Decision Notice to approve** details in respect of discharge of condition 18 (sustainable building certificate) in relation to the lodges in Phase 2 'the Meadows' only, attached to planning permission 58603 outline application for erection of 58 lodges & 16 bed hotel extension) was received (*circulated separately*).

- b. **Centre of Pond 157m from 1 Deason Cottages 115m from unnamed road from Broadmoor Cross to Cockrams Butt Cross application 77934** – the **Decision Notice to approve** a replacement of existing field shelter steel framed building for use as a log kiln/store was received (*circulated separately*). Referring to the officer's report Cllr Ball explained the rationale for the decision. Following discussion about the reasons for approving the application and the statements made within that application, it was questioned what evidence had been provided to NDC to substantiate that the applicant had exemption from a felling licence. Following further discussion *the Chairman proposed; Cllr Coupe seconded and all agreed that the Clerk be asked to enquire of NDC what reasoning or evidence existed to support the decision that a felling licence was not required.*

Clerk

- c. **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.

09/01/24 **Finances** (*video recording time: 00:26:00*)

- a. **Current balance** – it was noted that the balance as at the 29th January 2024 was £10,487.37.

b. **Budget** – Cllr Neal tabled, for information, an amended Budget, incorporating the minor amendments agreed at the Council’s November meeting.

c. **Payment – the following payment was resolved:**

- **Sutcliffe Play - £90.59** (including VAT of £15.10) – for replacement parts to play equipment in Launds (*ref Budget 2023/24 (6)*). *The Chairman proposed; Cllr Neal seconded the payment which was approved by all.*

And the following payment was noted:

- **North Devon Council - £429.69** (including an administrative charge of £7.72 of which £1.29 was VAT) for Clerk’s salary from September to December 2023 (*ref Budget 2023/24 (5)*).

10/01/24 **Matters Raised by Councillors**

a. **Litter** – Cllr Coupe raised his concern about the excessive amount of litter left around the village and questioned whether the Council should take some action. Following discussion about options, including purchasing a couple of litter pickers which could be given to volunteers, the NDC’s Litter Group in which the Council had participated was highlighted. It was agreed the Clerk should forward reports of the group’s meetings to Cllr Ball and Cllr Coupe prior to their attendance at a forthcoming NDC stakeholder event. It was also agreed that the Clerk ask the Probation Service whether it included litter picking within its routine community activities. *The Chairman proposed; Cllr seconded and all agreed that an application be made to NDC Community Councillor Grant to purchase 2 litter pickers.*

b. **SWW diversion** – Cllr Ball reported his concern about the diversion made to traffic when the road at the Memorial was recently closed. This took vehicles via a particularly dangerous intersection. *Cllr Ball proposed; the Chairman seconded and all agreed a letter be sent to SWW in this connection.* Cllr Ball agreed to draft a letter.

Cllr Ball

c. **Cars parked on public footpath** – in response to Cllr Neal’s observation that cars had been parked on the footpath at Warkleigh, Cllr Ball confirmed he would speak to the owner.

Cllr Ball

d. **Air Ambulance night landing site – lights** – Cllr Coupe advised on the action he had taken to obtain a price to replace the faulty light.

11/01/24 **Training opportunities for Councillors/Clerk** – routine DALC newsletters containing information related to training opportunities were received (*circulated separately*).

12/01/24 Correspondence (*video recording time: 00:44:20*)

a. **North Devon Ring & Ride Service** – a funding request was received (*circulated separately*). It was noted that a copy of the Council’s Grants Policy had been issued in response.

b. **Train travel from Kings Nympton Station** – further correspondence was received from Kings Nympton Parish Council asking whether a representative from the Council could be nominated to pursue the aim of improving the train service from Kings Nympton Station. Cllr Neal agreed to the nomination.

Clerk

- c. **Devon Wildlife Trust – Landmark Tree** – correspondence was received offering a free tree to parish/town councils (*circulated separately*). Following discussion about the type of tree and where this could be planted, *the Chairman proposed; Cllr Ball seconded and all agreed that the offer could be accepted and that Cllr Coupe should pursue the matter.*

Cllr Coupe

- d. **Funding support for Places of Worship repairs** – to note correspondence from Selaine Saxby MP (*circulated separately*).

13/01/24 **Date of next meeting** – 26th February, 2024.

Cllr Ball proposed; Cllr Coupe seconded and all resolved to approve 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	
Sutcliffe Play – for replacement parts to play equipment in Launds (<i>ref Budget 2023/24(6)</i>).	£75.49	£15.10	
North Devon Council – for Clerk’s salary from September to December 2023 (<i>ref Budget 2023/23(5)</i>).	£428.40	£1.72	

Summary of Actions

Councillor/Clerk/ Next agenda	Minute reference	Details
Cllr Kitchen	06/01/24 a i	Pass video to Cllr Henderson.
Cllr Kitchen	06/01/24 a ii	Identify and report road repairs required along snow route.
Cllr Kitchen	06/01/24 a iv	Contact Richard Sables about legal responsibilities.
Strategy Task & Finish Group	06/01/24 b	Group to consider next steps related to highway maintenance.
Clerk	08/01/24 b	Ask NDC for evidence to support exemption for a fire arm licence.
Cllr Ball	10/01/24 b	Write to SWW about diversion route.
Cllr Ball	10/01/24 c	Speak to owner of cars parked on public footpath.
Clerk	12/01/24 b	Inform Kings Nympton Parish Council of nomination.
Cllr Coupe	12/01/24 c	Explore arrangements for Landmark Tree offer.

Signed

Chairman

Date 26th February 2024