

Minutes of the meeting of Chittlehampton Parish Council held on Wednesday 11th June 2025 in the Methodist Rooms.

Present – Cllr. Beauregard; Cllr. Blyther; Cllr. Brooks; Cllr. Jones; Cllr. Seatherton; Cllr. Alford; Cllr. Hoare; Cllr. Ditchburn; District Cllr. Whitehead; County Cllr. Tyldesley; 3 members of the public; Penny Clapham (Locum Clerk).

Cllr. Beauregard as vice-chair, chaired the meeting in the absence of the chair.

1) PUBLIC DISCUSSION

An opportunity for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda, or any matter of interest to the parish. The period of time designated for public participation shall not exceed 3 minutes per person. (Standing Orders 3e and 3f). Reminder that members of the public are not allowed to raise issues when Council is in committee.

Parishioner asked about the lights in the square near to the Church House. Cllr. Tyldesley will look into the light issue. Requested where the minutes can be found – Cllr. Jones stated they are published on the website.

Parishioner regarding the pots outside the village hall which are falling to bits. Can they be moved please. There is an allowance in the budget which can be used to move these pots.

Parishioner regarding the bench – quotes have been received to repair the bench. However there is a bench from NBB Furniture, recycled plastic, Captain's bench at £295.00. July agenda for a decision.

Parishioner regarding the weeds around the village.

1a) Co-option to Council to fill a vacancy – Cllr. Brooks proposed Rachel Williams, seconded by Cllr. Jones. Rachel Williams accepted and signed the declaration.

2) Apologies For Absence: Cllr. Wheaton. Cllr. Alford. Apologies accepted for the reason given.

3) Declarations Of Interest: In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at District Council within 28 days of the change. None declared.

4) Matters raised by the Chairman (for information) Not available.

5) District and County Councillor Reports –

District Cllr. Whitehead has attended a meeting for licensing and community safety. Sargeant Connor from police is attached to this group. Safety and hate crime, modern slavery discussed at this meeting. Youth crime and disorder in Barnstaple. Please report any of these crimes. Missed the meeting on devolution. Cllr. Brooks asked how a member of the community can report to the planning committee regarding enforcements.

County Cllr. Tyldesley who will send a written report monthly and attend as many meetings as he can. Adult and social care is the main spend for the county council. Devolution – county councils with districts are to be merged into unitary authorities. Deadline to propose further plans to Government is November.

Cllr. Tyldesley has been asked to be the police advocate for this area. Can request a police officer to attend meetings.

Pesticide free weedkiller is being used in Newton Abbot – is planning to visit to see how it works.

Finally, there is a locality fund of £8K per year per county councillor.

6) Minutes –the Minutes of the meeting held on the 7th May 2025 were approved and signed by Cllr. Beauregard as a true record.

7) Annual Internal Audit Statement – to consider and approve this statement. To note actions from the Internal Auditor’s report. Circulated prior to this meeting. Actions deferred to July meeting. Agenda.

8) Annual Governance Statement – to resolve to approve this statement. Resolved approval, proposed by Cllr. Blyther all in favour by show of hands.

9) Annual Accounting Statement – to resolve to approve this statement. Resolved. Proposed by Cllr. Ditchburn, all in favour by show of hands.

10) Public Rights – to note the dates of the public rights to inspect Council’s accounts will be from 13th June to 23rd July which includes the first 14 days of July as required by law. Noted.

11) Email Consent – Councillors to give their consent to receive agendas, minutes and associated documents by email. Agreed.

12) Council Phone – to consider the purchase of a pay as you go mobile phone for Council in order to receive bank codes, as well as make and receive council related calls. Agenda for the July meeting.

13) Open spaces –

- i. Safety signage for the play area – to be discussed. To agree actions and associated expenditure. Cllr. Wheaton was in charge of this – deferred to July meeting. Discussion regarding access for dogs.
- ii. VAS signage – to agree actions and associated expenditure. Cllr. Jones would prefer to have a portable sign. The idea of this would have to be discussed with Highways first. Cllr. Brooks proposed Cllr. Jones gets in touch with Highways/ County Cllr. Tyldesley will check with highways. Ongoing.
- iii. Speedwatch – to receive an update. Update emailed on the 11th June to councillors.

14) PLANNING

Planning Applications - North Devon District Council has asked for observations from the Parish Council on the following planning applications:

- i. 80297 Prior approval for change of use of agricultural building to dwelling house (Class Q) at Caveland farm, South Molton. District Cllr. Whitehead explained Class Q to Council.
No comment
- ii. 80379 Oak framed orangery to north-west elevation at Equita Barn, Chittlehampton.
No comment
- iii. 80299 Listed building consent for reinsulating and reroofing of existing flat roof extension on dwelling together with demolition and replacement agricultural shed at Great Diptford, Chittlehampton.
No comment

Planning Decisions

15) FINANCE

Expenditure	Community Action – insurance	£606.62	BACs 30/05
	J. Snooks – internal audit fee	£250.00	BACs
	Locum clerk expenses May	£439.56	BACs

Income

Bank Reconciliation and Statement, for information – not available at present

Council resolved to accept the accounts. Proposed by Cllr. Brooks, all agreed by show of hands.

14) VJ/End of WW2 – to consider actions to celebrate this event. Cllr. Brooks 2nd September 1945 - closest can be the weekend prior, Sunday 31st August. Ideas: marquee on the football pitch, decorated with bunting inside and outside, get in touch with the Combat Museum (they do special days), like to involve the village hall and the history society, group of singers who will come (£60), DJ Wheaton will put together some music, 30's onwards. Ticketed with a nominal £1 – the money would go to charity. Check if an events licence is needed. To be discussed further in July.

15) Clerk's report – item of note regarding emails

The Practitioners Guide assertion 10, digital and data compliance, states under email management, that every authority must have a generic email address hosted on an authority owned domain such as .gov.uk or .org.uk. This makes the emails more secure. It is advisable that councillors do not use their personal email addresses for council business. Gmail is not a secure email server and is not recommended for parish councils. Your data is at risk and I would like to see generic email addresses adopted by all councillors. July agenda.

- iv. An IT Policy will be required by the end of March 2026 to comply with internal audits.
- v. Clerk returns from maternity leave on 1st July. Handover is the 26th June.

16) Councillor's reports and External Meetings attended (for information only)

Cllr. Williams updated Council on the play area. The new play equipment is going to be installed in September. All the funding is in place. £28,560 is in the bank.

Meeting closed at 9.13pm

Signed.....

Date.....

Items for Information - The next council meeting will be on 23rd July 2025 at the Methodist Hall.