**Chittlehampton Parish Council**

**Minutes of Meeting 18/10/2023**

**Wednesday at 19:30**

**Chittlehampton Methodist Schoolrooms**

**Those Present:** Cllr M Jones (Chair), Cllr N Murch (Vice Chair), Cllr F Pawley MBE, Cllr A Beauregard, Cllr M Wheaton, Cllr L Seatherton, Cllr C Blyther, Cllr Z Nicklin, Cllr M Craze, Cllr G Mullinger, and Faye Davies (parish clerk).

**Also present:** District Cllr Sue Whitehead, Cllr Paul Henderson, and one member of the public.

1. **Apologies and Declarations of Interest**

No apologies or declarations of interest.

1. **Approval and signing of minutes of the last Parish Council meeting 06/09/23 as a true account.**

Changed the spelling of Averil’s name which was amended immediately.

1. **Clerks report.**

Footpath wall has been reported to DCC, Tree planting scheme has been submitted, Cobbaton road sign has been replaced, Clerks training is mandatory; it was agreed upon by the Parish Council that the Clerk could commence with training immediately at a cost of £120+vat per course, of which there are four courses to complete, the price of this was agreed upon.

1. **Resignation of Cllr Pat Shallcross and advertisement of vacancy.**

One applicant for the position so far. Cutoff date for further applicants is 26/10/23.

1. **Statement of accounts and payments for approval – NDDC dog bin collection = £249.60, CBM invoice for repairs to CCTV = £60, approval of costs for clerk laptop (£349.99) and printer, £150 has been paid into the Parish Council current account towards the replacement of the Umberleigh Defibrillator, External Audit Report costing £252.**

All payments approved. £379.20 for defibrillator pads was added to the accounts statement as well as deciding a budget for the Clerks printer. A budget of £100 for the printer was agreed upon and further discussions about the cost of printer ink took place, which will be finalised once a printer has been purchased.

 STATEMENT OF ACCOUNTS 12.10.2023 AS PER BANK STATEMENT

CURRENT ACCOUNT 6140033 VAT INCOME EXPENSES BALANCE 30.08.2023

BALANCE 12.10.2023 = £3,760.79

INCOME

06.09.2023 VAT REFUND £589.2

08.09.2023 POLERENT £16.96

25.09.2023 2ND HALF OF PRECEPT NDDC £6317.50

 02.10.2023 CUELL JAMES (PLAY AREA) £10.00

06.10.2023 CHRIS ALBROOK UMB DEFIB £50.00

09.10.2023 UMB VILL HALL DEFIB £100.00

EXPENDITURE

06.09.2023 UMB V HALL DONATION £25.00

08.09.2023 TRANSFER TO PLAY AREA VAT £1240.00

08.09.2023 TRANSFER TO PLAY AREA VAT £217.26

Balance 12.10.2023 = £9362.19

\*N.B. This includes a sum of £745 that the parish council is holding which was paid into its account as money raised for the Umberleigh defibrillator fund and which is ring-fenced for that purpose.

\*the vat rebate of £1240 has been confirmed and transferred to play area account. No wages or PAYE have been withdrawn for the new clerk

CAPITAL RESERVE ACCOUNT VAT INCOME EXPENSES BALANCE 30.08.2023

BALANCE 12.10.2023 = £4484.32

INCOME

31.08.2023 INTEREST £5.34

29.09.2023 INTEREST £5.17

EXPENDITURE - NO EXPENDITURE

Balance 12.10.2023 = £4494.83

PLAY AREA ACCOUNT VAT INCOME EXPENSES BALANCE 30.08.2023

BALACE 12.10.2023 = £26912.78

INCOME

31.08.2023 INTEREST £32.85

01.09.2023 SALE OF BOOK J RUSSELL £55.00

08.09.2023 VAT REFUND TRANSFERRED £217.26

08.09.2023 VAT REFUND TRANSFERRED £1240 .00

11.09.2023 WILLIAMS RH CAKES £67.30

28.09.2023 N MURCH TICKET SALES £20.00

29.09.2023 INTEREST £32.32

11.10.2023 ANDY AND SUE TICKET SALES £20.00

12.10.2023 JAMES CUELL (TRANSFER) £10.00

EXPENSES

07.09.2023 CHITTLEHAMPTON HALL BOOKING £60

BALANCE = £28,547.51

BALANCE OF ACCOUNTS 12.10.2023

CURRENT ACCOUNT £9,362.19

RESERVE ACCOUNT £4,494.83

PLAY AREA ACCOUNT £28,547.51

 Total = £42,404.53

1. **External Audit report**

External Audit Report AGR3 has been completed and posted onto the website.

1. **County Councillors Report and Highways Updates.**

Cllr Henderson’s report stated that there is no start date for the resurfacing work on the monument road, he will continue to request a start date for this. Cobbles outside the village shop have no safety concerns yet but it has been acknowledged that these are a trip hazard, it is a conservation area which was reviewed and is still within the safety guidelines, there is no possibility for a wheelchair access to be created due to it being a conservation area so it would be up to the shop to purchase a wheelchair access ramp. The link road is closed from South Molton to Barnstaple until 11th November 2023 and additional speed cameras have been set up. Completion date for the link road is set for March 2024. Additionally, DCC is saying that there needs to be more support for those who have been within the care service as it has been found that most people who are incarcerated, homeless, suffer from mental health issues etc have been in care.

A member of the public stated that she feels unsafe driving to work due to lorries driving at a high speed, Cllr Henderson said he can feed this back to South Molton police force.

1. **District Councillors Report.**

Cllr Whitehead said she received an email that states “all items, structures, new gateways etc need to be removed within a two-month window and [Enforcement Officer] will be undertaking a further evaluation after 11th December to check that this has been done”. Cllr’s Pawley and Nicklin pointed out that this enforcement issue had already been enforced previously, it was observed that a change of Enforcement Officers is likely why the Enforcement Issue has been sent out again.

Cllr Whitehead has also sorted out an issue with bins not being collected in Umberleigh.

1. **Chittlehampton Church Update – Cllr Beauregard.**

Cllr Beauregard stated she has no further updates other than not enough people have turned up to help within the work parties needed to help maintain the churchyard. The Public Works Loan which was originally documented in 1999 for the building of the wall will be completed in 2025, the Chair has sent this through to the church members and has heard nothing back yet. It was agreed this would be taken off the agenda until such a time when further information arises.

1. **Play Area Committee Update.**

Vice Chair informed the open day for the play area is Sunday 22nd October 2023 at 2pm, phase one is now complete and phase two will likely not start until 2024. There is still £5000 within the budget for phase two of the play area.

1. **Playing Field Report – Cllr Craze.**

Cllr Craze stated there needs to be regular inspections of the playing area and he is in the process of creating health and safety and equipment inspection documents, and eventually wants a QR code so any problems or damage can be reported, however it can be reported via an email for now. There is yet no budget for the maintenance cost as these are currently unknown.

Cllr Nicklin stated the Air Ambulance steps are still cordoned off which shouldn’t be the case, Cllr Craze said he will speak to Lee to have this removed. Cllr’s Craze and Seatherson will be having a discussion regarding a separate safety document that will cover the play area only.

Current agreement for grass cutting is that Aaron Castle will come out and cut it, which has been done.

1. **Vehicles and Structures on land near Winson Cross.**

Covered by Cllr Whitehead in 8.

1. **The Community Probation Project.**

This has been completed and a thank you email has been sent out.

1. **Neighbourhood Plan – outcome of meeting with Senior Planning Officer Elizabeth Dee.**

Cllr Nicklin updated saying that a strategy is unique to each different village, so a neighbourhood plan must be authorised by NDDC. Linking up with Atherington would make the plan bigger and more complicated, although the local plan for Chittlehampton can be changed. Umberleigh doesn’t have a defined development boundary, and a Parish Plan requires a consultation process and is not adopted by the NDDC. The 2019 Options appraisal report could be revised, another option is a Design Code. The Chair agreed that Cllr Nicklin’s notes can be circulated between the Parish Councillors. Neighbourhood plans can take 2-5 years or even longer and cost around £10,000.

1. **Public Meeting to improve bus services, 19th October meeting.**

Cllr Blyther informed that the point of the meeting is to find out what people in the Parish want/need regarding bus services and a need to link these routes up with other villages within the Parish, as there is currently a bus that goes through Umberleigh but does not stop.

1. **Change bank signatory from Jackie Russell over to Faye Davies.**

The Chair stated that currently he is completing payments which are being cross referenced via the Vicechair until the signatory is complete. It was agreed by all Parish Councillors that the change of signatories could be made.

1. **Village Hall Update.**

Cllr Nicklin stated that the planning for the Village Hall Upgrade has been approved by planning, the upgrade of the hall will not happen until 2024 depending on what funding is available. Research needs to be conducted on whether access will still be available down the left-hand side of the hall to the play area, or whether health and safety will require it to be shut. Village Hall AGM is on Monday 23/10/2023.

1. **Parish Council to consider 50/50 split for Air Ambulance Steps refurbishment cost.**

Lee Williams has carried out the work on the steps which was done for £495. It was voted that the Parish Council would pay for half of the refurbishment costs towards the steps.

1. **Election of snow wardens.**

There is no legal coverage outside of the Parish Council assets that will cover the use of a vehicle to distribute the salt over the roads, due to this it will all have to be done on foot. The Snow Warden is responsible for ensuring the salt bins are topped up and distributed, there is free training available for this position. The Snow Warden(s) is the only person who is covered legally to distribute the road salt. It was agreed to post a request for applicants for this position.

1. **Movement of road salt.**

Five tons of salt needs to be put into the five bins available within the Parish. A place to store the free salt available each year needs to be found.

1. **Parish Council to consider donation to Citizens Advice.**

The Chair suggested this be added to the Finance Committees agenda for further discussion.

1. **Formation of Parish Council Committees.**

The Parish Councillors voted that these committees were needed.

* 1. formation of Playing Field Committee, approve ToR, election of members, appointment of chair & vice chair.

 Cllrs Nicklin, Beauregard, Craze, and Wheaton to be on this committee. Cllr

 Craze elected as Chair and Cllr Wheaton elected as Vice Chair.

* 1. formation of Cobbaton Road Sub-Committee, approve ToR, election of members, appointment of chair & vice chair.

 Cllrs Nicklin, Blyther, Wheaton and Mullinger to be on this committee. Cllr

 Nicklin elected as Chair and Cllr Mullinger as Vice Chair.

* 1. redesignate Play Area as sub-committee responsible to Playing Field Committee.

 Voted in favour.

* 1. formation of Finance Committee, approve ToR, election of members, appointment of chair & vice chair.

 Cllrs Pawley, Craze, Jones and Murch elected to this committee, Cllr’s Jones and

 Pawley elected as the Chair and Vice Chair. Meetings to be attended by the

 clerk and Internal Auditor.

* 1. formation of Staffing sub-committee responsible to Finance Committee, approve ToR's, election of members, appointment of chairs and vice chairs. (Clerks contract legally requires such a committee).

 Voted to be the responsibility of the Finance Committee.

* 1. election of two members to Planning Committee, appointment of vice chair.

 Cllrs Pawley (Chair), Seatherton, Beauregard, Wheaton, and Nicklin are already

 elected,

 Cllr Wheaton was elected Vice Chair.

1. **Members of the public open session.**

No members of the public present at this point.

1. **Items for consideration.**

Fence removal at Umberleigh by the Railway Cottage Land causing safety concerns. Chronicle wants more information provided so the Parishioners are up to date with what is going on within the Parish. Meeting minutes to be published within the Village Shop to be discussed within the next agenda.

1. **Date of next meeting.**

29/11/2023. Changed to 14/12/2023, agreed upon by council via email.

**These minutes are a draft copy until they are agreed and signed as a true account.**