

**Minutes of the meeting of Chittlehampton Parish Council held on Wednesday 4<sup>th</sup> December 2024 7.30pm in the Methodist Rooms.**

**Present** – Cllr. Wheaton (Chairman); Cllr. Brooks; Cllr. Nicklin; Cllr. Alford; Cllr. Jones; Cllr. Beauregard; Cllr. Hoare; Cllr. Buckingham; 2 members of the public; Penny Clapham (Locum Clerk); District Cllr. Whitehead. County Cllr. Henderson.

**1a) Co-option to council to fill a vacancy** – to receive an application for co-option to Council. Applicant unable to attend due to a prior appointment. Agenda for January.

**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 informed Council that of the green bins in the churchyard, one is paid for by Council. Cllr. Wheaton will collect the receipt for this bin so the parishioner can be reimbursed. Queried the cost of the Christmas tree. The tree is being kindly donated by a parishioner.

**2) Apologies For Absence:** None received.

**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. Cllr. Nicklin for agenda item 10 (1).

**4) Matters raised by the Chairman** (for information) The remembrance wreath was laid by the Chairman - nice to see many people turn up for the service. Should there be a register of people who have been trained to check that the defibrillator is working. 14<sup>th</sup> December coffee morning in the Methodist Rooms with the proceeds for the playing field. 27<sup>th</sup> December there is a quiz at the Bell proceeds to the playing field.

**5) District and County Councillor Reports –**

District Councillor Whitehead reported that she had attended a short presentation from head of planning about class Q. Cllr. Whitehead would like to get several parish councils together for a class Q presentation from Planning.

County Cllr. Henderson – report circulated after this meeting.

**6) Minutes** – the Minutes of the meeting held on the 23<sup>rd</sup> October 2024 were approved and signed by the Chairman as a true record.

**7) Open Spaces –**

- i. Play area steps; to consider the addition of a lower rail for safety reasons. Clerk to contact the builder for further advice before Council proceed.
- ii. Snow warden for Umberleigh – a volunteer is happy to undertake the training to be a snow warden in Umberleigh. It would appear that this is just for the village hall. A list of grit bins to be supplied by Cllr. Jones. Cllr. Brooks has two snow shovels belonging to Council – to remain in her shed.

- iii. Play area update – to receive a report regarding Phase 2 of the play area, now that the lottery funds are available. To agree actions and associated expenditure. Meeting now agreed for 17<sup>th</sup> January. January agenda for an update.
- iv. Rights of way Back Lane in Chittlehampton and the works by this footpath – for clarification. Standing orders suspended for parishioner to comment.  
The idea was to make the path safer with slabs. There is a footpath between Rowan Cottage and Rowan Cottage garden.  
Standing orders resumed.  
Clerk to check with Highways who is the footpath advisor for the parish.

**8) Speedwatch** – to receive any updates available. Cllr. Wheaton updated councillors on the work being done at Umberleigh with 2 speedwatch co-ordinators. There are now 2 trainers in Umberleigh who are able to train others once any online training has been completed. This is to action ‘live’ speedwatch sessions. The equipment will be shared between Atherington and Chittlehampton and hopefully sessions will be conducted in these two villages soon.

**9) Grant making Policy and Application Form** – from October minutes – to be resolved. Acceptance proposed by Cllr. Brooks, all in favour by show of hands.

## 10) PLANNING

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

- i. 79210 Listed Building Consent for alterations to the drainage run, replacement of existing windows and external wall finishes to north elevation and installation of air vent to east elevation, Rowan Cottage, The Square, Chittlehampton.  
To clarify on the double glazed windows on a listed building.  
Further clarification needed on the materials used especially the drainage run.

### Planning Decisions

- a) 78536 retrospective application for change of use of land and erection of 4 open storage bays, extended hardstanding and office accommodation associated with concrete business, Greendown Farm, Chittlehampton.  
REFUSED

## 11) FINANCE

<b>Expenditure</b>	Sovereign Play package	£478.80	BACs Play area budget.
	Locum Clerk expenses Oct/Nov	£478.42	BACs

### Income

Bank Reconciliation and Statement, for information (not available at the meeting)

Council resolved to accept the payments as listed above. Proposed by Cllr. Wheaton, all in favour by show of hands.

**12) National pay award** – this has now been agreed nationally and this means an increase of 63p per hour backdated to 1<sup>st</sup> April 2024 for your clerk Faye Davies. This has been worked out to be 226.5 hours (including overtime worked) @ 63p = £142.70. To resolve to agree this payment. Resolved, proposed by Cllr. Wheaton, all in favour by show of hands.

**13) Budget 2025/2026** – for discussion. Documents circulated to councillors prior to this meeting. To note that North Devon Council wish to have a pre-empt of the precept To resolve to agree actions and associated expenditure.

Standing orders suspended for parishioner to raise a query

Standing order resumed.

Cllr. Brooks proposed £500 should be allocated to the community small grants budget.

Clerk to check the asset register.

Pre-empt figure to be submitted is £15,435.

**14) Bus Petition** – to receive an update; Cllr. Blyther. January agenda

**15) Committees** – to confirm the members of both the planning and staffing committees.

**Planning**, Cllrs Blyther, Wheaton, Nicklin, Alford, Brooks. Chair Cllr. Brooks.

**Staffing**, Cllrs. Nicklin, Alford, Blyther, Jones. Chair Cllr. Nicklin.

**16) Clerk's report**

- a) There are 4 policies associated with employment, namely Bullying & Harassment, Grievance, Equal Opportunities and Disciplinary. Suggest these are created and presented to Council at the January meeting. Agreed.

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

Cllr. Brooks - cobbles in the square/weeds. Who is responsible?

Cllr. Jones - mentioned the forthcoming governance review

Cllr. Buckingham - Community grants.

Meeting closed 9.27pm

Signed.....

Date.....

**Items for Information** - The next council meeting will be on Wednesday 29<sup>th</sup> January 2025 7.30pm at Chittlehampton Methodist Rooms.

#### **Email Circulation**

DALC Newsletter 50 (sent 24/10)

DALC Newsletter 51 (sent 31/10)

ConnectMe Devon transport (sent 08/11)

Santas on a bike for Childrens Hospice SW info.

DALC Newsletter 55 (sent 27/11)