

Minutes of the Annual Council Meeting of Chittlehampton Parish Council held on Wednesday 7th May 2025, 7.30pm in the Methodist Rooms. Preceded by the Annual Parish Meeting at 7pm.

Present – Cllr. Brooks; Cllr. Wheaton; Cllr. Jones; Cllr. Beauregard; Cllr. Alford; Cllr. Blyther; Cllr. Nicklin; 3 members of the public, Penny Clapham (Locum Clerk)

1) Election of Chairman

- a) Invite nominations and elect a Chairman for the year. Cllr. Wheaton proposed by Cllr. Jones, all In favour and with no other nominations, Cllr. Wheaton accepted the position.
- b) Receive the Declaration of Acceptance of Office by the Chairman. Received.

2) Election of Vice Chairman – Cllr. Beauregard proposed by Cllr. Brooks. Accepted.

3) Confirm appointment of signatories for cheque payments and authorised internet bank payments. Currently these are Cllr. Jones. Additional signatories proposed are Cllr. Wheaton and Cllr. Beauregard. Clerk to action from 1st July when back from maternity leave.

4) Appointment/Confirmation of Committees

- i. Planning Committee Cllr. Brooks (chair), Cllr. Wheaton, Cllr. Alford, Cllr. Blyther
- ii. Finance Committee Full Council
- iii. HR Committee Cllr. Nicklin (chair), Cllr. Blyther, Cllr. Jones, Cllr. Alford, Cllr. Seatherton
- iv. Open Spaces Committee Cllr. Beauregard, Steve ?, Rachel Williams, Cllr. Hoare, Nicola Murch

5) Appointment to Working Groups

P3 Footpath Warden Cllr. Ditchburn.

6) Apologies and Acceptance for Absence: Cllr. Ditchburn. Cllr. Hoare. Cllr. Seatherton. Apologies accepted for the reasons given.

7) 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 North Devon District Council within 28 days of the change. None declared

8) Public Discussion – To allow any questions, reports by members of the public on any matters relating to the agenda of this meeting or any matters the public would like the Council to consider on a future agenda. The period of time designated for public participation shall not exceed 30 minutes. Standing Order 3 (e,f.) refers.

A reminder that members of the public are not allowed to raise issues when Council is in committee.

Parishioner regarding speeding through the village, some appear to be going at 60mph. Cllr. Wheaton mentioned the speedwatch group that Council are attempting to get going.

There is a seat at the top of the hill – the grass is very long. The seat needs repairing and the verge is being damaged by traffic. Cllr. Jones will look into this.

Parishioner pointed out there is no signage in the village indicating where the playground is. Cllr. Brooks suggested the school be involved with creating signage. Cllr. Alford will have a word with the school. The Cobbaton signage has still not been replaced. Clerk to get in touch with County Cllr. Tyldesley.

9) Chairman's Report (for information only) – attached to these minutes. Update from Rachel Williams as follows - We had a successful Easter Hunt on April 19th raising £96.64. We shared £30 of the profit with the church as a thank you for letting us use the venue for our event. Total to pay in is £66.64 which I am keeping safe until it gets paid into the account.

The Really Useless Theatre Company have kindly donated us a cheque for £250 which Nicola is keeping safe until a member of the PC can pay it in. Please can it be arranged for the PC to collect the cheque and pay in.

Progress of new equipment installation:

Installers plan to start early September so they will be in touch with the Parish Clerk nearer the time regarding the Kompan order.

10)) County & District Councillor reports:- none received.

11) Minutes –the Minutes of the meeting held on the 4th April 2025 were approved and signed by the Chairman as a true record.

12) PLANNING:

Planning Applications - North Devon District Council has asked for comments from the Parish Council

- i. 79957 Listed building consent for demolition of sun room, extension to dwelling, erection of porch, replacement windows together with internal alterations at Rowan Cottage, Chittlehampton.
Planning meeting decision. No objection.
- ii. DBX/DCC/4429/2025 Install a 4KWp ground mounted PV system with battery storage (subject to DNO approval) connected to the house supply meter, Great Blakewell Farm, Umberleigh.
Planning meeting decision. No comment.
- iii. 80029 Erection of a general purpose agricultural building and associated access track at Springfield Farm, Chittlehampton. Councillors made a site visit.
No comment. Clerk to respond.

Planning Decisions:

80013 Listed building consent for removal of failing cement render then repair with cob and lime, repairs to stone plinth, Clevedon, The Square, Chittlehampton.

APPROVED

13) FINANCE:

Expenditure:	North Devon Council – dog bins	£262.08	BACs
	Locum Clerk expenses	£250.25	BACs
	Insurance premium	tba	

Income: First half precept £7,687.00

Bank Reconciliation circulated to all councillors as soon as available

Council resolved to accept the receipts and payments account. Proposed by Cllr. Wheaton all agreed by show of hands.

14) Insurance renewal – to be discussed as renewal date 1st June. Cllr. Wheaton proposed acceptance of the offer from Community Action Suffolk for a 3 year contract at £606.62. All in favour by show of hands.

15) CiLCA training for the Clerk – to be confirmed; to agree expenditure. Cllr. Nicklin. Council have previously agreed to pay for this training prior to the Clerk's return to work on 1st July. Proposed by Cllr. Wheaton, all agreed by show of hands.

16) Highways –

- i. Installation of a mirror opposite the school from April agenda. No update as yet.
- ii. Chapter 8 training – to receive an update. Cllr. Jones will do the basic training.

17) Clerk's report – The VAT claim has been produced but not submitted as the locum clerk does not have the required information nor does she have access to the Clerk's phone for authorisation. (This is why all councils should have a council phone).

Standing orders suspended for Rachel Williams– regarding paying in cash; requested the balance in the play account.

Standing orders resumed.

PART II

17) Council are excluding members of the public and the press to progress a matter of a confidential nature. Public Bodies (Admissions to Meetings Act) 1960. Local Government Act 1972, ss 100 and 102.

18) Clerk's contract of employment – to discuss together with the job description. A signed contract of employment has been located.

Cllr. Brooks has checked two policies which need to be updated. Clerk to update and resubmit.

Items for Information

Planning meeting minutes sent out with this agenda.

The next Council meeting is on Wednesday 11th June 2025 at 7.30pm in the Methodist Rooms.

Meeting closed at 9pm.

Email circulations during the past month

DALC Newsletter 18 (sent 11/04)

NALC Chief Executive's Bulletin (sent 11/04)

DALC Newsletter 19 (sent 01/05)