

**MINUTES OF THE MEETING OF WEST DOWN PARISH COUNCIL**  
**HELD AT WEST DOWN PARISH HALL ON 5<sup>TH</sup> FEBRUARY 2020.**

Present. Cllr. C King (Chair), Cllrs. R. Drew, K. Oades, M. Reeves, S. Squire and S. Ayre.

Apologies. Cllrs T. Verney, R. Watts and DCllr. M. Wilkinson,

The Chair opened the meeting at 7:30pm.

4079. Public Speaking.

None.

4080. Police report.

The main points on the Newsletter are: -

a. 1 x Theft and 2 x Vehicle offences.

In the Morteheo, Woolacombe and West Down area (Inc. Mullacott).

b. How to avoid becoming a victim of Cyber crime (internet crime).

We are all vulnerable to the potential of cyber-crime, either individually or as a company, 80% of all cyber-crime is preventable. Cyber-crime is against the law under the Computer Misuse Act (CMA) 1990. It may also include abusive or harassing communications under the Malicious Communications Act 1988 or Protection from Harassment Act 1997.

- Use 'strong' passwords, and keep your passwords secure. i.e. use at least 8 characters, include numbers and letters, both upper and lower case.
- Update your computer security, anti-viral software and install a firewall.
- Keep your operating systems updated.
- Delete and block spam or junk emails. Be careful when opening attachments or using internet downloads.
- Secure and encrypt wireless networks when using Wi-Fi (Wireless Internet access).
- Make sure your internet browser and any plug-ins are updated (e.g. Flash, Java, Silverlight)
- Use reputable companies when shopping online.
- Use secure payment methods, such as PayPal or credit cards for online purchases.
- Avoid scams, criminal gangs operate 'scams' and use the internet as one of the methods to defraud people and business. i.e. asking for money to pay for travel, finance a sick relative, or winning the lottery.
- They will also try passing off as your bank and ask for your banking details.
- or Microsoft or your internet provider stating your computer has been corrupted and want you to click on a link or download some software.
- Backup important data - like photographs, music, videos or documents and not just to the cloud.

Remember if you share any pictures or information with anyone online you will lose control of it. In the simplest terms, **if you do not want the world to know something, don't put it on the internet.**

**Help and advice**

If you feel you have been a victim of internet crime either ring 101 or email 101@dc.police.uk or contact Action Fraud on 0300 123 2040 or through their web site [www.actionfraud.police.uk](http://www.actionfraud.police.uk) Cyber aware gov.uk

c. **Operation Snap** is a secure online facility which allows submissions of video and photographic evidence relating to driving incidents that members of the public have witnessed. If you have captured a driving offence on your dashcam or other digital device, you can send it to the police simply, quickly and

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securely through Operation Snap. You need to be 18 years old or over, able to supply the registration mark of the offending vehicle and be willing to sign a witness statement and possibly appear in court. You can read the frequently asked questions on the web link before submitting your video or photos.

[www.dc.police.uk/opsnp](http://www.dc.police.uk/opsnp)

d. Flying Drones and Model Aircraft.

Craft between 250g and 20kg need you to have 2 x registrations, a Flyer ID and an Operator ID to be displayed on the craft. The Drone Code can be found at [www.dronesafe.uk](http://www.dronesafe.uk)

4081. Minutes of the last meeting.

Minutes of the January meeting were approved and signed.

4082. Matters Arising.

- a. 4067b. Emergency Planning, Cllr C King had contacted Martin Rich to find out the next step. Cllr S Ayre agreed to work on this and other Councillors were asked to help out when necessary. It was advised that we should all have our own Personal Emergency Plan. Information packs to follow.
- b. DCllr Grant approved for £250. Frame to be ordered asap and grant claimed.
- c. 4053. Cllr K Oades kindly showed Mike Hunt the areas to be maintained and he is still happy with the quote he provided.
- d. 4055. Salt bags have been distributed around the village. Extra bags have been ordered but may not be available.
- e. 4078a. The Green Field Dog Waste bin is still an issue. The collection operative has suggested re-siting the bin but it was decided that the recommended place was unsuitable due to the proximity to homes. The situation is to be taken higher within the District Council.
- f. 4078b. Jamie Pearce has offered to fix the posts along the river edge at Roborough Bridge.
- g. Part b. Cllr M Reeves was thanked for his help.

4083. Report from County Councillor.

**"Road water scheme.** A new initiative enabling residents to keep the gutters and drains clear. It will have equipment available, such as rakes, shears and hi vis jackets. Online training will also be available. It is hoped that this scheme will help reduce the use of Gully Suckers that cost £750 a day.

**Reminder of how to report a highway problem.**

With the excessively wet weather we are experiencing an emergence of potholes, please help by reporting them either on the website or via the telephone.

<https://www.devon.gov.uk/roadsandtransport/report-a-problem/report-a-pothole/or> telephone: 0345 155 1004 (Road maintenance, traffic management and parking, streetlights and signs, and public rights of way.) Please keep a note of the reference number.

**Devon-wide review of waste management carbon emissions commissioned**

Devon County Council has commissioned a full analysis of the carbon impacts of its waste management services from international environmental consultancy Eunomia Research & Consulting Ltd.

Last year Devon County Council endorsed the Devon Climate Declaration by declaring a climate emergency. The new project, which commenced in December 2019, forms part of the authority's

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subsequent commitment to become a net-zero authority by 2030. Eunomia's emissions modelling team will establish the carbon footprint of DCC's current waste management services, including the emissions from reuse, recycling, composting, anaerobic digestion, residual energy recovery, landfill and transport. Carbon contributions from each of Devon's eight district waste collection as well as its recycling centres will be included in the analysis. The results of this analysis will be used to produce a range of options for strategies for achieving carbon neutrality for the service. The research will also factor in the need to meet a 65% recycling target by 2035 at the latest. This important project that will enable us to better understand the carbon impact of how we manage waste in Devon and the potential for reducing this in line with local and national targets. The report will be used to inform the development of our new Resources and Waste Strategy this year which will be produced in partnership with district and neighbouring Unitary Councils.

Any declaration of a climate emergency is followed up with action, Devon County Council is engaging with one of our key areas where we have some direct influence over carbon emissions. We will be looking at the full scope of the emissions from the waste management services to help understand the areas where we can make the largest carbon savings in the least time and in the most cost- effective manner.

**Devon Registration Service - applicants to the Government's EU Settlement Scheme**

Devon Registration Service can help EU citizens and their families, who want to stay in the UK after it leaves the EU, with the verification they will need to apply to the Government's EU Settlement Scheme. The Government is inviting EU citizens with valid EU passports to apply to the EU Settlement Scheme. It also extends to their non-EU citizen family members who have a biometric residence card issued by the UK. The deadline for applications to the EU Settlement Scheme is either the end of December 2020, if the Government and the EU fail to agree a leave deal; or the end of June 2021, if negotiators agree a deal for the UK to leave the EU. The application process can be completed online, but the identity verification part of the application, which is necessary, requires the person to have access to either an Android or some Apple mobile devices. Anyone in Devon who does not have access to such devices can make an appointment with the Devon Registration Service to have their identity officially verified for their application. Identity verification is a requirement of the application to the EU Settlement Scheme. To book an appointment to have your biometric passport or biometric residence card scanned, please telephone the Devon Registration Service on 0345 155 1002. An appointment will be made for you to see a member of the Devon Registration Service team. You will need to bring to your appointment your current valid EU passport or valid biometric residence card; and a mobile telephone that can receive text messages or a device that can receive email. The cost of the identity document scanning service is £14 (including VAT).

**Permit will help care and health workers 'to do their jobs'**

A new Care and Health Worker Parking Permit has been launched, and it allows professionals visiting people at home to park on double yellow lines in certain circumstances.

Currently care and health professionals who hold the existing permit can park in on-street, limited waiting and residents' parking bays for no charge when delivering essential services to residents in their homes. Holders of the improved permit will additionally be allowed to park on yellow lines for up to an hour – but only if there is no other parking available, if they are making a home visit, the permit is clearly displayed and the vehicle is not causing an obstruction. The parked vehicle must not block access or pose a danger to road users by, for instance, parking on a corner. The improved scheme is being launched initially as a year-long pilot and the changes are in recognition that in some communities parking can be difficult to find and can add to the stress of an already demanding job. The new permits will be in the form of a time clock, like those issued to Blue Badge holders, which must be displayed. For those working for care and

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health companies, agencies or organisations, including the NHS, the permits will be managed and distributed by their line manager who will allocate each permit to eligible staff. Devon County Council's Traffic Management Team has been contacting care and health companies, agencies and organisations with staff who could be eligible for the permit directly. A separate process to allow eligible sole practitioners to apply will be phased in next year. Sole practitioners providing care and support to Devon clients in their homes can register their interest here by emailing [careandhealthpermits@devon.gov.uk](mailto:careandhealthpermits@devon.gov.uk). The new scheme follows a consultation in which 89 per cent of respondents agreed that including yellow lines in the scheme would make their jobs easier and 80 per cent said it would help them care for their clients. Almost 65 per cent said it would help them manage stress and most said that parking near their clients' homes would help them feel safer if they were working alone.

**Trimstone Lane**

This has been flooded for some time. It is now clear but I'm waiting for the sweeper to come and clean the lane (it may have been done). There was an issue with a blocked outlet, which couldn't be found because of the flooding. I've spoken with the land power this morning and he seems confident that all will be well now. Some patching was also done the West Down end of the lane which has improved the surface considerably."

4084. Report from District Councillor.

None.

4085. Footpaths.

a. Complete the P3 Survey.

Survey received back from Cllr C King. Footpath 15 has a rickety handrail and needs monitoring. The Lower Aylescott footpath wooden post is broken and needs replacing. Post to be ordered from DCC. Survey received from Cllr S Ayre 14/14a Easterground finger sign is broken and needs replacing also, the kissing gate is blocked by field gate. Land owner to be contacted to rectify.

b. Footpath allocation.

On Agenda for March meeting.

4086. Planning – Decisions from NDC

a. 66175 - London House West Down EX34 8NH. (approved)

b. 70824 - West Down Parish Hall. Ilfracombe Hill, West Down. EX34 8NF. (approved)

c. 70580 - Greenways Cottage, West Down, EX34 8NH. (approved)

d. 70722 - Okofen Biomass Boiler. Little Comfort Farm. West Down EX33 2NJ. (approved)

4087. Planning Applications.

a. 71055. Kinver, Ilfracombe Hill West Down. EX34 8NF

Cllr S Squire recommended approval, Cllr R Drew Seconded. Unanimous Approval

b. Applications received after publishing of this agenda.

None.

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4088. Childs Pads for AED.

An account is to be opened with St John Ambulance and it was agreed that the replacement Child Pads should be purchased.

4089. Correspondence.

- a. Climate Action Week. In float file and the event is to be promoted on the website.
- b. Road Closure. In float file and put on website.
- c. Right to Travel. In float file.

4090. Finance.

a. Bank Statements.

|                            |                                      |                       |
|----------------------------|--------------------------------------|-----------------------|
| (1) Current Acc.           | As at 31 <sup>st</sup> January 2020. | £2,236.90 reconciled. |
| (2) 30 Day Notice Account. | As at 31 <sup>st</sup> January 2020. | £4,806.39 reconciled. |
| (3) Petty Cash             | As at 31 <sup>st</sup> January 2020. | £ 15.68 reconciled.   |

b. Cheques.

- (1) Chq 634 £ 14.32 Cash - Petty Cash Imprest.
- (2) Chq 635 £ 19.50 V. Hunt - Ink Cartridge.
- (3) Chq 636 £183.58 NDC – Clerk Salary.
- (4) Chq 637 £ 89.20 St John Ambulance – Child pads for AED.

4091. Unresolved Questions.

None

4092. Items to be added to next meeting's agenda.

- a. Footpath Allocation.

4093. Any other business.

None.

Meeting Closed to the public at 20:45

Part B.

4094. Contract of Employment for Parish Clerk was approved and signed.

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