

WEST DOWN PARISH COUNCIL MINUTES
West Down Parish Hall
Wednesday 5 January 2022 at 7.30 p.m.

Present: Cllrs S Ayre (Chair), M Reeves (Vice-Chair), R Drew, R Kenshole, K Oades, S Squire, T Verney and J Robinson. C Cllr A Davis and D Cllr M Wilkinson.

Also present: 1 member of the public and Val Ford (Clerk).

Cllr Ayre welcomed Cllr Robinson to the meeting. Cllr Robinson was co-opted on to the Parish Council at the Parish Council meeting on the 1st December 2021.

Apologies/Approvals.

None

4552. Declaration of Interest

None

4553. Public Participation

None.

4554. Approve & Sign Minutes of the 1st December 2021 Parish Council Meeting.

The Minutes had been circulated to Councillors prior to the meeting.

Cllr Drew proposed that the Minutes of the meeting held on 1st December 2021 be accepted as a true record which was seconded by Cllr Squire. There was unanimous approval to this proposal.

RESOLVED – THAT THE MINUTES OF THE 1st DECEMBER 2021 PARISH COUNCIL MEETING BE APPROVED AND THEY WERE DULY SIGNED.

4555. Matters Arising

4531. Matters Arising. Cllr Reeves had loaned the Clerk a monitor for use with the laptop. Thanks were given to Cllr Reeves.

4536. District Councillors Grant. The application form will be completed in the next financial year. This was to be placed on the March Agenda.

4537. New Parish Council Website. This was now live and is being updated by the Clerk. Cllrs can send photographs to Cllr Kenshole if they want them on the website.

4538. Community Land Trust. If there is a meeting in January this will be placed on the February Agenda.

4542. Finances. The precept request for £16,000 had been sent to North Devon Council. This had been acknowledged and the Clerk was authorized to complete the form formally requesting this amount for 2022/23.

4549. Any Other Business. a) The additional payment for hours worked by the Clerk will be paid at the end of January as the request missed the pay run for December.

b) Cllr Davis will chase the salt that was ordered in July. The grit bins are full.

4550. Co-option. Cllr Robinson had been welcomed on to the Parish Council.

4551. Clerks Contract. The Clerks Contract had been amended and will be signed after Part B.

4556. Police Report

Monthly Crime Figures. The Newsletter had been received for January 2022. Monthly crimes for Morteheo/Woolacombe & West Down (includes Mullacott & Bittadon): -
Sexual Offences - 1

4557. Report from County Councillor.

C Cllr A Davis had provided a comprehensive report for the December meeting. She did not have a lot to add apart from expressing concern about the disabled bay in the village car park. The wheelchair symbol is faded and the bay itself has access issues for drivers getting in and out of their cars. Discussion took place about ownership of the car park. This is owned by North Devon Council and the Parish Council pay a contribution of £800 per annum.

NDC Highways are busy working on Lynton cross and signs are up.

RESOLVED – THAT THE CLERK WILL CONTACT JON TRIGGS AT NDC TO REPORT THE CONCERNS ABOUT THE DISABLED PARKING BAY IN THE VILLAGE CAR PARK.

4558. Report from District Councillor.

D Cllr M Wilkinson reported that:-

- a) He attended the Coastal Issues Group in London on the day of the last Parish Council meeting. This changed to a virtual meeting at the last moment. Raw sewage discharge came up as a big national ongoing concern. D Cllr Wilkinson previously took this to the District Council full meeting and also sent a letter to the MP to ask for her support.
- b) Coastal camping and illicit parking. Again this is a national concern. There is a lack of enforcement, although some areas have PCSO's issuing fines.
- c) Application for a Wind Farm (Whitecross Wind Farm). This is 53 km offshore, beyond Lundy Island. There will be 8 wind turbines initially which would power 100,000 homes. In the current climate D Cllr Wilkinson felt this needed consideration. There will be another meeting soon on this.
- d) Planning applications requiring a response outside of the Parish Council timescales. D Cllr Wilkinson was having the same issues and recommended continuation of emailing requests for extensions.

C Cllr Davis and D Cllr Wilkinson left the meeting.

4559. Footpaths.

a) **To discuss P3 Footpath Survey**

Cllr Ayre referred to P3 funding requiring Councillors to walk the footpaths. If work is required a P3 report needs to be submitted to get a sum of money (usually £500). Application can also be made for other works required. Cllr Oades referred to a tree blocking the whole of Footpath 16, which had kindly been dealt with by Amy Brown.

Cllr Ayre had emailed P3 sheets out to the Parish Councillors as well as information on how the footpaths had been divided up. Landowners' details had been sent to Cllr Squire who felt they were spot on. All were happy with the footpaths they had been given, with Cllr Kenshole to take on responsibility for Cllr Drew's as well as

his own. The Chair will amend the form accordingly and resend, together with Landowners' details and guidance on what information is required.

Cllr Verney expressed concern about the the kissing gates on Footpath 12. Discussion will be needed with Simon Houghton if these are to be moved.

Cllr Ayre read out the Landowners details and had letters ready to go out to them reminding them of their responsibilities. A map will be enclosed and there are website details they can refer to. Footpath sheets need to be returned to the Clerk so that she can bring these together for completion of the P3 forms.

b) **To advertise for tenders for the footpaths work (if required)**

This will be progressed after the forms are returned.

c) **To discuss and apply for P3 funding.**

At the last meeting concern was expressed that the full payment was not received for last year. Cllr Ayre telephoned Simon Houghton (the P3 Coordinator) following the last meeting. It seems that £250 had been paid directly to Gareth Hookway for the bridge. Cllr Oades referred to Mr Hookway billing the Parish Council for £774 out of the £1,000 originally quoted. Mr Houghton suggested Cllr Ayre contact Ros Davies to explain the situation. Cllr Ayre was informed that potentially £2,000 had been allocated for Footpath 12 but this was never received by the Parish Council. On looking into this it seems that this was an error on North Devon Council's part due to them having the wrong email address. There is still £2,000 in the pot for Footpath 12 which the Parish Council will receive. Discussion took place about this bridge being very rickety and it needs replacing. It was felt that the £774 will need to come out of the £2,000 but hopefully there will be flexibility to spend the balance on Footpath 12. The P3 Summary and Grant Forms had been received, as well as copies of last year's forms. Ros Davies is more than happy to assist the Clerk with filling in the forms.

4560. Acorn Developments

Cllr Ayre had circulated information to Councillors regarding the complaint to NDC. Discussion took place about whether this matter should be taken to the Ombudsman. The majority view was that the Parish Council have been vindicated, with NDC making several apologies and saying that improvements have been made to their working practices following this case. The Community and Education monies had been paid out but the affordable homes had not materialized. Thanks were expressed to the Working Party for their hard work on this matter. Cllr Ayre did not feel satisfied that the matter had been taken as far it could be and felt it would be worth seeking professional advice about whether or not to take this to the Ombudsman. She added that she would then feel satisfied that every avenue had been explored. **Cllr Squire proposed that the matter be closed which was seconded by Cllr Oades.** There was a majority agreement to this proposal, with one against.

RESOLVED – THAT THE COMPLAINT AGAINST NORTH DEVON COUNCIL SHOULD NOT BE TAKEN ANY FURTHER IN RESPECT OF ACORN DEVELOPMENTS.

- **THAT A LETTER WOULD BE SENT TO MR STAINER THANKING HIM FOR HIS HARD WORK AS PART OF THE WORKING PARTY.**

- **THAT CLLR AYRE WILL COMMUNICATE THE OUTCOME OF THIS DECISION TO THE PREVIOUS CHAIR OF THE PARISH COUNCIL, CAROL KING.**

4561. Community Award

Cllr Verney had been unable to put this on the Village Facebook page as it had been removed as soon as he put this on. How to get votes in was discussed and it was agreed that there should be an entry form and leaflet drop. Cllr Verney will sort out the form over the weekend. The distribution of the leaflet will be shared out.

4562. NDC Climate & Environmental Grant

Cllr Verney reported that quotations are awaited for plants. He has four national suppliers. The plan is for some wasted space to be used for wild planting and also for forty five apple trees to be planted. Hopefully some of this planting will assist in soaking up the water-logged areas and also encourage wildlife. It is hoped that the school will get involved in planting and selling fruit. Cllr Squire referred to a nursery at South Molton that sells trees and is reasonably priced. Cllr Verney is to take photos and get plans measured up. Trees absorb CO2 so this will fit in well with the grant requirements. Discussion took place about this project being linked with the Platinum Jubilee plans to commemorate the Queens 70 year reign. The application had been started for this grant and agreement was given for the Clerk, Cllr Verney and Cllr Reeves to progress this matter,

4563. Draft Equal Opportunity Policy

Information had been circulated to Councillors prior to the meeting. This policy is referred to in the Clerk's contract so needs to be agreed. It was felt that formatting of all of the policies should be the same and the policies will be reviewed annually. **Cllr Verney proposed the draft Equal Opportunity Policy be adopted by the Parish Council which was seconded by Cllr Ayre.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE DRAFT EQUAL OPPORTUNITY POLICY SHOULD BE ADOPTED BY THE PARISH COUNCIL

- THAT ALL OF THE PARISH COUNCIL'S POLICIES SHOULD BE FORMATTED IN THE SAME WAY.

- THAT POLICIES SHOULD BE REVIEWED ANNUALLY.

4564. Finances

a) To receive the balance in the bank accounts.

Balance in the Business Account as at 31.12.21	£4,808.39
Balance in the Treasurers Account as at 31.12.21	£3,397.16

Included in the above is the £450 from NDC for funding for the website.

b) To receive and agree the invoices received for payments.

The Clerk had emailed a list of payments to the Councillors prior to the meeting.

North Devon Council	Clerks Salary	£216.00)	
	Admin Charge	£ 7.72)	£223.72
Mrs V Ford	Printer Ink	£ 22.44	
	Total Payments	£246.16	

Cllr Squire proposed payment of these invoices, which was seconded by Cllr Verney. There was unanimous agreement to this proposal.

RESOLVED – THAT THE INVOICES TOTALLING £246.16 SHOULD BE PAID.

The Clerk is now set up for online banking. Cllr Ayre will call in to Lloyds Bank to try and find out what is happening regarding the online banking for Cllr Reeves.

4565. Planning Applications:

a) To comment on the following Planning Applications:-

74462 – Extension to dwelling (Revised proposals to previously approved application number 65816) at 2 Chapel Court, West Down, Ilfracombe Devon, EX34 8NQ.

There were no objections to this application. **Cllr Squire proposed approval of this application which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL RECOMMENDS APPROVAL OF PLANNING APPLICATION 74462

74512 –Extension to dwelling and associated works at The Brackens, West Down, Ilfracombe, Devon, EX34 8NU.

There were no objections to this application. **Cllr Drew proposed approval of this application which was seconded by Cllr Oades.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL RECOMMENDS APPROVAL OF PLANNING APPLICATION 74512

b) Applications received after publishing of this agenda.
None.

c) Planning - Decisions from NDC

The following decisions had been made by North Devon Council

74132 – Barn at Wood Lane Farm, West Down, Ilfracombe, EX34 8NF.

Approved.

74093 – Lower Twitchen Farm, Mullacott Industrial Estate, Ilfracombe, EX34 8PL.

Approved.

74237 – Unit 4, Mullacott Ind. Estate, Ilfracombe, EX34 8PL.

Approved.

72523 – Willingcott, Woolacombe, EX34 7HN.

Approved.

73003 – Willingcott Valley Holiday Village, Woolacombe, Devon, EX34 7HN.

Approved.

4566 Correspondence.

Correspondence raised at the meeting:-

None.

4567. Unresolved Questions.

None.

4568. Items to be added to next meeting Agenda.

- a) NDC Climate and Environmental Grant.
- b) Community Award.
- c) Footpath Grant application.
- d) Platinum Tree/Platinum Orchard.
- e) Dates for Parish Council meetings in 2022.

4569 Any other business.

Cllr Squire queried if there had been a response from Alan Kyle, Enforcement Officer, regarding the situation with the caravan at Gillards Meadow. This caravan had an enforcement notice placed on it on the 6th August 2016 for it to be removed but the caravan is still here.

Cllr Squire raised concern about hedgerows being taken out as follows:-

- a) Land adjacent to Teasel Cottage, Bradwell Road, EX34 8NT. Part of the hedgerow was taken down in order to get mobile homes onto the land. There are now two mobile homes in there that appear to be being lived in.
- b) Land up Ilfracombe Hill, on the brow before the layby EX34 8NE. Part of the hedgerow had been removed in order to widen the entrance to take double gates. As Ilfracombe Hill is the main road into West Down, Cllr Squire's understanding is that permission should have been applied for in order to carry out these works.

RESOLVED – THAT THE CLERK WILL CONTACT ALAN KYLE, ENFORCEMENT OFFICER, TO QUERY THE ENFORCEMENT NOTICE ON GILLARDS MEADOW.

- THAT ALAN KYLE WILL BE CONTACTED ABOUT THE HEDGEROW ISSUES AT BRADWELL ROAD AND ILFRACOMBE HILL.

PART B – The Public & Press are excluded from this part of the meeting.

The Clerk left the room whilst this item was discussed.

4570. Review of Clerks Salary and signing of the Contract

It was agreed that from the 1st January 2022 the Clerks hours will be increased to 26 hours per month. Her salary will be increased from pay scale SCP14 to SCP15. Holiday entitlement from 1 April 2022 will be 39 hours per annum (40 hours in 2022 due to the additional bank holiday for the Queens Platinum Jubilee).

The Clerk was given her revised Contract to sign.

The Meeting closed at 9.45 pm