

WEST DOWN PARISH COUNCIL MINUTES  
West Down Parish Hall  
Wednesday 2 February 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.

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

Apologies/Approvals.

Apologies were received from D Cllr M Wilkinson.

4571. Declaration of Interest

None

4572. Public Participation

None.

4573. Approve & Sign Minutes of the 5<sup>th</sup> January Parish Council Meeting.

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

**Cllr Robinson proposed that the Minutes of the meeting held on 5<sup>th</sup> January 2022 be accepted as a true record which was seconded by Cllr Oades.** There was unanimous approval to this proposal.

**RESOLVED – THAT THE MINUTES OF THE 5<sup>th</sup> JANUARY 2022 PARISH COUNCIL MEETING BE APPROVED AND THEY WERE DULY SIGNED.**

4574. Matters Arising

4555. Matters Arising. (4537) Cllr John Robinson's details had been added to the new Parish Council website. Thanks were given to Cllr Kenshole in this respect. Cllr Kenshole reported that the Parish Council website is now on all of the search engines, apart from Google which is coming soon. (4549) (a) The Clerk's new salary and back pay had been paid at the end of January. (b) An order for the salt had been resubmitted by the Clerk. This was delivered to John Hookway, although DCC had not advised him prior to delivery as requested. It was agreed that some bags of salt would be put by the shop and a few in more remote spots for now.

4557. Report from C Cllr. The problems with the Disabled Bay in the village car park were reported to Jon Triggs at NDC. This was passed to the Car Parks Team and, following inspection, a local contractor will be installing a new ramp and redoing the chevrons today.

4559. Footpaths. An invoice was sent off to DCC requesting the £2,000 that was agreed under P3 Parish Paths Partnership Finance last year.

4560. Acorn Developments – A letter of thanks had been sent to John Stainer. Cllr Ayre had advised Carol King (previous Chair of the Parish Council) of the outcome

4563 - Equal Opportunities Policy. Councillor Kenshole was thanked for putting this on the website and for formatting the other policies to match.

4564 - Finance. Cllr Ayre went to Lloyds Bank regarding Cllr Reeves' online banking application. This has been progressed by Cllr Reeves and needs two signatures before sending back.

4569 – Any Other Business. Caravan at Gillards Meadow. Alan Kyle, Planning Compliance Team, had informed the Parish Council that the previous enforcement

notice 9691 issued in 2016 was closed complied later that year. They currently have a pre application enquiry on the land regarding erection of one permanent dwelling and one holiday let. The previous EN has been dealt with and the current caravan may have to wait until the plans run their course.

a) Hedgerow removal on land adjacent to Teasel Cottage, Bradwell Road, EX34 8NT. Reported online to Planning Enforcement.

b) Hedgerow removal on land up Ilfracombe Hill on the brow before the layby, EX34 8NE. Reported online to Planning Enforcement.

Part B. 4551. Clerks Contract. The Clerk was happy with the revised contract and she had signed this and returned it.

4575. Police Report

**Monthly Crime Figures.** The Newsletter had been received for February 2022. Monthly crimes for Morteohoe/Woolacombe & West Down (includes Mullacott & Bittadon): -

Violence with Injury 2.

Burglary Non Dwelling 8

Vehicle Offences 1

All Other Theft Offences 1

Non-Notifiable Offences 2.

The eight non dwelling burglaries were all from Qubik Storage, Mullacott Industrial Estate. This number will probably rise as hirers become aware that their units have been broken into. The Police had been asked to come to the Parish Council Meeting in light of the recent incident but were unable to attend. Qubik do have CCTV and the registration number of the vehicle used in the break-in was obtained. The Police are to be invited to the next Parish Council meeting. Qubik would like to have their security reviewed.

4576. Report from County Councillor.

C Cllr A Davis provided a report for the meeting. (See Appendix A).

C Cllr Davis queried if the Parish Council want her to pursue the 20 mph in the village. If so, an active Community Speed Watch would need to be set up. Certain criteria for a 20 mph also have to be met.

The new roundabout at Lynton Cross is up and running, which C Cllr Davis was very happy with. There is no lighting due to this area being a feeding ground for bats. C Cllr Davis was congratulated on her part in getting this roundabout installed.

The following items were raised with C Cllr Davis:-

- The Tarka Trail – this now has a dedicated officer.
- Potholes need filling in on Bradwell Road. Cllr Oades will put the information on the website and then email C Cllr Davis.
- White lining in the square is also on the list of Highways Maintenance.

4577. Report from District Councillor.

D Cllr M Wilkinson had sent his apologies. No report was submitted.

4578. Footpaths.

a) **To advertise for tenders for the footpath work (if required).**

No information on this at the moment.

**b) To progress the Footpath Grant Application**

The Clerk had received the P3 Footpath Finance Forms. These will be completed once all of the footpath survey forms are in. Cllr Ayre thanked the Parish Councillors for their work on walking the footpaths and filling in the survey forms. The deadline for completion and submission of the P3 Finance Forms is the 14<sup>th</sup> February. Ros Davies had been very helpful in offering assistance to the Clerk.

Letters had been sent out to Landowners, with some replies in already,

Discussion took place about work required on some of the footpaths. NDC will provide materials if requested in respect of finger posts and Cllr Oades had some stick-on lettering. Cllr Verney offered to put the finger posts up once received. It was felt that the kissing gates should be left alone for now.

4579. Community Award

Cllr Verney had contacted the shop about using their newsletter for voting. Following several emails, the voting form will be on the bottom of the page. Cllr Verney had also made a laminated poster for the noticeboard. Cllr Verney will collate votes from the shop and noticeboard as his contact details are on the form. Cllr Ayre thanked the Community Shop for their help in this matter.

4580. NDC Climate & Environmental Grant

Cllr Reeves and Cllr Verney had carried out a lot of work in preparation for the grant funding. The Services Officer had been very helpful and the application was sent to NDC on the 19<sup>th</sup> January 2022 for an amount of £3,040. Confirmation was received on the 21<sup>st</sup> January that this application meets their criteria. The Panel meet on the 17<sup>th</sup> February after which they will contact the Parish Council to inform them if they have been successful. This has been submitted as a partnership between the Parish Council and WDVGFA. It was made clear that WDVGFA will be paying for more than half of the groundworks so the project will be more than match funded. If the application is successful then plants will need to be bought as planting needs to be done by the end of March 2022. The name of this project will be the West Down Community Field Platinum Orchard and wetlands.

4581. Platinum Tree (Queens Green Canopy)

Cllr Verney reported that WDVGFA met and agreed the tree for the above. A nine foot English Oak tree has been purchased and will be delivered and planted by St John's nursery. Cllr Verney cleared the site for the tree and there will be a guard to protect it. The tree will be £275.61 fully planted and guarded. A plaque will need to be purchased to go with the tree. C Cllr Davis had offered to assist with the funding of a tree and plaque. Cllr Verney was to contact C Cllr Davis in this respect. It is planned to have an event on the Saturday over the Platinum Jubilee weekend in June.

Cllr Ayre reported that the Village Forum have called a meeting for Monday 7<sup>th</sup> February 2022 to ascertain if something can be organized for the village on the Platinum Jubilee weekend. Cllr Robinson stated that he will be going to this meeting

4582 Training

Cllrs Robinson and Kenshole had booked on to the Good Councillor Training modules 1 and 2. Each module is £18.00. Cllr Robinson attended his first training module and provided a report to the meeting about this.

The Clerk reported that she felt the Year End Accounts and Audit training would be beneficial for herself, with this being online on Thursday 17<sup>th</sup> February 2022.

**Cllr Squire proposed this training be approved, which was seconded by Cllr Oades.** There was unanimous approval to this proposal.

**RESOLVED – THAT THE CLERK WILL ATTEND THE YEAR END ACCOUNTS AND AUDIT TRAINING ON THURSDAY 17<sup>TH</sup> FEBRUARY 2022.**

4583. Finances

**a) To receive the balance in the bank accounts.**

Balance in the Business Account as at 31.1.22	£4,808.43
Balance in the Treasurers Account as at 31.1.22	£3,173.44

**b) To receive and agree the invoices received for payment.**

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

North Devon Council	Clerks Salary	£318.24)	
	Extra Hours agreed in Dec)	£330.00)	
	Admin Charge	£ 7.72)	£655.96
North Devon Council	Dog Bin Collection		£195.00
Mrs V Ford	Stamps		£ 7.92
Allwaysthere	Grass cutting & Bus Shelter Cleaning		£367.50
	<b>Total Payments</b>		<b>£1,226.38</b>

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

**RESOLVED – THAT THE INVOICES TALLING £1,226.38 SHOULD BE PAID.**

Discussion took place about the Zoom contract which had ended. It was decided not to renew this at present.

4584. Planning Decisions

**74170 – High Ways House, Ilfracombe, Devon, EX34 8NY.**

Approved.

**74462 – 2 Chapel Court, West Down, Ilfracombe, Devon, EX34 8NQ**

Approved

**74512 - The Brackens, Ilfracombe, Devon, EX34 8NU.**

Approved.

4585. Planning Applications:

a) To comment on the following Planning Applications:-

**73569 – Conversion of public house to form two dwellings, demolition of bungalow, erection of two dwellings and formation of parking area at Foxhunters Inn, West Down, Ilfracombe, Devon, EX34 8NU.**

There was confusion over the difference in this planning application and the last. Cllr Reeves had spent time looking at this and was satisfied that there was nothing to be worried about. He felt the response should be “no further comment to the approval made previously”. **Cllr Squire agreed and proposed this response be made to the**

planning department, which was seconded by Cllr Kenshole. There was unanimous agreement to this proposal.

**RESOLVED – THAT THE PARISH COUNCIL HAD NO FURTHER COMMENT TO MAKE ON PLANNING APPLICATION 73569 OTHER THAN THE APPROVAL RECOMMENDED PREVIOUSLY.**

**74628 – Variation of condition 10 (occupancy restriction) attached to planning permissions 2/85/949/66/3, condition c 2/75/42/66/3, condition 2 /79/2428/66/4 and condition 3 /84/1102/66/3 to allow 12 months holiday occupancy at 15 Lower Willingcott Valley, Woolacombe, Devon, EX34 7HN.**

The Parish Councillors had all looked at the variation in the conditions online. Cllr Squire proposed approval of this application which was seconded by Cllr Reeves. There was unanimous agreement to this proposal.

**RESOLVED – THAT THE PARISH COUNCIL RECOMMENDS APPROVAL OF PLANNING APPLICATION 74628**

b) Applications received after publishing of this agenda.

**74718 – Replacement of roof incorporating change of pitch and material together with associated works at Barn at The Brackens, West Down, Ilfracombe, Devon, EX34 8NU.**

No concerns were raised in respect of this application. Cllr Kenshole proposed approval of this application which was seconded by Cllr Drew. There was unanimous agreement to this proposal.

**RESOLVED – THAT THE PARISH COUNCIL RECOMMENDS APPROVAL OF PLANNING APPLICATION 74718.**

4586. Litter Workshop

Cllr Ayre had attended the online Litter Workshop on the 13<sup>th</sup> January 2022. Amongst the issues raised was Dog Poo Bins.. It costs £69 to get a new bin and £2 to empty. Cllr Ayre referred to the large bills the Parish Council receive for this and felt the bills needed to be reviewed. NDC want Parish Councils to identify where their litter bins are. These are emptied on rubbish days, apart from the one in the bus stop that Cllr Verney stated gets emptied every day by the Ilfracombe lorry.

**RESOLVED – THAT THE BILLS FOR THE EMPTYING OF DOG POO BINS SHOULD BE REVIEWED FOR THE LAST TWELVE MONTHS.**

4587. Community Land Trust

Cllr Ayre and Cllr Verney had attended an online meeting on 30 January 2022. Cllr Verney referred to a couple of new people attending this meeting. It was agreed by those present at the meeting that they would like to set up a CLT. It will be a lot of hard work. A Chair, Secretary and Treasurer will be needed. A face-to-face meeting has been set for the 17<sup>th</sup> February in the Iron Room, which Cllr Ayre had paid for.

Cllr Ayre referred to there being £1,000 available from NDC towards setting up a CLT. The only problem is that the West Down CLT is starting from scratch and there is no bank account as yet. The Parish Council can make an application to NDC on their behalf. Cllr Robinson referred to the CLT in Braunton inviting people to buy shares at £1 each. Cllr Reeves felt the application for the £1,000 from NDC needed to be decided at the next Parish Council meeting and needs more investigation to ensure no come back on the Parish Council if the CLT falls by the wayside.

Cllr Verney felt the village need to get hold of this now if they are to go forward.

It was agreed that CLT will be put on the March Agenda.

4588. Braunton Forum Meeting

Cllr Drew had attended this meeting on the 20<sup>th</sup> January 2022. He reported that the Principal at Braunton Academy had shared her vision for the school to be in the top quintile for schools nationally. The Braunton Football Club Inclusion Team have a lot of children with special needs and disabilities. The various Lunch Clubs were also discussed. The Tuesday Lunch Club is now open to anyone in North Devon (Phone number 815461). Braunton Community Land Trust was discussed. They are working alongside Middlemarch. Some offers of land had been identified. NDVS shared their newsletter. They support voluntary action in North Devon. Live Well in Braunton and the Medical Centre were working with the Arts Council to provide young people with art therapy.

Cllr Ayre felt it was positive that the Braunton Forum invite us to attend and she thanked Cllr Drew for attending the meeting,

4589. Parish Council Meeting Dates for 2022

The Clerk had circulated dates for the Parish Council meetings to Councillors prior to the meeting. All of the meetings will be held on the first Wednesday of the month apart from September's meeting which will be held on the second Wednesday to accommodate the Clerk's annual leave. There was unanimous agreement to this change.

4590 Correspondence.

Correspondence raised at the meeting:-

- a. Devon Communities Together – Community Emergency Resilience Fund. Cllr Reeves had attended a meeting at the school in 2019 and a planning committee had started to be drawn up. This fell by the wayside because of covid. Cllr Reeves felt another meeting needed to be held with those who attended before. Cllr Ayre felt that whoever attends the Village Forum meeting could bring it up there rather than placing this on the next Parish Council agenda. She will contact Carol King about this.
- b. An email had been received from Carol King about the Village Forum Meeting to be held on the 7<sup>th</sup> February to discuss the marking of the Queen's Platinum Jubilee. Cllr Ayre was going to attend this meeting.
- c. Buckingham Palace Garden Party. NALC is in receipt of 100 tickets – in recognition of the past service of a Parish Chairman and Town Mayor.
- d. The Clerk had notified the Parish Council of the required information regarding her home insurance, as per her contract.
- e. An email had been received from the PTFA asking if they would get money from the Community Fund.
- f. Newsletters had become quite onerous due to the volume. Cllrs were given the opportunity to opt out of receiving these by notifying the Clerk.

- g. An email had been received from the village school regarding lines on the road outside of the school. The Parish Council had asked for these to go on the list of work outstanding and it was suggested that the school do the same.
- h. The letter regarding the Russian Spy pre-WW2 was left to take its course.
- i. An email had been received from the Clerk requesting annual leave in the year commencing 1 April 2022. This had been approved.

4591. Unresolved Questions.  
None

4592. Items to be added to next meeting Agenda.

- District Councillor Grant.
- NDC Climate & Environmental Grant.
- Community Land Trust.
- Platinum Tree (Queens Green Canopy).
- Queens Platinum Jubilee.
- Community Award
- VAT claim (Finance).
- Maria Bailey – Planning Department NDC.
- Dog Poo Bins.

4593 Any other business.

- Cllr Reeves referred to Maria Bailey (NDC Planning Department) coming to the next meeting, He felt it was important to query what systems had been improved and what had been changed following the email from NDC regarding Acorn Developments. He suggested the Parish Council get together and put some questions together for her. Cllr Ayre agreed and suggested questions be given to the Clerk. Other items for Maria Bailey were the short period given to comment on planning applications and whether they can assist on queries, such as the recent Foxhunter application. The Clerk was to check with Maria Bailey that she is still coming to the meeting.
- Cllr Squire referred to the Planning Application for the Manor House (Application Number 73594). Work had been started, with the decision being pending the last time she checked. The Clerk will check the status of this application

The Meeting closed at 9.35 p.m.