

WEST DOWN PARISH COUNCIL MINUTES
West Down Parish Hall
Wednesday 6 April 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

Also present: 2 members of the public and Val Ford (Clerk).

Apologies/Approvals.

Apologies were received from C Cllr A Davis and D Cllr M Wilkinson.

4620.. Declarations of Interest

Cllr Squire and Cllr Kenshole declared an interest in Planning Application Number 74802 – Easter Hill View, West Down.

4621. Public Participation

Steve and Sarah Tanton, purchasers of the barn at Easter Hill View, Lower Aylescott Lane, attended the meeting regarding Planning Application 74802. They referred to the concerns that had been raised about noise issues from the planned recording studio. They currently run a studio from Knowle, which is in much nearer proximity to neighbouring houses than the barn at Easter Hill View, and have never had any complaints. Their plan and passion going forward is music therapy and they will not have significant amounts of traffic coming to the new facility.

4622. Approve & Sign Minutes of the 2nd March 2022 Parish Council Meeting.

The Minutes had been circulated to Councillors prior to the meeting. One correction was made to Item 4595. This should read S104 Agreement, not S106. The Minutes were duly altered and **Cllr Robinson proposed that the Minutes of the meeting held on 2nd March 2022 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 2ND MARCH 2022 PARISH COUNCIL MEETING BE APPROVED AND THEY WERE DULY SIGNED.

4623. Matters Arising

4596. Maria Bailey (NDC Planning Department). The Clerk had attached notes to the Minutes (Appendix A).

4598 – Matters Arising from March. (4537) The duplication of the Village and Parish Council website had been rectified. Cllr Kenshole was awaiting data from the village website. (4557) The repainting of the faded signs on the disabled bay at the village car park was outstanding. NDC had requested a copy of the lease for the Car Park which was scanned in and sent to them. The Parish Council pay £800 p.a. to NDC who are now looking into whether they will repaint the markings. (4569) Removal of the hedge at Teasel Cottage. The concerns were raised with the Planning Department and with the Enforcement Officer. Cllr Reeves referred to there being further comments online from NDC with this still under discussion. (4582) Training. Cllr Kenshole had completed his training.

4602 – District Councillors Grant 2022/23. Information had been circulated about the wrought iron bench to go round the Platinum Jubilee Tree. The Clerk was waiting to complete the application form once available

4618. Any Other Business. The issue of signage in the village was unresolved and will be kept on the Agenda for May.

4624. Police Report

Monthly Crime Figures. The newsletter had been received for April 2022. The number of crimes reported for Morteheo/Woolacombe & West Down were:

Violence without Injury – 2

Stalking and Harassment – 2

Unfortunately the Police Advocate Meeting on the 4th May 2022 clashes with the Parish Council AGM.

4625. Report from County Councillor.

No report had been received from C Cllr Davis.

4626 Report from District Councillor.

No report had been received from D Cllr Wilkinson.

4627. Footpaths

a) **Update on the Footpath Grant funding.**

The P3 funding applied for was outstanding. There is £2,000 in the account for Footpath 12 from last year. Discussion took place about the cancelled Purchase Order for Footpath 12. Cllr Oades was to discuss this with Simon Houghton when they meet up.

b) **To discuss drawing up the Tender Document for Footpath 12.**

Mr Houghton had sent his apologies for missing the email about meeting up to assist with drawing up the tender document for footpath 12. This is to be rearranged for next week, with the Clerk to go back to him regarding the time and date for him to meet with Cllrs Verney and Oades.

Mr Hunt had advised the Parish Council of the damage to Footpath 6. Running repairs had kindly been carried out by the Landowner. Dog Poo sign needs to be replaced. The Clerk will contact the Dog Warden to get some replacements.

The Foxhunters seat had been inspected and was still fit for purpose.

Cllr Ayre had received an email from Amy and Nick Fisher from Lower Aylescott Farmhouse regarding ownership of the footpath on their land. They will be marking the area they own as the information on the map is wrong as some of the footpath is not on their land. All of the work has now been carried out.

4628. Community Award

Cllr Verney had been in to the village shop to get the forms, with the closing date being this Friday. He will work on this over the weekend.

4629. Community Land Trust

Cllr Ayre attended the meeting last week. A lot of discussion had taken place about land ownership and how to move this forward. Once they are registered as an official body they will be able to advertise meetings. They have appointed the necessary officers but have requested the Parish Council's help in making an application for the funding available from NDC for £1,000 as without this they cannot move forward.

Councillor Squire proposed that the Parish Council apply for the funding on behalf of the CLT which was seconded by Cllr Oades. There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL WILL APPLY FOR THE FUNDING FROM NDC ON BEHALF OF THE VILLAGE COMMUNITY LAND TRUST.

- THAT CLLR AYRE AND CLLR REEVES WILL COMPLETE THE APPLICATION FORM FOR THE CLT FUNDING.

4630. NDC Climate & Environmental Grant

Cllr Ayre thanked Cllr Verney, Cllr Reeves, Susi Batstone and the Clerk for their work on securing this grant. 80% of the funding had been received, with the other 20% to be applied for now the work has been completed. Susi Batstone had kindly offered West Hill Farm to act as an intermediary to purchase items until the funding was available, which Cllr Reeves had agreed with the Grant officers. Cllr Ayre referred to this being a fantastic project that the Parish Council should be proud of. Cllr Verney was to let the Clerk have photos for the website from the first digger through to completion. A huge amount of work had been put in by members of the WDVGFA.

4631. Platinum Tree (Queen's Green Canopy)

The funding for the plaque had been received from C Cllr A Davis. The Clerk had ordered the plaque for the sum of £154.99 from the Royal British Legion, with the balance of the funds to go to WDVGFA towards the Platinum Tree.

An email had been received from the Primary School to say that the school would be interested in getting involved with the planting of the tree. Cllr Verney was to raise this issue at the WDVGFA meeting. The Clerk was to advise them to liaise with WDVGFA and she will give their email address to Cllr Verney.

4632. Queen's Platinum Jubilee

There was nothing to report. This will be placed on the May Agenda.

4633. Litter Bin Audit

The Chair had circulated information to Cllrs prior to the meeting. The Clerk will forward information on to Netti Pearson to make sure the mapping tool is up to date. Cllr Ayre was to try and put the dog bins on the map.

4634. 20 mph Speed Limit in the Village

a) **To receive an update on the Expression of Interest**

The Parish Council had resolved to go ahead with the "Expression of Interest" for a 20mph speed limit in the village at the last meeting. Cllr Davis came back to say that it would be difficult to progress this as there had been no collisions in the village and the area is not high on the deprivation list and there is no Community Speed Watch set up. If the village set up a Community Speed Watch then this could be put forward next year.

b) **To receive information on setting up a Community Speed Watch Group in the village.**

Cllr Ayre referred to six members of the public expressing an interest in being part of the Community Speed Watch. Cllr Ayre had undertaken the training online and she will circulate this to the people who have expressed an interest.

An email had been received from the school. They are worried about speeds through the village, as are a number of parents, and they had requested the

support of the Parish Council. Mr Hunt, Governor at West Down Primary School had also sent an email offering the schools support to the Parish Council in getting the road markings renewed, the 20 mph speed limit and trying to get the Police to enforce parking and traffic management.

Discussion took place about traffic being of significant concern around 8.50 a.m. and children walking on the road where there was no pavement. Parking around the school is a risk which did not happen when school times were staggered. A suggestion was made for parking at the Parish Hall and parents walking the children to school.

The Clerk will thank the school for their email and support and Cllr Ayre will draft an email to the school regarding areas where they can assist.

4635. Parish Council Diary

The Clerk had circulated the updated diary to Councillors prior to the meeting. The Clerk's Appraisal is to be added under October. Discussion took place about when the Financial Regulations should be reviewed (April or May). It was agreed to review these in April.

4636. Village Emergency Planning.

Cllr Kenshole had researched this. Braunton have a very comprehensive plan. He felt West Down need one but it needs a sub-committee as it is a very big project. This is to be kept on the Agenda and reviewed on a monthly basis. Cllrs Ayre, Reeves and Kenshole will meet initially and set a date up to take this to a wider group.

4637 New Model Code of Conduct

The Clerk had circulated the information to Councillors prior to the meeting. The training for the New Model Code of Conduct is on the 26th April 2022 online from 6.30 p.m. to 8.00 p.m. This training is required before adopting the new code. Cllr Kenshole referred to this being compulsory training from his recent Good Councillor training.

4638. Financial Regulations

A copy of these regulations was circulated to Councillors prior to the meeting. Cllrs Ayre, Drew and Squire are cheque signatories.

The online signatories are Cllrs Ayre and Reeves with the Clerk having authority to set up the payments which one of them has to confirm. The Clerk will redo the Financial Regulations once Cllr Kenshole gives her the new template and give these to the Chair to scan in for the website.

At the last AGM, Cllr Verney was appointed as the Parish Council auditor. Due to Cllr Verney's work commitments, Cllr Oades had offered to audit the accounts this year. **Cllr Ayre proposed that Cllr Oades carry out the role of auditor for this year, which was seconded by Cllr Squire.** There was unanimous agreement to this proposal.

RESOLVED – THAT CLLR OADES WILL CARRY OUT THE ROLE OF AUDITING THE PARISH COUNCIL ACCOUNTS PRIOR TO THEM GOING TO THE INTERNAL AUDITOR.

4639.. Finances

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

Balance in the Business Account as at 31/3/2022	£4,808.51
Balance in the Treasurers Account as at 31/3/2022	£6,104.66

£200 had been received from NDC for the Queens Green Canopy Plaque.
£2,432 had been received from NDC for 80% of the Climate & Environmental Grant. The 20% balance will be applied for now the work is complete.

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	£351.74	
	Admin Charge	£ 7.72	£359.46
Devon Association of Local Councils – Training V Ford		£ 72.00	
Devon Association of Local Councils = NALC Affiliation Fee		£159.38	
Mrs V Ford – Ink Cartridge		£ 15.90	
Total Payments			£606.74

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

RESOLVED – THAT THE INVOICES TALLING £606.74 SHOULD BE PAID.

Payment was made on the 31st March 2022 to West Hill Farm for £3,456.08 in respect of the Planting carried out at West Down Community Green Field. This was from the monies for the NDC Climate & Environmental Grant. Authorisation of this payment was made at the March Parish Council meeting – Minute Number 4607.

c) **VAT Claim**

The Clerk had circulated information on the VAT claim for £950.87 to Councillors prior to the meeting.

Cllr Oades proposed that this claim be sent to HMRC which was seconded by Cllr Robinson. There was unanimous agreement to this proposal.

RESOLVED – THAT THE CLERK SHOULD SUBMIT THE VAT CLAIM FOR £950.87 TO HMRC.

d) **Parish Council Accounts for 2021/2022**

The Parish Council end of year accounts had been circulated to Councillors prior to the meeting. **Cllr Reeves proposed that these be accepted as a correct record which was seconded by Cllr Oades.** There was unanimous agreement to this proposal.

e) **AGAR (Annual Governance Accountability Return)**

(i) **To complete and sign the Annual Governance Statement 2021/2022**
This was to be deferred to the June Parish Council Meeting.

(ii) **To complete and sign the Accounting Statements 2021/2022**
This completed statement on Page 5 had been circulated to Councillors prior to the meeting. **Cllr Reeves proposed that the figures be recorded as correct, which was seconded by Cllr Ayre.** There was unanimous

agreement to this proposal. The signing of these forms will be deferred to the June meeting following the Internal Audit set for 23rd May 2022.

RESOLVED – THAT THE FIGURES ON THE ACCOUNTING STATEMENT ON PAGE 5 BE RECORDED AS CORRECT WITH THE FORM TO BE SIGNED AFTER THE INTERNAL AUDIT ON THE 23RD MAY AT THE JUNE PARISH COUNCIL MEETING.

(iii) To confirm the Asset Register was up to date as at 31.3.2022

The Clerk had checked that the Asset Register was correct as at 31 March 2022 and recorded this on the document with the total value. Cllr Ayre had already prepared a new document which had been signed by Cllrs Drew and Oades.

Cllr Ayre will scan this register and email it to the Clerk to put on the Parish Council website. The Clerk was thanked for her work on this matter.

4640. Planning Decisions

74776 – Smithcott, West Down, Ilfracombe, EX34 8NQ.

Approved.

74339 – Bay View Farmers, Turnpike Cross, Woolacombe EX34 7HG.

Withdrawn.

4641. Planning Applications:

a) To comment on the following Planning Applications

74863 – Prior Approval for change of use of agricultural building to dwelling house under class Q at West Hill Farm, West Down, Ilfracombe, Devon, EX34 8NF.

Cllr Reeves proposed that this application be accepted. which was seconded by Cllr Oades There was majority agreement to this proposal with one abstention.

RESOLVED – THAT THE PARISH COUNCIL RECOMMEND APPROVAL OF PLANNING APPLICATION 74863

Cllr Squire and Cllr Kenshole declared an interest in planning application 74802 and left the room

74802 – Change of use from Agricultural to residential garden and erection of timber outbuilding at land at Easter Hill View, Aylescott Lane, West Down, Ilfracombe, Devon, EX34 8NJ.

Discussion took place about the large garden, with the Sustainability Officer wanting proper landscaping. Some concern was raised about traffic movement and flooding further down. Cllr Ayre shared emails from members of the public asking for their objections to be shared at the meeting. Traffic movement, the nature of what the building will be used for and neighbours not being notified were amongst the concerns raised. **Cllr Verney proposed approval of this application which was seconded by Cllr Drew.** There was a majority agreement to this proposal with two abstentions. **RESOLVED – THAT THE PARISH COUNCIL RECOMMENDS APPROVAL OF PLANNING APPLICATION 74802.**

- **- THAT THE CLERK WILL CONTACT MARIA BAILEY OF THE NDC PLANNING DEPARTMENT TO ASCERTAIN THE SITUATION ABOUT NEIGHBOURS BEING**

INFORMED OF PLANNING APPLICATIONS AND THE DISTANCE THIS RELATES TO.

Cllr Squire and Cllr Kenshole rejoined the meeting.

b) To comment on any planning applications received after the Agenda was published.

75071 – Erection of 4 holiday pods/chalet at Old Railway Yard, Willingcott, Woolacombe, Devon, EX34 7HN.

Cllr Verney proposed that this application be deferred to the May meeting which was seconded by Cllr Robinson as there had been insufficient time to investigate this application. There was unanimous agreement to this proposal.

RESOLVED – THAT PLANNING APPLICATION 75071 BE DEFERRED TO THE MAY MEETING.

- THAT THE CLERK WILL REQUEST AN EXTENSION FROM THE PLANNING OFFICER FOR THE PARISH COUNCIL TO COMMENT ON THIS APPLICATION AT THE MAY PARISH COUNCIL MEETING.

4642. Correspondence.

Correspondence raised at the meeting:-

- a) Emails from the Primary School and the School Governor regarding the 20 mph speed limit (already referred to earlier in the meeting).
- b) Minutes of the Braunton & Communities Forum Meeting on the 4th March 2022.
- c) Email from Mr Hunt about the seat at the Foxhunters Bus Shelter.
- d) Email from Mr Webb about the Road Warden Scheme, with him offering to be a volunteer. It was agreed that this scheme needs further investigation. The Clerk will write to Mr Webb to thank him for his email and offer of assistance and advise him that the Parish Council will obtain further information on this scheme.
- e) Information from NDC about the Climate & Environmental Grant for 2022/23. Cllr Reeves felt there was no reason why the Parish Council should not apply for this fund and suggested Councillors come up with ideas for projects. This will be placed on the May Agenda and the Clerk will circulate this information.
- f) Su Carey (West Down Primary School) had contacted Cllr Ayre about where they are with the S106 monies. The money is ring fenced by Devon County Council for West Down Primary School and Su Carey will advise the Parish Council once the school is in a position to progress the work from this funding.
- g) A request had been made for permission for a wooden shed, but it transpired permission was required from NDC not the Parish Council.
- h) Maria Bailey had provided information following the last meeting about S106 monies. This had been circulated to Councillors.
- i) The Clerk had received a letter from another Insurance provider offering to provide a quotation for the Parish Council Insurance. The Clerk will seek alternative quotations and put this on the May Agenda.
- j) Cllr Ayre had been sent a Secure Destruction Certificate for the old documents that were shredded. No bill had yet been received.
- k) Information had been received from NALC relating to the increased salary rates for Clerks. This has all been taken into account now.
- l) Scam emails to Councillors had been an issue.
- m) Correspondence had been received from a business relating to flood risk, with a request being made to promote them on the Parish Council website. The

Clerk had advised them that the Parish Council is unable to promote a business on their website.

4643. Unresolved Questions
None.

4643.. Items to be added to next meeting Agenda.

- a) Insurance Renewal – compare quotations and renewal documents.
- b) Small Grants Policy – Cllr Reeves to bring this to the next meeting.
- c) Signage in the Village
- d) Tender for Footpath 12.
- e) Community Award
- f) Platinum Tree – balance of monies for plaque.
- g) Queens Platinum Jubilee.
- h) Village Emergency Plan.
- i) Adoption of New Model Code of Conduct.
- j) Planning Application 75071.
- k) NDC CEG Fund 2022/23.

4644. Any other business.

Cllr Kenshole did not think he could attend the May meeting.

Cllr Squire suggested that speakers at future meetings be invited at 7.00 p.m. to avoid the Parish Council meetings ending too late.

The Meeting closed at 10.07 pm