

WEST DOWN PARISH COUNCIL MINUTES
West Down Parish Hall
Wednesday 4 May 2022 at 7.30 p.m.

Present: Cllrs S Ayre (Chair), M Reeves (Vice-Chair), 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 Cllr Kenshole, Cllr Drew, C Cllr A Davis and D Cllr M Wilkinson.

4645. Declarations of Interest

No Declarations of Interest had been received.

4646. Public Participation

None.

4647. Approve & Sign Minutes of the 6th April 2022 Parish Council Meeting.

The Minutes had been circulated to Councillors prior to the meeting. **Cllr Verney proposed that the Minutes of the meeting held on 6th April 2022 be accepted as a true record which was seconded by Cllr Reeves.** There was unanimous approval to this proposal.

RESOLVED – THAT THE MINUTES OF THE 6th APRIL 2022 PARISH COUNCIL MEETING BE APPROVED AND THEY WERE DULY SIGNED.

4648. Matters Arising

4623 – Matters Arising. (4557) The repainting of the faded sign in the disabled bay in the village car park had not been done. The Clerk will chase this up. (4569) Removal of the hedge at Teasel Cottage. The Clerk will contact the enforcement officer about this. (4602) The D Cllr Grant had been applied for on the 25th April for the wrought iron bench to go round the Jubilee Tree. (4618) - AOB. The signage in the village will be put on the June Agenda.

4627 – The Dog Poo Sign on Footpath 6 had been reported and acknowledged. The Dog Warden will be in touch soon about getting this replaced.

4629 – CLT. The forms for the set-up costs still need completion. Cllrs Ayre and Reeves will sort these out. This item will be on the June Agenda.

4630 - CEG Grant. The balance of 20% had been applied for on 21 April 2022 in the sum of £608 which had been received.

4633 - Litter Bin Audit. Cllr Ayre had checked the litter and dog bins on the mapping tool. One dog bin is in the wrong place on the community field which she had not been able to move on the map. The Clerk will contact Netti Pearson about this.

4634 - 20 mph speed limit. Information had been circulated to all who had expressed an interest about the Community Speed Watch. An email had been sent to the school requesting their assistance in encouraging parents to be respectful of the need to reduce speed.

4635 – Parish Council Diary. The Clerk will circulate the revised diary and this will be put on the June Agenda.

4638. Financial Regulations. Cllr Oades had audited the accounts. He was thanked for his assistance in this respect.

4639 – Finances. Item c) The VAT Refund claim had been submitted on 11 April, with £950.87 being received. Item e) (iii) The signed Asset Register had been scanned by Cllr Ayre and sent to the Clerk ready for the audit.

4641 - Planning Applications. Information had been received from Jo O'Meara about notifications to neighbours. (This was circulated to Councillors prior to the meeting).

4642 – Correspondence. An invoice had still not been received for the confidential shredding.

4649. Election of Officers 2022/2023

a) Chairman

Cllr Squire proposed that Cllr Ayre be re-appointed as the Chair as she felt she had done an excellent job for the last year. This was seconded by Cllr Reeves. There was unanimous agreement to this proposal. Cllr Ayre signed her acceptance of office.

RESOLVED – THAT COUNCLLOR AYRE BE APPOINTED AS THE CHAIR.

b) Vice Chair

Cllr Squire proposed that Cllr Reeves be re-appointed as Vice Chair as he had done an excellent job for the last year. This was seconded by Cllr Ayre. There was unanimous agreement to this proposal.

RESOLVED – THAT COUNCILLOR REEVES BE APPOINTED AS THE VICE CHAIR.

c) Joint Data Protection Officers

Cllr Ayre proposed that Cllr Oades be appointed as the Data Protection Officer. This was seconded by Cllr Robinson. There was unanimous agreement to this proposal.

RESOLVED – THAT COUNCILLOR OADES BE APPOINTED AS THE DATA PROTECTION OFFICER.

d) Parish Council Auditor

Cllr Squire proposed that Cllr Oades be appointed as the Parish Council Auditor which was seconded by Cllr Reeves. There was unanimous agreement to this proposal.

RESOLVED – THAT COUNCILLOR OADES BE APPOINTED AS THE PARISH COUNCIL AUDITOR.

e) P3 Scheme Co-Ordinator

Cllr Squire proposed that Cllr Verney be appointed as the P3 Scheme Co-Ordinator. This was seconded by Cllr Reeves. There was unanimous agreement to this proposal

RESOLVED – THAT COUNCILLOR VERNEY BE APPOINTED AS THE P3 SCHEME CO-ORDINATOR.

f) Joint Police Advocate

It was suggested that when information is received about the Police Advocate Meetings this be circulated to see if anyone can attend.

g) Community Award Co-Ordinator

Cllr Robinson proposed that Cllr Verney be appointed as the Community Award Co-Ordinator. This was seconded by Cllr Oades. There was unanimous agreement to this proposal.

RESOLVED - THAT COUNCILLOR VERNEY BE APPOINTED AS THE COMMUNITY AWARD CO-ORDINATOR.

4650. Police Report

Monthly Crime Figures. The newsletter had been received for May 2022. The number of crimes reported for Morteheo/Woolacombe & West Down (including Mullacott & Bittadon) were:

Violence with Injury – 1

Violence without injury – 1

All other Theft Offences – 1

Arson – 1

Criminal Damage - 1

4651. Report from County Councillor.

No report had been received from C Cllr A Davis.

4652 Signage in the Village

This will be put forward to the next Agenda.

4653. Report from District Councillor.

No report had been received from D Cllr Wilkinson.

4654. Footpaths (Tender document for Footpath 12

Cllrs Ayre, Oades and Verney had met with Simon Houghton regarding the bridge/boardwalk on footpath 12. Mr Houghton felt this needed to be replaced rather than repaired. This will cost in the region of £12,000, with funding that can be applied for to carry out this sort of work. The landowner's permission will need to be sought before work can be carried out. Mr Houghton will send a Specification for the work required. This will be discussed further at the next meeting. The Clerk will chase Mr Houghton for the Specification for the Tender document.

Cllr Oades had more stickers for finger posts if anyone needs these. Cllr Ayre referred to the forthcoming money for the P3 grant funding which will need to be used for footpath maintenance.

4655. Community Award

Cllr Verney was disappointed at the number of responses received. This award needs to be revisited. **Cllr Squire proposed that the nominees should be written to thanking them for their valuable contribution. This was seconded by Cllr Verney.** There was unanimous agreement to this proposal. Cllr Verney will forward the names of the nominees to the Clerk who will get letters of thanks off to them.

RESOLVED – THAT NOMINEES FOR THE COMMUNITY AWARD SHOULD RECEIVE A LETTER OF THANKS FOR THEIR VALUABLE CONTRIBUTION.

- THAT THIS AWARD SHOULD BE DISCUSSED AT THE JUNE PARISH COUNCIL MEETING.

4656 Small Grants Policy

Cllr Reeves had updated the Small Grants Policy which had been circulated to Councillors prior to the meeting. Applications can be obtained from the Clerk or the Parish Council website. Cllr Reeves suggested that the current payment of the grant in two instalments should continue apart from any award up to £250 which he felt should be paid in one lump sum once the precept is received. **Cllr Verney proposed that this alteration to the policy should be accepted which was seconded by Cllr Squire.** There was unanimous agreement to this proposal. The Clerk will alter the

policy and put this on the standard heading. Cllr Reeves was thanked for his work on this revised policy.

RESOLVED - THAT THE SMALL GRANTS POLICY BE AMENDED TO REFLECT THAT ANY AWARD UP TO £250 SHOULD BE PAID IN A LUMP SUM RATHER THAN IN TWO INSTALMENTS.

4657. Community Land Trust

Cllr Ayre reported that progress is being kept an eye on and reported back. The process with regards to the application for their set up costs was agreed at the last meeting, with the forms a work in progress. Cllr Verney attended the last meeting which he felt was very productive. They have filled out the paperwork to register as a CLT. Letters have been drafted to landowners and they seem to be coming together well as a group. The CLT had thanked the Parish Council for applying for the set-up cost money. Cllr Verney felt the CLT group had done well.

4658. NDC Climate & Environmental Grant 2022/2023

Information had been circulated to Councillors regarding this grant. Cllr Reeves referred to this being the last year that this pot of money will be available. Applications need to be in by August 2022 for the first round and 31st January 2023 for the second round. This will be placed on the June Agenda.

4659. Platinum Tree (Queen's Green Canopy)

The plaque had been received from the Royal British Legion. There is £45.01 left over from the C Cllr Grant which it was suggested go towards the Platinum Tree. The plaque looked rather worn so it was suggested that the Clerk take a photo of this and send it to C Cllr Davis in the first instance to see if she has seen any others like this before contacting the supplier. **Cllr Robinson proposed that the money left over from the plaque should be paid to the Green Park which was seconded by Cllr Reeves. There was unanimous agreement to this proposal.** The Clerk will arrange to make this payment online.

RESOLVED – THAT THE BALANCE OF £45.01 FROM THE PLAQUE SHOULD BE PAID TO THE GREEN PARK TOWARDS THE JUBILEE TREE.

4660. Queen's Platinum Jubilee

Cllr Robinson stated that there will be a Party in the Park on Saturday 4th June commencing at 12 noon. The grant application was successful, resulting in money to carry out the plans envisaged by the working party. Two bouncy castles have been arranged and one slide, with management and assembly provided with insurance. These will be free for children to use. There will be a Penalty Shoot Out, Beat the Goalie and competitions for different ages and maybe for adults as well. Cllr Verney will be doing the catering and BBQ. Music will be at a reasonable volume which Rick Tucker will provide. In addition, a cream tea will be provided for everyone as well as a free raffle with a big prize. A flyer will be distributed to every household which will incorporate the raffle ticket and the pass for the free cream tea. At the next meeting about the event the working group will be incorporating their information with the WI and Gardening Club. It is hoped to have a 4pm photo by drone with as many villagers in this as possible which will be a souvenir of the Queens Platinum Jubilee. More people are required to help out. Toilets have been ordered and it is hoped that these can be combined with those at the Parish Hall if necessary. Information has been circulated on social media and it all seems very encouraging. Cllr Verney stated that there will be no end time, things will be packed up once everyone has gone. He has

the field licensed until 11 p.m. Cllr Ayre expressed her thanks to Cllr Robinson and the rest of the working group for their hard work on this.

4661. Village Emergency Planning.

Information had been circulated to Cllrs prior to the meeting about the Resilience Forum on the 23rd May 2022. The Village Emergency Plan will be a big project and needs to be kept on the Agenda and reviewed on a monthly basis.

4662 New Model Code of Conduct

Information had been circulated to Councillors and training had taken place on the 26th April. More information is awaited regarding questions outstanding and this will be circulated once it is received. **Cllr Reeves proposed that the new Code of Conduct be adopted which was seconded by Cllr Robinson.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL WILL ADOPT THE NEW MODEL CODE OF CONDUCT.

- THAT THE CLERK WILL ENSURE THIS NEW MODEL CODE OF CONDUCT IS PUT ON THE PARISH COUNCIL WEBSITE.

4663. Parish Council Insurance

Quotations had been requested from two companies as well as the renewal papers from the current insurer. Renewal is due on the 1st June. It was agreed that quotations need to be obtained earlier next year. Once the current renewal papers and quotations are received it was agreed that the insurance can be paid as this will need to be carried out prior to the next meeting.

RESOLVED – THAT THE PARISH COUNCIL INSURANCE CAN BE PAID BEFORE THE RENEWAL DATE ONCE THE INFORMATION REQUESTED HAS BEEN RECEIVED AND CONSIDERED.

4664. Finances

a) To receive the balance in the bank accounts.

Balance in the Business Account as at 30/4/2022	£10,837.72
Balance in the Treasurers Account as at 30/4/2022	£ 4,808.55

£8,000 had been received from NDC for Part1 of the Precept for 2022/2023.

£608.00 had been received from NDC for the Final Payment of the CEG Award

£950.87 received from HMRC for the VAT Refund.

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	£323.70	
	Admin Charge	£ 7.72	£331.42
North Devon Council	Dog Bin Emptying		£165.00
	Total Payments		£496.42

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

Royal British Legion Plaque - Queens Green Canopy £154.99
(Purchased on 11 April 2022 out of funding from C Cllr A Davis) (Minute No. 4608)

c) **Payment of Grants**

Fifty percent of the grants agreed at the November Parish Council Meeting (Minute No. 4504) can now be paid out of the first precept payment.

West Down Community Green Field	£625
West Down PTFA	£300
West Down Parish Hall	£500
West Down PCC (St Calixtus Church)	£650
Total Payment	£2,075

Cllr Oades proposed that these grants be paid which was seconded by Cllr Reeves. There was unanimous agreement to this proposal.

RESOLVED – THAT THE GRANT PAYMENTS TOTALLING £2,075 SHOULD BE PAID.

4665. Planning Decisions

- 74863 – West Hill Farm – Withdrawn
- 74872 – Hill Top Barn – Approved
- 74776 – Smithcott, West Down – Approved.
- 74695 – Teasel Cottage, West Down - Refused

4666.. Planning Applications:

a) To comment on the following Planning Applications

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

Discussion took place about access and the fence looking out of place. Similar concerns had been raised by the Sustainability Officer. **Cllr Verney proposed that the application be refused which was seconded by Cllr Squire.** There was a majority agreement to this proposal with one abstention.

RESOLVED – THAT THE PARISH COUNCIL RECOMMENDS REFUSAL OF PLANNING APPLICATION 75071 BASED ON THE CONCERNS RAISED BY THE SUSTAINABILITY OFFICER AND ACCESS.

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

75209 – Extension to dwelling at Woodview, West Down, Ilfracombe, Devon, EX34 8NU.

No concerns were raised about this application which does not affect anyone else. **Cllr Squire recommended 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 75209.

75124 – Application for a Lawful Development Certificate for existing use C3 Dwellinghouse – Occupation of the dwelling in breach of the Agricultural Occupancy Condition imposed under planning ref 2/83/1820/66/1 for a period of time more than 10 years prior to the date of this application. Bradwell Manor , West Down, EX34 8NS.

The Parish Council had no knowledge of this application and had not had any concerns raised with them.

RESOLVED – THAT THE PARISH COUNCIL WILL WRITE BACK TO MR BLATCHFORD ADVISING HIM THAT THE PARISH COUNCIL HAVE NO KNOWLEDGE OF ANY OCCUPATION OF THE DWELLING IN BREACH OF THE AGRICULTURAL CONDITION.

4667. Correspondence.

Correspondence raised at the meeting:-

- a) Emails had been received from Mr Willets who is involved with various community projects around the Bideford area. He raised concerns about renewable energy and wind farms.
- b) Information had been placed on the website about Tree Surgery on the A361.
- c) A letter had been received from Susy Forbes from the CLT. This was read out at the meeting. At the CLT meeting on Wednesday 27th April discussion took place about asking the Parish Council to make an application to North Devon Council for a grant to cover the cost of carrying out a Housing Needs Survey. NDC have confirmed that this can be funded from its Community Housing Fund budget. It was agreed that this will be placed on the June Agenda. The CLT will be contacted to advise them of this course of action.

4668. Unresolved Questions

None.

4669. Items to be added to next meeting Agenda.

- a) Signage in the village.
- b) Footpath 12 – Specification & Tender document.
- c) 20 mph Speed Limit in the village.
- d) Road Warden Scheme
- e) Community Land Trust - Application for set up costs & Housing Needs Survey.
- f) NDC Climate & Environmental Grant for 2022/23.
- g) Village Emergency Planning.
- h) Community Award Scheme
- i) Parish Council Insurance.
- j) Parish Council Diary
- k) Review of Standing Orders
- l) Review of Statement of Internal Control
- m) General & Financial Risk Assessment
- n) Audit Forms and Internal Auditors Report.

4670. Any other business.

- a) Cllr Squire felt the Enforcement Officer should be contacted about Teasel Cottage in respect of the hedge being taken out and the mobile home in situ. It was agreed that the Clerk would chase the Enforcement Officer for an update on Compliance Notice reference 13236
- b) Cllr Ayre had written a narrative to go with the photos of the work carried out at the Green Park. This will be emailed to the Clerk to put with the photos when they go on the website.
- c) The Clerk had circulated information about the Road Warden Scheme. This will be placed on the June Agenda.

- d) Barry Isaac had been in touch with Cllr Kenshole regarding the Parish Council Website listing on Google. This has been sorted out and will hopefully result in even more hits, which currently stands at 1,100 a month.
- e) The change of name from the Green Field to the Green Park was raised. Documents are in the process of being completed to affect this name change but the West Down Village Green Field Association will remain.

The Meeting closed at 9.44 p.m.