

WEST DOWN PARISH COUNCIL MINUTES
West Down Parish Hall
Wednesday 6 July at 7.30 p.m.

Present: Cllrs S Ayre (Chair), M Reeves (Vice-Chair), S Squire, T Verney and C Cllr A Davis.

Also present: Val Ford (Clerk).

Apologies/Approvals.

Apologies were received from D Councillor M Wilkinson, Cllrs R Kenshole, J Robinson and K Oades. All apologies were accepted.

4700. Declarations of Interest

Cllr S Squire declared an interest in Planning Applications 75364 and 75490.

4701. Public Participation

None.

4702. Approve & Sign Minutes of the 1 June 2022 Parish Council Meeting.

The Minutes had been circulated to Councillors prior to the meeting. **Cllr Squire proposed that the Minutes of the meeting held on 1 June 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 1st JUNE 2022 PARISH COUNCIL MEETING BE APPROVED AND THEY WERE DULY SIGNED.

4703. Matters Arising

4675. Matters Arising. (4557) Disabled Bay in the Village Car Park. The email from Jon Triggs, NDC, had been circulated to Councillors prior to the meeting. The contents of this email were felt to be unsatisfactory and payment of this year's contribution for the car park will be delayed until Mr Triggs has been contacted and the Parish Council are happy with the response. (4602) The Community Councillor Grant Claim had been submitted for £403.75 in respect of the wrought iron bench which is on its way. Cllr Reeves spoke to Aurienna Dunbrook in the Grants department and it has been agreed that the balance of £71.25 will be held back to claim later in the year. Cllr Verney will sort something out in the Autumn related to the Queen's Green Canopy. (4659) Removal of hedge at Teasel Cottage. No update had been received so this will be chased up by the Clerk. (4685) Community Award. This will be on the August or September Agenda.

4684 – NDC Climate & Environmental Grant. This will be on the August Agenda. Cllr Reeves had looked at the Council's website and noticed that the policy criteria refers to sustainable Graveyards being a possibility for this funding, The Clerk will contact the PCC to see if they have anything they want the Parish Council to consider.

4704. Police Report

Monthly Crime Figures. The newsletter for June was received after the last meeting. The Crime figures for Morteohoe/Woolacombe & West Down (including Mullacott & Bittadon) were:-

Violence with injury – 3
Stalking and Harassment – 1
Criminal Damage – 2
Public Order Offences – 2
Non-Notifiable Offences – 2

The newsletter for July had been received. The Crime Figures were:-

Violence with injury – 1
Public Order Offences – 5
Other Offences - 3

4705. Report from County Councillor.

C Cllr Davis had been to a meeting last Monday about the Tarka Trail. This has now all gone through after 17 years and work will commence on the Willingcott to Buttercombe lane section but will not be able to open yet as beyond this it is privately owned, with the owners not wanting the public using their lane to get back on the road. An application was put in for Active Travel but this has not been successful.

The issue of Aylescott Lane being concreted over was discussed. It is unknown if planning permission had been granted. Simon Houghton had been to look at Footpath 13 whilst the concreting was in progress and he had also looked into who owns the land. It seems that this is excluded from the ownership of anyone. This could be a civil case if anyone challenges it but Simon did not feel this would be successful.

Cllr Verney referred to the flashing speed signs at Foxhunters being filthy and a tree being in the way. C Cllr Davis was going to see what she could do about this.

4706 Report from District Councillor.

D Cllr Wilkinson had sent his apologies. No report had been received.

4707. Signage in the Village

Cllr Ayre referred to a member of the public asking if there could be signs placed around the village. C Cllr Davis stated that road names are the responsibility of the District Council and she queried if they were needed.

Cllr Ayre read out the email requesting signs be put up at Aylescott Lane warning of the concealed entrance. C Cllr Davis stated that Devon County Council will not be doing this as they would then need put up signs up at every other lane. The owner of the land can put a sign up but she did not recommend this as the insurance company would blame the sign if there were an incident. More information can be found on the County Council's website. The Clerk will send an email back with this advice,

4708. Planning Decisions

75124 – Bradwell Manor - (Lawful Development Certificate) – Approved.
74331 - Foxhunters Garage (Change of use) – Approved
73569- Foxhunters Inn (Conversion of the public house into two residential units & replacement of bungalow with a single detached residential unit) – Approved.

4709. Planning Applications

a) To comment on the following planning applications:-

Cllr Squire left the room following her Declaration of Interest.

75364 – Change of use of land from agricultural to residential garden and erection of a timber outbuilding at land adjacent to Easter Hill View, Aylescott Lane, Ilfracombe, Devon, EX34 8NJ.

This application had to be sent back last month as there was confusion over the title. This has now been corrected. The garden has been drastically reduced to a more acceptable size following the withdrawal of the previous application. A considerable amount of discussion took place about this application, including concern that this should have been two applications as the application title is misleading because there is a substantial element of ancillary work associated with the dwelling which has nothing to do with the garden and timber outbuilding.

Concern was also raised about Aylescott Lane being prone to flooding (often 24 hours a day) and the need to investigate sewage treatment and how this will be disposed of from the property and the outbuilding. **Cllr Verney recommended approval of this application, which was seconded by Cllr Reeves, subject to the concerns raised.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL RECOMMEND APPROVAL OF PLANNING APPLICATION NUMBER 75364 SUBJECT TO CONCERNS ABOUT SEWAGE TREATMENT, FLOODING AT AYLESCOTT LANE AND THE TITLE BEING MISLEADING, WITH TWO PLANNING APPLICATIONS BEING MORE APPROPRIATE.

Cllr Squire returned to the room.

75296 – Conversion of agricultural barn to a residential dwelling house at West Hill Farm, West Down, Ilfracombe, Devon, EX34 8NF.

The difference between this planning application and the one that was withdrawn was not clear. The last one was under Prior Approval Class Q with the new one being a full application. Some concerns were raised about this difference. **Cllr Reeves recommended approval of this application which was seconded by Cllr Verney.** There was a majority agreement to this proposal with one abstention.

RESOLVED – THAT THE PARISH COUNCIL RECOMMEND APPROVAL OF PLANNING APPLICATION 75296

Cllr Squire left the room whilst application 75490 was discussed.

75490 – Conversion of redundant stone agricultural barn to dwelling at Barn in field at West Trimstone Manor.

Discussion took place about the pre-application made some time ago. The access is not the best to the property and the planning application does not indicate where the parking for two cars will be. There were concerns that the parking could increase in due course. **Cllr Reeves recommended approval of this application which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL RECOMMEND APPROVAL OF PLANNING APPLICATION 75490.

Cllr Squire returned to the room.

75520 – Erection of a frame and roof building to cover existing yards at Cheglinch House, West Down, Ilfracombe, Devon, EX34 8NW.

No concerns were raised about this planning application. **Cllr Squire recommended approval of this application which was seconded by Cllr Reeves.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL RECOMMEND APPROVAL OF PLANNING APPLICATION 75520.

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

None.

4710. Footpaths

a) To discuss the Specification and Tender Document for Footpath 12.

Cllr Oades had spoken to the son of the owner of Easter Ground Barn. It was suggested that Simon Houghton be approached to see if he could write to the owner giving details of the work proposed to Footpath 12. The Parish Council received £2,000 P3 Funding for this footpath and further funding can be applied for to carry out the works required.

RESOLVED – THAT THE CLERK WILL CONTACT SIMON HOUGHTON TO SEE IF HE CAN WRITE TO THE OWNER OF EASTER GROUND BARN OUTLINING THE WORK REQUIRED TO FOOTPATH 12 AND SEEKING HIS PERMISSION.

b) Work required to Footpaths (information circulated to Cllrs prior to the meeting).

The Parish Council received £820 from the P3 Fund for the forthcoming year. Discussion took place about the work required from the P3 Survey carried out earlier in the year. Areas of the village that had not been cut was also raised.

RESOLVED – THAT THE CLERK WILL DRAW UP A LIST OF WORK REQUIRED FOR THE TENDER DOCUMENT.

- THAT THE CLERK WILL CONTACT SIMON HOUGHTON TO SEE IF HE CAN SUPPLY THE ITEMS THAT NEED REPLACING.

- THAT THE CLERK AND CHAIR WILL PUT A TENDER DOCUMENT TOGETHER.

- THAT THE TENDER WILL BE ADVERTISED FOR ONE MONTH.

4711. 20 mph Speed Limit in the village

Insufficient numbers had signed up to the Community Speed Watch, despite expressing an interest. The 20 mph speed limit cannot be progressed unless the Community Speed Watch can be set up.

RESOLVED – THAT THE CLERK WILL REQUEST COMMUNITY SUPPORT FOR THE COMMUNITY SPEED WATCH GROUP ON THE VILLAGE WEBSITE, PARISH COUNCIL WEBSITE AND IN THE VILLAGE SHOP NEWSLETTER.

4712. Road Warden Scheme

The Clerk had written to Devon Council to progress this scheme but was waiting for a reply. There had been confusion as to which area this related to.

RESOLVED – THAT THE CLERK WILL CHASE DEVON COUNCIL TO PROGRESS THE ROAD WARDEN SCHEME.

- THE ROAD WARDEN SCHEME WILL BE PLACED ON THE AUGUST PARISH COUNCIL AGENDA.

4713. Community Land Trust

The grant fund application for the set up costs for the CLT had been accepted by North Devon Council. At the last Parish Council Meeting agreement was given to support the Parish Council making a grant fund application on behalf of the CLT for a Housing Needs Survey. Cllr Ayre had completed the forms and sent them back to Alison Ward at Middlemarsh. An online CLT meeting had been held, where it was indicated that North Devon Council will support the application for £3,415 plus VAT.

Two landowners have approached the CLT who are going to meet with them and see what transpires.

4714. Parish Council Laptop

The Clerk reported that Councillor Kenshole recommended a Lenovo Yoga 7i 15 inch laptop as it had a large storage capacity. This was duly purchased together with a protective case for £913.98. With regards to virus protection, the Parish Council have a months free trial with McAfee. They are then offering a years fee of £25 or Cllr Kenshole can set up virus protection with AVG for free. It is up to the Parish Council to decide.

RESOLVED – THAT THE PARISH COUNCIL WILL ASK COUNCILLOR KENSHOLE TO SET UP THE FREE VIRUS PROTECTION FOR THE NEW LAPTOP WITH AVG.

Discussion took place about Scam emails targeting Parish Councillors. These need to be deleted as they come in.

4715. Village Emergency Planning

The Clerk had circulated an email about a workshop at Fremington in respect of emergency planning. This had been forwarded to Cllrs Ayre, Reeves, Kenshole and Squire as they are part of the working group. The meeting is on Monday 19 September at 9.30 a.m. at Fremington Parish Hall. Cllr Ayre was happy to attend this meeting and others can attend if they wish.

4716. Salt Bags

Cllr Ayre had spoken to John Hookaway who had advised that no more salt bags are needed for this year.

4717. Payment for the Car Park

The invoice for £800 had been received in respect of the Parish Council's annual contribution towards the car park. Discussion took place about withholding this payment due to the email that had been received from Jon Triggs which was felt to be unsatisfactory regarding the marking of the disabled bay.

**RESOLVED – THAT PAYMENT OF THE INVOICE FOR THE CAR PARK WILL BE WITHHELD PENDING JON TRIGGS BEING CONTACTED ABOUT HIS EMAIL.
- THAT THE CLERK WILL ADVISE C CLLR A DAVIS THAT THE PARISH COUNCIL WILL BE QUERING THE EMAIL RECEIVED FROM JON TRIGG AND THE PAYMENT OF £800.**

4718. Parish Councillor Vacancy

No election had been called so the Parish Council can now proceed with the Co-Option process. The Clerk will prepare a Notice of Vacancy for the village noticeboard and websites. The closing date will be the end of August with discussion at the September Meeting. The Clerk will need to let the Elections Office know the name and details of the new Councillor once appointed.

RESOLVED – THAT THE CLERK WILL PREPARE A NOTICE OF VACANCY FOR A PARISH COUNCILLOR AND PUBLISH THIS ON THE VILLAGE WEBSITE, PARISH COUNCIL WEBSITE AND ON THE VILLAGE NOTICEBOARD.

- THIS VACANCY WILL BE DISCUSSED AFTER THE CLOSING DATE AT THE SEPTEMBER PARISH COUNCIL MEETING.

4719. Finances

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

Balance in the Business Account as at 30.6.2022	£7,429.92
Balance in the Treasurers Account as at 30.6.2022	£4,808.63

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
Parish Online	Per Year		£ 45.00
Allways There	Grass Cutting (first invoice)		£367.50
Mrs V Ford	Printer Ink		£ 16.83
	Total Payments		£ 760.75

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

RESOLVED – THAT THE PAYMENTS TOTTALLING £760.75 SHOULD BE PAID.

North Devon Council	Car Park Contribution	£ 800.00
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Cllr Squire proposed that the Parish Council's contribution to the village car park should be withheld pending further enquiries. This was seconded by Cllr Verney. There was unanimous agreement to this proposal.

RESOLVED - THAT THE PAYMENT TO NDC FOR £800.00 FOR THE CONTRIBUTION TO THE VILLAGE CAR PARK SHOULD BE WITHHELD PENDING FURTHER ENQUIRIES.

Payment had been made to PC World (Currys) for the new laptop in the sum of £913.98. This was agreed at the June PC Meeting (Minute No. 4691)

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

To receive an update on the External Audit by PFK Littlejohn.

The Clerk had sent the completed documents to the External Auditor on the 10th June 2022. An email had been received confirming receipt of these documents.

Cllr Ayre was to go into Lloyds Bank and advise them Cllr Drew had resigned and no longer a signatory on the cheque book.

4720. Correspondence.

Correspondence raised at the meeting:-

- a) Settlement evidence base survey. Information had been circulated to Councillors prior to the meeting. It was agreed that Councillors will complete the survey and return this to the clerk within two weeks so that the survey can be completed by the deadline of the 5th August.
- b) NDC Climate & Environmental Grant – An email had been received from Hannah Knight giving the Parish Council a contact of someone in the Biosphere that can arrange for a member of their team to come and discuss any potential ways of using the NDC Climate & Environmental Grant for this years funding.
- c) Aylescott Lane – Email from Hannah Knight already referred to under Minute Number 4707.
- d) Footpath between West Down and Little Comfort Farm. An email had been received from Jeremy Ward which had been circulated to Councillors prior to the meeting. This raised concern about the volume of bicycle traffic using the public footpath which crosses over fields, woodland and directly through his farm yard at Little Comfort. He is concerned that the cyclists may cause an accident, with there already being a near miss. Horse riders are also using this footpath. He would like more informative signage to be put up and he also suggested other action that could be taken. It was agreed that the Clerk would provide Mr Ward with the details of Simon Houghton.
- e) Cllr Ayre had received an invite to a Civil Service at St Brannocks Church in Braunton followed by a Reception from Cllr Elizabeth Spear, Chairman of Braunton Parish Council. Cllr Ayre was unable to attend, with the invitation extended to Cllr Robinson.

4721. Unresolved Questions

None

4722. Items to be added to next meeting Agenda.

- a) GDPR.
- b) Road Warden Scheme.
- c) Climate & Environmental Grant 2022/2023.
- d) Community Award
- e) Small Grants.
- f) Community Land Trust.
- g) Inspection of Property
- h) Footpaths

4723. Any other business.

- a) There had been ongoing suspicious activity in West Down, with bikes and cars coming into the village and meeting people from the other direction. There was also concern that the suspicious characters are parking amongst parents at the school at pick up time. The Clerk will contact the Police about this and request patrols including between 10 pm and 10.30pm.

b) A notification had been received about a road closure on the 3rd October 2022 from The Square to Pullens. The Clerk will put this on the website in September nearer to the time.

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

4724. Clerks Hours

A copy of the Clerks letter had been circulated to Councillors prior to the meeting.

The Clerk left the room whilst this matter was discussed.

On her return to the room, the Clerk was thanked for her hard work. Agreement was made to pay her for the overtime she had carried out. The Clerks hours will be revisited in October at her Staff Appraisal. The Clerk thanked the Councillors for this payment.

Meeting closed at 10.25 pm