

WEST DOWN PARISH COUNCIL MINUTES  
West Down Parish Hall  
Wednesday 3 August 2022 at 7.30 p.m.

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

Also present: Val Ford (Clerk).

Apologies/Approvals.

Apologies were received from Cllr Verney due to work commitments. Apology accepted.

4725. Declarations of Interest

None.

4726. Public Participation

None.

4727. Approve & Sign Minutes of the 6 July 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 6 July 2022 be accepted as a true record which was seconded by Cllr Reeves.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE MINUTES OF THE 6<sup>th</sup> JULY 2022 PARISH COUNCIL MEETING BE APPROVED AND THEY WERE DULY SIGNED.**

4728. Matters Arising

4703. Matters Arising. (4557) Disabled Bay in the Village Car Park. An email had been sent to Jon Triggs following the unsatisfactory email received about the painting of the faded markings in the disabled bay. A reply was awaited. A letter had been received chasing the payment of £800 for the contribution to the Car Park which the Clerk had dealt with and requested no further action be taken until a satisfactory response is received from Mr Triggs. (4659) Removal of hedge at Teasel Cottage. The Clerk will chase for a response now the 56 day period has passed. (4705) Flashing Speed Sign at Foxhunters. The Clerk had provided the correct location to the Highways Department at Devon County Council for the faulty equipment.

4711. 20 mph speed limit. A request for the community to get involved in the Community Speedwatch had been put on the Village Website and the Parish Council Website and will be in the next Village Shop Newsletter. No one had come forward at the time of the meeting.

4714. The new Laptop was up and running and thanks were given to Cllr Kenshole for setting up the virus protection.

4718. The Parish Councillor vacancy had been advertised and will be on the September Agenda.

4720. Correspondence. Item d) Public Right of Way between West Down and Little Comfort Farm. Simon Houghton will be putting up informative signs at both ends of the footpath. He suggested the use of a “chicane” to make this footpath less attractive to cyclists. Cllr Ayre is to have a look at the footpath. e) Cllr Robinson had attended the Civil Service at Braunton.

4723. Any Other Business. a) With regards to the suspicious activity in the village, there had been a high Police presence since the last meeting.

4729. Police Report

**Monthly Crime Figures.** The newsletter for August was not available but Paul Grantham of Devon and Cornwall Police had sent information on the crime report for 1<sup>st</sup> July 2022 to 1<sup>st</sup> August 2022 for West Down as follows:-

Common Assault – 1

Assault occasioning Actual Bodily harm – 1 (he thinks these were both recorded from the same incident).

4730. Report from County Councillor.

C Cllr Davis attended the meeting and provided a report. (See Appendix A). She gave her apologies for the September meeting.

4731 Report from District Councillor.

D Cllr Wilkinson reported that:-

a) Matt Brown, Lead Planning Officer at NDC, had taken over our area which he felt is very positive. Andrew Spiers, Planning Officer, came out to look at the site at Lower Broad Park so progress is being made.

b) The Planning Department is still very short staffed. Maria Bailey's post had been advertised but work is stacking up and things are going under the radar.

c) There was a meeting last night regarding the festival at Woolacombe last year. The weather had been beautiful but there were complaints as noise carried on the wind.

d) White Cross Offshore Wind. This is a floating wind farm. D Cllr Wilkinson felt it would get support due to climate change but the cable is coming in through Saunton Sands and Braunton Burrows which are areas of outstanding natural beauty and there are serious concerns about the impact on the recent World Surfing Award at Woolacombe.

e) North Devon Council officers are working really hard to balance the books but North Devon came very low down on the levelling up award, with most going up north.

f) There are big moves in Barnstaple for regeneration.

g) Lights were shot out with air rifles on the multi use area at the Leisure Centre in Barnstaple.

4732. Planning Decisions

None.

4733. Planning Applications

a) To comment on the following planning applications:-

**75554 – Prior Approval for change of use to dwelling at West Stowford, Barton Lane past West Stowford Farm, West Down, Ilfracombe, Devon, EX34 8PJ.**

Pre application advice had been sought on this application.

**RESOLVED – THAT THE PARISH COUNCIL DO NOT HAVE ANY ISSUES WITH PRIOR APPROVAL 75554.**

**75607 – Conversion of outbuilding to holiday let unit at Quicks Tenement, West Down, Ilfracombe, Devon, EX34 8NF.**

Discussion took place about parking and access to the site. There were no issues with the building itself. **Cllr Squire proposed that this application be refused due to serious concerns about the lack of a turning circle and coming out blind on to a main thoroughfare. This was seconded by Cllr Oades.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE PARISH COUNCIL RECOMMEND REFUSAL OF APPLICATION NUMBER 75607 DUE TO SERIOUS CONCERNS ABOUT THE LACK OF A TURNING CIRCLE AND COMING OUT BLIND ON TO A MAIN THOROUGHFARE.**

**75648 – Prior Approval for erection of an agricultural building for the storage of fodder and machinery at Higher Willingcott Farm, Woolacombe, Devon, EX34 7HN.**

**RESOLVED – THAT THE PARISH COUNCIL DO NOT HAVE ANY CONCERNS ABOUT PRIOR APPROVAL 75648.**

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

**75697 – Conversion of redundant agricultural building to dwelling and associated works at Barn at Fairview Farm, West Down, Ilfracombe, Devon, EX34 8NE.**

This application had only been received earlier in the week. **Cllr Reeves proposed that an extension be requested so that this can be discussed at the September meeting. This was seconded by Cllr Robinson.** There was unanimous agreement to this proposal. Discussion took place about the redundant agricultural building not being at Fairview Farm but two or three fields up.

**RESOLVED – THAT AN EXTENSION TO COMMENT AFTER THE SEPTEMBER PARISH COUNCIL MEETING WOULD BE REQUESTED FROM NDC.**

**- THAT THE CLERK WOULD ASK FOR CLARIFICATION AS THE TITLE AND LOCATION ON THIS APPLICATION DO NOT MATCH.**

4734. Footpaths

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

Permission for the work to Footpath 12 had been given by the owner of Easter Ground Barn with certain conditions. The Clerk had requested assistance with the Tender document from Simon Houghton who is happy to help when he gets back from annual leave. The Parish Council will look at setting up a template for the tendering policy.

**RESOLVED – THAT A TEMPLATE FOR THE TENDER PROCESS WILL NEED TO BE DRAWN UP.**

**- THAT SIMON HOUGHTON WILL BE APPROACHED FOR ASSISTANCE ONCE THIS TENDER TEMPLATE HAS BEEN DRAWN UP.**

**b) Work required to Footpaths**

The Clerk had provided a list of work required to Cllrs Ayre and Reeves. The Parish Council have £820 for maintenance of footpaths and £2,000 ring-fenced for Footpath 12. As above, a template will need to be drawn up for this tendering process. Discussion took place about whether the current figure of £500 is sufficient above which there is a need to go out to tender.

**RESOLVED – THAT A TEMPLATE FOR THE TENDER PROCESS WILL NEED TO BE DRAWN UP.**

**- THAT THE CLERK WILL CONTACT REBECCA WALKER AT DALC REGARDING THE TENDER LIMIT AND THE PROCESS FOR INCREASING THIS.**

4735. Road Warden Scheme

The Clerk had received information from Martin Stoddart – Highways Maintenance Team at Devon County Council. (Alex Bird is covering Mr Stoddart's role whilst he is on secondment working on the Bridges team). Information was circulated to Councillors prior to the meeting.

**RESOLVED – THAT THE ROAD WARDEN SCHEME WILL BE REVISITED IF THERE ARE ANY VOLUNTEERS IN THE FUTURE.**

4736. Climate & Environmental Grant 2022/2023

David Ravenscroft thanked the Parish Council for contacting the PCC but they do not feel they are ready to consider a suggestion for this grant at this time but if this funding is available in future years they might wish to consider this.

**RESOLVED – NO APPLICATION WILL BE MADE FOR ROUND ONE OF THE CEG FUND FOR 2022/2023 BUT THIS WILL BE REVISITED IN NOVEMBER FOR CONSIDERATION OF ROUND TWO.**

4737. Community Land Trust

The Parish Council had received £440.00 for the set up costs for the CLT. This money will be passed on to the CLT once their bank account is open. The CLT had met with a potential landowner with the outcome unknown. There may be more information on this at the September Parish Council meeting. The money for the Housing Needs Survey will be paid directly to the survey provider once received.

4738. Community Award

Discussion took place about the support not being there for this award.

**RESOLVED – THAT THE COMMUNITY AWARD WILL BE PUT ON HOLD FOR NOW.**

4739. Small Grant Fund for 2023/2024

Discussion took place about the audit mentioning that the Small Grant funding has to be used in the financial year for which it is given. Invoices for work carried out must be provided by the end of the financial year and any money unspent must be refunded to the Parish Council. **Cllr Reeves proposed that an addition be made to the Small Grant Fund Policy which was seconded by Cllr Oades.** There was unanimous agreement to this proposal.

The Small Grant Fund will now be advertised on the Village Website, the Parish Council Website and on the Noticeboard with a closing date of Friday 21<sup>st</sup> October. This will be placed on the November Agenda.

**RESOLVED – THAT THE SMALL GRANT FUND POLICY WILL BE AMENDED TO REFLECT THE NEED FOR THE MONEY TO BE SPENT BY THE END OF THE FINANCIAL YEAR THAT IS WAS GRANTED AND THAT RECEIPTED INVOICES WILL NEED TO BE PROVIDED AND ANY UNSPENT MONEY WILL NEED TO BE REFUNDED TO THE PARISH COUNCIL.**

**- A NOTE WILL BE PUT IN THE DIARY TO CHECK RECEIPTS HAVE BEEN RECEIVED BY THE END OF THE FINANCIAL YEAR FOR WHICH THE MONEY WAS GIVEN.**

4740. GDPR Policy

The Clerk had circulated the existing documents to Councillors for review prior to the meeting. Discussion took place about the official procedure for new Councillors and the sharing of devices with family members. Advice had been sought from Andrew Tapp and then Simon Fuller (Senior Monitoring Officer). No response had yet been received. Discussion took place about what the policy needed to cover. Cllr Kenshole offered to put something together until further advice was forthcoming. Cllr Reeves had made a few alterations to the current documents with **Cllr Squire proposing that these alterations be made which was seconded by Cllr Oades.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE CURRENT GDPR DOCUMENTS WILL BE AMENDED.  
- THAT CLLR KENSHOLE WILL PREPARE A DOCUMENT FOR COUNCILLORS INCLUDING JOINERS AND LEAVERS.**

4741 Inspection of Property

The Asset Register has got pictures on now. Cllr Oades offered to look at as much of the property as he can. Cllr Ayre will print out a copy of the Asset Register to assist him.

4742. Settlement Evidence Base Surveys

The survey forms had been completed and circulated to Councillors prior to the meeting. One alteration was made regarding Lower Broad Park having a fibre connection. There was unanimous agreement to the forms being sent with this alteration.

4743. Finances

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

Balance in the Business Account as at 31.7.2022	£7,072.92
Balance in the Treasurers Account as at 31.7.2022	£4,808.67

Monies received since the last meeting:-

£403.75 NDC (wrought iron bench) (included in the bank balance).

£440.00 NDC (CLT Set up) (not included in the bank balance). As soon as the CLT have a bank account this amount will be transferred to them.

**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 Waste Collection		£195.00
Parish Hall	Hire of Hall – 6 months		£114.00
	<b>Total Payments</b>		<b>£640.42</b>

**Cllr Squire proposed payment of these invoices which was seconded by Cllr Kenshole.** There was unanimous agreement to this proposal.  
**RESOLVED – THAT THE PAYMENTS TOTALLING £640.42 SHOULD BE PAID.**

**c) External Audit**

The Clerk had provided additional information to PFK Littlejohn. The outcome of this audit was awaited.

Cllr Ayre had been to Lloyds Bank to advise them that Cllr Drew had resigned and was no longer a signatory on the cheque book. Forms need signing in this respect. Cllr Ayre was given the card sent in error in the name of Mr Lewis so that this can be taken to the bank for cancellation.

4744. Correspondence.

Correspondence raised at the meeting:-

a) London Bridge Down – Email received from Western Web for the facility to have London Bridge Down facility on their PC Website for use in the sad event of the Monarch's death. The cost is £75 plus VAT.

**RESOLVED – THAT THE CLERK WILL CONTACT OTHER PARISH CLERKS TO ASCERTAIN WHAT THEY ARE DOING ABOUT LONDON BRIDGE DOWN.**

b) Temporary Footpath Closure – Footpath 13.

c) Adrian Bryant (Braunton Parish Council) and the Beaver Trust had issued an invitation to Councillors to attend a meeting to discuss possible solutions for beaver reintroduction to the River Caen catchment. This will be a Zoom Meeting on August 10<sup>th</sup> at 7.00 pm. The Clerk will circulate this email if anyone wishes to attend.

4745. Unresolved Questions

None

4746. Items to be added to next meeting Agenda.

- a) Poppy Wreath
- b) Footpath Tender Documents
- c) Parish Councillor Vacancy
- d) CLT
- e) GDPR
- f) London Bridge Down
- g) Car Park
- h) External Audit

4747. Any other business.

Cllr Robinson referred to the old wooden benches and chairs being an eyesore following the new tables and chairs being purchased for the park. These old items of furniture had been offered to the Men's Shed in Ilfracombe but they have not been collected. Discussion took place about these not being fit for purpose.

Meeting closed at 10.04 pm