

WEST DOWN PARISH COUNCIL MINUTES
West Down Parish Hall
Wednesday 4 January 2023 at 7.30 p.m.

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

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

Apologies/Approvals.

Cllr H Knight (apology accepted).

4839. Declarations of Interest

None.

4840. Public Participation

None.

4841. Approve & Sign Minutes of the 7th December 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 7th December 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 7th DECEMBER 2022 PARISH COUNCIL MEETING BE APPROVED AND THEY WERE DULY SIGNED.

4842. Matters Arising

4817. Matters Arising. (4659) Teasel Cottage. Enforcement are awaiting a decision from the Planning Officer. Once they have this they will be in contact regarding their next steps. D Cllr Wilkinson stated that the application had been withdrawn.

(4760) IT/GDPR/Councillors Equipment. All forms had now been completed and checked by Cllr Kenshole. (4763) London Bridge Down. The wrought iron bench had been delivered. Cllr Verney will take this to the park. The plaque will be ordered if the fittings are satisfactory. (4764) Car Park. Still no reply from Mr Triggs. (4770) A.O.B. a) Salt. Cllrs Ayre and Verney had spent three hours gritting the village as it was like an ice rink. Cllr Ayre had requested a further tonne of salt, which Mr Hookway will store. Mr Seldon at Mullacott Industrial Estate had requested assistance as the icy conditions on the estate had been very dangerous. To ensure this is prepared for in the future, Mr Seldon agreed to take a delivery of a tonne of salt which Cllr Ayre had ordered. The Snow Warden has been altered to Cllr Ayre for now. b) Bradwell Mills. The Clerk had chased the Enforcement Officer for an update, with a reply awaited. g) Storage of historical Parish Council documents. Cllr Ayre delivered these to SW Heritage on the 15th December 2022. The documents are on loan so can be retrieved if necessary. (4810) k) Damaged West Down sign. The weather had been too wet to progress the work required.

4821. Planning Decisions. A letter had been sent to the Head of Planning regarding the concerns about the decision to approve Planning Application 75697 (Barn at Fairview).

4825. CLT. b) Cllr Ayre sent Devon Communities Together the signed Contract and

asked them to commence the Housing Needs Survey. (See further information at Item 4850)

4827. Grass Cutting and Bus Shelter Cleaning. Allwaysthere had let the Parish Council have details of their Public Liability Insurance.

4830. A letter had been sent to Su Carey at the Primary School about the cycling in Garden Lane to remind the young people to be careful.

4832. Probation Service. An email was sent to Probation advising them of the type of work the Parish Council would like carried out and to query if they have hand tools and if the workers are covered by insurance. Probation replied to say this is exactly the sort of work they want to undertake. They attached a form which will need to be completed and they will then come out for a site visit to assess what the work is and will also carry out their own risk assessment. They do have insurance but will need a copy of the Parish Council's Public Liability Insurance and Health & Safety Policy. They can provide hand tools.

4834. Correspondence. e) Warm Safe Spaces – An application for funding for the Warm Safe Space at the Iron Room was successful. They got over £600 and are increasing the time they open and provide soup and a roll and games. d) Free Cyber Security Talk. The Clerk had emailed Mick Harrison who said that to get full value from their attendance it would require 40 to 45 minutes for the presentation and up to an hour if there are lots of questions. Because of this other Parish Councils have opened up the presentation to their wider community. It was agreed to discuss this later in the meeting under Any Other Business. j). Resignation of Cllr Robinson. A letter had been sent to Cllr Robinson thanking him for his service. It had been agreed not to fill the vacancy by co-option pending the Local Elections in May 2023.

4838. AOB. a) A letter had been sent to Mr Stainer, Waycombe, about the overgrown hedge at Fox hill. c) Cllr Ayre had sent an email to Su Carey, West Down Primary School, regarding the funds ring fenced at Devon CC for the school of £34,000 from the S106 money from the Lower Broad Park Development. A reply had been received which Cllr Ayre read out at the meeting. The plans are for the school to join an academy trust. Although there had been delays and hoops to jump through, the Governing Body have now been able to enter into a Management Partnership with the Tarka Learning Trust. Tarka have an in-house estates team which will maximise the amount that can be achieved with the money.

4831. Finances. (c) Precept. Parish Funding Form. Confirmation had been received from NDC that they got the form requesting the precept for 2023/2024 for £18,000.

The Clerk reported that the Jubilee Tree has now been put on the Queens Green Canopy map.

4843. Police Report

Monthly Crime Figures. PC Grantham reported that the figures for December were as follows:-

1 x Public Order Offence.

1 x Fraud.

3 x Domestic Incidents (all the same household and due to mental health issues – no risk to the public).

4844. Report from County Councillor.

C Cllr Davis had nothing new to report. Devon District Council is still in the

budgeting process and the Budget will go straight into scrutiny next week. There have been lots of potholes since the ice and snow. These need to continue to be reported online. A few areas were mentioned which Cllr Davis will look at tomorrow.

4845. Report from District Councillor.

D Cllr Wilkinson was sad to report that emergency closure procedures had been taken to close the Cattle Market toilets. There had been a mass of drug taking, with unconscious people being taken to hospital and cleaners saying they won't clean up needles. Hopefully this closure is just a temporary measure.

D Cllr Wilkinson complimented Cllr Ayre on the letter sent in respect of the planning decision on the Barn at Fairview. Like the Parish Council, he was concerned about this decision opening "a massive can of worms" which will spread outwards.

D Cllr Wilkinson gave his Apologies for the February meeting.

4846. Planning Decisions

76059 – Chapel Meadow, West Down, EX34 8NF. Approved.

4847. Planning Applications

76395 – Conversion of redundant rural building to dwelling and associated works at The Brackens, West Down, Ilfracombe, Devon, EX34 8NU.

Following discussion about this being a redundant building for some time and it being out of the way, no concerns were raised. **Cllr Reeves proposed approval of this application which was seconded by Cllr Squire.** There was unanimous agreement to this proposal.

RESOLVED – THAT PLANNING APPLICATION 76395 BE RECOMMENDED FOR APPROVAL.

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

None.

4848. Post Office Outreach Service

a) To discuss the financial assistance from the Parish Council.

Following the last meeting, an email was sent to Mr Terry King (Chairman of the Parish Hall Management Committee). The Parish Council offered financial assistance towards the shortfall in hire charges from the Post Office Outreach Service from the 1st April 2023, initially for six months with a review required before a possible further six months assistance. This had been agreed at the December Parish Council meeting. An email was subsequently received from Mr King expressing concern about the shortfall for the period from 1st January 2023 to 31st March 2023 and the possible repercussions he felt could occur. This email was not from the whole Parish Hall Management Committee, with concern raised by Councillors at the Parish Council meeting that it was difficult to discuss this until it is confirmed that this is the view of the whole committee. Cllr Oades, the representative from the Parish Council who sits on the PHMC, felt this was the view of the whole committee.

Mr Lincoln (Post Office Outreach Service) rang David Ayre (Treasurer West Down Parish Hall Committee) prior to the Parish Council meeting. Mr Lincoln was not very

happy and threatened to pull the plug on the Outreach Service. Cllr Oades referred to Mr Lincoln previously saying some Parish Halls are not charging at all for the Post Office Outreach Service and others are charging less than West Down Parish Hall.

Discussion took place about how long this situation can go on without saying Mr Lincoln cannot have the hall if the matter is not resolved quickly and all outstanding payments are up to date. On the other hand, it could mean losing the Post Office Outreach Service if he is pushed too hard, which is a shame as it had been hoped to keep this open for the residents of West Down. It was felt that the Parish Hall Management Committee and the Parish Council have bent over backwards to try and assist in keeping this service open but Mr Lincoln is not reciprocating.

Discussion took place about bringing forward the financial assistance if Mr Lincoln pays everything to date, with this assistance then running from January to December 2023, subject to the review in six months time. The Post Office Outreach Service and use of the Parish Hall is an agreement between Mr Lincoln and the hall and any monies paid would need to be ring fenced for the Post Office Outreach Service. **Cllr Ayre proposed that a letter is sent to the Parish Hall Management Committee to this effect, which was seconded by Cllr Kenshole.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL WILL BRING FORWARD THEIR OFFER OF FINANCIAL ASSISTANCE FOR THE SHORTFALL IN THE PARISH HALL HIRE CHARGES FROM THE POST OFFICE OUTREACH SERVICE ONCE ALL OUTSTANDING MONIES ARE PAID.

- THAT THE CHAIR AND CLERK WILL PREPARE A LETTER TO THE PARISH HALL COMMITTEE ADVISING THEM OF THE REVISED OFFER OF FINANCIAL ASSISTANCE.

b) To look at the way forward with the Post Office Outreach Service.

It was felt that the way forward should be dealt with by a collective group in the village so that everyone knows what is going on and different view points can be heard. If Mr Lincoln objects to what is being offered then one way forward may be for him to locate to somewhere cheaper. It was felt that there may be ways of making people more aware of the Post Office Outreach Service in West Down, for example at Mullacott Industrial Estate. This will all need further discussion and will be placed on the Agenda for the February meeting.

4849. Footpaths

a) To receive any update on Tender for Footpath 12.

Cllr Verney reported that the landowner has given permission for the work to Footpath 12 if it keeps to the original position. Cllr Verney was waiting for Ros Davies to come back to him regarding materials. The Specification has been sent off and Cllr Verney is waiting for DCC to say that they can fund the work.

b) To receive any outstanding footpath survey forms and complete P3 Footpath Return.

Footpath survey forms had been returned to the Clerk. The P3 Forms have to be returned to Ros Davies by the 13th February 2023. Cllrs Ayre and Verney will walk Footpath 3 with Ros Davies on Monday 16th January to look at what work is required.

RESOLVED – THE CLERK WILL COMPLETE AND RETURN THE P3 FORMS TO ROS DAVIES AS SOON AS THE RELEVANT INFORMATION IS AVAILABLE BEFORE THE 13TH FEBRUARY 2023.

4850. Community Land Trust

Cllr Ayre had sent the signed Contract in respect of the Housing Needs Survey to Devon Communities Together on the 21st December 2022. An email had been received to say that the countersigned Contract would be returned shortly. Corinne Waterfield is away until the 13th February when she will send some draft documents for discussion. The CLT do not have a plot of land yet but will be meeting on the 18th January 2023.

4851. Emergency Planning

Cllrs Ayre and Kenshole had registered for the Resilience Planning and Flood Warden Training Workshop on the 28th March 2023. Nothing can be done until this training has been carried out.

4852. Climate & Environmental Grants Fund 2022-2023

The closing date for the second round of the CEG Grant Fund 2022/23 is the 31st January. Cllr Verney is awaiting information and will obtain quotations and photographs of what is required as well as providing photographs of what was done with the previous funds. West Down Village Green Field Association will be putting money into the project as well. Cllrs Verney and Reeves will liaise on this matter so that the application form can be put in on time.

4853. Parish Hall Committee Members

The Trust Deed had been circulated to Councillors following the December meeting. The Parish Council are Custodial Trustees of the Parish Hall. Appointment of a second representative from the Parish Council was discussed. Cllr Oades is the current sole representative from the Parish Council. Discussion took place about whether other organisations should be approached to spread the load, which could be discussed at the Village Forum meeting. As no one came forward it was felt that this needs to be looked at following the Local Elections in May 2023 when two representatives can hopefully be appointed. **Cllr Ayre proposed that the Parish Hall Management Committee be notified that representatives from the Parish Council on to the Parish Hall Management Committee will be looked at following the Local Elections in May, which was seconded by Cllr Squire.** There was unanimous agreement to this proposal.

- RESOLVED – THAT THE PARISH COUNCIL WILL LOOK AT APPOINTING TWO REPRESENTATIVES FROM THE PARISH COUNCIL TO SIT ON THE MANAGEMENT COMMITTEE OF THE PARISH HALL AFTER THE LOCAL ELECTIONS IN MAY 2023.

- THAT THE PARISH HALL WILL BE NOTIFIED THAT THE PARISH COUNCIL ARE NOT IN A POSITION TO APPOINT A SECOND REPRESENTATIVE AT THIS TIME.

4854. Finances

a) To receive the balance in the bank accounts.

Balance in the Treasurers Account as at 31.12.2022	£13,119.04
Balance in the Business Account as at 31.12.2022	£ 4,810.84

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 (Incl. Pay Award & Back pay. Admin Charge	£597.61 £ 7.72	£605.33
Mrs V Ford	Ink Postage	£17.99 £ 1.50	£ 19.49
Always There	Grass Cutting Second Invoice for 2022		£382.50
DALC	Training (Cllr H Knight)	£ 18.00	
Parish Hall	Hall Hire Jan to June 2003		£114.00
Total Payments			£1,139.32

Cllr Squire proposed that these invoices should be paid which was seconded by Cllr Verney. There was unanimous agreement to this proposal.

RESOLVED – THAT THE PAYMENTS TOTTALLING £1,139.32 SHOULD BE PAID.

The payment of the invoice for the Car Park has still not been paid as the Parish Council are awaiting information from Jon Triggs.

c) To receive the amended Budget for the next Financial Year.

The amended Budget had been circulated to Councillors prior to the meeting. Following the discussion about the Post Office Outreach Service the Precept had been set at £18,000. The Clerk had completed the form requesting this amount which had been acknowledged. **Cllr Verney proposed that the amended budget be approved which was seconded by Cllr Reeves.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE AMENDED BUDGET FOR 2023/2024 BE APPROVED

The Clerk informed the Councillors that the second precept form needs to be completed and returned to North Devon Council following notification of the impact the £18,000 precept will have on Band D properties. (This email had been circulated to Councillors prior to the meeting). **Cllr Verney proposed that this form be completed and returned which was seconded by Cllr Reeves.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE SECOND PARISH FUNDING FORM CONFIRMING THE REQUEST FOR £18,000 PRECEPT FOR 2023/2024 SHOULD BE SIGNED BY THE CLERK AND RETURNED TO NORTH DEVON COUNCIL.

4855. Annual Review of the Equal Opportunities Policy

A copy of this policy had been circulated to Cllrs prior to the meeting. Following the review no amendments were felt necessary. **Cllr Squire proposed that this policy be recorded as reviewed which was seconded by Cllr Oades.** There was unanimous agreement to this proposal.

RESOLVED – THAT NO AMENDMENTS WERE REQUIRED TO THE EQUAL

OPPORTUNITIES POLICY.

- THAT THE CLERK WILL UPDATE THE HEADER WITH THE DATE OF THE REVIEW AND PUT THIS ON THE PARISH COUNCIL WEBSITE.

4856. Small Grant Funding Policy

Cllr Reeves had amended the wording in respect of the account information required from applicants for the Parish Council grant funding. This information had been circulated to Councillors prior to the meeting. **Cllr Verney proposed that the amendments be accepted which was seconded by Cllr Oades.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE AMENDED WORDING IN RESPECT OF THE ACCOUNT INFORMATION REQUIRED FROM APPLICANTS FOR THE PARISH COUNCIL SMALL GRANT FUNDING BE ACCEPTED.

- THAT THE CLERK WILL AMEND THE POLICY AND PLACE THIS ON THE PARISH COUNCIL WEBSITE.

4857. Correspondence.

Correspondence raised at the meeting:-

a) Email received from Bev Triggs (NDC) regarding His Majesty the King's Coronation on 6 May 2023. NDC are collating a list of events planned by communities.

b) Letter received from Mr Street giving his permission for the additional strimming work on Footpath 12 Easter Ground Barn to be added to the Grass Cutting Schedule.

c) Letter received from Barbara Copp thanking the Parish Council for assisting the Post Office Outreach Service to remain open in West Down.

d) Climate Action Week – NDC are planning an event for probably the 2nd week in March 2023. They have made progress with their plans for carbon-reduction.

e) Mick Harrison – Devon & Cornwall Police – PCC Survey concerning the re-opening of local police stations. Circulated to all.

f) Braunton & Communities Action Forum sent an email introducing Andrea Mules, Community Developer for Live Well in Braunton. She hopes to introduce herself to as many people as possible. A copy of this email was sent to Councillors prior to the meeting.

g) Email received from Su Carey, West Down School in respect of the S106 monies (referred to under Matters Arising). Cllr Ayre will circulate this information to Councillors.

4858. Unresolved Questions

None.

4859. Items to be added to next meeting Agenda.

a) P3 Footpath Return.

b) Post Office Outreach Service.

c) Emergency Planning.

d) Probation Service unpaid work.

e) Community Land Trust (CLT).

f) Climate & Environmental Grant 2023/2024. (Information about submission).

g) IT Policy. (Cllr Kenshole to amend prior to the February meeting).

4860. Any other business.

a) Cyber Security Talk – Cllr Ayre will find out if Carol King would be interested in adding this to the Village Forum discussions as well as the possibility of a representative from the Village Forum being on the Parish Hall Management Committee.

b) Emails on the server. Cllr Kenshole will amend the IT Policy with suspending Councillor email accounts upon their resignation prior to deleting the account after six months.

c) Grit spreader. It had been hoped to purchase a grit spreader at a cost of £99 plus VAT out of the Community Councillor funding but there is no spare money. **Cllr Verney proposed that the gritter be purchased out of the Chairman's Allowance which was seconded by Cllr Squire.** There was unanimous agreement to this proposal.

RESOLVED - THAT A GRIT SPREADER BE PURCHASED OUT OF THE CHAIRMAN'S ALLOWANCE.

PART B – THE PUBLIC AND PRESS ARE EXCLUDED FROM THIS PART OF THE MEETING.

4861. Annual Review of Clerk's Salary

The Clerk left the room whilst this item was discussed.

RESOLVED – THAT THE CLERK'S SALARY WILL BE INCREASED TO SCP17.

- THAT CLLR AYRE WILL GET AN UPDATED PAY TABLE FROM DALC.

- THAT CLLR AYRE WILL ADVISE NDC OF THE CLERK'S NEW PAY.

The Clerk thanked the Councillors for this pay increase.

The meeting closed at 9.37 p.m.

