

WEST DOWN PARISH COUNCIL MINUTES
West Down Parish Hall
Wednesday 1 February 2023 at 7.30 p.m.

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

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

Apologies/Approvals.

Cllr S Squire and D Cllr M Wilkinson.

4862. Declarations of Interest

None.

4863. Public Participation

None.

4864. Approve & Sign Minutes of the 4th January 2023 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 4th January 2023 be accepted as a true record which was seconded by Cllr Oades.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE MINUTES OF THE 4th JANUARY 2023 PARISH COUNCIL MEETING BE APPROVED AND THEY WERE DULY SIGNED.

4865. Matters Arising

4842. Matters Arising. (4659) Teasel Cottage. Ms Giffard from the Enforcement Team understands that the applicants may appeal. She is going to contact the Agent to find out what is going on. If not then the applicants know they have to put the hedge back and remove the mobile home. She said there is no rush on this as they have got four years. The Clerk was to try and find out when the four year period started.

(4763) London Bridge Down. Cllr Verney reported that the bench is in the park and waiting to be put in position. He will now look at the dimensions for the plaque.

(4764) Car Park. Still no reply from Mr Triggs. (4770) a) A salt delivery had been made to Mr Seldon at Mullacott Industrial Estate. Another tonne was delivered to Mr Hookway. b) Bradwell Mills. Ms Giffard at the Enforcement Team said the work being carried out correlates with the planning permission they got back in 2012 where they had until 2015 to start the work. It will be difficult to prove that no work was started before this date. The matter is still with the planning officer so is “on their radar” but she said that even if they have to reapply for planning permission they would probably get it as it was approved before. The Clerk had requested clarification of the planning permission in 2012 as the only one that the Parish Council have knowledge of was in 2009. The Clerk will chase this up with Ms Giffard. (4810) k) Damaged West Down sign. Cllr Verney had purchased the cement and will invoice the Parish Council once the work is done. (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). An

email had been received from Tracey Blackmore inviting the Parish Councillors to a meeting at the planning offices. A date of Thursday 23rd February at 1.00 pm has been set for this meeting. Cllrs Ayre, Reeves and Kenshole will attend.

4830 – no response had been received from the school about cycling in Garden Lane. (4838) AOB. No reply had been received from Mr Stainer at Waycombe about the overgrown hedge at Fox hill, The Clerk will send another letter. C Cllr Davis advised that a complaint should be put on the County Council's website if no reply is received.

4853. Parish Hall Committee Members. An email had been sent to Mr King to say that the Parish Council will look to appoint two Parish Councillors on to the PHMC after the local elections in May 2023.

4855. Equal Opportunities Policy annual review. The Clerk had put the updated policy on the website.

4856. Small Grant Funding Policy. The Clerk had put the amended policy on the website.

4860. AOB – a) Cyber Security Talk. Cllr Ayre had emailed Carol King requesting this be raised at the Village Forum. c) Grit spreader. Cllr Ayre had purchased this and it had been received.

4861. Part B - Clerks review and salary. The Clerk's salary had been increased to SCP17. Cllr Ayre had sent the Clerk a letter confirming that her new pay rate from the 1st January 2023 will be £13.95 per hour. The Clerk confirmed that she had received the new amount.

4866. Police Report

Monthly Crime Figures.

No figures were available for the meeting.

4867. Report from County Councillor.

C Cllr Davis had provided a report which was circulated to Councillors prior to the meeting. (See Appendix A)

Cllr Reeves referred to the sign at Wrafton pointing to the athletic track and Heanton pointing the wrong way. C Cllr Davis will mention this at the Heanton Parish Council meeting next week.

C Cllr Davis referred to the 50 mph Speed Limit Order at Knowle. She tried to get a 40 mph limit but knows this will not happen. She is trying to get something done about crossing the road where the bus shelters are. She felt it would be helpful if the Parish Council could mention this in their submission.

4868. Report from District Councillor.

D Cllr Wilkinson had sent his apologies at the last meeting.

4869. Planning Decisions

None.

4870. Planning Applications

a) Applications on the Agenda.

None.

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

76573 – Single storey extension to accommodate gym at The Old Vicarage, West Down, Ilfracombe, Devon, EX34 8NF.

No concerns were raised at the meeting. The neighbours had been consulted and it cannot be seen from the road. There were no comments online or from the Sustainability Officer and the building is in a similar style to the other extension.

Cllr Oades recommended approval of this application which was seconded by Cllr Reeves. There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL HAVE NO CONCERNS REGARDING PLANNING APPLICATION 76573 AND RECOMMEND APPROVAL.

76574 – Listed Building Application for single storey extension to accommodate gym at The Old Vicarage, West Down, Devon, EX34 8NF.

The same comments and recommendations as above.

RESOLVED – THAT THE PARISH COUNCIL HAVE NO CONCERNS REGARDING PLANNING APPLICATION 76574 AND RECOMMEND APPROVAL.

4871. Devon County Council (A361, Knowle) (50 mph Speed Limit) Order LAB-DEVON 192

The documentation on this Order was circulated to Councillors prior to the meeting. Cllr Davis had given her comments as above. Concern was raised about this being a notorious black spot. It was felt that whilst the Parish Council welcome the speed reduction on this stretch of road, they would like to see the speed limit reduce to 40 mph before Foxhunters bend and just past Dean Cross where they would also like to see a pedestrian crossing due to bus stops either side.

Cllr Reeves proposed that these comments be forwarded to Devon County Council which was seconded by Cllr Verney. There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL WELCOME THE SPEED REDUCTION ON THE A361 AT KNOWLE BUT WOULD LIKE TO SEE THE SPEED LIMIT REDUCE TO 40 MPH BEFORE FOXHUNTERS BEND AND JUST PAST DEAN CROSS. THEY WOULD ALSO LIKE TO SEE A PEDESTRIAN CROSSING DUE TO BUS STOPS ON EITHER SIDE OF THE ROAD.

4872 Post Office Outreach Service

Following the last meeting, Cllr Ayre had sent a long letter to Terry King and received a response which was circulated to Cllrs thanking them for the time, effort and thought that had gone into trying to resolve keeping the Post Office Outreach Service in the village. A further email was received on 17th January 2023 following a call from Colin Lincoln (circulated to all). Mr Lincoln has now settled the monies outstanding to the Parish Hall. The Parish Council can now pay the shortfall in hire charges to the Parish Hall agreed at the last meeting.

Cllr Reeves proposed that the Parish Hall invoice the Parish Council monthly in arrears which was seconded by Cllr Kenshole. There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH HALL WILL BE ASKED TO INVOICE THE PARISH COUNCIL MONTHLY IN ARREARS FOR THE SHORTFALL IN HIRE CHARGES FOR THE POST OFFICE OUTREACH SERVICE.

The Parish Council paying the shortfall in the hire charges is only a temporary measure, with discussion taking place about the way forward. It was agreed that a meeting needs to be set up with all of the interested parties to try and find a working solution between now and June. The proposal that Mr Lincoln put to the shop needs to be looked into as a possible option as it would increase the footfall for the

shop and the Post Office Outreach Service. It was suggested that the Village Forum be approached to see if anyone would be interested in attending the meeting. **Cllr Ayre proposed that a meeting be set up between the Parish Hall, Colin Lincoln or his Manager and any other interested parties. The cost implications of moving the Post Office Outreach Service needs to be looked into and the shop need to be contacted to see what Colin Lincoln's proposal involved and what their response was. The Post Office Outreach Service could be promoted locally later on and the Village Forum could be spoken to to see if anyone is interested in becoming involved. Cllr Verney seconded this proposal.** There was unanimous agreement to this proposal.

RESOLVED – THAT A MEETING BE SET UP WITH THE PARISH HALL, COLIN LINCOLN OR HIS MANAGER AND ANY OTHER INTERESTED PARTIES ABOUT THE WAY FORWARD.

- THAT THE SHOP BE CONTACTED TO SEE WHAT COLIN LINCOLN OFFERED THE SHOP AND WHAT THEIR RESPONSE WAS.

- THAT THE COST IMPLICATIONS OF MOVING THE POST OFFICE OUTREACH SERVICE ARE LOOKED INTO.

- THAT THE VILLAGE FORUM BE CONTACTED TO SEE IF THERE ARE ANY INTERESTED PARTIES IN LOOKING AT THE WAY FORWARD FOR THE POST OFFICE OUTREACH SERVICE.

- THAT THE SERVICE COULD BE PROMOTED LOCALLY IN DUE COURSE.

- THAT THIS BE PLACED ON THE MARCH AGENDA.

4873. Footpaths

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

Cllr Verney had met with Ros Davies. The Parish Council need to get the Tender sorted for Footpath 12 for the P3 Footpath Finance Forms. Ros Davies has put in a capital bid for the rebuilding of the boardwalk. The Parish Council need to advertise this work in line with their Quotation & Tender Policy. This is to include meeting with the Parish Council Footpath Coordinator. The Clerk will put up a Tender Notice and draw up a Tender Document including the Specification for the work and a map.

b) To receive any information prior to completion of the P3 Footpath Return.

(Deadline for the Return is the 13th February 2023).

Cllrs Ayre and Verney had walked Footpath 3 with Ros Davies who was horrified at the state of the path. She will send stickers for this footpath and others if required. Ros Davies is encouraging the footpath to go through the field. The Probation Community Payback Scheme may be used for some of this work. Ros Davies did not have an issue with this as long as it is not too close to residents' properties and is supervised.

c) Advertise for Tenders for Footpath work.

Cllr Oades referred to Footpath 16. Where the kissing gate was, the owner of Little Comfort Farm has put a 15 foot gate his side with a small gate next to it. The large gate can be locked with the small one able to be opened. On talking to Amy Brown, Cllr Oades reported that she is happier not to have the kissing gate reinstated. Rights of Way stickers are also going to be sent by Ros Davies.

Cllr Knight requested a map of all of the footpaths which Cllrs Ayre or Verney will address.

4874. Community Land Trust

Devon Communities Together had returned the counter signed Housing Needs Survey Contract. The lady dealing with this is away until the middle of February 2023. The end date on the signed Contract is the 28th April 2023. Cllr Verney attended the last CLT meeting. They were still searching for land and everything else had slowed down as they cannot do anything until the Housing Needs Survey has been carried out, which will then show how much land they need.

4875. Probation Service

A Site Visit had been arranged with David Tomkinson on the 2nd February 2023 at 11.00 a.m. to look at the work required in respect of the Community Payback Scheme. Cllrs Ayre and Verney will meet with him to look at the work required.

4876. Climate & Environmental Grants Fund 2022-2023

The completed application form for this grant was sent to the Grants Department at NDC on the 27th January 2023. An email was received from Aurienna Dunbrook on the 30th January 2023 to say the application meets their criteria to be accepted for consideration and they do not need any further information. The Parish Council will be advised once the panel have met regarding their decision.

Cllr Reeves advised the meeting that Cllr Verney provided him with a lot of information and Susi Batstone (West Hill Farm) kindly provided a quotation. Following her quotation for the supply of environmental enhancement items for West Down Community Park, this resulted in the application being submitted in the name of West Down Community Park Environmental Enhancement Project. The project aims to help enhance two areas of the Community Park, with WDVGFA putting in £825 of their own funds and the C & E Grant requested of £2,006.

Cllr Verney referred to the work carried out last year when the orchard was planted and wetland plants were put in. Due to the extreme high temperatures last year, Cllr Oades watered the trees every day but a decision was made to let the wetland plants die. The wetland plants were not part of last year's grant but will now be replenished if this year's grant is successful. Where the oak tree and picnic area are near the stream, the plan is to create this into a nicer wildlife area so the whole of the bank will be wildflowers. A BBQ on a concrete base is a possibility as well as planting another nine trees. WDVGFA will be doing work on the ledges further down.

4877. Finances

a) To receive the balance in the bank accounts.

Balance in the Treasurers Account as at 31.01.2023	£11,979.72
Balance in the Business Account as at 31.01.2023	£ 4,812.90

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	£362.77	
	Admin Charge	£ 7.72	£370.49
North Devon Council	Dog Waste Bin emptying		£195.00
Mrs S Ayre	Grit Spreader		£106.92
	Total Payments		£672.41

Cllr Reeves proposed that these invoices should be paid which was seconded by Cllr Knight. There was unanimous agreement to this proposal.
RESOLVED – THAT THE PAYMENTS TOTALLING £672.41 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 overtime previously agreed to be paid to the Clerk.

The balance of 20 hours overtime was agreed to be paid in February at the meeting in November 2022. (Minute Number 4813 g). This will be paid at 20 hours x £13.45 plus £29 for the shortfall in the 29 hours paid in November.

Cllr Reeves proposed that this overtime be paid which was seconded by Cllr Verney. There was unanimous agreement to this proposal

RESOLVED – THAT THE BALANCE OF 20 HOURS OVERTIME BE PAID TO THE CLERK AS PREVIOUSLY AGREED IN NOVEMBER 2022.

- THAT THE CHAIR WILL WRITE TO NORTH DEVON COUNCIL PAYROLL DEPARTMENT TO ADVISE THEM OF THIS OVERTIME.

4878. IT Policy

Cllr Kenshole had amended this policy to reflect the email account being suspended for six months when a Councillor leaves, with the account being deleted after that time. A copy of this amended policy had been circulated to Councillors prior to the meeting. Cllr Kenshole will look at the form to see if Councillor Robinson needs to sign the form following his resignation. The Clerk will put this amended policy on the website

4879. Revised Meeting Dates for 2023.

New list of dates circulated to Cllrs due to the May meeting being held on Weds 10th May following the Local Elections on the 4th May 2023.

4880. Correspondence.

Correspondence raised at the meeting:-

a) Braunton & Communities Forum. An email was received and circulated to Cllrs regarding the Community Day on Saturday 11th February at Braunton Parish Hall between 10 am and 2 pm. This will include the local communities of Croyde, Georgeham, Heanton and West Down. Live Well in Braunton's Community Developer is contacting as many organisations as possible to take part. Email circulated to all.

b) DALC Bulletin. Circulated to all. The clerk is booked on to the training for preparing for the election on 22nd February online.

c) Code of Conduct Training for Town & Parish Councillors following the elections in May 2023. This will be delivered online by the Monitoring Officer on Monday 5th June 2023 at 6.00 p.m. The Clerk had diaried this for May.

d) Climate Week. Email received from Cllr Netti Pearson (NDC) about a climate action or awareness week in March. Circulated to all.

4881. Unresolved Questions

None.

4882. Items to be added to next meeting Agenda.

a) Claim V.A.T.

b) Update Diary

- c) Post Office Outreach Service
- d) Community Land Trust
- e) Probation Community Payback update.
- f) Footpaths.

The Clerk will try and find out the date the panel are due to meet to decide on the C & E Grant.

4883. Any other business.

- a) Emergency Planning Meeting – Tuesday 28th February 2023 at Weare Giffard.
- b) Concerns were raised at a meeting at the Community Park about speeding in Farriel Lane and children coming out of the park this way. Cllr Verney felt maybe a sign warning of children would help. Cllr Verney will get a letter ready for next month's meeting.
- c) Cllr Ayre had been approached by a parishioner about the situation regarding the Crown Inn. This is a community asset and people are sad about it currently being closed and are missing it and wonder if the Parish Council can do anything to help. The person raising this may be prepared to have a public speaking slot at the March meeting. Discussion took place about there being a process if the owner of a community asset decides to market the property as something else. If it is registered it would give the community the chance to purchase it, with guidelines and rules on this. However, there is currently no indication this will be anything other than a pub. If necessary, Cllr Verney felt the CLT could look at this and may be able to get funding if the community will run it.

The meeting closed at 9.44 p.m.

