

WEST DOWN PARISH COUNCIL MINUTES  
West Down Parish Hall  
Wednesday 5 April 2023 at 7.30 p.m.

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

Also present: Val Ford (Clerk) and 5 members of the public.

Cllr Ayre advised the Parish Council of the very sad passing of past Parish Councillor Roy Drew who did a lot for the Parish. A minutes silence was held in his memory. Condolences were given to Pat and Richard.

Apologies/Approvals.

Cllr K Oades, who also tendered his resignation on 24<sup>th</sup> March 2023. This resignation was sadly accepted and a letter of thanks had been sent thanking him for his hard work over the years.

4905. Declarations of Interest

Cllr Ayre declared an interest in respect of planning application 76647 – Land to west of Ilfracombe Road and to south side of Dean Lane, West Down.

4906. Public Participation

Mrs Jan Oades attended the meeting on behalf of the residents of Lower Broad Park in connection with planning application 76647 (Construction of a surface water attenuation pond and associated infrastructure (part retrospective) at Land to west of Ilfracombe Road and to the south of Dean Lane, West Down.)

Mrs Oades outlined the background of the original planning application 60385. North Devon Council issued a Decision Notice granting planning permission for 17 dwellings at land adjacent to Pearldean, West Down. Condition 2 stated the development should be carried out in accordance with the plans submitted as part of the application and the amended plans listed in her report. One of the plans was for the Proposed Drainage Strategy – Plan 15089-104 A dated December 2015. The plan was for two attenuation tanks to cater for the surface water drainage for the whole development. For over two years the residents of Lower Broad Park have been asking the Local Authority to contact the developer, Acorn Homes South West, to complete the surface water drainage storage and the area above it as per the original planning permission. This has not resulted in the work being done.

Mrs Oades stated that the residents do not support application 76647 for an attenuation pond on adjacent land not in their ownership and asked that the Local Authority refuse planning approval.

4907. Approve & Sign Minutes of the 1<sup>st</sup> March 2023 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<sup>st</sup> March 2023 be accepted as a true record which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE MINUTES OF THE 1<sup>st</sup> MARCH 2023 PARISH COUNCIL MEETING BE APPROVED AND THEY WERE DULY SIGNED.**

4908. Matters Arising

4887. Matters Arising. (4763) London Bridge Down. The bench will be in place soon. (4764) Car Park. The Clerk had sent an email to Mr Triggs (NDC) to see if he had now had sight of the lease. Mr Triggs apologised for not coming back on this and he will chase the Property Team for an answer as they were looking into this. A further email was sent to Mr Triggs about the overgrown shrubbery. Cllr Verney stated that this had now been cut back. The Clerk will chase Mr Triggs about the Car Park lease next month if nothing is received by then.

(4810) k) Damaged West Down sign. Cllr Verney will do the repair when the weather improves. (4860). AOB – a) Cyber Security Talk. The WI are dealing with this. c) Grit Spreader - Cllr Verney and Cllr Ayre had tried this out when the weather looked as if it would be bad and it worked very well. This item is in the storage unit in the park ready for future use. (4883) AOB (c) The Crown Inn – This has now reopened.

4897 – Probation Service. The weeding has now been done.

4904. AOB – a) Removal of hedge – Bradwell Lane (South side). Cllr Reeves had looked in to the situation of the huge hedge section that had been routed out. Permission had been granted for this to allow for access in respect of work at Willingcott Village. D Cllr Wilkinson stated that this hedge will be replaced once the work is finished. b) Letter sent to Mrs Belton regarding the footpath at Roborough/bridge up across the field. c) Parish Council meetings will commence at 7.00 p.m. as from the May 2023 meeting.

4909. Police Report

**Monthly Crime Figures.**

PC Grantham had provided the published Police report for February 2023 which had not been available at the time of the last meeting.

Violence less serious – 1

Theft (Shoplifting) - 1

He also provided the Newsletter for March. There were no crime stats on this as the officer who deals with this had been on annual leave. PC Grantham checked and at 28<sup>th</sup> March there were no recorded crimes for the West Down beat area since the 1<sup>st</sup> March. There were three occurrences but none of these were crime related.

4910. Report from County Councillor.

C Cllr Davis provided a report and updated the meeting. (See Appendix B).

Cllr Kenshole referred to being contacted about the drainage work between Heanton Court and Ashford. A lot of money is being spent on this work regarding the gullies being put in place which are already filled up with twigs. C Cllr Davis suggested an enquiry be put into Customer Enquiries at Devon County Council about this (Pru Maskell is the C Cllr for this).

4911. Report from District Councillor.

D Cllr Wilkinson referred to being in the pre-election period but added to the comments C Cllr Davis had made about the overflow of sewage at Woolacombe.

At the last meeting D Cllr Wilkinson had referred to the meeting with South West Water about the indiscriminate overflows into the sea and rivers and the need to know the capacity of sewers in Woolacombe. The fact that the road is now closed speaks for itself and the overflow means the sewers are not working and will cause a massive problem over the Easter period.

D Cllr Wilkinson referred to four Councillors standing for the District Council. Details will be out shortly.

4912. Planning Decisions

76573 – The Old Vicarage, West Down, EX34 8NF - Approved.

76661 – Peards House West Down, EX34 8NH - Approved.

76817 – Trimstone Farm, West Down, EX34 8NR. - Prior approval required.

4913. Planning Applications

a) Applications on the Agenda.

**76675 – Listed Building consent for the erection of a new floor and staircase in a full height barn attached at the rear of the property at Manor House, West Down, Ilfracombe, Devon, EX34 8NH.**

This was deferred from the March meeting, with an extension to comment requested and approved. Twelve consultee letters had been sent out in total with no replies online as at the date of this meeting. There were a few comments from the Sustainability Officer who wanted an Ecology report prior to determination of the application. The Heritage and Conservation Officer did not have any objections but made a few comments. **Cllr Reeves proposed approval of this application which was seconded by Cllr Squire.** There was unanimous agreement to this proposal.

**RESOLVED – THAT PLANNING APPLICATION 76675 BE RECOMMENDED FOR APPROVAL.**

**76815 – Prior notification by telecommunications code system operator for erection of 1 no. 17.5m monopole with 3 no. antennas, 2 no. 0.3m dish and ancillary equipment together with the installation of 1 no. equipment cabinet all to replace existing (Ref CS12636922) at Greenpark Farm, West Down, Ilfracombe, Devon, EX34 9NW.**

No objections had been received from local residents but there were three or four from people who may visit and a lot of technical information online about why it should not be approved. The Environmental Officer did not raise any objections. Discussion took place about this presumably being a major upgrade of what was already there. **Cllr Verney proposed approval of this application which was seconded by Cllr Reeves.** There was unanimous agreement to this proposal.

**RESOLVED – THAT PLANNING APPLICATION 76815 BE RECOMMENDED FOR APPROVAL.**

**Councillor Ayre had Declared an Interest in the following planning application and left the room whilst it was discussed. Vice Chairman Cllr Reeves took over the meeting for this item.**

**76647 – Construction of a surface water attenuation pond and associated infrastructure (part retrospective) at Land to west of Ilfracombe Road and to the south of Dean Lane, West Down.**

D Cllr Wilkinson stated that this is causing a few potential problems in the village.

He went to the Planning Case Officer, Steve Emery, and to Matt Brown (Lead Officer North Team). There is a possibility of being able to call this into the Planning Committee using planning considerations. Mr Emery sent a provisional report and the general situation is that this application is still within the consultation period so could alter opinion. This is likely to extend the consultation period as the previous planning application is also gone through. Concerns were raised at the meeting that not all of the residents of Lower Broad Park have been consulted which D Cllr Wilkinson will raise with Mr Emery. D Cllr Wilkinson felt the route could be to put the call in subject to further consultation, with only two days left to do this. Concerns were raised at the meeting about health and safety with open water close to the school and risk of access. D Cllr Wilkinson stated that the attenuation tanks should have been put in as part of the original planning condition which now needs to be put right. **Cllr Reeves proposed that the Parish Council go back to the Planning Department and raise concern as to why the attenuation tanks are no longer felt appropriate after two to three years, as per the original planning application. He felt it should be insisted that the original attenuation tanks are installed. An extension to make a final comment after the Parish Council meeting on the 10<sup>th</sup> May 2023 should be requested once the full neighbour and agency consultations have been received. Cllr Verney seconded this proposal, which received unanimous agreement.**

**RESOLVED – THAT THE PARISH COUNCIL MAKE AN INITIAL COMMENT REGARDING THEIR CONCERNS THAT THERE IS NO ADEQUATE EXPLANATION GIVEN AS TO WHY THE ATTENUATION TANKS ARE NO LONGER FELT APPROPRIATE TO INSTALL, AFTER A DELAY OF TWO TO THREE YEARS, AS PER THE ORIGINAL APPROVED PLANNING APPLICATION. TO NOW COME UP WITH A PROPOSAL FOR THE CONSTRUCTION OF AN ALTERNATIVE SURFACE WATER DISCHARGE SCHEME VIA AN ATTENUATION POND IN A NEIGHBOURING FIELD OUTSIDE THE BOUNDARY OF LOWER BROAD PARK DOES NOT FEEL RIGHT TO THE PARISH COUNCIL. THERE WOULD ALSO MOST LIKELY BE SOME SERIOUS EXTRA MAINTENANCE COSTS ASSOCIATED WITH AN ATTENUATION POND VS TANK. THE PARISH COUNCIL STRONGLY RECOMMEND THAT THE ORIGINAL PLANNING APPROVAL FOR THE ATTENUATION TANK IS CONFIRMED AS THE REQUIRED INSTALLATION. HOWEVER, THE PARISH COUNCIL REQUEST AN EXTENSION TO MAKE A FINAL COMMENT FOLLOWING THEIR PARISH COUNCIL MEETING ON THE 10TH MAY 2023 ONCE THE FULL NEIGHBOUR AND AGENCY CONSULTATIONS HAVE BEEN RECEIVED.**

Cllr Ayre returned to the room.

#### **76817 – Trimstone Farm – Prior Notification for erection of an agricultural building.**

The Parish Council had not received an invitation to comment on this application. Mrs Coles, Planning Officer, advised the Clerk that this Prior Notification does not require formal consultation. They will visit the site and consider the proposal.

Discussion took place about this now being put in for Prior Approval (see Decisions above). **Cllr Ayre proposed that Mrs Coles be contacted requesting an extension to comment now this has changed to Prior Approval, which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE PARISH COUNCIL REQUEST AN EXTENSION TO COMMENT ON PLANNING APPLICATION 76817 NOW THAT THE DECISION FOR PRIOR APPROVAL HAS BEEN MADE.**

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

**76927 – Prior approval for conversion of agricultural building to one dwelling house Class Q (a)(b) at Barn at Woodlane Farm, West Down, Ilfracombe, EX34 8NH.**

Cllr Reeves referred to this being for one half of the building, with the previous half being application number 74132. Concerns at that time had been raised about normal vehicle access to the building as it may only be accessible by 4 x 4 vehicles. This application had been approved but had not yet been converted. On application 76927 it says that if the property is not converted it will remain as non livestock only but this could potentially be two dwellings overall. No comments had yet been put online. **Cllr Ayre proposed that an extension to comment should be requested until after the next Parish Council meeting on the 10<sup>th</sup> May 2003 so that comments from other agencies can be taken into consideration, this was seconded by Cllr Squire.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE PARISH COUNCIL REQUEST AN EXTENSION TO COMMENT ON THIS APPLICATION SO THAT COMMENTS CAN BE TAKEN INTO ACCOUNT FROM OTHER AGENCIES.**

4914. Post Office Outreach Service

Cllr Ayre had taken notes of the Public Meeting held on Wednesday 29<sup>th</sup> March 2023. These were circulated to Cllrs prior to the meeting. Twenty eight members of the public attended the meeting. Cllr Reeves had prepared a document for the meeting with background history. The main thing that came out of this meeting was that the community want the Post Office Outreach Service to continue in some way. Potential alterations to the service were discussed including reduced days/hours and alternative venues and the members of the public present were agreeable to an increase in the precept if necessary. A working party now needs to be progressed and then a meeting with Mr Lincoln and possibly his manager. Representatives from groups that had come forward so far were from the Shop, the Church and from the Parish Hall. A lot of discussion took place about the need to follow a timeline and what guidance was going to be given to the working party and other financial options. The Clerk will email the groups in the village to see if they can confirm/put forward the name of a representative. Cllr Ayre will work on getting the working party together and move this forward.

4915. Footpaths

**a) To receive any update on the Tender for the work on the boardwalk at Footpath 12.**

Mr Hookway provided a revised quotation of £4,960 plus VAT to include travelling to South Molton to collect the materials. This quotation was acceptable to the Parish Council and he was notified accordingly. He also provided other items of documentation. The revised quotation and documents were sent to Ros Davies with a request for her to contact Mr Hookway regarding any other documentation she requires. Ros Davies confirmed receipt of the documents and she will liaise with Mr Hookway. She will also now progress the financial side.

Cllr Verney stated that Footpath 12 will be handed back to the Footpaths Team to

deal with as this footpath will need to be closed whilst the work is going on.

**b) Any other Footpath matters.**

The Monthly Report had been received from Mr Hunt (Alwaysthere). This had been copied to Councillors prior to the meeting. A query was made about whether the Grass Cutting and Bus Shelter Cleaning Contract included taking debris away. The Clerk will check the schedule of works prepared for this contract.

An email had been received from Mr Thompson, a local resident, regarding the path leading from the community car park to the community field. He was enquiring about disabled access which he hoped could be improved. This email had been circulated to Councillors prior to the meeting. Discussion took place about whose responsibility disabled access was. It was agreed that Ros Davies would be contacted to see if she could come and have a look.

A reply will be sent to Mr Thompson to say his concerns are being looked at but Farriel Lane is nothing to do with the Parish Council as it is privately owned.

4916. Community Land Trust

Cllr Ayre had received an update from Corrine Waterfield, Devon Communities Together, on the timescale for the Housing Needs Survey. Cllr Verney was concerned that there had been a six month delay on this going out. Cllr Ayre will be keeping a watchful eye on this.

4917. Community Councillor Grant 2023-2024

Cllr Reeves referred to there being £1,000 available again this year to be split between West Down and Mortehoe. Suggestions were to be brought to the next meeting. Cllr Kenshole suggested the possibility of flashing speed signs.

4918. Small Grant Fund

Letters were sent to West Down PCC, West Down Parish Hall, West Down PTFA and West Down Village Green Field Association requesting receipted invoices for the funding they received in 2022-2023 and also inviting them to provide a report on how the grant was utilised. The Clerk will chase these invoices and reports.

4919. Probation Service

Cllr Ayre had been down to see the work being carried out at Pulland Bridge. She met two of the workers and their supervisor and observed weeding taking place. They said the mortar was a bit loose and they have also been seen at Roborough Bridge. Cllr Verney added that they are working through his list. With regards to the stile, this may be knocked down and rebuilt. Cllr Verney will have a walk down and see what is happening. Once the work is complete a letter of thanks will be sent.

4920. Climate & Environmental Grant 2022-2023.

Cllr Reeves had worked very quickly to get the application in on time for £2,006 for the planting at the Community Park. The application was successful and Cllr Ayre completed the forms requesting 80% of the funds upfront (£1,604.80) which was received on the 3<sup>rd</sup> April. The balance of £401.20 was awaited. Susi Batstone forwarded the plants immediately after they were ordered/received and she was paid on the 31<sup>st</sup> March 2023, Cllr Verney got the work done last weekend. Cllr Verney referred to the planting that had taken place. There were 12 varieties of

bogland plants with 85 being planted in total. On Saturday he laid 90 square metres of wildlife turf. Nine trees had also been ordered, with one large one being planted and others potted up which Susi Batstone is growing on.

Cllr Verney, on behalf of the Trustees of the field, thanked Cllr Reeves for filling in the application forms as nothing would have moved on without this. He added that the bog is teeming with tadpoles.

#### 4921. Emergency Plan

A meeting was held at Weare Gifford on 28<sup>th</sup> March 2023. This was attended by Cllrs Ayre and Kenshole. They were advised that there is £250 available to Parish Councils for set up costs for emergency plans. The application had to be submitted by the 31<sup>st</sup> March so Cllr Ayre completed this form for the grant. Laura Dixon (Devon Communities Together) had approved this and forwarded it to the Finance Manager. This will be processed as soon as possible.

Cllr Kenshole reported that the meetings main focus was on flooding rather than the actual Emergency Plan. Martin Rich is the person to go to for help on the Emergency Plan. As well as the funding for the set up costs, funding is also available for any equipment required that comes out of the plan. The next stage is to get a team of people together as a working group to create the plan. As part of the grant funding, a timescale had been required so it is hoped to get a team together to get a plan in place in a couple of months. A suggestion was made at the meeting to get people in from other areas so all can do this together.

Cllr Kenshole had no problem in being part of this team. There is a template and guidance notes on the website. So it will be a combination of looking at our needs and risks and bringing a report back regularly to the Parish Council. It was suggested that as many people as possible be involved, such as people with special skills, to join a working group to put the emergency plan together. This could include key people with expertise such as ex forces and emergency services.

Cllr Ayre felt a draft plan should be possible by September or October. Cllr Kenshole felt this should be achievable if the expertise of other plans is looked at. Cllr Reeves added that he still has the original notes from when this was looked at previously. Cllr Ayre will do some work around getting something for the website and noticeboards.

#### 4922. Financial Regulations

A copy of the Financial Regulations was circulated to Cllrs prior to the meeting. A later version was referred to which the Cllrs will read online.

Cheque signatories were reviewed. **Cllr Ayre proposed that the Financial Regulations be approved which was seconded by Cllr Verey.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE FINANCIAL REGULATIONS BE UPDATED ON THE HEADER AS APPROVED.**

#### 4923. Finances

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

Balance in the Treasurers Account as at 31.3.2023	£8,143.19
Balance in the Business Account as at 31.3.2023	£4,817.62

**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
Parish Hall	Shortfall in Hall Hire Charge for the Post Office		£ 88.00
DALC	Election Training (Clerk)		£ 36.00
DALC	NALC & DALC Affiliation Fees 2023/2024		£188.96
<b>Total Payments</b>			<b>£683.45</b>

**Cllr Squire proposed that these invoices should be paid which was seconded by Cllr Kenshole.** There was unanimous agreement to this proposal.  
**RESOLVED – THAT THE PAYMENTS TOTTALLING £683.45 SHOULD BE PAID.**

Payment of the Invoice to West Hill Farm in respect of the items for West Down Community Park was paid on 31<sup>st</sup> March 2023 in the sum of £2,395.70. VAT of £389.70 will be reclaimed. This payment was agreed at the March Parish Council Meeting - Minute No. 4887 – Matters Arising (4876).

Funding of 80% of the CEG Grant for 2022-2023 was received in the bank account on 3<sup>rd</sup> April 2023 for £1,604.80. The balance had been requested and was awaited for £401.20

The invoice for the Car Park had still not been paid as the Parish Council are awaiting information from Jon Triggs. (See Matters Arising).

**c) To receive the information in respect of the VAT reclaim**

The Clerk reported that she would be applying for a VAT reclaim of £997.14 for the year 2022/2023. She will also try and get a refund of £13.88 from last year which was for Pedi Padz paid for by the previous Clerk as advised in the last audit.

**d) To receive the Parish Council Final Accounts for 2022-2023**

The Clerk had circulated the Final Accounts to Councillors prior to the meeting together with a breakdown of Miscellaneous Items (see Appendix A). **Cllr Reeves proposed that the Final Accounts be approved which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE FINAL ACCOUNTS FOR 2022-2023 BE APPROVED.**

**e) To receive information on the Audit for 2023.**

Julie Snooks had written to the Clerk requesting the paperwork for this year's audit be with her on Monday 17<sup>th</sup> April 2023 with the paperwork to be collected on Friday 21<sup>st</sup> April 2023. No external audit will be required this year as the Parish Council's income is below £25,000.



The Clerk had checked the Asset Register and had signed it to say that it was accurate as at 31.3.2023.

The Clerk gave the bank statements and accounts book to Cllr Ayre to carry out the Parish Council's own internal audit. This was due to the emergency situation the Parish Council found themselves in due to the resignation of Cllr Oades, the Parish Council Auditor. The Clerk will liaise with Julie Snooks to advise her of the current situation.

4924. Local Elections on the 4<sup>th</sup> May 2023

The Clerk had received an email from the Election Services Support Officer advising that West Down Parish is uncontested. The Notice of Uncontested Election will be put on the noticeboards and websites. Information had been circulated to Councillors prior to the meeting. There are two vacancies which will need to be filled by co-option within 35 days from the 4<sup>th</sup> May 2023.

Cllr Ayre referred to being happy that the Councillors had stood again so that work can continue as a team.

4925. Correspondence.

Correspondence raised at the meeting:-

a) Information received from Simon Fuller, Monitoring Officer at NDC, regarding Guidelines and restrictions on decision making and publicity during the pre-election period. Circulated to all on 13<sup>th</sup> March 2023.

b) Information received about Grant funding available from Communities in Devon to help communities prepare for the unexpected. Circulated to all on 6 March 2023.

c) The South West Heritage Trust sent an invite to an event at the North Devon Records Office on 18<sup>th</sup> April. Cllr Ayre will attend. The Parish Council need to discuss funding for storage of their records. £100 had been budgeted for this. This will be put on the May agenda.

d) Information received to say that Devon is to receive the largest share of additional funds for roads. Circulated to all.

e) Email received from Devon & Cornwall Police regarding Councillor Advocate seminars coming up this year and also inviting a representative to the Volunteer Thank You event on 25<sup>th</sup> March 2023. Circulated to all.

f) Wild About Devon – Devon Communities Together are relaunching the Community Wildlife Grant Scheme. Information sent to all 27.3.2023.

g) Information received about a New Green Resource for West Down Parish Council residents. This is in respect of an Electric Car Guide.

h) DALC – Renewal Form needs to be completed to confirm our membership for the forthcoming year. The membership fee for 2023/2024 is £188.96.

i) Information received from Devon & Cornwall Police following the Councillor Advocate annual volunteer thank you event. There was a short video that was circulated to Councillors prior to the meeting. The first of the 2023 Councillor Advocate events is on Tuesday May 16<sup>th</sup> at Exeter Racecourse on the progress on the Police and Crime Plan priority of tackling drugs.

k) Email received about the Code of Conduct Training session for Town & Parish Councils which will be held online on Monday 5<sup>th</sup> June 2023 at 6.00 pm by the Monitoring Officer. Joining instructions will be provided in due course.

l) Email received from BHIB Insurance company inviting us to apply for a quotation.

The Clerk was in the process of replying to this and will also seek other quotations. The Parish Council Insurance renewal is due on 1<sup>st</sup> June 2023. The Clerk will report back on the quotations received at the May meeting.

m) Poster received for the West Down Community Park 10 year Celebration Fayre & Eurovision Party Night on Saturday 13<sup>th</sup> May 2023 at West Down Community Park – 2pm to 11 pm.. All welcome. The Clerk will put this on the Parish Council website. All Parish Councillors and residents are invited

4926. Unresolved Questions

None.

4927. Items to be added to next meeting Agenda.

- a) AGM/Annual Parish Meeting/Election of Officers.
- b) Review Parish Council Insurance and quotations received and pay Insurance.
- c) Review Grant Fund Policy.
- d) Pay out Grants following the first Precept payment of the new financial year. (If anyone wants to speak regarding their grant funding for last year then this can be brought forward to earlier in the meeting).
- e) Approve and sign Minutes for the last Annual Parish Meeting.
- f) Renew Code of Conduct.
- g) Code of Conduct Training for Town & Parish Councils (2023).
- h) SW Heritage Trust – donation for storage.
- i) Post Office Outreach Service.
- j) CLT/Housing Needs Survey.
- k) Community Councillor Grant.

4928. Any other business.

- a) Iron Room – Warm Safe Space. It was suggested that a letter of thanks be sent to Mr Odell.
- b) Cllr Kenshole will deal with Cllr Oades' email account following his resignation. His responsibilities, including being the Data Protection Officer, will be reviewed at the AGM. The Clerk will write to Mr Oades and ask him to delete all of the West Down Parish Council emails off of his laptop to comply with the IT Policy
- c) Cllr Reeves removed the Poppy Wreath yesterday as it was damaged. It was agreed not to put this back on.
- d) The Clerk's unused annual leave was discussed. **Cllr Reeves proposed that the Clerk be allowed to carry over 10 hours of unused annual leave, with this to be used within three months, which was seconded by Cllr Ayre.** There was unanimous agreement to this proposal

**RESOLVED – THAT THE PARISH CLERK WILL BE ALLOWED TO CARRY OVER 10 HOURS UNUSED LEAVE FROM 2022-2023 TO THE FIRST THREE MONTHS OF 2023-2024.**

The meeting closed at 22.39 p.m.

A reminder was given that Parish Council meetings as from May 2023 will commence at 7.00 p.m.