

WEST DOWN PARISH COUNCIL
ANNUAL GENERAL MEETING MINUTES
West Down Parish Hall
Wednesday 10 May 2023 at 7.15 p.m.

Present: Cllrs S Ayre, R Kenshole, H Knight, S Squire, T Verney, C Cllr A Davis, D Cllr M Wilkinson

Also present: Val Ford (Clerk) and 6 members of the public.

Apologies/Approvals.

Cllr M Reeves sent his apologies due to illness. Apology accepted.

Cllr Ayre wanted to mark the passing of Mrs Margaret Thomas, a long standing member of the village and particularly the Parish Hall, at the age of 91 a few days ago. Cllr Ayre sent kind regards to her family and appreciation for all the work Mrs Thomas did in West Down over the years.

4929. Acceptance of Office

Declarations of Acceptance of Office were completed and signed by Cllrs Ayre, Kenshole, Knight, Squire and Verney which were witnessed and signed by the Clerk. The Clerk will arrange for Cllr Reeves to sign his form and witness this when he has recovered.

The Clerk asked the Councillors to confirm their agreement to receive Agendas by email. **Cllr Ayre proposed that this be accepted which was seconded by Cllr Verney. There was unanimous agreement to this proposal.**

RESOLVED – THAT THE AGENDAS FOR PARISH COUNCIL MEETINGS WILL BE EMAILED TO COUNCILLORS.

The Clerk informed the meeting that the Parish Council now need to advertise for the Co-option of two Parish Councillors following the local elections. The Clerk will place an advert on the noticeboards and both websites. If the vacancies are not filled within 35 days then the District Council may take action and will need to be contacted for advice.

4930. Election of Chair – 2023/2024

Cllr Reeves had sent an email to say that if he had been at the meeting he would have supported re-electing Councillor Ayre to the post of Chairman. He believed that she had done a fantastic job previously and he hoped she would agree to stand again. Cllr Squire agreed that Cllr Ayre had done an excellent job as Chair. **Cllr Squire proposed that Cllr Ayre be elected as Chairman which was seconded by Cllr Kenshole.** There was unanimous agreement to this proposal.

RESOLVED – THAT COUNCILLOR AYRE BE ELECTED AS CHAIRMAN.

Cllr Ayre signed the Acceptance of Office.

4931. Declarations of Interest

Cllrs Ayre and Squire Declared an Interest in Planning Application 76647. (Construction of a surface water attenuation pond and associated infrastructure (see planning applications below).

4932. Public Participation

Avice Yeo of Lower Broad Park had requested a public speaking slot for one of the residents of Lower Broad Park regarding Planning Application 76647. The Clerk had been provided with a copy of the concerns to be raised, which she had circulated to Councillors prior to the meeting. The residents feel they have been badly let down by Planning. The plans approved in 2017 included installation of two attenuation tanks on the site and the landscaping of the area above. The residents registered their objections to planning application 76647 as they do not want an attenuation pond, with expensive monthly maintenance charges, imposed on them; particularly one that is not within the perimeter of the estate. If the developers want an attenuation pond off site, and permission is granted, then the responsibility for all maintenance costs of the pond must remain with the developer and not the residents of Lower Broad Park.

4933. Approve & Sign Minutes of the 5th April 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 5th April 2023 be accepted as a true record which was seconded by Cllr Kenshole.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE MINUTES OF THE 5TH APRIL 2023 PARISH COUNCIL MEETING BE APPROVED AND THEY WERE DULY SIGNED.

4934. Matters Arising

4908. Matters Arising. (4763) London Bridge Down. Cllr Verney reported that the bench is in place which will be fixed shortly. This is a circular bench around the oak tree. D Cllr Wilkinson was thanked for the grant for this bench. (4764) Car Park. The Clerk will chase Mr Triggs (NDC) to see if there is any update on the lease.

(4810) k) Damaged West Down sign. Cllr Verney went to fix this sign but found the work had already been done. Thanks were given to whoever did this repair.

(4904) AOB. b) The Clerk will chase Mrs Belton for a reply regarding the footpath at Roborough/Bridge across the field.

4915 - Footpaths. b) Any Other Footpath Matters. The Grass Cutting and Bus Shelter Schedule of Works does not include the taking away of debris. A letter was sent to Mr Thompson advising him that the Parish Council are looking into his concerns about disabled access in respect of the path from the community car park to the community field. Ros Davies had been contacted and she asked if this is something that the Parish Council's local contractor would be interested in quoting for. 4919. Probation Service. Cllr Ayre sent a letter of thanks to Mr Tomkinson for the work carried out on the bridges in West Down. He replied saying they still have some work to do re-building some of the very worn styles around the lanes. He is hoping to take Rob out soon to show him what is required and will keep us informed. Cllr Verney had been out to look at the work. The bridge is done but other work is outstanding. 4920. Climate & Environmental Grant. The balance of the grant funding was received on 12 April 2023 for £401.20. Cllr Verney stated that the work has all been completed. 4924. Elections took place last week. West Down was uncontested so did not need an election. There was a District election with congratulations being given to D Cllr Wilkinson who had been re-elected.

4928. Any Other Business. a) Iron Room. Cllr Ayre sent a letter of thanks to Mr Odell. He said they ended up with an average of 17 per session (13 in all). He will pass on the message of thanks to the volunteer team. b) Cllr Kenshole had dealt

with Cllr Oades' email account following his resignation.

4935. Election of Officers and Other Roles – 2023/2024

a) Vice-Chair – Cllr Reeves had sent an email confirming that if proposed and seconded, he would be pleased to take on this role for another year. However, if another candidate emerged and was duly elected, he would of course accept this. **Cllr Verney proposed that Cllr Reeves be elected as Vice-Chair which was seconded by Cllr Knight.** There was unanimous agreement to this proposal.
RESOLVED – THAT CLLR REEVES BE ELECTED AS VICE-CHAIR.

b) Joint Data Protection Officers. Cllr Kenshole offered to take on the role of Data Protection Officer. **Cllr Squire proposed that Cllr Kenshole be elected as one of the Data Protection Officers which was seconded by Cllr Verney.** There was unanimous agreement to this proposal. A second Data Protection Officer will be revisited once the vacancies have been filled.
RESOLVED – THAT CLLR KENSHOLE BE ELECTED AS DATA PROTECTION OFFICER.

- THAT A SECOND DATA PROTECTION OFFICER WILL BE REVISITED ONCE THE PARISH COUNCIL VACANCIES HAVE BEEN FILLED.

c) Parish Council Auditor – Cllr Verney offered to take on the role of Parish Council Auditor. **Cllr Kenshole proposed that Cllr Verney be elected as the Parish Council Auditor which was seconded by Cllr Squire.** There was unanimous agreement to this proposal.
RESOLVED – THAT CLLR VERNEY BE ELECTED AS THE PARISH COUNCIL AUDITOR.

d) P3 Scheme Co-ordinator. Cllr Verney was happy to stand again. **Cllr Knight proposed that Cllr Verney be elected as the P3 Scheme Co-ordinator which was seconded by Cllr Squire.** There was unanimous agreement to this proposal.
RESOLVED – THAT CLLR VERNEY BE ELECTED AS THE P3 SCHEME CO-ORDINATOR.

e) Joint Police Advocate. Cllr Ayre put herself forward for this role. **Cllr Squire proposed that Cllr Ayre be elected as one of the Police Advocates which was seconded by Cllr Kenshole.** There was unanimous agreement to this proposal.
RESOLVED – THAT CLLR AYRE BE ELECTED AS THE POLICE ADVOCATE.

f) Community Award Co-ordinator. It was agreed that this role would be taken on as a team by the whole of the Parish Council.
RESOLVED – THAT ALL OF THE PARISH COUNCILLORS WILL SHARE THE ROLE OF THE COMMUNITY AWARD CO-ORDINATOR.

g) Parish Council representative (x 2) for West Down Parish Hall Management Committee. Cllr Squire was happy to be a Parish Council representative but not a working committee member. **Cllr Kenshole proposed that Cllr Squire be elected as a representative on the Parish Hall Management Committee which was**

seconded by Cllr Verney. There was unanimous agreement to this proposal. Cllr Verney offered to be the second representative (not a working committee member) and suggested he and Cllr Squire alternate attendance at Parish Hall Management Committee meetings. **Cllr Squire proposed that Cllr Verney be elected as the second Parish Council representative which was seconded by Cllr Kenshole.** There was unanimous agreement to this proposal. This will be revisited once the vacancies have been filled. The Clerk will advise the Parish Hall Management Committee accordingly.

RESOLVED – THAT CLLR SQUIRE AND CLLR VERNEY BE ELECTED AS THE REPRESENTATIVES FOR THE PARISH HALL MANAGEMENT COMMITTEE.

4936. Police Report

Monthly Crime Figures.

Crimes reported in April 2023 for Morteohoe/Woolacombe & West Down (includes Mullacott & Bittadon) are Violence less Serious 2, Other Notifiable Crime 2.

4937. Report from County Councillor.

C Cllr Davies had nothing to report due to the recent Elections and being in the pre-election period. The DFT have still not made an announcement but she will circulate this once she hears from them.

The £2 bus fare is continuing until the end of June. Now is the opportunity to forego parking charges and use public transport instead.

It is business as usual. Potholes are getting better, forty contractors are out dealing with these at the moment.

Greatmore House (where Devon Records and Archives are kept) was affected by a cloudburst yesterday. It was unknown if any damage had been caused at this stage as the doors cannot be unlocked.

Cllr Kenshole referred to the report about the DCC budget for the upkeep of B roads. C Cllr Davies stated that the Department of Transport passport the money. Although main roads have to be a priority, the decision was made to spend the money on unclassified roads which have the potholes residents go over every day.

4938. Report from District Councillor.

D Cllr Wilkinson thanked the Parish Council for the welcome back. This will be his twenty fifth year at West Down on a Wednesday night. He felt that West Down Parish Council is always proactive and hard working.

As far as the District Council is concerned, meetings are all over the place at the moment whilst the new council is sorted out. Committees have to be politically balanced from all of the political groups. The Annual Council Meeting is being held next month. D Cllr Wilkinson had still been working on the Parish Council's behalf whilst in the pre-election period but was unable to report publicly.

As reported before, North Devon was awarded the designation of a World Surfing Reserve with the ceremony for the plaque taking place this weekend at Woolacombe. Ten representatives from other World Surfing Reserves will be

coming over for this.

D Cllr Wilkinson gave his Apologies for the June meeting as he will be away.

4939. Planning Decisions
None.

4940. Planning Applications
a) Applications on the Agenda.

Cllrs Ayre and Squire had Declared an Interest in planning application 76647 and left the room whilst this application was discussed.

The meeting continued with Cllr Verney chairing for this 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.

Cllr Reeves had emailed his comments about this application, which the Clerk read out at the meeting. Following him reading further agency comments from statutory consultees, he had not changed his view from that submitted to the Planning Case Officer by the Parish Council following the April meeting. The Environmental Health manager has now also identified that a Risk Assessment is required including full consideration to be given to maintenance and the risks associated with access by children and general members of the public. Therefore his view would be to confirm the original comments and still recommend refusal in favour of the original attenuation tank regime, but to also add a note appertaining to the Health & Safety issues mentioned above. There has still been no explanation as to why there has been such a serious delay in completing the surface water drainage as per the original plan. Cllr Verney agreed with Cllr Reeves' suggestions and Cllr Knight trusted Cllr Reeves' insight into this application. Cllr Kenshole referred to the letter that had been received from Rebecca Randall, Chartered Town Planner, at Polden Planning Limited dated 10 May 2023 on behalf of her client (the applicant) as she was unable to attend the meeting. A copy of this letter was circulated to Councillors prior to the meeting. Cllr Kenshole expressed concern that whilst Acorn Developments say they will take over the maintenance costs of the surface water attenuation pond, there is nothing to guarantee how long this would be for and whether they would default, as had been the case previously. Whilst it can be put in as part of the planning conditions, he felt enforcement would be difficult if they default. He could see nothing in this letter to say why they haven't carried out the work as per the original plan. He agreed that this application should be refused and therefore go to the Planning Committee with possibly representation from the Parish Council.

D Cllr Wilkinson referred to residents of Lower Broad Park having been in contact with him and he had also been in contact with Steve Emery (Planning Case Officer). D Cllr Wilkinson referred to the letter from Polden Planning Limited which he read out at the meeting. His two main concerns were the completion of the attenuation tank and the format and the lack of completion of the road surface which is shocking and very dangerous. D Cllr Wilkinson had been asked to look at taking this to Planning to remove the Delegated Decision, which had been successful and it will go to the Planning Committee meeting in June 2023. D Cllr Wilkinson was

unable to attend that meeting as he is away for the whole of June but he felt it was imperative that residents and representatives from the Parish Council attend and put their views forward. **Cllr Kenshole proposed refusal of this application which was seconded by Cllr Knight.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL REFUSE PLANNING APPLICATION 76647.

- THAT THE CLERK WILL ENSURE THE REASONS FOR REFUSAL ARE GIVEN TO THE PLANNING DEPARTMENT.

Cllrs Ayre and Squire returned to the meeting.

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 had emailed his comments on this application which were read out by the Clerk. An extension to comment was requested at the last meeting to consider comments from other consultees. The Sustainability Officer had noted consideration must be given to minimising artificial light from the dwelling and none at all from the SW elevation due to possible illumination of light sensitive habitats and protected species including bats. It was noted that current documentation does not demonstrate that any detailed bat activity had been undertaken. The Environmental Health Manager had noted that the previous dwelling approval for the other half of the barn (74132) had not yet been converted and if it remains unconverted it should only be used for the storage of inert equipment, machinery and materials and no livestock. This condition was also recommended for any future use of the agricultural L shaped building to the south east of the site. DCC Highways had not submitted a response, neither did they on the previous application 74132. On the previous application the Parish Council made a comment that they were concerned about normal vehicle access to this building as it may only be accessible by 4 x 4 vehicles. **Cllr Kenshole proposed that Cllr Reeves' comments be put forward to Planning which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL WILL PUT FORWARD THEIR AGREEMENT TO THE COMMENTS RAISED BY THE SUSTAINABILITY OFFICER AND THE ENVIRONMENTAL HEALTH MANAGER.

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

77025 – Prior Approval for the erection of an agricultural barn following prior notification 76817 at Trimstone Farm, Trimstone, West Down, Ilfracombe, Devon, EX34 8NR.

This application had only recently been received. **Cllr Ayre proposed that an extension to comment be requested which was seconded by Cllr Kenshole.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE CLERK WILL REQUEST AN EXTENSION TO COMMENT ON PLANNING APPLICATION 77025 UNTIL AFTER THE NEXT PARISH COUNCIL MEETING ON THE 7TH JUNE 2023.

76879 – Prior Notification for erection of one agricultural building for lambing, storage of feed/machinery/equipment/farm vehicles on Land at West Down, Devon. Applicant's name is Sally-Anne Facey who is also the Agent.

This was for information only at this stage

4941. Post Office Outreach Service

Parish Councillors had been asked to send their comments to Cllr Ayre for the working party. Cllr Ayre thanked those who had done this. Cllr Ayre had put together a Timescales and Guidance document which had been circulated to Cllrs prior to the meeting. Cllr Kenshole stated that he was happy with the document. Cllr Ayre gave an update as to who had come forward so far to be part of the working party with representatives from the Church, Parish Hall and the Community Shop. Cllr Ayre felt the Parish Council need to be involved for this year due to agreeing to initially fund the shortfall in the hire charges until June, with a provision for this to continue until the end of the year. This document now needs to be given to the working party. Cllr Ayre was happy to set the meeting up and attend. Cllr Ayre would like to get the working party up together by the 15th May, or around that time, with the hope that a meeting can then be held with Mr Lincoln and a public meeting by the end of the month so that she can then report back to the next Parish Council meeting on the 7th June 2023. Cllrs Verney, Reeves and Squire would like to attend if possible. Cllr Ayre will let Councillors have the dates once arranged. **Cllr Kenshole proposed that the Timescale and Guidance document be presented to the working party to make sure they are buying into this, with Cllr Ayre to then set up the meetings described above which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE TIMESCALE AND GUIDANCE DOCUMENT BE PRESENTED TO THE WORKING PARTY PRIOR TO CLLR AYRE SETTING UP FURTHER MEETINGS AS OUTLINED IN THE DOCUMENT.

An email had been received from Rebecca Walker (DALC) regarding the use of S137 expenditure. The council may spend money up to the S137 limit provided it feels that the benefit to the community is commensurate with the expenditure although it is not intended as a long term prop to a commercial venture. She mentioned other possibilities such as the Parish Hall looking into other sources of grant funding to help support the Community Outreach Post Office. Another suggestion was to look at other Powers the Parish Council may have to see if one of those apply.

4942. Small Grants Fund

a) **To carry out the annual review of the Grant Fund Policy**

Councillors had looked at the Grant Fund Policy on the website. Discussion took place regarding altering the payments to the recipients of this fund to a month after the first and second instalment of the precept is received by the Parish Council. **Cllr Verney proposed that this alteration be made to the Small Grants Fund which was seconded by Cllr Squire.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE CLERK WILL ALTER THE GRANT FUND POLICY SO THAT THE PAYMENT TO THE RECIPIENTS TAKE PLACE A MONTH AFTER EACH INSTALMENT OF THE PRECEPT IS RECEIVED BY THE PARISH COUNCIL.

b) **To confirm the first instalments of the Grant Fund Payments agreed at the November meeting (Minute No. 4806)**

West Down Village Green Field Association	- £250
West Down PTFA	- £325
West Down PCC	- £650

c) To receive any reports in respect of the grant funding received for 2022-2023.

West Down Parish Hall – David Ayre, Treasurer, advised the Parish Council that the money was used towards the cutting down of the Ash Trees next to the kitchen against the roadside that suffered from Ash Dieback and also the annual Grass Cutting costs at the hall in 2022. Receipted invoices had been received from Ardmark Tree Care and also an invoice from JC's Lush Lawns.

West Down Village Green Field Association – A receipted invoice had been received from Mr Stainer for the benches in the park. He sent a brief report to say that the Community Park Trustees would like to thank the Parish Council for its continued support which has helped them to provide new picnic benches for the residents of West Down to enjoy. These benches will help residents to relax and spend time together.

West Down PTFA – A letter was received from the PTFA expressing their heartfelt gratitude for the generous grant towards the school camera equipment. This support had been instrumental to the success of West Down's communication and social media. They also provided a receipted invoice. A copy of this letter was sent to Councillors prior to the meeting together with photos taken with the equipment.

West Down PCC – A letter was received from the PCC advising that the grant was put towards cutting the churchyard grass which was much appreciated as without this grant they would only have been able to afford to do a few cuts. Receipted invoices were received.

4943. Community Land Trust

The Housing Needs Survey was circulated to Cllrs for their information on the 4th May 2023. Cllr Ayre stated that this has now been sent to all residents of the Parish of West Down. Cllr Ayre had put this survey on Facebook. Discussion took place about how best to get people to complete this survey as it is important that that this survey is completed. Cllr Ayre mentioned the possibility of doing a poster for the village shop.

Cllr Verney reported that a landowner had come forward with some land, which the CLT will be moving forward with when they can. There is a lot of work to be done now. The CLT have their AGM next month, with it being a year since they set up.

4944. Community Councillor Grant 2023-2024

This grant is to continue until 2027 which is good news. At the last meeting there was a suggestion for Flashing Speed signs. Although this may be possible, Cllr Reeves had sent an email to remind the meeting that before any application for a grant on this to be considered, NDC would first require written proof that it had been approved by DCC Highways. He had an alternative suggestion of purchasing something that marks King Charles III's Coronation, possibly a bench or a Coronation Tree. This item will be kept on the Agenda

4945. Emergency Plan

A poster had been put up asking people to come forward as part of a Working Party but no one had come forward. Cllr Ayre suggested the need to be more specific and go to the people who came forward before including the school, community field and hall. Cllr Kenshole agreed that the people who came forward before should be contacted to say this plan is being resurrected. Cllr Ayre stated that there was only one meeting then Covid put paid to this so no proper committee was set up. Cllr Ayre will do some additional work on this.

4946. Review Code of Conduct & Discuss Training

a) **To carry out the annual review of the Code of Conduct**

Councillors had been requested to review the Code of Conduct online prior to the meeting. **Cllr Ayre proposed that the Parish Council continue to adopt this document which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL WILL CONTINUE TO ADOPT THIS CODE OF CONDUCT DOCUMENT.

b) **To discuss the Code of Conduct Training for Town & Parish Councils**

A training session had been arranged for all Parish/Town Councillors regarding the Members Code of Conduct on Monday 5 June 2023 at 6.00 p.m. This training will be provided by NDC's Monitoring Officer. The Clerk will ask for a Team Appointment and circulate the link once available.

4947. Parish Council Insurance

a) **To receive the renewal notice and alternative quotations.**

The renewal documentation had been received from Community First regarding the insurance policy from Zurich Insurance plc. The Parish Council continue to have the benefit of being within a three year agreement which is due to expire on 31.5.2024. The Clerk had amended the sum insured for the laptop as this was previously only £250. The renewal premium is £320.81 (last year it was £314.22). The Clerk had sought three alternative quotations from BHIB, Came & Co and Community Action Suffolk. Came & Co have a minimum premium of £600, BHIB was £483.95 or £462.89 if a 3 year long term undertaking is taken out and Community Action Suffolk was £577.60 or £551.48 if a 3 year long term undertaking is taken out. The Clerk recommended that the Parish Council continue with the three year agreement with Zurich Insurance via Community First. **Cllr Squire proposed that the Parish Council continue with their existing insurance provider which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL WILL RENEW THEIR INSURANCE POLICY WITH ZURICH INSURANCE VIA COMMUNITY FIRST.

b) **To agree payment of the annual Parish Council insurance premium.**

Following the decision to continue with the current insurance provider, **Cllr Verney proposed that the premium of £320.81 be paid which was seconded by Cllr Kenshole.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE CLERK WILL ARRANGE PAYMENT TO COMMUNITY FIRST FOR THE RENEWAL OF THE PARISH COUNCIL INSURANCE.

4948. SW Heritage Trust

The Parish Council had budgeted £100 for storage of old documents. Cllr Ayre had been invited to the records office to see how they store the documentation. The rooms are all ventilated to the right temperature and items are catalogued and boxed. SW Heritage Trust do not make a charge for storage but rely on donations and presumably grant funding. **Cllr Squire proposed that the Parish Council make a donation of £100 for the storage of the Parish Council documentation which was seconded by Cllr Kenshole.** There was unanimous agreement to this proposal.

RESOLVED - THAT THE PARISH COUNCIL WILL MAKE A DONATION TO SW HERITAGE TRUST OF £100 FOR STORAGE OF OLD PARISH COUNCIL DOCUMENTATION.

4949. Finances

a) To receive the balance in the bank accounts.

Balance in the Treasurers Account as at 30.4.2023	£18,715.74
Balance in the Business Account as at 30.4.2023	£ 8,143.19

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 Bin Emptying		£195.00
Parish Hall	Shortfall in Hall Hire Charge		
	for the Post Office (March)	£87.00	
	(April)	£80.00	£167.00
Julie Snooks – Internal Audit fee (discounted)			£225.00
SW Heritage			£100.00
Total Payments			£1,057.49

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

RESOLVED – THAT THE PAYMENTS TOTTALLING £1,057.49 SHOULD BE PAID.

The payment to Community First for the Parish Council Insurance renewal was not on the payment list but was agreed £320.81

Payment of the first instalment of the precept for 2023-2024 was received on 24 April 2023 for £9,000.

c) Payment of Grants

Fifty percent of the grants agreed at the November 2022 Parish Council Meeting can now be paid out of the first precept payment.

West Down Village Green Field Association	£ 250	
West Down PTFA	£ 325	
West Down PCC	£ 650	
	Total Payment	£1,225

Cllr Verney proposed payment of the grants which was seconded by Cllr Knight. There was unanimous agreement to this proposal.

RESOLVED – THAT THE GRANT FUNDS BE PAID OUT OF THE FIRST INSTALMENT OF THE PRECEPT

The balance of £401.20 was received on 12 April 2023 in respect of the Climate & Emergency Grant.

Payment of £250 was received on 28 April 2023 in respect of the Devon Emergency Resilience Fund Grant.

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) AGAR (Annual Governance Accountability Return).

(i) The Clerk referred to the Internal Auditor's Report which she had circulated to Councillors prior to the meeting. This included additions to the Asset Register. Cllr Verney pointed out that the Parish Council gave the wrought iron bench to the Community Park so this should not be on the Asset Register. This will be put on the June Agenda so that this information can be minuted.

(ii) The Annual Governance Statement for 2022-2023 was completed and signed.

(iii) The Accounting Statement for 2022-2023 was completed and signed.

(iv) The Exemption Certificate for the External Auditor was duly signed.

The Clerk reported that the amended VAT reclaim will be £1,039.85 for the year 2022/2023. This revised figure included the amount highlighted in the Internal Auditor's Report.

The Notice of Public Rights Notice will take effect from 5 June to the 15th July 2023. This will be published on the Parish Council noticeboard and website.

4950. Correspondence.

Correspondence raised at the meeting:-

a) Email received from Assistant Chief Constable Nikki Leaper to Councillor Advocates. This was regarding the changes to the 101 contact system. Information circulated to Councillors prior to the meeting.

b) Pre-application planning advice simplified with a new online form had been received from North Devon Council. This had been circulated to Councillors prior to the meeting.

c) An email had been received from Councillor Advocate OPCC regarding the Seminar at Exeter Racecourse regarding tackling drugs. This is on the 16th May 2023 and confirmation of attendance needs to be with them no later than the 8th May.

d) Email received from Carol King regarding the Village Fayre which the Trustees of WDVGFA are having to postpone due to circumstances beyond their control. The Eurovision Party will still go ahead and they hope everyone will come and join in the fun.

e) Email received from NDC about the Publication of the Five Year Land Supply Statement for North Devon and Torridge. This was circulated to Councillors prior to the meeting. Another email referred to the Five Year Housing Supply for North Devon.

f) Alison Hernandez, Police & Crime Commissioner for Devon, Cornwall and the Isle of Scilly had sent an invite to her Commissioner's Showcase at Devon & Cornwall Police Headquarters at Middlemoor, Exeter. This is on the 23rd May. Spaces are limited and to secure a place there is a need to respond to this invitation and places will be on a first come, first served basis. Information circulated to Councillors prior to the meeting.

g) Email received regarding the Proposed Telecommunications Upgrade at West Hill Farm, West Down Hill from Sinclair Dalby. Information had been circulated to Councillors prior to the meeting. If the Parish Council want to comment they need

to do so within 14 days of the email (26.4.23). The Clerk had written back giving the date of the next Parish Council meeting. Cllr Kenshole felt this work was essential.

h) Age Concern had written regarding their restructuring to allow them to support more older and vulnerable people in the North Devon community. Apart from looking for volunteers and other support they are also seeking funding to help with their volunteer recruitment and training programme and are asking Parish Council's if they can make a donation.

g) Cllr Ayre had received an email from Melanie Barnes from Devon Communities Together. If West Down Parish Council would like to become members they require the application form to be completed and returned to them. The yearly fee is £24.00.

h) Bulletin received from DALC regarding post-election vacancies. This was circulated to Councillors prior to the meeting.

4952. Unresolved Questions

None.

4953. Items to be added to next meeting Agenda.

a) Review Standing Orders, Statement of Internal Control & Financial Risk Assessment.

b) Devon Communities Together Membership (£24).

c) Footpaths.

d) Community Land Trust.

e) Emergency Planning.

f) Post Office Outreach Service.

g) Community Councillor Grant.

h) Wrought Iron Bench – Remove from Asset Register as gifted to the Park.

4954. Any other business.

a) Cllr Knight raised an issue with a faulty footpath at Stocklands where she went through the step. Cllr Verney stated that he will chase Ros Davies for an update on various things including when work will start on the boardwalk on Footpath 12. Nettles have not been strimmed yet on Footpath 12 at the entrance where the seat is. This was meant to be done by the 30th April. There should be a report in soon from the Contractor.

b) Cllr Squire referred to road closures which no one seems to be notified of. One of these was Aylescott Road. There was also a closure down near the school. Cllr Kenshole was going to give the number of his contact about this to the Clerk and the Clerk will also mention this to C Cllr Andrea Davis.

c) Cllr Ayre raised the issue of the Clerk working 29 additional hours for March and April 2023. **Cllr Verney proposed that the Clerk be paid for the additional hours she had worked which was seconded by Cllr Squire.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE CLERK WILL BE PAID FOR THE 29 ADDITIONAL HOURS SHE HAD WORKED.

d) Cllr Ayre referred to the AED Pads for the Defibrillator. These run out at the end of May. She asked if this could be put on the June 2023 Agenda so that replacements can be agreed and in the meantime she will get a price for these.

The meeting closed at 9.45 pm.