

WEST DOWN PARISH COUNCIL MINUTES
West Down Parish Hall
Wednesday 2nd August 2023 at 7.00 p.m.

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

Also present: Val Ford (Clerk) and 3 Members of the public.

Apologies/Approvals.
C Cllr A Davis.

5006. Declarations of Interest
None.

5007. Public Participation
None.

5008. Approve & Sign Minutes of the 5th July 2023 Meeting of the Parish Council.
The Minutes had been circulated to Councillors prior to the meeting. **Cllr Reeves proposed that the Minutes of the meeting held on 5th July 2023 be accepted as a true record which was seconded by Cllr Squire.** There was unanimous agreement to this proposal.

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

5009. Matters Arising

4985. Matters Arising. (4929) The two vacancies on the Parish Council remain unfilled. The Clerk put posters on the noticeboards and on the websites. (4966). Footpaths. The stick on footpath signs had been received from Ros Davies. Mrs Aldrich Smith did not want to take up the offer of meeting regarding the latch. Cllr Ayre had met with Mr Hunt.

(4969). Communities Together Membership. The invoice had been paid. (4973). The Statement of Internal Control had been amended and put on the website.

(4974). General & Financial Risk Assessment now on the website. (4976). The Children's AED Pads for the Defibrillator had arrived and Cllr Ayre had put them in place. (4981). AOB. Parish Council Website. Cllr Kenshole had altered the Internal Auditor to Cllr Verney. (4999) Queen's Green Canopy Plaque – The Clerk had written to RBL who apologised for the condition of the plaque. They are aware that a small batch of plaques skipped a step in production where the protective coating was meant to protect the lettering. They would be more than happy to replace the plaque free of charge. They are currently making some improvements to the manufacturing process so it would be around 3 weeks before they could send this replacement. Alternatively they can provide a refund. **Cllr Ayre proposed that a replacement plaque be requested which was seconded by Cllr Reeves.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE CLERK WILL REQUEST A REPLACEMENT QUEEN'S GREEN CANOPY PLAQUE FROM THE RBL.

(5000) Salt Bags. Cllr Ayre spoke to Mr Hookway. He felt another tonne of salt will be needed, which Cllr Ayre ordered. This should arrive around October.

(5002) Correspondence. a) Yellow parking signs. The Clerk had written to Su Carey at the school to say there was no problem putting the signs outside the school. d) The Parish Council Laptop warranty had been renewed for one year. e) The bracket for the guttering on the bus shelter at Dean Cross had been repaired by Cllr Squire's husband. Thanks were passed on to him.
 4987. Report from County Councillor. Cllr Ayre stated that the Community Speed Watch account is now paralysed and she is waiting for the system to be reactivated before readvertising this.
 5005. AOB – Cllr Knight was happy to look at Parish Online. Cllr Verney gave her the information.

5010. Police Report

Monthly Crime Figures.

The crime figures for June 2023 had not been received at the time of the July Parish Council Meeting. The number of Crimes reported in June 2023 for Mortehoe/Woolacombe & West Down (includes Mullacott & Bittadon) were:

Violence less Serious	3
Vehicle Crime (theft of and from)	1
Theft (Other)	1
Criminal Damage (inc. Arson)	4
Other Notifiable Crime	2

For July 2023

Violence less Serious	5
Theft (Other)	1
Other (Notifiable Crime)	2

5011. Report from County Councillor.

C Cllr Davis provided a report (see Appendix A). She had sent her apologies for the meeting.

5012. Report from District Councillor.

D Cllr Wilkinson referred to the meeting he had been to regarding the White Cross Offshore Wind Farm. Information was circulated to Cllrs before the meeting. He gave an update on the progress. A Planning Application is being put in this month. NDC needed reassurance that the pipeline coming in would be deep enough not to be uncovered when there are storms at sea.

D Cllr Wilkinson referred to the two Planning Applications for Gillards Farm (see Planning Applications below). He felt that one is a planning loophole regarding a redundant barn turned into a dwelling.

D Cllr Wilkinson referred to an interesting meeting last week in Woolacombe with the Housing Commissioner, Chaired by Lord Best. They came and looked at what Woolacombe have lined up. It was a very positive meeting and the virtues of CLTs were extolled. Linked to that, D Cllr Wilkinson was being interviewed at the end of the week for Escape to the Country, with the programme wanting to know what is being done about CLTs. (They have got to be in the Local Plan and be at government level as well, i.e. Levelling Up process which is not the case at the

moment. So there is a need to have money pumped in to progress the CLT.)

A meeting is coming up in September with the Coastal Issues Group. This will be Chaired by one of the member authorities (Skegness). They have gone through a regeneration process up there. D Cllr Wilkinson was keen to progress this (including for West Down). D Cllr Wilkinson was meeting Dominic Dimbrook next week to look at regenerating seaside towns.

D Cllr Wilkinson referred to a report from the Police at last week's full council meeting. An update was given by Tony Davis, North Devon lead officer, who was extolling the virtue of the then Chief Constable but unfortunately he was suspended not long after that. However, there were some positive moves.

North Devon Coast Areas of Outstanding Natural Beauty – Sustainable Development Fund. D Cllr Wilkinson felt this was a brilliant scheme. Woolacombe were given £4,000 last year for a ride on mower for the allotments. Dave Edgecombe, the AOB Officer, is retiring and will be a hard act to follow. Cllr Knight referred to the possibility of having a candidate for this fund. D Cllr Wilkinson was happy to write a letter of support to go with this.

Cllr Squire queried when the start date was for the building of the affordable housing in Woolacombe. D Cllr Wilkinson said this would be eighteen months after the application goes in and then probably eighteen months for the build.

Cllr Squire referred to the planning application next to the Fortescue. D Cllr Wilkinson stated that it will go to the Planning Committee as it is a major application. There have been a huge amount of comments.

Agenda Items 14, 18 and 20 were brought forward whilst D Cllr Wilkinson was present.

5013. Community Councillor Grant 2023-2024.

Cllr Reeves referred to the original plan for Flashing Speed Signs but this has now changed. At the last meeting it was agreed that the Parish Hall would be contacted to see if they would like the Parish Council to purchase a recycled plastic King Charles III bench to go outside the Parish Hall entrance. The village did not currently have anything to commemorate his Coronation. The Parish Hall were receptive to this idea and were happy for the Parish Council to apply for the grant for this. The bench would then be gifted to the Parish Hall. Cllr Reeves reported that the cost of the bench was £480.91 (including VAT of £76.50) so an application would be made for £405.00. D Cllr Wilkinson confirmed that he was happy for the Parish Council to apply for the funds for this.

RESOLVED – THAT THE PARISH COUNCIL WILL APPLY FOR THE COMMUNITY COUNCILLOR GRANT FOR 2023-2024 IN THE SUM OF £405.00 FOR PURCHASE OF A RECYCLED PLASTIC KING CHARLES III BENCH.

5014. Car Park

The Disabled Bay in the Car Park had now been painted.

Cllr Reeves outlined the background regarding there being no signed lease in place

(see July Mins – Min. No. 4988). Mr Triggs (NDC) has yet to let the Parish Council know why VAT has been added this year to the Parish Council's contribution of £800.

The Parish Council put a Freedom of Information request into the Crown Estate as they transferred ownership of the Car Park to the District Council. The Parish Council want to know if there is any Covenant to say the land has to be a Car Park. If this is the case, then the Parish Council need to decide where they stand if they do not sign the lease and do not agree to pay any maintenance. Jon Triggs wants West Down Parish Council to formalise the Repair and Maintenance lease. Cllr Reeves said he would only support something that is not a Repair and Maintenance lease. The Parish Council should get a response shortly from the Crown Estate.

D Cllr Wilkinson remembered this issue from before. Nothing was signed and it was left in limbo. He suggested the Parish Council write to Jon Triggs and request a meeting to sit round the table and sort it out. This can be done once the Freedom of Information reply is received from The Crown Estate.

Cllr Squire queried whether the Car Park would have been part of the planning application for Thorne Park. D Cllr Wilkinson confirmed this was the case. Cllr Squire was concerned that if the Parish Council do not sign anything and say it is the DCC's responsibility they might start charging. D Cllr Wilkinson referred to a similar situation in Morteohoe. The residents pay £70 p.a. and get a key to the gate. Cllr Squire stated that the normal parking charges in Morteohoe are expensive.

RESOLVED – THAT THE CLERK WILL CIRCULATE THE FREEDOM OF INFORMATION REPLY FROM THE CROWN ESTATE TO THE PARISH COUNCILLORS AND DISTRICT COUNCILLOR. A MEETING WILL THEN BE REQUESTED WITH JON TRIGGS.

5015. Air Ambulance Light

An email had been received from John Stainer, WDVGFA, about the faulty Air Ambulance light in the Park. WDVGFA set out their position on who should fund the repair, with them feeling it should be the Parish Council, and they provided quotations to replace the bulbs. Although the Parish Council sought the planning permission for this light, this was due to it being cheaper for them to do, but they do not own this. It was queried who has this item as an asset. Mr Stainer felt both sets of lights should be replaced. Cllr Squire reminded the meeting that the Parish Council gave WDVGFA a grant for £500 for work on cabling.

D Cllr Wilkinson felt it comes down to ownership. WDVGFA had a good slice of the S106 monies last year which should pay for a few bulbs. Cllr Verney stated that the tools to fold the pole down are missing. The fault needs to be checked by an electrician as it may not be the bulbs. D Cllr Wilkinson referred to the Air Ambulance light at Putsborough which is maintained by Andy White in Morteohoe. Cllr Reeves stated that there is now an impasse as WDVGFA have put in writing that they are not accepting responsibility for the repairs and the Parish Council do not have any money in their budget for this. Devon Air Ambulance have a fund to set sites up but it is then down to the community to maintain them as they have no budget for this. Cllr Ayre felt it was positive to have the Air Ambulance for the community due to the speed of it being able to come into the village which could save a life. Cllr Reeves felt this was a high priority. Cllr Verney stated that the service is currently out of use

as the Air Ambulance service know the light is not working. A lot of discussion took place about the way forward and the need to find out what is wrong as WDVGFA are saying that once the light is working they may consider taking responsibility for it. D Cllr Wilkinson said that Morteohoe Parish Council take responsibility for the Air Ambulance light at Putsborough so it was agreed that the Clerk would email the Clerk, Daniel Bleasdale, and see if they have a kit that West Down can borrow. This will then be put back on the Agenda.

RESOLVED – THAT THE CLERK WILL CONTACT THE CLERK AT MORTEHOE TO SEE IF WEST DOWN PARISH COUNCIL CAN BORROW THEIR KIT FOR LOWERING THE AIR AMBULANCE LIGHT.

- THAT AN ELECTRICIAN WILL BE ASKED TO LOOK AT THE LIGHT TO SEE EXACTLY WHAT IS WRONG.

- THAT THIS WILL BE PUT BACK ON THE NEXT AGENDA.

5016. Planning Decisions

77025 – Trimstone Farm. Prior Approval for agricultural barn – Refused.

76647 – Lower Broad Park – Application for attenuation pond – Withdrawn.

77350 - Lower Twitchen, Mullacott Cross. Prior notification for the erection of one agricultural earth banks slurry store – Refused.

5017. Planning Applications

a) Applications on the Agenda.

77350 – Prior Notification for the erection of one agricultural earth banked slurry store.

The Clerk had asked for an extension of time to comment on this application but was advised that an extension cannot be given due to the local authority only having 28 days to respond to such applications otherwise the development is “deemed consent” and may begin. Cllr Reeves added that this could come back as a full planning application.

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

77468 – Creation of field access & associated works at Land at Gillards Farm, West Down, Ilfracombe, Devon, EX34 8NH.

A letter had been received from the owners of Baileys Barn in respect of both planning applications (77468 and 77469) which was circulated to Councillors prior to the meeting. D Cllr Wilkinson said earlier in the meeting that if the Parish Council want him to call the applications in they need to let him know sooner rather than later. These applications had only just been received and it was felt not all of the local residents would have had a chance to look at this application. **Cllr Ayre proposed that both planning applications be carried over to the next Parish Council Meeting which was seconded by Cllr Squire.** There was unanimous agreement to this proposal.

Discussion took place about who should be consulted in respect of the field access and who borders the field. **Cllr Verney proposed that a list of consultees should be sent to Planning for both applications which was seconded by Cllr Squire.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE CLERK WILL REQUEST AN EXTENSION TO COMMENT ON PLANNING APPLICATIONS 77468 AND 77469.

- THAT A LIST OF CONSULTEES ON BOTH APPLICATIONS WILL BE SENT TO PLANNING.

Cllr Verney felt that the letter from the owners of Baileys Barn should be put under Correspondence.

77469 – Conversion of redundant rural building to dwelling & associated works at Barn 6, Gillards Farm, West Down, Ilfracombe, Devon, EX34 8NH.

See above.

c) To discuss the Full Planning Committee Meeting being held in August 2023 and the Parish Council's representation in respect of Planning Application 76647 – Attenuation Pond, Lower Broad Park.

This application had been withdrawn and Acorn Developments are going to revert back to the attenuation tanks and make up the road. The planning officer (Mr Emery) is working on an enforcement situation to ensure these things are done and he mentioned he should have this completed by the end of this week.

Jan Oades sent an email on behalf of all the residents of Broad Park to thank the Parish Council, especially Cllr Reeves, for their help in investigating this planning application.

Stuart Bryant, the previous owner of this site, had sent a copy of an email he had sent to Mr Emery. Mr Bryant was heavily involved in the planning process from the start and wanted to bring to Mr Emery's attention that on the original Planning approval for the Development at Lower Broad Park (60385) 2 gateway type features were to be constructed on Ilfracombe Hill, which seems to be conveniently forgotten by Acorn Developments. He believes these gateways are essential and should be addressed and he asked Mr Emery to inform Kevin Griffiths (Devon County Council Highways Officer) to ensure these are installed as approved in the Planning permission.

Mr Bryant felt these two gateways would go a long way to addressing the traffic problems on Ilfracombe Hill and children coming out from Farriel Lane onto Ilfracombe Hill from the Community Park.

5018. Post Office Outreach Service

Cllr Ayre stated that following the first working party meeting, it was agreed that Andy Odell and Cllr Reeves would meet with Colin Lincoln (Post Office Outreach Service). The notes of this meeting had been circulated to Cllrs. The working party met again on the 1st August 2023 and took into consideration all of the things discussed and came up with some potential proposals and ideas. Cllr Reeves referred to looking at a few things after the meeting with Mr Lincoln. He runs six outreach services and undoubtedly West Down have had the best days and service for fifteen years. Mr Lincoln is unwilling to pay more for the hire of the hall as he does not feel they use much in the way of running costs. The Parish Hall is the ideal venue as there is car parking, accessibility, a spacious room and secure internet but there are a lot of general running costs involved for the Parish Hall. Mr Odell and Cllr Reeves did not feel Mr Lincoln should need to pay more as he has lost a lot of business over the years, as have a lot of post offices. The reduction in service to two days a week was looked at, which would reduce the income to the Parish Hall and the Parish Council's contribution. It is unknown what is in the contract Mr Lincoln has with the Post Office. Mr Lincoln is planning to retire in two years and is reluctant to "rock the boat" as it could mean the service is

reduced to one day a week. If the same good level of service compared to other areas is to remain, then there may be a need to continue as things are at the moment, with the Parish Council contributing to the shortfall in hire charges.

Discussion took place about parcels not being picked up by the postman from the outreach service now and the service being used primarily for banking purposes. Cllr Reeves felt the Parish Hall would be conciliatory in respect of holding the hire charges as they are for now. The Parish Council budgeted for twelve months assistance to the service which will need to be looked at again in the budget for 2024/2025.

Cllr Ayre referred to the Parish Council's contribution being for a maximum of two years. Once Mr Lincoln retires, proper contracts would need to be looked at. A lot of discussion took place regarding the way forward. Cllr Kenshole felt there needed to be confirmation in writing about Mr Lincoln retiring in two years otherwise the Parish Council may have to continue funding for an indefinite period. Cllr Ayre wondered if the Parish Hall may be happy to part fund the shortfall, which could be another option to look at when setting the budget for next year.

Councillor Ayre gave a resume of what had been discussed. The Parish Council are happy to support West Down Post Office Outreach Service for the rest of 2023. The Parish Council will revisit this in November 2023 when they budget for the next financial year. Potentially the Parish Council will be happy to continue to fund the service for 2024/2025 on the proviso that the Parish Hall agree in writing that they will not increase their fees for the hire of the hall to the Post Office Outreach Service. That the Parish Hall request from Mr Lincoln that he gives them three months notice if he is leaving. The Parish Hall would be given a contract if there is a change of postmaster. **Cllr Reeves proposed acceptance of this resume, which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL ARE HAPPY TO SUPPORT WEST DOWN POST OFFICE OUTREACH SERVICE FOR THE REST OF 2023.

- THAT THE PARISH COUNCIL WILL REVISIT THIS SUPPORT IN NOVEMBER 2023 WHEN THEY LOOK AT THE BUDGET FOR 2024/2025.

- THAT THE PARISH HALL BE ASKED TO PUT IN WRITING THAT THEY WILL NOT INCREASE THEIR HIRE FEES FOR THE POST OFFICE OUTREACH SERVICE FOR THE REST OF THIS FINANCIAL YEAR AND FOR 2024/2025.

- THAT THE PARISH HALL BE ASKED TO GET CONFIRMATION FROM COLIN LINCOLN THAT HE WILL GIVE THREE MONTHS NOTICE IF HE IS LEAVING THE OUTREACH SERVICE.

- THAT THE PARISH HALL WILL BE ASKED TO OBTAIN A CONTRACT IF THERE IS A CHANGE OF POSTMASTER.

5019. Footpaths

a) To discuss the Tender for outstanding footpath works.

Cllr Verney was still working on this.

b) Any other Footpath matters.

Cllr Ayre had spent a couple of hours with Mr Hunt (Always there) and will circulate notes on the findings. Disabled access was discussed as Mr Hunt is keen for a lot more footpaths to be accessible.

The Clerk had sent an invoice to DCC for £6,000 for work on Footpath 12 which has now been received. Invoices had been received from Gareth Hookway, one for

Footpath 12 and one for Footpath 3. Ros Davies, P3 Coordinator, will raise an order for £1,200 to cover the work on Footpath 3. Ros Davies was starting a new job within Public Rights of Way. She will still be dealing with footpaths on a part time basis for now by which time there will hopefully be a new person in position.

Cllr Kenshole referred to a lot of work taking place on the footpath adjoining his daughter's near the shop (bordering footpath 20) due to severe water ingress into the house. When people came to look at this issue they lifted the manhole cover at the bottom of the footpath and the whole manhole was completely filled with tarmac. It seems that when the footpath was tarmacked, whatever was left over was put in there and caused thousands of pounds worth of damage to his daughter's property. Cllr Kenshole want it noted that contractors need to be careful when they do resurfacing work.

5020. Community Land Trust

Cllr Ayre reported that the CLT have had their AGM. They are waiting for the Housing Needs Survey. Communities Together indicated that they knew some people on the Housing List had not completed the survey so they asked if the Parish Council wanted to wait to give them time to fill this in. Cllr Ayre gave the go ahead for this so a link was going to be sent to give them the chance to fill this in. The completed Housing Needs Survey should be ready in the next ten to twelve days. This will be circulated to Cllrs once received with a copy to the Community Land Trust.

5021. North Devon Coast Areas of Outstanding Natural Beauty – Sustainable Development Fund

Information had been sent to the various groups in the village. Terry King, Parish Hall Management Committee, said they had for some time been thinking about what they can do to tidy up the southern boundary of their property. They are now coming down in favour of a hedge and may be able to persuade the AONB that they could help fund this. They are about to approach a local landscape gardener to advise them and give a quotation.

Jan Oades, West Down Gardening Club have no need of a grant but they could do with local speakers about gardening matters if anyone knows of one.

John Stainer, WDVGFA, will discuss this at their next committee meeting.

Cllr Reeves stated that it is up to the individual organisations to apply for this funding but the Parish Council may be able to provide assistance with any applications.

Cllr Knight hoped to have something to bring forward on this at the next meeting.

5022. Emergency Plan

Cllr Kenshole reported that there had been a good turnout at the first meeting. The stages of planning were gone through and what it was hoped to achieve. A Risk Assessment had been created and the next meeting at the end of August will be to start working on the risks. Braunton's Emergency plan was being used as a template as a lot of the information contained in this would also apply to West Down. Everyone at the meeting bought into the plan. Cllr Ayre was thanked for the refreshments. A questionnaire is to go out to the village to ascertain if there are people who have emergency skills, equipment or spare accommodation if ever

needed. Cllr Kenshole will give the template to the Clerk so this can be reworded for West Down. Once this is typed up there will be a door drop. Cllr Kenshole stated that it is hoped to get the Emergency Plan complete in the next few months.

5023. Parish Hall Representatives

An email had been received from Terry King which had been circulated to Cllrs. Anyone can attend the Parish Hall Management Committee Meetings but they cannot vote unless they go on the committee. Cllrs Verney and Squire will attend the meetings when they can and report back to the Parish Council. This item will be reviewed once the Parish Council have their full complement of eight Councillors.

5024. Flashing Speed Sign

Cllr Reeves had looked around the village to see where the 30 mph signs were and potential places for the moveable speed sign to go. Ilfracombe Hill is the main one of concern and other potential sites for the sign included Dean Lane and Stang Lane. There are no suitable poles currently in place so new ones would be needed.

Cllr Ayre referred to the information received earlier in the meeting under Planning (Item C) about the original Planning approval for the Development at Lower Broad Park (60385) where 2 gateway type features were to be constructed on Ilfracombe Hill. Cllr Verney queried whether the Parish Council could contact the Planning Officer (Mr Emery) to see if this is going to be done.

Cllr Ayre stated that the sites for the mobile speed sign have to be approved by Highways. Cllr Reeves added that C Cllr Davis said she would come out with the Highways officer and do an audit on our chosen sites. DCC then take over. The cost increases if they have to research what is underground. They put the poles in for the signs then the Parish Council would pay them for this as well as for purchasing the signs.

Cllr Reeves had spoken to the Chair of Bratton Fleming Parish Council about their flashing speed signs. He said they have two sites that are in operation, which have been well received, and they are working on another two to use. C Cllr Davis contributed to the cost of theirs but it is unknown if they got any other funding.

Discussion took place about the benefits of the flashing signs. Cllr Ayre stated that Mr Emery is going to go back to D Cllr Wilkinson about the possible gateway features on Ilfracombe Hill who will then keep the Parish Council in the loop.

This will be put on the September Agenda.

5025. 20's Plenty for Devon

Cllr Reeves had circulated information to all prior to the meeting. West Down are already on the map with 20s Plenty for Devon. It was suggested that the Parish Council should pass a motion to support the 20 mph speed limit and commit to emailing Devon County Council to change their default speed limit. A template had been provided for this. The Parish Council had already informed C Cllr Davis that they were going to take this course of action. DCC approved four communities last year out of around one hundred applications. Having a Community Speed Watch increases the assessment points score by two. Cllr Ayre stated that she is waiting for this to be resurrected. **Cllr Reeves proposed that an email be sent to DCC asking them to have a default speed limit of 20 mph which was seconded by**

Cllr Squire. There was unanimous agreement to this proposal.
**RESOLVED – THAT THE CLERK WILL EMAIL DEVON COUNTY COUNCIL ASKING THEM TO CHANGE THEIR DEFAULT SPEED LIMIT TO 20 MPH.
- THAT C CLLR DAVIS WILL BE COPIED INTO THIS EMAIL.**

5026. Annual Inspection of Property

Cllrs Ayre and Verney were happy to update the Asset Register which will be signed and put on the website.

5027. Parish Council Small Grant Fund

Local groups and organisations will be invited to formally apply for support from this fund for the 2023/24 financial year. **Cllr Squire proposed that this grant be publicised which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE CLERK WILL PUBLICISE THE PARISH COUNCIL SMALL GRANT FUND ON THE NOTICEBOARDS AND WEBSITES.

5028. Review of GDPR Policy

Cllrs had been asked to look at this policy online. Cllr Kenshole referred to a couple of items needing clarification. Firstly, storage of data. This was to be altered to reflect that financial and confidential items will be stored in the lockable filing cabinet. Archived documents off site are already stored confidentially. When a Councillor or employee leaves in the future, they will be asked to confirm in writing that all documents and data relating to Parish Council work will be safely deleted. Cllr Oades's details also need to be changed to Cllr Kenshole. **Cllr Ayre proposed that these alterations be made to the GDPR Policy which was seconded by Cllr Squire.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE CLERK WILL AMEND THE GDPR POLICY REGARDING STORAGE OF DATA. CONFIDENTIAL AND FINANCIAL DOCUMENTS WILL BE STORED IN THE LOCKABLE FILING CABINET.

- THAT PARISH COUNCILLORS AND EMPLOYEES NEED TO PUT IN WRITING WHEN LEAVING THE PARISH COUNCIL THAT THEY WILL SAFELY DESTROY/DELETE ALL PARISH COUNCIL DOCUMENTATION.

- THAT CLLR OADES'S DETAILS WILL BE AMENDED TO CLLR KENSHOLE'S.

- THAT THE CLERK WILL REQUEST A COPY OF THE ELECTORAL ROLL AND KEEP THIS CONFIDENTIALLY.

5029. Review of General Privacy Notice & Privacy Notice for Councillors, Staff & Role Holders

Cllrs had been asked to look at these policies online. Cllr Reeves said the only change he could see was to change the name of Cllr Oades to Cllr Kenshole. **Cllr Squire proposed that these policies be amended accordingly which was seconded by Cllr Verney.**

RESOLVED – THAT THE CLERK WILL AMEND THE GENERAL PRIVACY NOTICE AND PRIVACY NOTICE FOR COUNCILLORS, STAFF & ROLE HOLDERS BY REPLACING CLLR OADES'S NAME WITH CLLR KENSHOLE'S.

5030. Review of the Role of the Data Protection Officer

Cllrs had been asked to look at this policy online. Cllr Kenshole could not see that any changes were required. **Cllr Kenshole proposed that this document remain as it is which was seconded by Cllr Reeves.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE DOCUMENT REGARDING THE ROLE OF THE DATA PROTECTION OFFICER BE ACCEPTED AS CORRECT.
- THAT THE CLERK WILL JUST AMEND THE FRONT PAGE WITH THE DATE OF THE REVIEW.**

5031. Finances

a) To receive the balance in the bank accounts.

Balance in the Treasurers Account as at 31.7.2023	£21,199.83
Balance in the Business Account as at 31.7.2023	£ 4,829.76

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 (April to June 2023)		£195.00
Mrs V Ford	Lenovo 1 year warranty for PC Laptop		£ 44.03
Mrs S Ayre	Emergency Planning Meeting Refreshments		£ 20.49
Western Web	Parish Council Website		£126.00
G J Hookway	Work on Footpath 12, collection of materials and purchase of materials		£6,174.00
Total Payments			£6, 930.01

An invoice had also been received from G J Hookway for £1,134 for work to Footpath 3. Cllr Ayre will contact Mr Hookway and advise him that the first invoice for £6,174 will be paid, with the invoice for £1,134 to be paid at the next meeting once the funds have been received from DCC. **Cllr Squire proposed that the invoices totalling £6,930.31 should be paid which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE PAYMENTS TOTALLING £6,930.31 SHOULD BE PAID.
- THAT THE SECOND INVOICE FROM MR HOOKWAY FOR £1,134 WILL BE PAID AT THE NEXT MEETING ONCE THE FUNDS HAVE BEEN RECEIVED FROM DCC.**

The 2022/2023 invoice for £800 for the Car Park had still not been paid and the further invoice for this year's Ground Maintenance Services of £960.00 was also unpaid. See Item above regarding the Car Park.

5032. Correspondence.

Correspondence raised at the meeting.

a) Rural Network Bulletin. Petition to save the Post Office network. Emailed to Cllrs 11.7.2023.

b) Tarka Trail. Email received from C Cllr Davis to alert the Parish Council that

DCC will be submitting a new planning application for the Tarka Trail. Circulated to Cllrs 17.7.2023.

c) Peninsula Transport. Email received from C Cllr Davis regarding the International Gateway Study. Emailed to Cllrs 17.7.2023.

d) Road Warden Scheme & Defibrillators. Email received from MP Selaine Saxby. Emailed to Cllrs 18.7.2023.

e) Proposed Road Closure for road from Willingcott Bridge to Dean Cross for October 12th 2023. This is for replacement of a telegraph pole.

RESOLVED – THAT THE CLERK WILL PUT THIS ON THE WEBSITES IN SEPTEMBER 2023.

f) Email received from Andrew Noall, Stowford Leisure. Invitation to their open evening on Thursday 3rd August regarding the development of the old Foxhunters garage site. Circulated to Cllrs.

g) Email from Councillor Advocate OPCC regarding the Road Safety Seminar on the 17th July. Circulated to Cllrs on 18.7.2023.

h) Email received from Aurienna Dunbrook (NDC) regarding the Consultation on the revised Licensing Act 2003 Statement of Licensing Policy. Circulated to Cllrs on 18.7.2023

i) Baileys Barns – A letter had been received giving a resume of the owners' plans for the future. This had been circulated to Cllrs. An invitation was given for the Cllrs to look at the site. Cllr Kenshole stated that he will complain about the barn next to him, with the owners being given planning permission to have two cars parked in their garden area and two on an allotted area. This is not happening as they are parking on the Island. Other cars are also not parking where they should. Recycling was not picked up as the vehicle could not get through, which would also be the case if an ambulance is needed. He felt it was an accident waiting to happen, particularly as contractors going into Gillards Farm go so fast. Cllr Ayre suggested that the Clerk email C Cllr Davis to see if someone can come out and have a look.

5033. Unresolved Questions

None.

5034. Items to be added to the next meeting Agenda.

a) Pay Parish Hall MC for hire of hall for meetings (6 months in advance)

b) Poppy Wreath

c) CLT

d) North Devon Coast Areas of Outstanding Natural Beauty – Sustainability Development Fund.

e) Emergency Plan.

f) Flashing Speed Sign.

g) Car Park – Lease.

h) Footpaths.

i) Air Ambulance Light.

5035. Any Other Business

a) Su Carey, West Down School, confirmed that they will be spending the S106 money on the development of the present school building.

b) Cllr Squire referred to the top of the hill opposite Sunset, the last house on the left. There has been a widening of the field entrance on the right hand side and there is a mobile home in there (more like a cabin of some sort). She also referred to two other mobile homes and a shed up the road. She felt all three should be

reported. Cllr Kenshole was to have a look at the Parish Online map so that Cllr Squire can pinpoint these sites.

c) Cllr Reeves referred to the email previously sent to Mrs Belton. The blue pipe that enters the stream needs to be relooked at. Cllr Ayre was to give the Clerk Jake Belton's address so that she could send him an email.

d) Parish Councillor Vacancies. Cllr Ayre keeps putting this on Facebook and the Clerk had put up posters on the noticeboard and website. A couple of people have shown an interest but have yet to come back.

The meeting closed at 10.13 p.m.