

WEST DOWN PARISH COUNCIL MINUTES  
West Down Parish Hall  
Wednesday 1<sup>st</sup> November 2023 at 7.00 p.m.

Present: Cllrs S Ayre (Chair), M Reeves (Vice-Chair), R Kenshole, H Knight, S Squire, S Whitby, C Cllr M Davis & D Cllr M Wilkinson

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

Apologies/Approvals.

Cllr T Verney due to work commitments. (Accepted).

5084. Declarations of Interest

None.

5085. Public Participation

John Hookway felt the 50 mph speed limit on the A361 at West Down was a good idea but he was concerned about the historical problems of there being no signs indicating Stang Lane is dangerous for HGVs. One such vehicle had an up to date HGV Sat Nat but the driver ignored it and came in at Dean. This has been a problem for 20 years. If a lorry does turn in and has to back up it is an accident waiting to happen. He felt it was pretty poor for DCC to say they have no money and he felt the Parish Council should "take up the mantel" to get something done. He felt there needed to be signs indicating the danger some way before the turning on both sides on the A361. Stang Lane is down as one of the main routes into West Down so needs addressing urgently.

5086. Approve & Sign Minutes of the 4<sup>th</sup> October 2023 Meeting of the Parish Council.

The Minutes had been circulated to Councillors prior to the meeting. **Cllr Kenshole proposed that the Minutes of the meeting held on 4<sup>th</sup> October 2023 be accepted as a true record which was seconded by Cllr Reeves.** There was a majority agreement to this proposal.

**RESOLVED – THAT THE MINUTES OF THE 4<sup>th</sup> OCTOBER 2023 PARISH COUNCIL MEETING BE APPROVED AND THEY WERE DULY SIGNED**

5087. Matters Arising

5064. Matters Arising. (4929) Parish Council Vacancy. One vacancy remains and continues to be advertised. (5013) Community Councillor Grant 2023/2024. The Coronation Bench had been received. Cllr Ayre will arrange for this to be taken to the hall. (5035). AOB. b) Mobile Homes in gateways. Cllr Squire gave the map giving the locations to the Clerk. This will be looked at to decide what to provide to the Enforcement/Compliance team at NDC at the December meeting. c) The Clerk had sent a letter to Mr Belton about the blue pipe going into the stream. No reply had been received. The Clerk will chase this. (5041). County Councillor Report. There had been no feedback on the gateway type features for traffic calming on Ilfracombe Hill. The Clerk had emailed Mr Emery for an update. (5042). District Councillors Report. The Clerk had received an email from the Sector Inspector, Richard Preston, Devon & Cornwall Police. Whilst he has clearly advocated to his team his expectations that they continue to work and build strong local and community links, their capacity to provide the same level of service to all

41 parishes within the North Devon area is simply unachievable with the size of his available community team. In summary, they cannot come to meetings unless there is a serious issue. (5053). Poppy Wreath. This had been received. (5067). Flashing speed sign. Cllr Kenshole referred to Stang Lane being unsuitable.

5079. Correspondence. c) The high viz jackets, vests and shovels have now been received. Cllr Reeves had cleared the suggestion of salt being put outside of the shop with the new shop manager who is happy for this to go under the shop window near the post box.

5082. AOB. a) Peards House. The Clerk had contacted the Enforcement Team regarding concerns about the Airbnb and received confirmation that Enforcement are looking into this. This cannot be chased until 56 days have passed. The Clerk will diary this. b) Ex Cllr Oades confirmed that he has deleted all Parish Council work from his computer.

#### 5088. Police Report

##### **Monthly Crime Figures.**

The crime figures for October were not available and will be given out at the December meeting.

#### 5089. Report from County Councillor.

C Cllr Davis gave a reminder about the Link Road being closed in one direction. This may go on longer than expected as weather has affected the work. With regards to the 50 mph speed signs that have gone up on A361 at West Down, there had been one complaint but it was pointed out this is for people's safety. This speed limit will be monitored and could reduce again.

With regards to HGVs using Stang Lane, Cllr Davis stated that drivers should be using HGV satnavs so she will make sure this lane is on the system. For signs to go up they have to be safety compliant, with there being hundreds of lanes like this in Devon. At the last meeting C Cllr Davis had referred to DCC not being able to fund signs. Cllr Reeves pointed out that there are similar issues with caravans being used on this route. He mentioned a figure of £350 as the cost of a sign on a wooden post. C Cllr Davis stated it has to be a standard size.

With regards to the flashing speed sign, C Cllr Davis had not been able to get out for the site visit as she had been unwell but she will fit this in when she can.

#### 5090. Report from District Councillor.

D Cllr Wilkinson referred to the NDC hub being moved to one of the units in Green Lane, which is much more suitable. There will be face to face interaction from officers on a rota basis.

Applications for postal votes can now be done online.

The Consultation ended yesterday regarding applications by certain people who have HMOs to be able to use these for short term lets. This goes against the District Council policy. D Cllr Wilkinson is waiting to see the response to the consultation.

With regards to Lower Broad Park, residents chased up the officers concerned, with the pavements being done. The road and attenuation tanks are outstanding.

At Monday's S & R meeting it seems the Climate & Environmental Grant scheme will be reinstated for 2024/2025. There is £40,000 in the residual fund. West Down is named as eligible. There will be two phases of application dates, with the first being April 1<sup>st</sup> 2024 so there is a need to look at this before that time. This grant scheme is being highly recommended for approval. £20,000 p.a. is to be dispersed. Cllr Reeves believed the criteria had altered in emphasis for this funding since its original start up. D Cllr Wilkinson stated that NDC hope to encourage projects from small Parish Councils to sustain and improve the environment, such as rewilding and renewables.

D Cllr Wilkinson referred to a new planning application being in for Teasel Cottage. (The Parish Council recommended approval last time). D Cllr Wilkinson was too late to call this application in last time but he has already done so on this one so it will go to the full Planning Committee. The applicants have also put in an application for a Lawful Development Certificate. Cllr Squire expressed some concern about people being able to comment on this application in time. D Cllr Wilkinson stated that the call in procedure has to have 28 days from when it is registered.

D Cllr Wilkinson gave his apologies for the next meeting as he will be in London.

5091. Climate & Ecology Bill

Cllr Whitby stated that it looks like this bill is "dead in the water". C Cllr Davis will check. Information on this bill had been circulated to Cllrs prior to the meeting.

C Cllr Davis stated that both DCC and NDC have approved this bill. This will be put on the Agenda for December 2023. Cllr Reeves added that the local MP is against it and he felt it was worth reading what she said in her report.

5092. Parking around the Island in the village

The Clerk had contacted PC Grantham to see if the Police could get involved regarding the issues with parking around the Island. His reply had been circulated to Cllrs prior to the meeting. If there are no parking restrictions then the only power the Police have are for obstruction. He suggested approaching Highways or the District Council again regarding signage and or yellow lines. Although there might be difficulty in enforcement, if they are in place then anyone parking there is committing an offence and can be reported for it. He also suggested a letter drop by the Parish Council explaining the problem and asking for those responsible for parking there to desist. He will ask his colleagues to keep an eye on the area and where possible offer advice and education.

Cllr Ayre had taken photos showing the difficulties the recycling lorry had to get past a parked car which was sent to PC Grantham.

Cllr Reeves felt a door drop would be a good idea. Cllr Kenshole thought the word had got around as two cars had found other places to park and one car is currently off the road so it is mainly one silver car that is an issue. Cllr Ayre had already spoken to the owner. Cllr Kenshole referred to the difficulty an ambulance had as well as a massive cement lorry. If the enforcement for Lynchs Barn gets looked at it will free up two parking spaces. The Clerk will diary this enforcement for 56 days so it can be chased.

It was agreed to review this at the next meeting before doing a letter drop.

5093. Planning Decisions

- 77468 – Land at Gillards Farm, West Down, EX34 8NH.** - Approved.  
**77469 – Barn B, Gillards Farm, West Down, EX34 8NH.** Approved.  
**77493 – Barn A, Greenpark Farm, West Down, EX34 8NW.** Approved.  
**77494 – Barn E, Greenpark Farm, West Down, EX34 8NW.** Approved.  
**77501 – Barn D, Greenpark Farm, West Down, EX34 8NW.** Withdrawn.  
**77616 – Barn at Rock Hill, West Down, EX34 8NH.** Approved.  
**77662 – White House Road from Willingcott Bridge, EX34 8NS.** Approved.

5094 Planning Applications

**a) Applications on the Agenda.**

**77557 – Demolition of existing barn & erection of dwelling at Hay Bale Barn, West Down, Ilfracombe, Devon, EX34 8NX.**

Cllr Reeves referred to the Parish Council having an application for this previously which the Parish Council approved. This application is just to rebuild the main barn as well as one wall which was found to be unsafe. The footprint has not changed.

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

**RESOLVED – THAT THE PARISH COUNCIL RECOMMENDS APPROVAL OF APPLICATION 77557.**

**77772 – Erection of a dwelling at Teasel Cottage, West Down, Ilfracombe, Devon, EX34 8NT.**

Cllr Squire felt the decision on this application should be deferred until December as no replies have been received following the Consultation, with interested parties having until the 23<sup>rd</sup> November to respond. Cllr Reeves could not see any difference to the previous application that the Parish Council recommended for approval but was withdrawn. This dwelling will be designated as a local needs dwelling for the family of the occupants of Teasel Cottage (for their daughter's family). They have said if this application is approved the mobile home will be removed. Cllr Whitby referred to it saying it is an open market dwelling for local needs. Cllr Ayre reminded the meeting that D Cllr Wilkinson has already called in this application. He has been on a site visit and this application will go to the full Planning Committee. **Cllr Reeves recommended approval of this application which was seconded by Cllr Knight.** There was a majority agreement to this proposal with one abstention.

**RESOLVED – THAT THE PARISH COUNCIL RECOMMENDS APPROVAL OF PLANNING APPLICATION 77772.**

**77784 – Prior Approval for change of use of agricultural building to 3 dwellings (Class Q(a)(b)) at Greenpark Farm, West Down, Ilfracombe, Devon, EX34 8NW**

Cllr Reeves referred to this being for Barn D. The applicants withdrew the previous application. This is exactly the same footprint but for three x three bedroom houses now. Last time there was a query by one of the Environmental Health Officers to ensure some buildings in close proximity would be for storage purposes only. Reference was made to the parking spaces and more cars going through Cheglinch but it was hoped that Highways will comment on this. **Cllr Kenshole proposed approval of this application which was seconded by Cllr Whitby.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE PARISH COUNCIL RECOMMENDS APPROVAL OF PLANNING APPLICATION 77784.**

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

**77795 – Change of use to Delivery Office & associated works at Former North Devon Arena, Mullacott Cross Industrial Estate, Ilfracombe, Devon, EX34 8PL.** This application will see a move of the Delivery Office from Ilfracombe High Street to Mullacott Cross Industrial Estate. The footprint of the building has not changed, it should give local employment and there is plenty of parking. **Cllr Whitby proposed approval of this application which was seconded by Cllr Squire.** There was unanimous agreement to this proposal.

**77834 – Application for a Lawful Development Certificate – Teasel Cottage - for the proposed siting of a mobile caravan within the garden for the purposes of providing ancillary accommodation.**

This application only came in on the day of the meeting.

**RESOLVED THAT THE CLERK WILL ASK FOR AN EXTENSION TO COMMENT ON PLANNING APPLICATION 77834 UNTIL AFTER THE NEXT PARISH COUNCIL MEETING ON THE 6TH DECEMBER 2023.**

5095. Flashing Speed Signs

C Cllr Davis had not been able to do a site visit as she had been unwell. This will be put on the Agenda for December. Cllr Kenshole referred to the new sign at Braunton being turned around this week and wondered if this type of action could be a way of West Down's proposed sign being seen as moveable.

**RESOLVED – THAT THE CLERK WILL EMAIL C CLLR DAVIS ABOUT THE SPEED SIGN AT BRAUNTON BEING TURNED AROUND TO SEE IF THIS ACTION CONTRIBUTES TOWARDS A FLASHING SPEED SIGN BEING DEEMED MOVEABLE. A REQUEST WILL BE MADE FOR CLLR DAVIS TO LOOK AT THIS WHEN SHE CARRIES OUT HER SITE VISIT.**

**- THAT THE FLASHING SPEED SIGN WILL BE PUT ON THE DECEMBER AGENDA.**

5096. Footpaths

**a) To receive Tenders received for outstanding footpath works.**

Cllr Ayre referred to correspondence from Mr Gareth Hookway about work under the Tender scheme. He would like to meet on site before he gives a firm price.

Cllr Ayre was happy to meet with Mr Hookway to go over the work required.

**RESOLVED – THERE WAS UNANIMOUS AGREEMENT FOR CLLR AYRE TO MEET WITH MR HOOKWAY TO GO OVER THE WORK REQUIRED FOR THE FOOTPATH TENDER.**

**b) Any other footpath matters.**

A report had been received from Mr Hunt regarding Footpaths and Bus Shelters. This had been circulated to Cllrs prior to the meeting. Cllr Ayre is going to help Mr Hunt find the benches and she felt mowing instead of strimming is better around the Coronation Tree. Cllr Ayre will chase Mr Hunt for a time to meet with him.

Emails had been received from Ros Davies and Simon Houghton (DCC Public Rights of Way Officers) about the No Entry sign on footpath 16. Ros Davies came back to say this sign should not be there. Mr Houghton understands that there are

issues with vehicles following their satnavs and going down the lane and getting stuck. The farmer did approach Mr Houghton for signs but there was nothing appropriate for him to provide. Mr Houghton suggested that the farmer approach the Parish as under P3 there may be enough in the pot to get a sign made up.

**RESOLVED – THAT THE CLERK WILL CONTACT THE OWNERS OF THE THREE RELEVANT PROPERTIES ABOUT THE NO ENTRY SIGN ON FOOTPATH 16 WHICH SHOULD NOT BE THERE.**

### **c) P3 Footpath Survey**

Cllr Kenshole had given the Clerk the completed P3 Comment Sheet for Footpath 15 together with photos. He referred to the stile between the two fields where there was an old caravan and a bee hive. He queried if the caravan had been dumped there. There was a new little row of trees and a big drop one side of the stile with the steps needing to be raised and made wider. With regards to the field where it is roped off for the horses, there is an electric fence which could result in someone grabbing this if they get stung with the long stinging nettles. The roping off has made the footpath very narrow, with there being a minimum width for footpaths.

**RESOLVED – THAT THE CLERK WILL WRITE TO MR BELTON REGARDING THE NEED FOR FOOTPATH 15 TO BE KEPT AT THE CORRECT WIDTH AS WELL AS CHASING HIM REGARDING THE PURPOSE OF THE BLUE PIPE RUNNING INTO THE STREAM.**

Cllrs were reminded that all footpaths need to be walked and their P3 Comment Sheets completed and given to the Clerk

#### 5097. Community Land Trust

Cllr Ayre had nothing to report on the CLT. There is an issue with funding as mentioned at the last meeting.

#### 5098. Emergency Plan

Cllr Kenshole referred to the Emergency Planning Meeting on Monday the 29<sup>th</sup> October 2023. The Emergency Planning leader and deputy were in attendance. They went through the Risk Assessments which they deemed high risk for the village and used the Braunton Plan to go through each risk. The Risk Assessment is now an appendix to the plan. There will be a full draft Emergency Plan for the meeting in December. Cllr Kenshole will provide the Clerk with the date so that the room at the Parish Hall can be booked. There will be a community meeting in January 2024 and in March there will be some practice runs with different scenarios and issues so that advice can be given before something happens. If a red warning is given for anything they will bring the team together and look at a contingency plan.

Cllr Reeves reported that the school are printing off some copies of the questionnaire and will divide these up for circulation. Another evacuation point is the pub as it has a kitchen and refreshments. This means that the Hall, Pub and School are now available and the right evacuation point will be decided on at the time. Andy Odell is looking into vulnerable people and how Braunton dealt with this.

Cllr Kenshole referred to funding. The Emergency Planning group are putting the equipment list together then they will come to the Parish Council to see what they can get. The Parish Council can make a second application for equipment.

Cllr Ayre thanked Cllr Kenshole for his hard work and passed on her thanks to Andy Odell and Nigel Tinsley-Such.

5099. Car Park

A meeting had been set up with Mr Triggs for Friday 10<sup>th</sup> November 2023 at 9.30 am at North Devon Council offices. Cllrs Reeves and Ayre are to attend as well as D Cllr Wilkinson. They will cover as much as they can and feed this back to the December meeting.

5100. Air Ambulance Light

Cllr Ayre had not heard from Mr Coates about coming for a site visit with his technical person. Cllr Ayre will chase Mr Coates for this meeting.

5101. Small Grant Fund

**a) To discuss applications received and decide on funding awards.**

Applications and accounts had been circulated to Councillors prior to the meeting from West Down Parish Hall, St Calixtus PCC, West Down PTFA (School) and West Down Village Green Field Association.

**St Calixtus West Down Parochial Church Council - £1,400 towards the cost of cutting the grass in the churchyard.**

Cllr Reeves referred to the Parish Council approving their applications for the last two years for £1,300. It is common practice for Parish Councils to fund the grass cutting in churchyards and it adversely reflects on the village if it is not done. He could see no reason why this should not be paid, with £100 extra this year for fuel being fair. **Cllr Ayre proposed that the application for £1,400 be approved which was seconded by Cllr Reeves.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE SMALL GRANT FUND APPLICATION FROM ST CALIXTUS WEST DOWN PAROCHIAL CHURCH COUNCIL FOR £1,400 TOWARDS GRASS CUTTING IN THE CHURCHYARD BE APPROVED.**

**West Down PTFA - £798 for a Sheltered sandpit.**

Cllr Reeves had spoken to Debbie at the PTFA to see if they can claim back VAT. It was confirmed that the school can do this so the application can be reduced to £665. **Cllr Reeves proposed that the application for £665 be approved which was seconded by Cllr Whitby.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE SMALL GRANT FUND APPLICATION FROM WEST DOWN PTFA FOR £665 FOR A SHELTERED SANDPIT BE APPROVED.**

**West Down Parish Hall - £500 for Grass Cutting & Ground Maintenance at the Hall.**

The Parish Hall did not apply for funding last year as they knew the Parish Council had to pay a substantial auditors bill from the money they received from Lower Broad Park. Cllr Squire had no issue with their application and felt the Parish Hall Management Committee were very fair last year in not asking for any money. Also the accounts show the amount of fund raising they do. **Cllr Squire proposed that the Small Grant Fund for £500 be paid which was seconded by Cllr Reeves.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE SMALL GRANT FUND APPLICATION FROM WEST DOWN PARISH HALL FOR £500 FOR GRASS CUTTING & GROUND MAINTENANCE BE APPROVED.**

**West Down Community Park - £1,000 towards the cost of necessary insurance cover for the year 2023/2024 of £948.50. They anticipate increases for 2024/2025. Also towards fuel costs of £500 to enable volunteer trustees to cut grass throughout the year.**

Discussion took place about the accounts provided which did not appear to be correct. This year's opening balance cannot be the same as last year's. It was also pointed out that their outgoings were far in excess of their incomings and that there had been no fund raising in the field for some time.

As the current financial status of the community park is unknown it was suggested that the decision on this grant fund application be deferred until December to give time to seek clarification on what fund raising they are doing to assist in offsetting against their outgoings, what amount is in the accounts and whether they need the money from the Small Grant Fund. **Cllr Squire proposed this course of action be taken which was seconded by Cllr Kenshole.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE PARISH COUNCIL WILL DEFER THE DECISION ON THE GRANT FUND APPLICATION FROM WDVGFA WHILST CLARIFICATION IS SOUGHT ON WHAT FUND RAISING THEY ARE DOING, THE AMOUNT IN THEIR ACCOUNTS AND WHETHER THEY NEED MONEY FROM THE SMALL GRANT FUND.**

**b) To receive an update on the editable pdf application form.**

Cllr Kenshole had prepared this form which the Clerk will put on the Website when advertising the Small Grant Fund next year.

5102. Partner Consultation – Dog Related PSPO (Public Spaces Protection Order)

Cllrs had been asked for their responses to this Order. Responses had been received from Cllrs Ayre, Reeves and Kenshole.

**RESOLVED – THAT CLLR AYRE WILL BLEND THE RESPONSES TO THE DOG RELATED PSPO ON TO ONE DOCUMENT AND FORWARD THESE TO CLLRS PRIOR TO THE NEXT MEETING WHERE THIS WILL BE ON THE AGENDA**

5103. Parish Hall Representatives

An email had been received from Terry King to remind the Parish Council that the Parish Hall AGM is on Wednesday 29<sup>th</sup> November at 7pm at the Parish Hall. He stated that this is the correct time for two Councillors to take up their positions on their Committee and become Management Trustees for a year.

A discussion took place about the situation when the Constitution was written and now. There is nothing to stop the Parish Hall from approaching others on the original Constitution, or those organisations that had been formed in the community since. Cllr Oades had been the Parish Hall Committee Member from the Parish Council until he stood down from the Parish Council. The Parish Council had already offered two representatives to go to the meetings so that two way communication could be facilitated but they would not be able to vote. Cllr Squire was happy to continue to be a representative but she could not commit to becoming a Committee Member or a Trustee. Cllr Verney was the other representative but he was not at this meeting to confirm if he can continue with this. Although nobody at the meeting was able to commit to being a Committee Member or Trustee, Cllr Whitby offered to be a representative if Cllr Verney cannot do this.



**RESOLVED – THAT THE CLERK WILL WRITE TO TERRY KING, WEST DOWN PARISH HALL MANAGEMENT COMMITTEE, TO ADVISE HIM THAT THE PARISH COUNCIL CANNOT PROVIDE COMMITTEE MEMBERS OR MANAGEMENT TRUSTEES BUT THEY CAN CONTINUE TO PROVIDE TWO REPRESENTATIVES FROM THE PARISH COUNCIL.**

5104. Health & Safety Policy

Cllrs had been asked to look at this policy online. Apart from needing a new header the policy did not need altering. There needs to be an Accident Reporting Form, which Cllr Kenshole will look into. **Cllr Squire proposed that the Health & Safety Form be accepted as correct once the header is done which was seconded by Cllr Kenshole.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE HEALTH & SAFETY POLICY JUST NEEDS UPDATING WITH A NEW HEADER.**

**- THAT CLLR KENSHOLE WILL LOOK INTO DRAWING UP AN ACCIDENT REPORTING FORM.**

5105. IT Policy

Cllrs had been asked to look at this policy online. Cllr Kenshole could not see any updates needed at the moment. This had been looked at earlier in the year so needs to be looked at in February 2024.

**RESOLVED – THAT THE IT POLICY WILL BE REDIARIED TO FEBRUARY 2024 FOR ITS ANNUAL REVIEW.**

5106. Advertise for Tenders for Parish Grass Cutting and Cleaning of the Bus Shelters for the following calendar year.

Discussion took place about picking up the grass cuttings and disposing of them from Garden Lane and the triangle and the need for this to be put in the schedule of works. The Clerk will advertise the tender on both websites and on the noticeboards, with a closing date of the end of November 2024.

**Cllr Squire proposed that the schedule of works for the grass cutting be amended which was seconded by Cllr Kenshole.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE SCHEDULE OF WORKS FOR THE GRASS CUTTING BE AMENDED TO INCLUDE PICKING UP THE GRASS CUTTINGS FROM GARDEN LANE AND THE TRIANGLE AND DISPOSING OF THEM.**

**- THAT THE CLERK WILL ADVERTISE THE TENDER FOR PARISH COUNCIL GRASS CUTTING AND CLEANING OF THE BUS SHELTERS FOR 2024 ON BOTH WEBSITES AND BOTH NOTICEBOARDS WITH A CLOSING DATE OF THE END OF NOVEMBER 2024.**

5107. Parish Hall Building & Contents Insurance

David Ayre (Treasurer of West Down Parish Hall) had provided the Clerk with a copy of the Insurance Schedule and Insurance Renewal Receipt for the Parish Hall. The Sum Insured for Buildings Cover is £1,140,071. **Cllr Squire proposed that the level of cover under the insurance schedule is in order which was seconded by Cllr Kenshole.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE CLERK WILL CONTACT DAVID AYRE TO CONFIRM THAT THE LEVEL OF COVER UNDER THE PARISH HALL BUILDING & CONTENTS INSURANCE IS SATISFACTORY.**

5108. Post Office Outreach Service

An email had been received from Terry King which had been circulated to Cllrs on the 27<sup>th</sup> September 2023. This was in response to an email sent to him after the Parish Council meeting on the 2<sup>nd</sup> August 2023 (Min No. 5018). He confirmed that the Parish Hall would not increase their hire charges for the Post Office Outreach service for the rest of this financial year and for 2024/2025. Cllr Reeves referred to West Down having the best Post Office Outreach Service around. Cllr Kenshole expressed concern about energy bills coming down since the agreement to pay the shortfall was made and whether the current level of support was needed. Following discussion it was pointed out that the Parish Hall did not charge the full amount previously. Cllr Ayre reminded the meeting that the feedback from the community was that they wanted the Post Office Outreach Service to remain. Cllr Squire felt Mr Lincoln has made it clear that he will not pay any increases in hire charges so if the Parish Council do not financially support the Post Office then it may not continue. **Cllr Ayre proposed that the Parish Council continue to support the Post Office Outreach Service and budget £1,114 for 2024/2025 which was seconded by Cllr Reeves.** There was a majority agreement to this proposal with one abstention.

**RESOLVED – THAT THE PARISH COUNCIL WILL CONTINUE TO SUPPORT THE POST OFFICE OUTREACH SERVICE WITH THEIR SHORTFALL IN ROOM HIRE CHARGES AT THE PARISH HALL FOR 2024/2025 AND WILL PUT AN AMOUNT OF £1,114 IN THE BUDGET FOR THE NEXT FINANCIAL YEAR.**

5109. Finances

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

Balance in the Treasurer's Account as at 31.10.2023	£16,707.21
Balance in the Business Account as at 31.10.2023	£ 4,842.30

**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	
	Additional Hours	£134.50	
	Admin Charge	£ 7.72	£504.99
North Devon Council	Dog Bin Emptying July – Sept 2023		£195.00
Mrs V Ford	Poppy Wreath		£ 23.98
Mrs S Ayre	Refreshments Emergency Mtg.		£ 10.85
Parish Hall	Shortfall in Hire Charge (PO) September 2023		£ 96.00
Parish Hall	Hire for Emergency Plan Mtg		£ 19.00
Croyde Aerials	Maintenance & 1 year Website domain & hosting of the Village Website		£129.00
	<b>Total Payments</b>		<b>£978.82</b>

Cllr Reeves referred to the invoice from Croyde Aerials for the Village Website. The last time payment was made to them was in October 2021. In December 2021 the Parish Council resolved to pay 50% towards this website as they were starting their own Parish Council website. This invoice appears to be for two years and a figure of £150 was put in the budget last year for this. The Village Website is a community asset and the Parish Council still use this to increase circulation of certain information. **Cllr Whitby proposed that the resolution of paying 50% towards the Village Website be amended to 100% for 2023 to support the village in disseminating information and to support the community. This was seconded by Cllr Reeves.** There was unanimous agreement to this proposal. **Cllr Whitby proposed that the invoice for £129 to Croyde Aerials should be paid which was seconded by Cllr Squire.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE PARISH COUNCIL WILL AMEND THEIR RESOLUTION TO PAY 50% OF THE VILLAGE WEBSITE TO 100% FOR 2023.**

**- THAT THE PARISH COUNCIL WILL PAY THE INVOICE TO CROYDE AERIALS IN THE SUM OF £129.**

Following discussion about the invoice from Croyde Aerials, **Cllr Squire proposed that the invoices totalling £978.82 should be paid which was seconded by Cllr Whitby.** There was unanimous agreement to this proposal.

**RESOLVED – THAT THE INVOICES TOTALLING £978.82 SHOULD BE PAID**

The Coronation Bench had been purchased on the 28<sup>th</sup> September 2023 at a cost of £480.91 from Costcutters (Seated Furniture Ltd). The grant funding has now been applied for from NDC.

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 Service of £960 was also unpaid. (See Item above regarding the Car Park).

**c) To prepare the Budget for the financial year 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.**

The Clerk had circulated figures to Cllrs prior to the meeting. The Coronation Bench needs to be added. The Clerk will redo the Budget and circulate this in time for the December meeting.

**d) To agree & sign the Asset Register.**

Cllr Ayre referred to downgrading a few of the items. She will print this document and scan it in prior to sending this to the Clerk who will put this on the website.

**RESOLVED – THAT THE REVISED ASSET REGISTER BE SIGNED AND PUT ON THE WEBSITE.**

#### 5110. Correspondence

a) C Cllr Davis sent an email on 19<sup>th</sup> October 2023 about the 50 mph speed limit on the A361. These signs should now be up. Should a further reduction be required she wanted to reassure the Parish Council that this will be something she will be pressing for.

b) Email received from SW Heritage Trust. They are currently seeking funding so that they can continue to offer an archive service for Northern Devon Records Office in Barnstaple. They are very grateful for the support from town and parish councils

over the last few years.

c) Email received from Carol King about a Village Forum meeting on Wednesday 15<sup>th</sup> November at 7.00 pm at the Parish Hall. Circulated to Cllrs. Cllr Ayre was unable to attend.

d) Council Advocate OPCC – Email received about a Councillor Advocate Seminar on 21/11/2023 on Antisocial Behaviour. Circulated to Cllrs prior to the meeting.

e) Highways Community Liaison. Information received about some upcoming patching works on the B3230. A road closure is required. The planned onsite working hours will be 6<sup>th</sup> to 16<sup>th</sup> November 2023. This had been put on both websites. Cllr Ayre will put this on Facebook.

f) Email received from Aurienna Dunbrook, NDC, regarding the Community Hub Consultation. There is a link to provide input. Information circulated to Councillors prior to the meeting.

5111. Unresolved Questions

None.

5112. Items to be added to the next meeting Agenda

a) Approve tender for Grass Cutting and Bus Shelter cleaning for 2024.

b) Approve Budget and fix the Precept for 2023/2025.

c) Flashing speed signs

d) Climate & Ecology Bill.

e) Parking around the Island in the Village.

f) Footpaths

g) Emergency Plan

h) Car Park Lease.

i) Air Ambulance Light.

j) Small Grant Fund – WDVGFA.

k) Partner Consultation – Dog Related PSPO (Public Spaces Protection Order).

l) To receive Tenders for Parish Grass Cutting & Cleaning of the Bus Shelters for 2024.

The CLT will be put on the Agenda every couple of months unless there is anything major to report.

5113. Any Other Business

a) Cllr Ayre will arrange for the second payment of ten additional hours to the Clerk.

The meeting closed at 22.16