

WEST DOWN PARISH COUNCIL

Mrs V Ford, Parish Clerk, West Down Parish Council, 10 Berrynarbor Park, Sterridge Valley, Berrynarbor, Devon, EX34 9TA. [Tel:- 07852 627967](tel:07852627967). Email: - clerk@westdownparishcouncil.org.uk

To: Cllrs S Ayre (Chair), M Reeves (Vice-Chair), R Kenshole, T Verney, H Knight, S Whitby and S Tanton.

You are hereby summoned to attend the Council Meeting of West Down Parish Council which will be held on **Wednesday 3rd April 2024 at 7.00 pm** at the Parish Hall, West Down for the purpose of transacting the following business. In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are invited to attend.

V A Ford

Mrs Val Ford - Clerk to the Council

AGENDA

1. **Apologies** – To receive apologies and reasons for absence.
2. **Declarations of Interest** – To receive declarations of personal interest and disclosable pecuniary interests
3. **Participation** – Members of the public are invited to make representations for a maximum of 2 minutes. Issues will be heard and noted but no decisions can be taken at this part of the meeting.
4. **Minutes** – To approve and sign the Minutes of the West Down Parish Council Meeting dated the 6th March 2024.
5. **Matters Arising** - To discuss matters arising from the Parish Council meeting held on the 6th March 2024.
6. **Police Report** – To receive information from the Police including the monthly crime figures.
7. **Report from the County Councillor** - To receive an update/report from C Cllr A Davis.
8. **Report from the District Councillor** - To receive an update/report from D Cllr M Wilkinson.
9. **Flashing Speed Signs** - To receive any further information.
10. **Planning Decisions** – To receive any planning decisions from NDC
11. **Planning Applications**
 - a) To comment on the following planning applications.
 - 78417 – Extension to agricultural barn at Barn at Higher Stowford Farm, Hore Down Gate, Ilfracombe, Devon, EX34 8PH.**

 - 78426 – Conversion of two redundant rural buildings to two dwellings and associated works at Gillards Farm, West Down, Ilfracombe, Devon, EX34 8NH.**

Continued

78415 – Conversion of agricultural barn to dwelling house at West Hill Farm Road, from West Down School to Winsham Down House, West Down, Ilfracombe, Devon, EX34 8NF.

78436 – Listed Building consent for installation of an external stainless steel flue at The Chapel, West Down, Ilfracombe, Devon, EX34 8NQ.

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

12. Footpaths

- a) To receive any update on the P3 Grant Funding Application submitted.
- b) Any other footpath matters.

13. Emergency Plan - To receive an update on this plan.

14. Car Park Lease – To receive an update on the lease for the Village Car Park.

15. Parish Councillor Vacancies – To receive information from the drop in sessions.

16. Community Land Trust –

- a) To receive an update on this scheme.
- b) To discuss sharing the DCT Housing Needs Survey on the Parish Council & Village Websites.

17. Air Ambulance Light – To look at actions needed going forward.

18. Small Grant Fund – To see if receipted invoices have been received from the recipients.

19. Review of Financial Regulations - Including cheque signatories and online banking authorisation.

20. Finances

- a) To receive the balance in the bank accounts.
- b) To receive and agree the invoices received for payment.
- c) To receive the Parish Council Final Accounts for the 2023/2024 financial year.
- d) AGAR (Annual Governance Accountability Return)
 - (i) To complete and sign the Annual Governance Statement 2023/2024.
 - (ii) To complete and sign the Accounting Statements 2024/2024
 - (iii) To confirm the Asset Register is up to date as at 31.3.24.
- e) To claim VAT for the year 2023-2024.

21. Correspondence – To receive items of correspondence received since the last meeting.

22. Unresolved Questions.

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

24. Any Other Business.