

# WEST DOWN PARISH COUNCIL

**Mr Daniel Bleasdale, 2 Rosalie Terrace, Woolacombe, EX34 7BJ**

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

You are hereby summoned to attend the **ANNUAL PARISH MEETING** of West Down Parish Council which will be held on **Wednesday 14<sup>th</sup> May 2025 at 6.45 pm** at the Parish Hall, West Down. In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are invited to attend.

1. Apologies.
2. Approve and sign the Minutes of the Annual Parish Meeting held on 1 May 2024.
3. Questions/Statements from the Public including a report from the Chairman of the Parish Council.

**THE ANNUAL GENERAL MEETING OF WEST DOWN PARISH COUNCIL WILL FOLLOW AT APPROXIMATELY 7.00 P.M.** 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.

Mr D Bleasdale - Clerk to the Council

## AGENDA

1. **Apologies** – to receive apologies and reasons for absence.
2. **Election of Chairman 2025/2026** – The newly elected Chair to sign their Acceptance of Office form.
3. **Declarations of Interest** – to receive declarations of personal interest and disclosable pecuniary interests
4. **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.
5. **Minutes** – To approve and sign the Minutes of the West Down Parish Council Meeting dated 2<sup>nd</sup> April 2025 and the Extraordinary meeting of 23<sup>rd</sup> April 2025
6. **Matters Arising** - To discuss matters arising from the Parish Council meeting held on 2 April 2025 and the Extraordinary meeting of 23<sup>rd</sup> April 2025.
7. **Election of Officers 2025/2026**
  - a) Vice Chair
  - b) Data Protection Officer:-

- c) Parish Council Auditor
- d) P3 Scheme Co-Ordinator
- e) Parish Council Representatives (x2) on Parish Hall Management Committee.

**8. Police Report** – To receive information from the Police including the monthly crime figures.

**9. Report from the County Councillor** - To receive an update/report from C Cllr A Davis.

**10. Report from the District Councillor** - To receive an update/report from D Cllr M Wilkinson.

**11. Reactive Speed Sign** – To receive an update on the poles and any responses from Highways regarding utility services beneath 2 of the chosen sites.

**12. Planning Decisions** – To receive details of planning approvals/refusals.

All Approved

79596 Change of use of dependant relatives annexe to separate residential unit at West Stowford Barton Barn, West Down, Ilfracombe, Devon, EX34 8PJ

79918 Variation of condition to allow for extension of time to the 3 year completion date attached to Class Q prior approval 75554 (Prior Approval for change of use to dwelling) at West Stowford Barton, Lane past West Stowford Farm, West Down, Ilfracombe, Devon, EX34 8PJ

79628 Erection of porch & associated works at The Oaks, Woodlane Farm, West Down, Ilfracombe, Devon, EX34 8NH

**13. Planning Applications** -

a) To comment on the following planning applications:-

79985 Alterations and extension to dwelling to include conversion of garage to storage space, creation of roof terrace and associated works at Roughlea, West Down, Ilfracombe, Devon, EX34 8NF

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

**14. Car Park Lease** – To receive an update on the completion.

**15. Road Warden Scheme** - To receive an update on any information from DCC on training dates, session contents and potential fees.

**16. Footpaths.**

a) To receive any update on the P3 Grant Funding.

b) Any other Footpath matters.

**17. Replacement wooden Bus Shelter at Foxhunters** – To consider alternative quotations and decide how to proceed.

**18. Dog Fowling** – Update on measures being taken to tackle the issue.

**19. Review Code of Conduct & Discuss Training.**

- a) To carry out the annual review of the Code of Conduct.
- b) To discuss any new Code of Conduct Training required for Town & Parish Councils.

**20. Parish Council Insurance**

- a) To receive the renewal notice and alternative quotations ensuring new bus shelter bins, reactive speed sign and car park are covered.
- b) To agree payment of the annual parish council premium.

**21. SW Heritage Trust** – To agree the donation for storage of Parish Council documents.

**22. Small Grants Fund**

- a) To carry out the annual review of the Grant Fund Policy.
- b) To confirm the first instalments of the Grant Fund payments.
- c) To receive any outstanding receipted invoices in respect of the grant funding awarded for 2024-25.

**23. Finances**

- a) To receive the balance in the bank accounts.
- b) To receive and agree the invoices received for payment.
- c) To receive and agree the Parish Council Final Accounts for the 2024/2025 financial year.
- d) AGAR (Annual Governance Accountability Return).
  - (i) To complete and sign the Annual Governance Statement 2024/2025.
  - (ii) To complete and sign the Accounting Statements 2024/2025
  - (iii) To confirm the Asset Register is up to date as at 31.3.25.
- e) To claim VAT for the year 2024/2025.
- f) Communities Together Membership – To consider the renewal.

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

**25. Unresolved Questions.**

**26. Items to be added to the next meeting Agenda**

**27. Any Other Business.**

**Part B: Confidential Matters:**

**28. Any Matters deemed too confidential for part A:**

To discuss setting up a sub-team of councillors to make arrangements for a meeting with the Clerk to address improving council communications and administration matters.