

WEST DOWN PARISH COUNCIL MINUTES
West Down Parish Hall
Wednesday 2nd April 2025 at 7.00 p.m.

Present Cllrs: S Ayre (Chair), M Reeves (Vice Chair), R Kenshole, S Whitby, H Knight, I Lavender, C Cllr Davis, ND Cllr Wilkinson.

Also present: , Daniel Bleasdale (Clerk) and 1 members of the public.

Apologies: Cllrs, S Tanton and T Verney.

68/25 Declarations of Interest: None.

69/25 Public Participation: Amy Batstone representing the community field, spoke of dog fowling in the community field. Amy has spoken with the dog warden and is meeting with them next week. Amy wanted to know if the Parish Council would consider helping with this issue. It is noted that the online reporting system is very clunky.

70/25 Approve & Sign Minutes of the Parish Council Meeting held on the 3rd March 2025.

Cllr Reeves proposed that the Minutes of the meeting held on the 3rd March 2025 be accepted as a true record which was seconded by Cllr Kenshole. Decision unanimous except for Cllr Lavender who did not attend the March Meeting.

71/25 Matters Arising

Cllr Reeves requested an update on the wooden bus shelter, the Clerk had looked into what type of grant it is, it is one where the Parish Council pay for the bus shelter to be completed then submit a form and receive 50% back. The current Quote is £2300 from Devonshire Makers, addition information will be requested from Jack at Devonshire Makers and the Clerk will also send out other quotes for bus shelters obtained.

72/25 Police Report

March: 1 Instance of arson. For January, Mortehoe, West Down and Bittadon, Violence and Sexual Assault 3, Criminal Damage 2, Anti Social Behaviour 1, Drug Offences 1.

73/25 Report from County Councillor on Website.

C Cllr Davis full report is available on the website.

C Cllr Davis reports there is an update on government reorganisation and this will be completed by the new Council after the election.

A399 overnight closure 7th April to Wednesday 16th April to fix potholes.

The School Holidays activity and Food Program has a new booking system which is better for families and there is a link in the report that will help people do that.

There is an additional summer bus that runs to Barnstaple on Saturdays, this will last until the 25th October.

74/25 Report from District Councillor.

D Councillor Wilkinson reported the District Council has submitted their draft devolution plans. D Cllr Wilkinson is concerned that a unitary authority would not represent coastal issues.

D Cllr Wilkinson attended as a bystander to the Planning Committee visit to the Saunton site for the White Cross cable landfall, Natural England have concerns about the depth of the cable at 1.5 metres.

D Cllr Wilkinson judged the flourishing culture group in North Devon and Ilfracombe was represented well in the final selection.

D Cllr Wilkinson reported that his District Councillor grant will be open for requests as of the 1st of April.

Cllr Knight asked if there is still a push to have a coastal issues Minister, D Cllr Wilkinson said they're still very much pushing for a Minister for Coastal issues

75/25 Reactive Speed Sign: The sign and accessories have arrived. Poles supplier and installation quotes have been obtained. The Clerk will ask for additional pole installation quotes from Mark Keiff and Chris Wallace. The Clerk was asked to order the poles from the chosen supplier, ATP. Proposed by Cllr Kenshole seconded by Cllr Reeves; decision unanimous. Another bracket will be ordered, Proposed by Cllr Reeves seconded by Cllr Kenshole; decision unanimous.

76/25 Planning Decisions:

Approved

79467 Demolition of redundant barns and erection of 3 dwellings and associated works. (Utilising fallback position 77493, 77494 and 77784 for five dwellings) Greenpark Farm West Down Ilfracombe Devon EX34 8NW

79574 Variation of condition 2 (approved plans) attached to planning permission 77557 (demolition of have been obtained existing barn & erection of dwelling) to allow use of cedar cladding on the upper sections at Hay Bale Barn West Down Ilfracombe Devon EX34 8NX

79576 Proposed replacement dwelling and associated works at Pig Heaven West Down Ilfracombe Devon EX34 8NW

77/25 Planning Applications to consider:

a) 79821 Erection of an agricultural shed over an existing silage clamp at Cheglinch Farm West Down Ilfracombe Devon EX34 8NW. Approval proposed by Councillor Kenshole Seconded by Councillor Reeves, decision unanimous.

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. Approval proposed by Councillor Kenshole Seconded by Councillor Whitby, decision unanimous.

78/25 Planning applications received after the Agenda was published: None.

79/25 Footpaths

Footpaths: The Clerk had a meeting with Cllr Verney and P3 footpaths forms have been submitted along with requests for additional stickers. It was noted by the Clerk that last year the Parish Council did not receive any P3 money. 6 pallets have been stacked near the entrance of footpath 15 with a sofa on top.

It was suggested that it would be useful to share a map showing our footpaths with all councillors.

80/25 Road Warden Scheme: The Clerk, Pete Starbuck and Cllr Verney have volunteered for road warden training. Cllrs Kenshole, Ayre and Whitby also volunteered at this meeting. The Clerk was asked to progress this.

81/25 S106 expressions of interest: Cllr Ayre will send out the S106 items of interest to Richard Slaney

82/25 New Bins at Foxhunters bus shelters: The bins have been installed, one was graffitied but was cleaned immediately. Cllr Reeves has NDC of the bin locations and they will be emptied regularly by them, as per those at Dean Cross.

83/25 Car Park Lease:

After the feedback from Cllrs they are happy to go ahead, Proposed by Cllr Reeves, Seconded by Cllr Ayre, decision unanimous.

Cllr Reeves noted that Business Rates will come in to effect shortly.

84/25 Small Grant Fund: To check if receipted invoices have been received from recipients of the 24/25 grant. The Clerk is still waiting for responses from the Church and will chase the Community Park for the correct receipted invoices.

85/25 Update of the Asset Register:

The Clerk will update the Asset Register, adding Radios, TV, Emergency Equipment, air ambulance pole and grit spreader [see 86/25 (f)].

86/25 Finances

a) Balances at 31/03/2025: Treasures Account: £22,055.98

Business Bank Account £4,923.24

b) Received invoices for payment:

Payments for authorisation April 2025

North Devon Council	Clerks Salary	£399.62
	+Admin Charge £7.72 =	£407.34
Pete Starbuck		£140
Westcotec		£4875.60

Total £6117.74

Proposal for payments Cllr Reeves seconded by Cllr Lavender, decision unanimous.

c) To confirm Quarterly Audit has been carried out. Cllr Verney conducted the Quarterly audit.

d) To receive the Parish Council Final Accounts for the 2024/2025 financial year. These accounts were rejected and an additional meeting was planned for the 23rd April to discuss this.

i) AGAR (Annual Governance Accountability Return) This form would be affected by any changes at the next meeting and would not be signed until the end year financial accounts are agreed.

ii) To complete and sign the Annual Governance Statement 2024/2025. This form would be affected by any changes at the next meeting and would not be signed until the end year financial accounts are agreed.

iii) To complete and sign the Accounting Statements 2024/2025

This form would be affected by any changes at the next meeting and would not be signed until the end year financial accounts are agreed.

e) To claim VAT for the year 2024/2025.

This form would be affected by any changes at the next meeting and would not be signed until the end year financial accounts are agreed.

f) The updated Asset register: The Annual update of the asset register is needed to include the value of a grit spreader and uploaded to the Website. (This item was missed off the Agenda by the Clerk, however it was discussed).

87/25 Correspondence

Cllr Ayre had a letter from Susan Batstone thanking the Parish Council for the successful bid for the Climate and Environment grant. The Trustees propose to act as a conduit between the Parish Council and Westhill Farm as a contractor to replace the Portuguese laurel hedging by Noble Bay hedging, for the entrance and mixed hedging of Hazel, Holly, Hawthorn, Crab Tree, Dog Rose and Wild Cherry as screening to the North side of the containers. The wildflower seeding area will be prepared north of the bouldrome.

88/25 Unresolved Questions

Collaboration with the community park, the community park would like an additional dog waste bin with bags. There may be grants available and the Parish Council will keep a look out for grants. Amy Batstone was asked to come back after her meeting with the dog warden.

89/25 Items to be added to the next meeting Agenda

- a) Road warden Scheme
- b) Financial year end
- c) VAT
- d) Bus Shelter
- c) Dog Fouling

- d) Review Parish Council Insurance
- f) Donation to SW Heritage Trust
- g) Car Park

90/25 Any Other Business

Cllr Whitby: The West Down Scarecrow festival will take place in the village between the 28th and June 3rd July, the Parish Council may submit a scarecrow.

Cllr Lavender would like to thank Cllr Reeves for his extensive work on the Reactive speed sign and the car park lease.

Cllr Reeves provided the Clerk with information on a grant called "keeping North Devon Connected fund", and the Clerk will circulate this where he can. Cllr Ayre reported the white lines near the school have faded and have been reported.

Cllr Ayre stated that she will step down as Chair this year.

PART B – THE PUBLIC AND PRESS ARE EXCLUDED FROM THIS PART OF THE MEETING.

None

The meeting closed at 9:34 p.m.