

WEST DOWN PARISH COUNCIL

Mr Daniel Bleasdale Parish Clerk, West Down Parish Council, 2 Rosalie Terrace, Woolacombe,
EX34 7BJ Email: - clerk@westdownparishcouncil.org.uk

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

You are hereby summoned to attend the Council Meeting of West Down Parish Council which
will be held on **Wednesday 4th June 2025 at 7 pm** at the Parish Hall, West Down

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.
4. **Minutes:**
 - a) To approve and sign the Minutes of the West Down Parish Council AGM Meeting dated the 14th May 2025.
 - b) To approve the Minutes of the Annual Parish Meeting held on the 14th May 2025. (These do not get signed until the Annual Parish Meeting in 2026).
5. **Matters Arising:** To discuss matters arising from the Parish Council AGM Meeting held on the 14th May 2025.
6. **Police Report:** To receive Police information including the monthly crime figures.
7. **Report from the County Councillor:** To receive a report from C Cllr A Davis.
8. **Report from the District Councillor:** To receive a report from ND Cllr M Wilkinson.
9. **Election of outstanding Parish Council roles:**
 - a) Internal Parish Councillor Auditor.
 - b) 2nd Parish Council Representative on the Parish Hall Management Committee.
10. **Reactive Speed Sign:** To receive an update on the poles and any responses from Highways regarding utility services beneath 2 of the chosen sites.
11. **Planning Decisions:** To receive any planning decisions from NDC.
Approved
79834 Demolition of barn and erection of a single 3 bed dwelling & self-contained 2 bed annexe together with associated works (fallback to planning permission 75554) at West Stowford Farm West Down Devon.
12. **Planning Applications to consider:**
 - a) **80192** Demolition of barn and erection of a single storey dwelling and associated works (utilising the fallback approval 74312 and 76927) at The Barn Woodlane Farm West Down Ilfracombe Devon EX34 8NH
 - b) To comment on any planning applications received after the Agenda was published.

13. Footpaths:

- a) Update and discussion on current grass cutting contractor position.
- b) Update on both new and outstanding P3 grant claims.
- c) Update on the obstruction at the entrance to f/p 15.
- d) Any other footpath matters.

14. Road Warden Scheme: To discuss the next steps following submission of expression of interest form to DCC.

15. To review Standing orders:

16. To review The Statement of Internal Control and Financial Risk:

17. To Review the Financial Regulations and Check Signatories:

18. Foxhunters wooden bus shelter: Replacement update.

19. Car Park Lease: To receive an update on the Village Car Park, post lease agreement.

- a) completion of shrubbery trimming and weed control by NDC.
- b) Business rates.
- c) Lease rental payment arrangements.

20. Quarterly Audit: To make arrangements to complete the quarterly audit.

21. To Review and Update the Parish Council Diary.

22. Insurance: To receive an update on the Insurance.

- a) Confirmation of renewal, as per quotation.
- b) Update on notifying insurers of additional items for cover, particularly the car park.

23. Finances:

- a) To receive the balance in the bank accounts.
- b) To receive and agree the invoices received for payment.

24. Internal Auditor report: Feedback by the Chair including arrangements prior/post audit.

25. AGAR (Annual Governance and accountability form): To Complete and sign the form for Annual Governance and Accounting Statements .

26. The Asset Register: To make sure it is up to date.

27. Litter and dog waste bins in West Down.

Discussion/update on future NDC arrangements for litter and dog waste bin collections in Village.

28. Correspondence: To receive items of correspondence received since the last meeting.

29. Unresolved Questions:

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

31. Any Other Business:

Part B: Confidential Matters:

32. Any Matters deemed too confidential for part A:

- a)** Confirm leaving date and other arrangements with Clerk following resignation notice given to the Council at the last meeting.
- b)** Discussion on timeline for recruiting new Clerk.

Daniel Bleasdale

Mr Daniel Bleasdale - Clerk to the Council