

# WEST DOWN PARISH COUNCIL

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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 2<sup>nd</sup> July 2025 at 7 pm** at the Parish Hall, West Down

## AGENDA

### Part A:

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:**  
  
To approve and sign the minutes of the West Down Parish Council AGM Meeting dated the 4<sup>th</sup> June 2025.
5. **Matters Arising:** To discuss matters arising from the Parish Council AGM Meeting held on the 4<sup>th</sup> June 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) 2<sup>nd</sup> 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**  
79985 Alterations and extension to dwelling to include conversion of garage to storage space and associated works at Roughlea, West Down, Ilfracombe, Devon, EX34 8NF. Noted that the roof terrace part of this application had later been omitted by the applicant before approval.  
  
79821 Erection of an agricultural shed over an existing silage clamp at Erection of an agricultural shed over an existing silage clamp.  
  
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
12. **Planning Applications to consider:**
  - a) **80398 Demolition of dwelling and erection of replacement dwelling at 8 Thorne Park West Down Ilfracombe Devon EX34 8NG**

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) Any other footpath matters including update on separate 'extra work'.

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

**15. To review GDPR policy:**

**16. To review General Privacy Notice:**

**17. To Review the Role of the Data Protection Officer:**

**18. Bus shelters:** Foxhunters replacement update on wooden bus shelter and painting inside of the 3 stone bus shelters.

**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) Annual rental.

**20. Quarterly Audit arrangements – update.**

**21. External Audit arrangements – update.**

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

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. The Asset Register:** Discussion on updating (inc new Excel format).

**25. Litter and dog waste bins in West Down.**

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

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

**27. Unresolved Questions:**

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

**29. Any Other Business:**

**Part B: Confidential Matters:**

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

**Discussion on new Clerk recruitment and selection of candidates for interview.**

Mike Reeves

Chair, West Down Parish Council