

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

Present Cllrs: M Reeves (Chair), S Ayre (Vice Chair), T Verney, S Whitby, D Cllr Wilkinson and C Cllr A Davis

Also present: V Ford (Minutes) and 1 members of the public.

Apologies: Cllrs: R Kenshole, H Knight, I Lavender and S Tanton (all 4 apologies accepted).

165/25 Declarations of Interest:

Cllr Verney referred to agenda Item 13a) and withdrew his offer regarding grass cutting in the village. There was still one offer on the table.

166/25 Public Participation:

None.

167/25 Minutes: Approve & Sign Minutes of the West Down Parish Council Meeting held on the 4th June 2025.

An amendment needed to be made to the Minutes of the 4th June 2025 as follows:-

133/25 – replace fowling with fouling in the second line.

Once this amendment is made, approval of the 4th June 2025 Parish Council Meeting was **proposed by Cllr Ayre and seconded by Cllr Verney**. There was unanimous agreement to this proposal.

RESOLVED – THAT THE MINUTES OF THE 4TH JUNE PARISH COUNCIL MEETING BE APPROVED ONCE AMENDED.

168/25 Matters Arising

133/25 – Public Participation. Cllr Ayre referred to John Hookway wanting S106 funding to be more accessible. Cllr Reeves will raise this under Any Other Business.

D Cllr Wilkinson was not sure how much is in the pot for S106. Cllr Ayre had spoken to Mr Slaney who said it is likely there would only be six weeks between any money becoming available and needing to know what the money would be used for. Cllr Ayre had submitted five items for future consideration.

135/25 – Matters Arising. Cllr Ayre reported that the AED Pads had now been received and are in situ. SW Ambulance Service have been updated.

Cllr Ayre referred to the verge cutting at the West Down sign at the top of Ilfracombe Road. Cllr Kenshole was going to look at this.

Cllr Reeves had been in touch with NDC Payroll about the Clerk's pay rate as they were not following the latest calculation recommendations by NALC which resulted in a very minor overpay. NDC have agreed to correct this for the new Clerk's pay.

151/25 – Parish Council Diary. At the last meeting it was agreed to update the diary regarding the Emergency Plan. This needs to be under August for review in September. Cllr Ayre only had the pdf copy. The previous Clerk (Val Ford) offered to have a look and see if there was a document that can be altered.

155/25 - Internal audit. Cllr Reeves will write to Julie Snooks to let her know there was no loss of VAT on the Walkie Talkie Radios as this related to items purchased by the Community Emergency Response Team (CERT) Co-ordinator via a Parish Council grant from Devon Communities Together, which included an allowance for paying the VAT.

169/25 Police Report.

Cllr Ayre had checked the Police website. The last figures for Morteheo, Woolacombe & West Down (including Mullacott & Bittadon) were for April as follows:-

Anti Social Behaviour	-	4
Violent and Sexual Offences	-	4
Other Theft	-	2
Shoplifting	-	1

Out of these eleven crimes, only one was on the cusp of West Down.

170/25 Report from County Councillor

C Cllr Davis referred to her report (See Appendix A). A copy of this will be put on the Parish Council Website with the Minutes. Cllr Davis will circulate her report as this had not been received prior to the meeting. Of particular interest was the latest updates on the Tarka trail from Willingcott to Knowle and the potential "20 is Plenty" speed limit emerging policy from DCC.

171/25 Report from the District Councillor

D Cllr Wilkinson referred to the deprivation in Ilfracombe. The Strategy & Resource meeting next week will be held in Ilfracombe for the first time as far as he is aware. The first Agenda item will be assessing what is happening on Council owned initiatives. Discussion took place about empty buildings, with D Cllr Wilkinson to bring information back to the next meeting regarding renovations of buildings.

The Local Government review will be discussed at the Parish Forum on Wednesday 9th July 2025. The District Council are asking for views on this. The new Police Superintendent, Emma Butler, will be at that meeting.

D Cllr Wilkinson congratulated Cllr Whitby on the success of the Scarecrow competition. Cllr Whitby referred to the judging of this probably taking place in the pub now as the fete has been cancelled due to the weather forecast for the weekend. She thinks the new date for this will be the 20th July 2025. Cllr Reeves also congratulated Cllr Whitby and stated that it is more important than ever now to have a successful fete as the shop get 80% of the profits.

D Cllr Wilkinson referred to the Community Grant still being available. Cllr Reeves has mentioned this to the Shop, Village Hall and Park who might want to apply.

D Cllr Wilkinson has a meeting with Premier Inn next week to see what is happening as this type of accommodation is desperately needed.

172/25 Election of outstanding Parish Council roles

a) Internal Parish Councillor Auditor

Cllr Reeves had approached Cllr Lavender to see if he was interested in taking on this role. Cllr Verney showed Cllr Lavender what was involved and Cllr Lavender subsequently emailed Cllr Reeves and said he would be prepared to take on this role if proposed. **Cllr Ayre proposed that Cllr Lavender take on this role which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT Cllr LAVENDER WILL TAKE ON THE ROLE OF THE INTERNAL PARISH COUNCILLOR AUDITOR.

b) 2nd Parish Councillor Representative on the Parish Hall Management Committee
Cllr Reeves will continue as the first representative from the Parish Council. Due to the workload of the Councillors at present this item will be carried over to the September meeting.

Temporary Role of Clerk & Responsible Financial Officer (Not on the Agenda)

Cllr Reeves requested it be minuted that he had temporarily taken on the role of the Clerk in communication and administration matters. **Cllr Verney proposed that Cllr Reeves continue to take on the temporary role of Clerk which was seconded by Cllr Ayre.** There was unanimous agreement to this proposal.

RESOLVED – THAT CLLR REEVES WILL CONTINUE TO TEMPORARILY ACT AS CLERK UNTIL THE NEW CLERK IS APPOINTED.

When submitting the Notice of Public Rights to the External Auditor and putting this on the website, Cllr Reeves had put his details down as the contact but Cllr Ayre had agreed to be the temporary Responsible Financial Officer and is happy to continue with this until the new Clerk is in place. **Cllr Whitby proposed that Cllr Ayre continue to take on the temporary role of the Responsible Financial Officer which was seconded by Cllr Verney.**

RESOLVED – THAT CLLR AYRE WILL CONTINUE TO TEMPORARILY ACT AS THE RESPONSIBLE FINANCIAL OFFICER UNTIL THE NEW CLERK & RFO IS APPOINTED.

173/25 Reactive Speed Sign:

Cllr Reeves has the poles for the speed sign and will walk round the village with Chris Wallis once he has heard from the utility companies. C Cllr Davis has a map of the underground services where the poles will be installed.

174/25 Planning Decisions:

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. **Approved.**

79821 Erection of an agricultural shed over an existing silage clamp at Cheglinch Farm, West Down, Ilfracombe, Devon EX34 8NW. **Approved.**

80192 Demolition of barn and erection of a single storey dwelling and associated works (utilising the fallback to approval 74312 and 76927) at The Barn, Woodlane Farm, West Down, Ilfracombe, Devon, EX34 8NH. **Approved.**

175/25 Planning Applications to consider:

80398 - Demolition of dwelling and erection of replacement dwelling at 8 Thorne Park, West Down, Ilfracombe, Devon, EX34 8NG.

It was agreed that the new building will fit in better than what is there now, which is in poor condition and not in keeping with the local area. The new dwelling will be joined into the main sewer and the main roof elevation will not change. Car parking spaces will be increased from two to four with a garage at the front. There have been no concerns raised from number 7 next door and when the neighbours at Number 9 made a comment about loss of sun in the back garden the applicants put in a part flat roof instead. **Cllr Ayre proposed approval of this application which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT PLANNING APPLICATION 80398 BE RECOMMENDED FOR APPROVAL.

176//25 Planning applications received after the Agenda was published:

80473 – Request for Consultation at The Annexe, Higher Willingcott Farm, Woolacombe, Devon, EX34 7HN.

Information had been emailed to Cllrs for their consideration prior to the meeting. The consultation ends on the 22nd July 2025. Cllr Reeves referred to a previous application which had been to approve the existing annexe as a separate dwelling. They now want to slice that away and move it a few metres away. The new dwelling will be bigger than the annexe. In the Council's pre-planning response it mentioned that it may encroach into the open countryside. Cllr Verney pointed out that it is still within the garden boundary. Cllr Whitby could not see any restrictions on what it could be used for. **Cllr Whitby proposed that this application be approved which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED - THAT PLANNING APPLICATION 80473 BE RECOMMENDED FOR APPROVAL

177/25 Footpaths:

a) Update and discussion on current grass cutting contractor position.

Cllr Reeves had sent information on this to Cllrs prior to the meeting. Following the withdrawal of the offer to carry out this work by Cllr Verney (due to a conflict of interest with his role as the P3 Coordinator and being a Parish Councillor) there is now only one proposal on the table, Jon Knight, who is the husband of Cllr Knight. Cllr Knight would have declared an interest if she had been at this meeting. Mr Knight is happy to keep to the original contract price. He had already submitted his insurance and public liability insurance details. Cllr Reeves had sought advice from NALC, DALC and the NDC Monitoring Officer on this matter and it was also decided there is no need to re-advertise this contract until renewal. The exiting Contractor had not submitted any invoices, which will have to be noted in the Cash Book, and he had not provided documentation requested. **Cllr Ayre proposed that Jon Knight take on the Grass Cutting Contract which was seconded by Cllr Whitby.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE GRASS CUTTING CONTRACT BE AWARDED TO JON KNIGHT FOR THE REST OF THE YEAR.

Cllr Verney will contact Mr Knight to confirm he has been awarded the Grass Cutting Contract and meet with him this Saturday to show him the areas where work is required, with Garden Lane being a priority.

b) Update on both new and outstanding P3 grant claims.

Cllr Verney had not had any communication from the DCC P3 Coordinator or Public Rights of Way Manager. Cllr Verney will email C Cllr Davis to see why they are not corresponding with the Parish Council. Cllr Reeves referred to the application for payment from last year for £220. Cllr Verney understands that the Parish Council have to produce an invoice for £220 to DCC and attach this invoice to their order paperwork which we have already received. Cllr Reeves will chase Mr Boyd at DCC and check whether the money can be claimed now it is a different financial year. He will copy C Cllr Davis into this email. This question had previously been asked of Mr Boyd by Cllr Verney, with no response.

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

Lee Rulton, AD Trees & Garden Maintenance, quoted in February for extra work on footpaths in the sum of £970 (no VAT). The Parish Council had previously received an invoice for £520 for some of the work and paid this. The two outstanding (and overdue) jobs were chased by the exiting Clerk advising that if they were not completed by the end of

June then the Parish Council would go elsewhere. Cllr Reeves will write to Mr Rulton to confirm this action has been taken. Cllr Ayre suggested Mr Knight give the Parish Council a figure for the outstanding work (repair Pulland bridge stonework and clear entrance to f/p 12 at Aylescott Lane), with other quotations not being required if the cost is under £500. Cllr Verney will speak to Mr Knight about this on this coming Saturday

Cllr Verney referred to hedges overhanging Footpath 12 in Garden Lane. Cllr Ayre has the letter sent to landowners in the past. Cllr Verney will provide addresses in this respect and an appropriate letter will be sent to them reminding them of their responsibilities.

Cllr Ayre referred to fly-tipping, with numerous amounts occurring at Stocklands which NDC kindly removed. Cllr Ayre suggested fly-tipping be reported to NDC as there is a lot going on at the moment.

Cllr Reeves referred to a website enquiry regarding Heddon Mills which is totally overgrown. In addition the crop being grown has got very tall and no footpath has been cut. Cllr Verney understands that the landowner is meant to keep a footpath maintained up to the hedge-line. Cllr Ayre suggested this be passed on to the P3 Team. Stocklands (f/p 3) work was in dispute previously as the landowner told her another contractor was involved and that DCC always paid him to do the strimming.

Cllr Ayre had received an email from Richard Thompson of Thorne Park. He had correspondence from National Grid who want to do some tree pollarding on the footpath to the Community Park. National Grid did not know who to ask for permission. Cllr Ayre replied and thanked Mr Thompson for the update. She felt they should contact West Down Community Park, the Parish Council and DCC Highway and the P3 Coordinator due to any footpath closure that might be needed. Alex Bird is the Neighbourhood Officer.

178/25 Road Warden Scheme

Cllr Reeves reported that DCC approved this scheme, with the signed document sent back yesterday. Next thing to do is to discuss whether the Parish Council want to approve a Road Warden in readiness. Training will need to be undertaken later on. **Cllr Ayre proposed that Cllr Verney be the Road Warden which was seconded by Cllr Whitby.** There was unanimous agreement to this proposal. Cllr Verney was able to do training from October onwards. As a minimum, Highway Safety Awareness e-learning training module needs to be undertaken. If work is carried out on the live carriageway (open to traffic) a further two day course free of charge for up to three people needs to be completed. Any work needs to be approved by Alex Bird. Volunteers can do the work if Cllr Verney oversees. Road Warden training will be put on the September Agenda.

RESOLVED – THAT CLLR VERNEY BE APPOINTED THE ROAD WARDEN FOR WEST DOWN.

179/25 To Review the GDPR policy:

Cllr Reeves had looked at this document. He did not feel any alterations were required. **Cllr Reeves proposed that this document be accepted as correct which was seconded by Cllr Verney.** There was unanimous agreement to this proposal. The front page will need updating with the date and minute number.

RESOLVED – THAT THE GDPR POLICY BE ACCEPTED AS CORRECT.

- THAT THE FRONT PAGE WILL BE UPDATED WITH THE MINUTE NUMBER AND DATE.

180/25 To Review the General Privacy Notice & Privacy Notice for Councillors, Staff & Role holders

Cllr Reeves had reviewed the body of both policies. The new Clerk's address will need to be put on the documents once they are in post. The front page will need updating with the date and minute number. **Cllr Ayre proposed that these policies be accepted as correct which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE GENERAL PRIVACY NOTICE AND PRIVACY NOTICE FOR COUNCILLORS, STAFF & ROLEHOLDERS BE ACCEPTED AS CORRECT. -

- THAT THE NEW CLERK'S DETAILS WILL BE PUT ON THESE DOCUMENTS ONCE THEY ARE IN POST.

- THAT THE FRONT PAGE WILL BE UPDATED WITH THE MINUTE NUMBER AND DATE.

181/25 To Review the Role of the Data Protection Officer:

Cllr Reeves had reviewed this policy and felt it was correct as far as he could see. **Cllr Verney proposed that the policy be accepted as correct which was seconded by Cllr Ayre.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE ROLE OF THE DATA PROTECTION OFFICER POLICY BE ACCEPTED AS CORRECT.

- THAT THE FRONT PAGE WILL BE UPDATED WITH THE MINUTE NUMBER AND DATE.

182/25 Bus Shelters:

Cllr Ayre had emailed C Cllr Davis regarding funding for bus shelters. She said this was fine. Rachel Phillips, DCC, said there was no issue with this and to go ahead with work required. Jack Davney had not got back to Cllr Ayre on this yet as he had undergone surgery on his arm. Ms Phillips advised Cllr Ayre that she had spoken to another team member about whether the Parish Council want to look at the layout of the inside as it was difficult to look out of to see the bus coming. Cllr Ayre referred to the landowner wanting the layout to remain as it is. Cllr Verney felt a reply should be sent to Ms Phillips as no one had ever mentioned difficulty in seeing out. Cllr Ayre referred to the price now being £2,800, she is not sure if £150 for disposal is included in this price.

Cllr Verney queried whether he should ask Jon Knight if he is interested in painting the inside of the three stone bus shelters or, alternatively, he offered to do this himself. Cllr Reeves felt that if Cllr Verney is volunteering this would be good which was agreed by Cllr Whitby. Cllr Verney will provide the Parish Council with an invoice for materials and ensure this is made out to West Down Parish Council.

183/25 Car park Lease:

a) Completion of shrubbery trimming and weed control by NDC.

This work had not yet been carried out. The exiting Clerk said he had been in contact with NDC and got a swift reply from the Paralegal officer to say it was nothing to do with them now our tenancy was in place. Cllr Verney wondered whether Jon Knight could do the weeding as this is down to be done twice a year and maybe he could get on to this now. Cllr Reeves will follow up on the shrubbery part with NDC.

b) Business rates

The exiting Clerk was to set this up. Rates are £1,035.40. The June payment was missed

as the set up was too late. A direct debit has now been arranged. There are nine payments due, with the first one due yesterday for £115.43 with the remainder for £115. 00. Cllr Verney pointed out that these payments should be put on the monthly payment list.

c) Annual Rental

The exiting Clerk had set up a standing order for £1 which went out on the 19th June. He then set up another for £1 to go out on the 30th June. It seems this was due to not having a reference number the first time and then an email coming in from NDC Legal Department. With the appropriate details. Cllr Reeves did not authorise the second payment and he will email the Creditors at NDC to ensure the original payment is correctly allocated to West Down. Cllr Verney mentioned this also needs to go on the payment list. Cllr Ayre had checked the bank statement, with the DD and SO payments correctly going out as well as the bank service charge.

184/25 Quarterly Audit arrangements – update

Cllr Reeves reported that this has been dealt with. Cllrs Verney and Ayre need to sign the Cash Book as from the end of April, which was completed at the end of the meeting.

185/25 External Audit arrangements – update

Cllr Reeves reported that this was all sent off last week. The AGAR documents, including the bank reconciliation and variances, were emailed to PKF Littlejohn on the 26th June. Cllr Reeves put his details on the Public Rights Notice as the Parish Council contact with Cllr Ayre being added as the temporary RFO. Cllr Reeves received an email confirming PKF Littlejohn had received everything and they thanked him for sending and explaining everything.

186/25 Insurance

Cllr Reeves had spoken to two ladies at Community First who were aware of the Parish Council's policy. The exiting Clerk was going to ask them to add other things on the Asset Register to the policy. They asked for more information on this. They mentioned their insurance is a new for old policy. The Parish Council only put cost price on the Asset Register and one lady said some of her councils have two columns, one for net cost and one for replacement value in the event of a claim. Cllr Reeves left it that the Parish Council would get back to them with an updated overall figure. The Internal Auditor accepted the total figure on the Asset Register did not account for everything and understood we would be updating this asap. Cllr Kenshole wants to get the Asset Register as an Excel document, which Cllr Ayre was happy to help with.

Julie Snooks (Internal Auditor) had picked up on the Fidelity Guarantee insurance cover which the Parish Council might want to review. She said the recommended figure is the balance of the Parish Council's accounts plus half the precept. This would give a figure of £38,000 rather than the current £25,000. The policy would cost another £25 (+ IP tax) per annum to increase the cover to £50,000 (the next available policy limit).

Cllr Reeves referred to the Car Park. The Parish Council are covered for Public Liability insurance but the lease mentions NDC want their interest noted on the policy. Cllr Reeves will check this with the insurance company. Cllr Ayre felt it would be a good idea to increase the Fidelity Insurance at the same time to £50,000.. **Cllr Verney proposed that the Parish Council go ahead with the increase in the Fidelity Insurance to bring the policy up to standard now which was seconded by Cllr Ayre.**

RESOLVED – THAT COMMUNITY FIRST WILL BE ASKED TO INCREASE THE FIDELITY COVER TO £50,000.

- THAT COMMUNITY FIRST WILL BE ASKED FOR A PRICE TO INCLUDE NDC'S INTEREST ON THE POLICY.
- THAT CLLR REEVES WILL SEND COMMUNITY FIRST DETAILS OF THE COVER REQUIRED BY NDC.

187/25 Finances

a) Balances at 30/06/2025:

Treasures Account:	£20,528.81
Business Bank Account	£ 4,933.94

b) Received invoices for authorisation and payment:

West Down Parish Hall – Room Hire	£120.00
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Pre Approved Payments:-

North Devon Council – Business Rates (by DDM)	£115.43
North Devon Council – Lease Rental (Standing Order)	£ <u>1.00</u>
	£236.43

The invoice for the Clerk's salary was awaited from North Devon Council.
It was agreed that this would be paid once received.

Cllr Verney proposed payment of the above which was seconded by Cllr Whitby.
There was unanimous agreement to this proposal.

RESOLVED – THAT THE PAYMENTS LISTED ABOVE SHOULD BE APPROVED IN THE SUM OF £236.43

188/25 The Asset Register:

This will be put on the Agenda for the September meeting.

189/25 Litter and dog waste bins in West Down:

The Dog waste bin paid for in the Community Park been taken away and replaced free of charge for two litter bins, one at each entrance. Both are dog waste friendly. NDC pay for those to be emptied now. This means the Parish Council now only pay for three dog waste bins. North Devon Council will eventually replace all of the bins to do both litter and dog waste

190/25 Correspondence.

- a) Cllr Ayre reported that Richard Thompson had now contacted National Grid about who to contact about Garden Lane.
- b) Cllr Reeves referred to Hastoe Group Housing Association who are involved in sustainable housing. They are putting on an event in Parracombe Village Hall about Rural Housing Provision. Although the Parish Council were made aware of this event, the CLT weren't but Cllr Reeves had let them know. This is on the 8th July at 10.00 a.m. and CLT Chair, Rick Tucker, hoped to be around and hopes to go.
- c) A member of the public had shared their frustration at having to reverse 400m in

Stang Lane as a bus was coming up. Cllr Reeves provided the history of this. The registered bus route is Stang Lane, with the route being safety checked. Signs either end of the road say not suitable for HGV's/wide vehicles but in some instances, the commercially accepted Sat Nav for HGV's still shows this route. A lot of evidence of the dangers would need to be provided to change this. A reply had been sent to the member of the public by Cllr Reeves explaining the details given above.

- d) An email had been received from Western Web. The Government are recommending Parish Councils change their email address to the uk.gov. Domain name. A grant of £100 to do this was available previously but it is not mandatory. Western Web say they can make the change if the Parish Council want them to. Cllr Kenshole was previously made aware of this and his view is to leave this for now until it becomes mandatory.
- e) Bev Trigg, NDC, sent information about the Parish Forum being held on Wednesday the 9th July at 6.30 p.m. This is a hybrid event and if anyone wants to attend online they need to give their details to Bev Triggs by tomorrow.
- f) There is an Appreciation event at the SW Heritage Trust at Barnstaple Library Records Office on the 22nd July. Cllr Ayre had been to this before and shared that they showed lots of old info from Parish Councils which was very interesting.

191/25 Unresolved Questions.

None.

192/25 Items to be added to the next meeting Agenda.

Unless there are any urgent planning applications, the next meeting will be Wednesday 3rd September. Items for the Agenda so far are:-

- a) Small Grant Fund (publish in August). This needs to be done prior to the meeting.
- b) Purchase of Poppy Wreath
- c) Internal Quality Audit
- d) Reactive Speed Sign
- e) Footpaths
- f) Road Warden Scheme – Training.
- g) Bus Shelters – replacement of wooden shelter at Foxhunters.
- h) Parish Council Insurance.
- i) Asset Register
- j) Car Park – Shrubbery and Weeds.

193/25 Any Other Business.

- a) Cllr Kenshole will be asked to contact the exiting Clerk after the 15th July to ensure he removes any WDPC items from all of his computers and other devices.
- b) Code of Conduct Training reminder for tomorrow online.
- c) The Village Fete has been changed to the 20th July.
- d) Fun Run Route for Fete – Cllr Reeves will let DCC Public Rights of Way know new date.
- e) The Parish Council paid for some training webinars last year from DALC. An invoice for £54 was received which included a £30 non attendance charge for the Clerk from the 13th February 2025. This was for the Planning Enforcement training. Similarly there was a councillor non attendance invoice charge for £30 from the 25th February 2025 for a different webinar. The exiting Clerk failed to advise the Parish Council of these non attendance charges which they have only just been made aware of. Parish Councillors need to be made aware of non attendance charges

so they can let the Clerk know if they cannot attend.

- f) S106 Expression of interests update. Play equipment the PTFA got was free from Watermouth Castle and now recently transferred to the Community Park. The School estimated it would cost £15,000 to put it together so there is a need to know if the Park also need money for this.
- g) Cllr Verney referred to Cllr Reeves mentioning S106 future funding opportunities for footpath accessibility projects but stated this needs to be tackled from possible P3 help first.
- h) Cllr Ayre referred to the DCC Complaint raised in February, as to whether there was any update.
- i) Lloyds Bank Account. Cllr Ayre had gone in online to the account and taken the existing Clerk's address off. She will probably wait until the new Clerk is appointed to provide the bank with more information. Cllr Ayre had requested Cllr Reeves' access is updated and Cllr Kenshole would also get notified. Cllrs Ayre and Kenshole already have full access to the accounts..
- j) Cllr Reeves referred to Val Ford, previous Clerk, minuting the minutes of this meeting as there is a need to agree to pay her when she submits an invoice for the work carried out. The hourly rate agreed was £20. **Cllr Ayre proposed that Val Ford be paid on submission of her invoice which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT VAL FORD WILL BE PAID FOR THE WORK CARRIED OUT IN MINUTING THIS MEETING ON SUBMISSION OF HER INVOICE.

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

194/25 Discussion on new Clerk recruitment and selection of candidates for interview

Six applications had been received, details of which had been sent to the Parish Councillors prior to the meeting. Discussion took place about each applicant, including their other commitments, the distance they would have to travel and their level of experience. **Cllr Reeves proposed that five of the applicants be invited to the interview stage which was seconded by Cllr Verney.** There was unanimous agreement to this proposal. Interviews will be held next Wednesday and possibly Thursday if any of them cannot make Wednesday. Cllr Lavender had previously made a suggestion that each applicant be asked to prepare a letter of what they would do in a certain scenario. Cllr Reeves proposed that he phone the applicants being invited to attend an interview and ask them to draft a letter on how they would respond to the Highways Authority from the Parish Council scenario given to them in advance of interview. Cllr Reeves will follow up the phone calls with emails and will also let the unsuccessful applicants know of the Parish Council's decision.

RESOLVED – THAT FIVE APPLICANTS WILL BE INVITED TO ATTEND AN INTERVIEW FOR THE POSITION OF CLERK AND RESPONSIBLE FINANCIAL OFFICER.

- THAT EACH APPLICANT ATTENDING THE INTERVIEW WILL BE ASKED TO PREPARE A DOCUMENT OUTLINING HOW THEY WOULD RESPOND TO THE HIGHWAYS AUTHORITY FROM THE PARISH COUNCIL SCENARIO GIVEN.

- THAT THE UNSUCCESSFUL APPLICANTS WILL BE WRITTEN TO THANKING THEM FOR APPLYING AND GIVING THEM THE PARISH COUNCIL'S DECISION.

The meeting closed at 10.52 p.m.