

# WEST DOWN PARISH COUNCIL

Email: - [clerk@westdownparishcouncil.org.uk](mailto: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 3<sup>rd</sup> December 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 Meetings dated the 1<sup>st</sup> October 2025 and 5<sup>th</sup> November 2025.
5. **Matters Arising:** To discuss matters arising from the Parish Council meeting held on 5<sup>th</sup> November 2025 that are not already on this agenda.
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. **Reactive Speed Sign:** To receive an update on installation of the poles and Reactive Speed Sign and any further responses from Highways regarding utility services beneath the preferred chosen site on Ilfracombe Road. To discuss further neighbourhood communication plans.
10. **Planning Decisions:** To receive any planning decisions from NDC.

**Approved/Refused/Withdrawn**

None

### **11. Planning Applications to consider:**

- a) **81057** Retrospective application for temporary extension to mobile home for 12 months at The Oaks Woodlane Farm West Down Ilfracombe Devon EX34 8NH
- b) To comment on any planning applications received after the Agenda was published.

**12. Footpaths:**

- a) Update on outstanding P3 grant claim.
- c) Any other footpath matters, including outstanding extra work required.
- d) P3 walking of footpaths (October to December).

**13. Review the grass cutting and bus shelter cleaning contract quotations.**

**14. Road Warden Scheme:** To discuss the next steps, including Road Warden and Volunteer Highway Safety Awareness Training.

**15. Bus shelter:** Foxhunters (wooden) Replacement update.

**16. Car Park :** To receive an update on the Village Car Park shrubbery trimming and weed control.

**17. Emergency Plan review update.**

**18. Small Grant Applications:** To review West Down Parish Hall Small Grant Application and decide on funding award.

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

- a) Update on notifying insurers of additional items for cover, particularly the car park.

**20. Budget Proposals:** To review & finalise budget proposals for 2026/27.

**21. Precept:** To decide the 2026/2027 Precept.

**22. Finances:**

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

**23. Agree 2026 Parish Council Meeting Dates.**

**24. Review Standing Order 3W : Parish Council meeting duration.**

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

**26. Unresolved Questions:**

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

**28. Any Other Business:**

**Part B: Confidential Matters:**

**29. Any Matters deemed too confidential for Part A:**

John Barnett  
Clerk to the Council  
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