

WEST DOWN PARISH COUNCIL

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 **ANNUAL PARISH MEETING** of West Down Parish Council which will be held on **Wednesday 6th May 2026 at 6.45 pm** at the Parish Hall, West Down. In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are invited to attend.

AGENDA

- a) Apologies.
- b) Approve and sign the Minutes of the Annual Parish Meeting held on 14th May 2025.
- c) Questions/Statements from the Public including a report from the Chairman of the Parish Council.

THE ANNUAL GENERAL MEETING OF WEST DOWN PARISH COUNCIL WILL FOLLOW AT APPROXIMATELY 7.00 P.M. for the purpose of transacting the following business. In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are invited to attend.

John Barnett - Clerk to the Council

AGENDA

Part A:

1. **Apologies:** To receive apologies and reasons for absence.
2. **Election of Chairman 2026/2027** – The newly elected Chair to sign their Acceptance of Office form.
3. **Declarations of Interest:** To receive declarations of personal interest and disclosable pecuniary interests.
4. **Participation:** Members of the public are invited to make representations for a maximum of 2 minutes.
5. **Minutes:** To approve and sign the Minutes of the West Down Parish Council Meeting dated the 8th April 2026.
6. **Matters Arising:** To discuss matters arising from the Parish Council meeting held on 8th April 2026 that are not already on this agenda.
7. **Election of Officers and other roles for 2026/2027**
 - a) Vice Chair
 - b) Data Protection Officer
 - c) Parish Council Auditor

- d) P3 Scheme Co-Ordinator
- e) Parish Council Representatives (x2) on Parish Hall Management Committee.

8. Police Report:

- a) To receive Police information including the monthly crime figures.
- b) Review the necessity to report Crime Statistics at every Parish Council meeting.

9. Report from the County Councillor: To receive a report from C Cllr A Davis.

10. Report from the District Councillor: To receive a report from D Cllr M Wilkinson.

11. Reactive Speed Sign:

- a) To receive an update on the Reactive Speed Sign statistics and to discuss action and format required for potential publication to the Community.
- b) Update on purchase of items to minimise the risk when re-locating the speed sign between sites.

12. Community Speed Watch Group – next steps.

13. Planning Decisions: To receive any planning decisions from NDC.

Approved/Refused/Withdrawn :

81315 Demolition of garage and erection of new garage at Higher Cheglinch Lane West Down Ilfracombe Devon EX34 8NW. Approved 14/4/2026.

81515 at Moore Farm West Down Ilfracombe Devon EX34 8NT

Removal of condition 4 (removal the existing track) and variation of condition 2 (Approved Plans) and condition 3 (Demolition of barn) attached to planning permission 79176 (Demolition of existing barn and erection of new dwelling and change of use of land to form domestic curtilage (fall back position of application 77945)) to allow the track to be kept for access to the lower field and barn number 3 and keep barn until new dwelling is habitable to use as storage for building materials at Moore Farm West Down Ilfracombe Devon EX34 8NT. Grid Ref: 250236; 143003. Approved 24/4/2026.

14. Planning Applications to consider:

- a) Received before Agenda was published :

78231 at Ilfracombe and Woolacombe Golf Range Woolacombe Devon EX34 7HF

Part retrospective refurbishment of existing sports hall, extension to the existing driving range, erection of 21 bay steel structure with teaching room and secure storage, installation of integrated floodlighting, creation of outdoor play area, relocate and extension to car parking area to provide 59 spaces & 1 HGV parking bay (amended information) Grid Ref:249576; 143902

b) To comment on any planning applications received after the Agenda was published

15. Footpaths:

- a) Update on outstanding P3 grant claim for 2026-2027.
- b) Review of 2025/26 bid pricing in readiness to re-submit.
- c) Any other footpath matters, including outstanding extra work required.

16. Road Warden Scheme: Update by Road Warden Cllr Verney on further training and future plans.

17. Review Code of Conduct & Discuss Training.

- a) To carry out the annual review of the Code of Conduct.
- b) To discuss any new Code of Conduct Training required for Town & Parish Councils.

18. Parish Council Insurance

- a) To receive the renewal notice and alternative quotations.
- b) To agree payment of the annual parish council premium.

19. SW Heritage Trust – To agree the donation for storage of Parish Council documents.

20. Small Grants Fund

- a) To carry out the annual review of the Grant Fund Policy.
- b) To confirm the first instalments of the Grant Fund payments for 2026-27.
- c) To receive any outstanding receipted invoices in respect of the grant funding awarded for 2025-26.

21. Finances:

- a) To receive the balance in the bank accounts.
- b) To receive and agree the invoices received for payment.
- c) Update regarding year end internal & external audit.
- d) Proposed increase in balance in 95 day Interest Notice Account.
- e) Confirm ring fencing of funds to cover any potential future parish councillor election.

22. West Down Community Land Trust (CLT). – Update on current situation.

23. Ideas to support possible NDC Climate & Environment Grant application.

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

25. Unresolved Questions:

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

27. Any Other Business:

Part B: Confidential Matters:

28. Any Matters deemed too confidential for Part A:

John Barnett Clerk to the Council 074696-11839