

# 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, 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> June 2026 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:**
  - a) To approve and sign the Minutes of the West Down Parish Council AGM Meeting dated the 6<sup>th</sup> May 2026.
  - b) To approve the Minutes of the Annual Parish Meeting dated 6<sup>th</sup> May 2026. (These do not get signed until the Annual Parish Meeting in 2027).
5. **Matters Arising:** To discuss matters arising from the Parish Council AGM meeting held on 6<sup>th</sup> May 2026 that are not already on this agenda.
6. **Report from the County Councillor:** To receive a report from C Cllr A Davis.
7. **Report from the District Councillor:** To receive a report from D Cllr M Wilkinson.
8. **Resignation of Cllr H Knight.**
9. **Reactive Speed Sign:**
  - a) To receive an update on the Reactive Speed Sign statistics and to discuss any further action required for potential publication to the Community.
  - b) Review draft RSS Risk Assessment Policy.
  - c) Update on purchase of items to minimise the risk when re-locating the speed sign between sites.
10. **Planning Decisions:** To receive any planning decisions from NDC.

**Approved/Refused/Withdrawn :**

**81597 Extension to dwelling at Hillsvie Bungalow Ilfracombe Devon EX34 8NY**

Grid Ref: 250081; 144118 Approved 13<sup>th</sup> May 2026

**11. Planning Applications to consider:**

**a) Received before Agenda was published :**

**81815** Retrospective application for re-positioning of agricultural access and associated works for highway safety at Land at West Down Ilfracombe Road Devon EX34 8ND

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

**12. Footpaths:**

**a) Update on outstanding P3 grant claim for 2026-2027.**

**b) Any other footpath matters, including outstanding extra work required.**

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

**14. To review Standing orders.**

**15. To review The Statement of Internal Control and General & Financial Risk.**

**16. To Review the Financial Regulations and to check and approve authorised Signatories.**

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

**a) Update on communications from Samuels Solicitors regarding Correspondence Address on Lease and at Land Registry.**

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

**19. To Review and Update the Parish Council Diary.**

**20. Finances:**

**a) To receive the balance in the bank accounts.**

**b) To receive and agree the invoices received for payment.**

**c) Parish Online annual subscription due.**

**d) Confirm ring fencing of funds to cover any potential future maintenance costs for the Air Ambulance Landing Lights and the Car Park.**

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

**22. Asset Register: Presentation of further update for review and approval.**

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

**24. Ideas to support possible NDC Climate & Environment Grant application.**

**25. To Review draft Holiday Leave Booking procedure for Clerk.**

**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:**

John Barnett Clerk to the Council 074696-11839