

WEST DOWN PARISH COUNCIL MINUTES
West Down Parish Hall
Wednesday 1st July 2026 at 7.00 p.m.

Present: Cllrs M Reeves (Chair), S Ayre (Vice-Chair), T Verney, R Kenshole and I Lavender.

Also present: John Barnett (Clerk) and 2 members of the public.

161/26 Apologies for absence: C Cllr Davis and D Cllr Wilkinson due to work commitments and Cllr Whitby due to sickness. (Apologies accepted). Cllr Tanton no reason given.

162/26 Declarations of Interest. None

163/26 Public Participation. None

164/26 Minutes:

The Minutes from 3rd June 2026 meeting had been circulated to Councillors prior to the meeting.

Cllr Verney proposed that the Minutes of the meeting held on the 3rd June 2026 be accepted as a true record which was seconded by Cllr Lavender. There was unanimous agreement to this proposal.

RESOLVED – THAT THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 3rd JUNE 2026 BE APPROVED AND THEY WERE DULY SIGNED BY THE CHAIR AFTER THE MEETING.

165/26 Matters Arising: To discuss matters arising from the Parish Council meeting held on 3rd June 2026. None

166/26 Report from County Councillor.

C Cllr Davis provided a written report (Appendix A).

167/26 Report from District Councillor.

D Cllr Wilkinson was unable to attend the meeting due to other work commitments.

168/26 Reactive Speed Sign (RSS).

a) To receive an update on the Reactive Speed Sign statistics and to discuss any further action required for potential publication to the Community.

Cllr Kenshole reported that there continues to be quite a few drivers exceeding the speed limit. During the last 4 weeks the RSS was facing towards the village square on Ilfracombe Road so these are drivers exceeding 30 mph before they leave the village. Clerk to post the data on the Parish Council website and Cllr Reeves will place a link to the website on Facebook. Speed and Volume of traffic data will be presented in periods of 4 weeks. The Clerk will seek input from our local Police Representative.

b) Further review of draft RSS Risk Assessment Policy.

Cllr Reeves suggested that the review period for monitoring the Risk Assessment policy should be changed to 6 months with a start date of 1st July with a reminder in the Diary for January and July.

c) Update on purchase of items to minimise the risk when re-locating the speed sign between sites.

Cllr Kenshole confirmed that the tripod ladder is available when required, and Cllr Verney has the bollards and Hi-Vis jackets in his vehicle. There are no additional equipment requirements at the present time.

Cllr Reeves proposed that the next locations for the RSS should be Stang Lane for 2 weeks then 2 weeks Dean Lane followed by a return to Ilfracombe Road. Cllr Verney seconded with the decision split; 3 in favour with 2 abstentions, motion carried.

169/26 Planning Decisions.

Approved/Refused/Withdrawn : None

170/26 Planning Applications.

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

81824 Greenpark Farm West Down Ilfracombe Devon EX34 8NW

Variation of condition 2 (approved plans) attached to planning permission 79467 (demolition of redundant barns and erection of 3 dwellings and associated works (Utilising fallback position 77493, 77494 and 77784 for five dwellings)) to allow revised BNG to be delivered at Greenpark Farm West Down Ilfracombe Devon EX34 8NW Grid Ref: 251485; 143243

Cllr Verney proposed support for this application, which was seconded by Cllr Lavender, decision unanimous.

b) **To comment on any planning applications received after the agenda was published : None**

171/26 Footpaths.

a) **Update on outstanding P3 grant claim.**

The Clerk reported that he had followed up by email to the P3 Team for a response to the Parish Council application for the Seasonal Strimming (£1140) bid and purchase order for the Basic Grant, as well as the on-site meeting at FP15, with no response yet.

The Clerk will continue to progress chase.

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

Clerk to contact Jon Knight to request a quotation to repair Pulland bridge.

172/26 Road Warden Scheme: Update by Road Warden Cllr Verney on further training and future plans.

Cllr Verney suggested postponing this item to the next meeting as he is hopeful of a discussion with the Neighbourhood Highway Officer to discuss training. Probably in August.

Clerk to email Alex Bird to invite him to contact Cllr Verney to discuss progress and next steps.

173/26 To review GDPR Policy.

Cllr Reeves reported that he had reviewed the GDPR Policy and did not see any changes necessary. There being no further comments Cllr Reeves proposed that they remain unchanged, seconded Cllr Kenshole, decision unanimous.

174/26 To review the General Privacy Notice & Privacy Notice for Councillors, Staff & Role Holders.

Cllr Reeves reported that he had reviewed the General Privacy Notice & Privacy Notice for Councillors, Staff & Role Holders and did not see any changes necessary. There being no further comments Cllr Kenshole proposed that they remain unchanged, seconded Cllr Verney, decision unanimous.

175/26 To review the Role of Data Protection Officer.

Cllr Reeves reported that he had reviewed the role of the Data Protection Officer and did not see any changes necessary. There being no further comments Cllr Reeves proposed that they remain unchanged, seconded Cllr Ayre, decision unanimous.

176/26 To Review and approve authorised Bank Account Signatories.

Cllr Reeves reported that he had reviewed the list of authorised Bank Account Signatories and did not see any changes necessary. There being no further comments Cllr Verney proposed that the authorised Bank Signatories remain unchanged, seconded Cllr Lavender, decision unanimous. The authorised signatories are therefore confirmed as Cllrs Reeves, Ayre and Kenshole plus the Clerk & RFO, John Barnett (for administrative purposes only).

177/26 To remind CERT Co-ordinator of annual review of Community Emergency Plan in September.

Cllr Reeves to remind CERT Co-ordinator (Andy Odell).

178/26 Quarterly Audit: All complete.

179/26 To Review and Update the Parish Council Diary.

A small number of changes were discussed, and the Clerk will edit and distribute to Councillors.

180/26 Order Salt Bags (subject to amendment of Diary).

This action has been moved to October.

181/26 Finances:

a) To receive the balance in the bank accounts.

Community Account	
Opening	£8,960.73
Received	£ 0.00
Outgoings	<u>£1,347.36</u>
Closing	£7,613.37

Treasuries Account	
Opening	£5,006.82
Received	£ 1.99
Outgoings	<u>£ 0.00</u>
Closing	£5,008.81

Notice Account	
Opening	£20,159.64
Received	£ 0.00
Interest	£ 45.05 **
Outgoings	<u>£ 0.00</u>
Closing	£20,204.69

Grand Total £32,826.87

** Interest received during the month determined on the last day of each month.

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

<u>Creditor</u>	<u>Invoice number</u>	<u>Amount</u>
North Devon Council (Non-Domestic Rates - Car Park)	93625504	£ 91.00 (via DD)
Lloyds Bank - Account Charges	485789544	£ 4.25 (via DD)
GeoXphere Ltd (Parish Online)	18UE060-0009	£ 45.00
North Devon Council Clerks Salary & NDC Admin charge	11682764	£405.58
Jon Knight (Grass cutting/FP & Bus Shelter maintenance - July)	0163	<u>£208.33</u>
Total Payment July 2026		£754.16

Cllr Ayre proposed that these invoices should be paid which was seconded by Cllr Verney, decision unanimous. RESOLVED – THAT THE INVOICES TOTALLING £754.16 BE PAID.

c) To receive the balance of ring fenced funds

The Clerk had circulated the balances prior to the meeting.

P3 Balance Brought Forward	£1,463.43	(1)
Car Park Maintenance b/f	£ 500	
Increment April 2026 50% Budget amount	<u>£ 500</u>	(2)

Current balance	£1,000	
Air Ambulance Landing Site Maintenance b/f	£400	
Increment April 2026 50% Budget amount	<u>£ 50</u>	(2)
Current balance	£450	
Total Ring Fenced 30.6.26	£2,913	

Notes

1. No expenditure or receipts in Apr/May/June
2. Increments April & September per Minute 150/26 a) June 2026 PC Meeting

182/26 AGAR (Annual Governance and Accountability Return): To receive any update from the External Auditor for the Annual Governance and Accounting Return submission.

The external auditor PKF Littlejohn acknowledged receipt of the return and we await further news.

183/26 Ideas to support possible NDC Climate & Environment Grant application.

The Clerk reported that both the West Down Parish Hall and West Down Community Park had provided details of projects they wished to fund via a possible NDC Climate & Environment Grant which together with the Parish Council's plan to place Perennial bulbs at up to 4 selected village locations totalled 3 requirements.

Cllr Verney proposed that the Parish Council put in an application combining the 3 projects which was seconded by Cllr Lavender with the decision unanimous.

The Clerk will co-ordinate gathering of the relevant quotations for the supply of the goods and services involved for the 3 projects, and combine them into a single application.

184/26 Activation of Co-option procedure to fill vacant Parish Councillor position.

NDC have advised there is no need for an election and that the Parish Council can proceed to advertise for a volunteer to join the Parish Council.

A draft co-option advert was circulated before meeting.

Cllr Verney proposed use of the advertisement without any amendment, and this was seconded by Cllr Ayre, decision unanimous.

185/26 War Memorial Restoration Project.

In the absence of any additional information about the project, it was appropriate to leave this topic on the Agenda for the September meeting.

186/26 Make advance arrangements to update Parish Council Small Grants Notice and application form for 2027-2028 (for publication during this August)

Cllr Kenshole offered to amend the Notice and editable pdf Application Form and the Clerk will then upload to the website in the 3rd week of August and advertise that applications are invited.

187/26 Correspondence: To receive items of correspondence received since the last meeting:

1. A resident emailed the Clerk regarding an issue with overgrown visibility displays A361 & Dean Lane.
2. Chris Batstone request to present to PC Meeting issues relating to Community Field.
3. Microsoft 365 Licence expiry emails.
4. Chris Batstone reference Climate & Environment Climate (C&E) Grant application documentation & quotations.
5. David Ayre on behalf the Parish Hall reference C&E Grant application documentation & quotations.
6. David Ayre proposed local Police Force visit meeting at the Parish Hall.
7. NDC sent an invitation to a special Parish Forum on Thursday 30th July 6.00pm-8.00pm at Brynsworthy Environment Centre to cover the Local Government Reorganisation and the Local Plan. RSVP by 17th July and attendance can be in person or via TEAMS.
8. The Clerk received a response from the Post Office informing us that the key issue with operating the Postal Service in the village is the poor cellular connection. Cllr Ayre proposed that the Clerk inform Ian Roome, MP of the situation, copying the Post Office, which was seconded by Cllr Verney, decision unanimous.
9. NDC informed the Parish Council that as from 29th June local authorities will no longer be required to publish an elected or co-opted member's home address in local authority registers of interest. There was a brief discussion regarding removal of Parish Councillors addresses from the Parish Council website but there was no strong opinion on whether to do so at this time.
10. Openreach have given notice that they will be working in the village 29th July – 31st July and Cllr Reeves will place the details on Facebook nearer the time. A large number of properties in the village will also have received advanced warning letters from Circet UK on behalf of Openreach.
11. On 21st June Caroline Anderson, Highways, provided details of some drainage work with road closure (apart from residents and businesses) to be done on the road between Hore Down Gate to Burland Cross, West Down, between 20th July – 22nd July. Cllr Reeves will put on Facebook nearer the time.
12. Samuels Solicitors have confirmed that they have asked the Land Registry to amend the address relating to the Car Park Lease contact details as requested by the Parish Council. Samuels have indicated that the Land Registry are still taking a little while to process registrations. We will hear back from Samuels in due course.

188/26 Unresolved Questions: None

189/26 Items to be added to the next meeting Agenda.

August will be a summer recess unless an urgent planning matter arises so the next meeting will be on Wednesday 2nd September 19:00 pm. Items for the Agenda so far include:

1. Publicise and invite any local groups and organisations to formally apply for financial support from the Parish Council Small Grant Fund for the following financial year.
2. Pay Parish Hall MC for hire of hall for meetings (6 months in advance Oct to Mar).
3. Order Poppy Wreath.
4. Internal quarterly Audit.
5. Community Emergency Plan Review organised by the CERT Co-ordinator.
6. Clerks' annual appraisal (if no meeting in August).
7. Review and update as necessary Councillors details and Registrable Interests.
8. War Memorial update.

190/26 Any Other Business:

1. Cllr Lavender raised the issue of the speed of tractors travelling around the village. Villagers should be diligent and especially careful during harvesting period.
2. Cllr Reeves proposed that the Parish Council support David Ayre's idea for the Police to visit so that Parishioners can meet and discuss any concerns. Seconded by Cllr Lavender, decision unanimous.
3. Cllr Ayre reported that she had attended a meeting of the West Down Community Land Trust (CLT) last Monday 29th June. It is considering a number of options since there was no immediate prospect of any land or Government funding becoming available to progress the building of affordable housing in the Parish. The CLT will be holding a further meeting in the near future.
4. Highways drain cleaners were in the village during the last couple of weeks.
5. Cllr Reeves proposed that the Parish Council should be in recess in August and will meet only if there is a major planning case to consider. Cllr Kenshole seconded and the decision was unanimous.
6. Cllr Reeves proposed that the Clerk arrange a new Microsoft 365 licence based on the pricing circulated in advance of the meeting (non-profit at £7.70 plus VAT per month, or Business Standard at £9.60 plus VAT per month if the Parish Council not eligible for non-profit status), seconded by Cllr Ayre, decision unanimous. The Clerk will amend the Payments List to reflect the Microsoft Licence required which is to be paid by monthly Direct Debit.

Part B: Confidential Matters:

191/26 Any Matters deemed too confidential for part A:

1. Clerk holiday leave and additional hours worked.

Cllr Reeves proposed approval of payment for 3.5 additional hours work by the Clerk relating to the Internal Audit requirements, seconded Cllr Verney, decision unanimous. Cllr Reeves will inform the NDC payroll team.

Cllr Reeves also noted that the Clerk's holiday leave hours sheet was being authorised as agreed and the running total is up to date.

The meeting closed at 21:37 pm