

WEST DOWN PARISH COUNCIL MINUTES
West Down Parish Hall
Wednesday 7th October 2026 at 7.00 p.m.

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

Also present: C Cllr Davis, D Cllr Wilkinson, John Barnett (Clerk) and 2 members of the public.

218/26 Apologies for absence: Cllr Whitby and Cllr Verney due to work commitments. (Apologies accepted.)
Cllr Tanton no reason given.

219/26 Declarations of Interest. None.

220/26 Public Participation. None

221/26 Minutes:

The Minutes from 2nd September 2026 meeting had been circulated to Councillors prior to the meeting.

Cllr Kenshole proposed that the Minutes of the meeting held on the 2nd September 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 2nd SEPTEMBER 2026 BE APPROVED AND THEY WERE DULY SIGNED BY THE CHAIR AFTER THE MEETING.

222/26 Matters Arising: To discuss matters arising from the Parish Council meeting held on 2nd September 2026 that aren't already on this agenda.

Cllr Reeves confirmed that the Poppy Wreath had been ordered and received.

The Car Park sign to Thorne Park has been reinstated.

Cllr Reeves suggested an amendment to the order of Agenda items in future such that the Reactive Speed Sign (RSS) reverts to appearing after Planning issues now that the RSS is “live” and no longer requires review with C Cllr Davis.

223/26 Report from County Councillor.

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

224/26 Report from District Councillor.

D Cllr Wilkinson observed that whilst the LGR was under review there had been an uninvited new merger proposal from Torridge and North Devon to create a Northern Devon Council. He quoted that Cllr Thomas (Green, Bideford East) said Torridge District Council should not sit back while the process was in limbo but should instead put forward an amended plan that made Northern Devon a focus in the shake-up.

D Cllr Wilkinson also mentioned that Devonshire Homes Limited is now in Administration and have decided to cease to be the Main Contractor for the development at Mariner's Haven in Ilfracombe.

225/26 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 noted that the speed detection “trigger point” needs further adjustment to ensure that the data recorded is gathered from within the 30 mph zone. They intend to conduct this work shortly. (This applies to the Reactive Speed Sign facing away from The Square i.e. vehicles entering the village down Ilfracombe Road, and to the Camera location on Dean Lane).

Additional new monthly data will be published on the West Down Parish Council website, with a link placed on Facebook, after the adjustments have been proven effective.

226/26 Planning Decisions.

Approved/Refused/Withdrawn :

81800 TOWN AND COUNTRY PLANNING ACT 1990 Demolition of barn and erection of a single dwelling and detached carport/bin store (utilising fallback position of Class Q approval 79026) at Stowford Plantation Lynton Cross West Down Ilfracombe EX34 8PH Grid Ref: 253755; 143145
Approved 2/9/26

Planning Inspectorate Appeal No. APP/X1118/C/24/3352593: The Woodpecker Bar and Kitchen, EX34 8NU

The original enforcement notice was issued on 19 August 2024 regarding a breach of planning control concerning an external canopy structure on the south and east elevations of the building. The Appeal is dismissed and the enforcement notice is upheld.

227/26 Planning Applications.

a) Received before Agenda was published :

82252 Prior approval for change of use of agricultural building to dwelling house (Class Q (A&B)) at Barn at land at Railway Lane Heddon Mill Braunton Devon EX33 1 HZ Grid Ref: 249569; 140074.

Cllr Kenshole proposed support for this planning application which Cllr Lavender seconded, decision unanimous.

82227 Hedgerow removal notification for removal of 90 metres of hedge at West of the A361 Spreacombe Junction Braunton Devon Easting: 249629 Northing: 140202 Grid Ref: 249626; 140194

Cllr Reeves proposed support for this planning application which Cllr Ayre seconded, decision unanimous.

82271 Prior approval for change of use of agricultural building to dwellinghouse (Class Q (A&B)) at Barn at Rock Hill West Down Ilfracombe Devon EX34 8NH Grid Ref: 251337; 141146

Cllr Lavender proposed support for this planning application which Cllr Kenshole seconded, decision unanimous.

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

228/26 Footpaths.

a) Review Grass Cutting & Bus Shelter cleaning Schedule and contract terms for 2026 in readiness to request quotations for the 2027 contract.

Cllr Reeves reported that prior to the meeting he had discussed the current schedule with our P3 Co-ordinator, Cllr Verney, and the Council then concluded that there was no need for any amendment.

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

The Clerk received confirmation from the Parish Paths Partnership (P3) that a purchase order was issued in July to cover the Basic Grant and the £1,140 bid, but it had not been sent out. The Purchase Order was received by email on 16th September and an Invoice sent to Devon County Council the same day.

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

P3 advised that they have instructed a contractor to carry out improvement works to the stone stile on FP15. This should be completed during the next 6 weeks.

The Clerk has contacted Jon Knight to accept his quotation to repair Pulland bridge (ref September minute 202/26 b).

Cllrs Ayre & Whitby had recently walked several footpaths and found some broken/rotten signposts and faint finger signs.

They also discovered that on FP15 (scheduled for repair of the stone steps shortly) one of the wooden sleepers that provide a bridge over water is very rotten at one end, and the handrails are very wobbly and unsafe.

Cllr Reeves suggested that the Clerk contact P3 to ask whether they could provide any posts, signs or other materials that would enable the Council to make the necessary repairs, and to ask whether the contractor could replace the wooden sleeper on FP15 whilst fixing the stone steps.

d) P3- Walking of Footpaths (October to December).

The Clerk has circulated the Survey forms.

229/26 Road Warden Scheme: Update by Road Warden Cllr Verney on further training and future plans.

a) Update by Road Warden Cllr Verney on further training and future plans.

Cllr Kenshole volunteered to attend the Chapter 8 Training Course, together with Cllr Verney (who had confirmed at the September meeting that he was willing to repeat the course specifically for Parish Council purposes).

Devon County Council provide funding for 3 people to attend the training, and the Clerk was tasked with checking with Cllrs Whitby and Tanton to ask whether they might wish to attend Chapter 8 training.

b) Insurance cover for Councillors and Volunteers.

The Clerk received confirmation from our Insurance broker, Community Insurance, that our existing Policy with Zurich provides Employers Liability cover for Councillors and volunteers. The Zurich Policy also provides Public Liability insurance cover.

Devon County Council provides third-party (public liability) Insurance and recommends that Parish Councils arrange additional Public Liability insurance (which we have).

Therefore, we believe that we are covered for Councillors and Volunteers on condition that every aspect of any Road Warden Scheme work is well planned, risk assessed, documented, approved by DCC in advance, and that all safety aspects are followed, and the work is conducted by personnel holding the appropriate qualifications and experience.

230/26 Review of Quotation and Tender Policy.

Cllr Reeves had reviewed this Policy and proposed that no changes are required other than the date and Minute number. Cllr Kenshole seconded, decision unanimous.

231/26 Internal Quarterly Audit arrangements.

Cllr Lavender confirmed that the quarterly audit to 30th September had been completed satisfactorily on 6th October.

232/26 Order Salt bags.

The Clerk will order 1 ton of salt (40 bags) plus any additional bags required by Gary Seldon at Mullacott Industrial Estate. The 40 bags are to be delivered to Foxhill Farm for distribution.

Cllr Ayre raised the subject of Salt Boxes needing to be checked and topped up if necessary.

233/26 Finances:

a) To receive the balance in the bank accounts at 30th September 2026:

Balances at 30/09/2026

Community Account

Opening	£ 6,763.96
Received	£11,000.00
Outgoings	<u>£ 1,996.66</u>
Closing	£15,767.30

Treasuries Account

Opening	£ 5,013.07
Received	£ 2.06
Outgoings	<u>£ 0.00</u>
Closing	£5,015.13

Notice Account

Opening	£20,292.26
Received	£ 0.00
Interest	£ 46.79
Outgoings	<u>£ 0.00</u>
Closing	£20,339.05

Grand Total £41,121.48

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

Creditor	Invoice number	Amount
North Devon Council (Non-Domestic Rates - Car Park)	93625504	£ 91.00 (via DD)
WesternWeb	25688	£ 194.40
Lloyds Bank - Account Charges	495818274	£ 4.25 (via DD)
J Barnett Exps (Poppy Wreath)	n/a	£ 27.50
North Devon Council Clerks Salary & NDC Admin charge	11694260	£ 526.63

PCC St Calixtus - Grant Part 2	n/a	£ 720.00
Parish Hall - Grant Part 2	n/a	£ 537.00
WDVGFA- Grant Part 2	n/a	£ 500.00
WDS PTFA - Grant Part 2	n/a	£ 350.00
Jon Knight (Grass cutting/FP & Bus Shelter maint - Oct)	0183	<u>£ 208.33</u>
Total Payment October 2026		£3,159.11

Cllr Lavender proposed that these invoices should be paid which was seconded by Cllr Kenshole, decision unanimous. RESOLVED – THAT THE INVOICES TOTALLING £3,159.11 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	£ 500	(2)
Increment September 2026 50% Budget amount	<u>£ 500</u>	(2)
Current balance	£1,500	
Air Ambulance Landing Site Maintenance b/f	£400	
Increment April 2026 50% Budget amount	£ 50	(2)
Increment September 2026 50% Budget amount	<u>£ 50</u>	(2)
Current balance	£500	
Total Ring Fenced 30.9.26	£3,463	

Notes

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

d) Out-turn/Mid-term Accounts at 30th September.

The Clerk had circulated the Mid-Term accounts prior to the meeting and no issues were raised.

e) To agree payment of 2nd element of Small Grant Funds of 2026-2027.

Since the 2nd Precept payment had been received on 28th September the Clerk will proceed to arrange the 2nd Small Grant Funds payments per the Payments List.

234/26 NDC Climate & Environment Grant application - Update.

Cllr Reeves reported that all 3 Parish Council applications (in partnership with the Community Park, Parish Hall, and one stand-alone for Parish Council) have been successful with one small reduction in the Community Park grant of £670.

The combined total awarded was £4,155.26 (Community Park £2,284.09, Parish Hall £1,315.46 and Parish Council £555.71)

Cllr Reeves proposed that the Clerk complete the 3 Funding Agreements and return them to North Devon Council before the deadline of 15th October, and to proceed with purchasing the items required by each bid, subject to agreement on timing with the respective organisations. This was seconded by Cllr Kenshole, decision unanimous.

235/26 Co-option to fill vacant Parish Councillor position – Update.

No enquiries to report.

236/26 War Memorial Restoration Project - Update.

The Clerk reported that no further update had been received regarding this project but an application for funding under the Parish Council Small Grant Scheme is expected.

237/26 Community Park – Discussion around securing the future of the Community Park.

Chris Batstone had sent copies of the Land Registry, and Fields in Trust Deed of Dedication, documents which the Clerk had circulated to Councillors prior to the meeting.

Cllr Reeves proposed that in the absence of several Councillors it was appropriate to postpone a more detailed discussion until the next meeting on November 4th.

Initial thoughts were that Fields in Trust were extremely unlikely to consider any future sale of the Community Park unless there was an alternative Community space available as a substitute.

238/26 Post Office Outreach Service – Update.

Cllr Reeves provided an update on the current plan to re-establish the Post Office Outreach service in the Village Shop. An initial test of the IT and communications on 6th October indicated that the download/setup time was too slow. A further test is scheduled for Tuesday 13th October to resolve any technical issues.

239/26 Correspondence: To receive items of correspondence received since the last meeting:

The Clerk had circulated a full list of correspondence received since the last meeting on 2nd September (29 items) so that Councillors could raise any issues or comment on specific items.

If a member of the public wishes to view the full list, then please contact the Clerk.

These are the items of correspondence reviewed during the meeting :

9/9/26 D Cllr Wilkinson, Proposed Road Works – Braunton Traffic Signal Replacement, The Square, Braunton 12th October for 2 weeks.

10/9/26 Terry King reference notice in shop regarding return of Post Office Outreach service from 15th September.

10/9/26 Geoff Griffiths, CareHomeGuide, Thanking Parish Council for agreeing to place link on website. 14/9/26 DALC, The AGM of the Devon Association of Local Councils invitation attend their AGM at 10am on Wednesday 7 October 2026 at Exeter Racecourse.

15/9/26 Ilfracombe Town Council Clerk – Invitation to Cluster Working Group event 30th September.

19/9/26 Scott Pettit, South West Heritage Trust is currently seeking funding. (Will be discussed when the new Budget is proposed next month.)

23/9/26 Parish Paths Partnership update on FP15 stone steps repair plan in next 6 weeks.

27/9/26 Terry King requesting an update on re-instatement of Post Office Outreach service.

29/9/26 Laura Donavon, Ilfracombe Town Council regarding invitation to Cluster Working Teams Meeting now 13th October 10.30 – 11.30 am

30/9/26 Parish Paths Partnership update work to FP15 planned during the next 6 weeks.

3/10/26 Sarah Tanton reference Aylescott Lane flooding and drain maintenance.

6/10/26 Landing Sites – Bonfire Night request for notification if relevant.

240/26 Unresolved Questions: None

241/26 Items to be added to the next meeting Agenda.

Items for the Agenda so far include:

1. Prepare Budget for next financial year 1st April to 31st March with a view to setting the Parish Precept and Parish Grant.
2. Parish Council to have received from the Parish Hall Management Committee a copy of the Building and Contents Insurance Schedule and a copy of the receipt to prove payment. Councillors to agree that the level of cover is adequate.
3. Advertise for quotations for Parish grass cutting and the cleaning of the bus shelters contract for the following calendar year.
4. Start P3 Footpath surveys.
5. Discuss Small Grant applications and decide on funding awards.
6. Annual Review of Health & Safety Policy.

242/26 Any Other Business: None

Part B: Confidential Matters:

243/26 Any Matters deemed too confidential for part A: None

The meeting closed at 21:08 pm