

## WEST DOWN PARISH COUNCIL MINUTES

Meeting held via Zoom on  
Wednesday 5<sup>th</sup> May 2021 at 7:30pm.

### West Down Parish Council AGM.

Present: Cllrs. S Ayre (Vice Chair), R Drew, M Reeves, S Squire, T Verney, K Oades,  
M O'Halloran, C Cllr. A Davis and D Cllr M Wilkinson.

Apologies: Cllr C King (Chair)

4348. Public Speaking/Question Time.  
None.

4349. Police Report.  
a. Not received yet. To be circulated and posted on the village website asap.  
b. Cllr S Ayre, Police advocate on behalf of the Parish Council attended a Police Inspector and Police Advocate meeting. They are interested in what Parish Councils are doing and want us to be interested in what they are doing also. Quite a lot of work going on with communities but still more to be done.

4350. Approval of Minutes from last meeting.  
The April Minutes were approved and signed.

4351. Matters Arising.  
a. 4329. April Police report on the Website.  
b. 4339 Award Scheme. Certificate samples were circulated for approval and a photo of the Award. Certificates and letters to be sent to nominees.

4352. Report from County Councillor.

- A very unusual year, we have embraced virtual meeting. It is felt that this should be continued especially as we have signed the climate emergencies. Carbon omissions have reduced by 50%.
- £60M for work on the North Devon Link Road closed from Monday 17<sup>th</sup> May for 11 nights 8pm until 6am.
- Overnight roadworks on the A361 is ongoing.
- Lynton Cross due to be done in the Autumn. Pre-works are underway currently, Lines and studs will be put in prior to the main works, traffic permitting.
- Thank you for your support, you live in a lovely village. You have always been very supportive.

*S. Ayre*  
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Thanks, were given to C Cllr A Davis for all her support and good luck for tomorrow.

4353. Report from District Councillor.

- Wessex CLT Land Trust are a conduit for providing affordable home schemes. Woolacombe have secured land for the building of 21 affordable homes for social rent by local people. They also have a scheme in Georgeham.
- District Councillor Grant - Parish Council Website. It is unknown if this is eligible and need to check with Kate Johnson. The costs are in the region of £500 + VAT plus email addresses and support contract with an annual fee.
- Virtual Meetings. Across the whole range, Parish, District and County and even Parliament that virtual meeting has given enormous benefits and it hasn't gone unnoticed at all levels. The Government have said no. The LGA (Local Government Association) are fighting to have at least a hybrid approach because it has encouraged an enormous participation of the public to come along. As your Parishioner said earlier, it was interesting to sit with a cup of tea and listen rather than going out to the meeting. We are putting the case forward of the value of the virtual meeting. Speaking to Mr Triggs the Financial Officer of the District Council about how much has been saved and we are talking 10's of thousands of pounds. It is also environmentally beneficial because of the lack of traveling by Councillors.
- Problems with illegal parking are ongoing in Woolacombe and the Police are attending their meeting. Issues with overnight parking have not been policed.
- North Devon Coastal and Torr Torridge Estuary Working Group. A new group with concerns about the rising sea levels and the land erosion. Horsey Island is now literally an island.
- Cheap versions of body/surf boards are a big issue and many are left on the beaches because they break so easily. The plan to stop the sale of these boards is paramount.

The Climate and Environment Grant. Our application was denied. Having being told that the 10K had been oversubscribed, we now know that only a fraction of that money has been awarded and the balance being rolled over. Adding to our disappointment is the fact that we are unable to apply again for the same project. It seems that the criteria has changed and details of this are needed. Cllr M Wilkinson will look into it.

4354. Election of Officers.

a. Chairman.

Cllr S Ayre proposed by Cllr K Oades, 2<sup>nd</sup> by Cllr R Drew.

Cllr M Reeves proposed Cllr M O'Halloran, 2<sup>nd</sup> by Cllr S Squire.

Position declined by Cllr M Reeves as he feels that he does not have the experience necessary for this role.

Unanimous approval given for Cllr S Ayre to be Chair.

Thanks, given by Cllr S Ayre to the Councillors for their confidence in her to take on this role.

*S. Ayre*  
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b. Vice Chair.

Cllr M Reeves proposed by Cllr S Squire, 2<sup>nd</sup> by Cllr K Oades.  
Unanimous approval given.

c. Joint Data Protection Officers.

Cllrs K Oades and M O'Halloran proposed by Cllr S Squire, 2<sup>nd</sup> by Cllr M Reeves.  
Unanimous approval given.

d. Parish Council Auditor.

Cllr T Verney proposed by Cllr M O'Halloran, 2<sup>nd</sup> Cllr M Reeves.  
Unanimous approval given.

e. P3 Scheme Co-ordinator.

Cllr M O'Halloran proposes that this position is merged with the (f) Tree Warden.  
Cllr R Drew and Cllr K Oades agree that they could be merged.

Cllr M O'Halloran proposed by Cllr T Verney, 2<sup>nd</sup> Cllr S Squire.  
Unanimous approval given.

f. Tree Warden. (see above).

g. Joint Police Advocate.

Cllr S Squire and Cllr S Ayre are proposed by Cllr M O'Halloran, 2<sup>nd</sup> Cllr M Reeves.  
Unanimous approval given.

h. Community Award Co-Ordinator.

Cllrs M O'Halloran and T Verney proposed by Cllr S Ayre, 2<sup>nd</sup> Cllr S Squire.  
Unanimous approval given.

4355. P3/Footpaths.

a. Footpath 12. Works have been completed by G Hookway and the water is flowing freely. Claim to be made against the P3 purchase order for reimbursement. It will look better when it starts to green up again.

b. Footpath 13 has been widened in parts and is much easier to walk now.

c. Footpath 12 & 17. New finger post signs have been erected.

d. Footpath 15. Handrail has been fixed.

e. Snakes (Adders) have been seen along the footpaths; care needs to be taken by dog owners as bites to dogs can cause serious complications. Notice to be placed on the village website and Facebook.

f. The dog bin on the Community Field is an issue again. Clerk to contact NDC.

4356. Standing Orders.

a. After further reading by Cllr M Reeves is it believed that some extra clarification

*S. Ayre*  
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is needed and that what was agreed as 'a' should now become 'b' (with slight change in wording) and a new 'a' should be inserted as below. This then records: 1) just an absence, i.e., nothing heard from the councillor, 2) an apology for an absence and, 3) an apology with a reason for an absence, where a councillor wishes for an approval of that reason for the absence.

Basically either 1) & 2) would be a non-attendance with regards to the 6-month rule but in 3), if the reason for absence is approved, this would not count as a non-attendance as far as the 6-month rule is concerned.

Therefore, the proposed further suggestion for everything up to point (ii) is given below. There is no change until after point (i).

3. S The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors present and absent;
  - a. If a councillor sends an apology to the Clerk for non-attendance, this is recorded in the minutes.
  - b. If a councillor sends an apology with a reason for a non-attendance this can be recorded in the minutes, if they so wish, and the council will then decide upon and record their acceptance of that reason, or not, as appropriate.

Although perhaps it seems a bit longwinded, it is thought necessary as it could be quite contentious sometime in the future if the Parish Council don't get it right.

Acceptance of amendment proposed by Cllr S Squire, 2<sup>nd</sup> Cllr K Oades. Unanimous approval given.

- b. Appendix re: virtual meetings, no longer applies and needs removing. Should the situation on virtual meetings change it can be re visited.  
Proposed to remove by Cllr S Squire 2<sup>nd</sup> Cllr M Reeves. Unanimous approval given.

4357. District Councillors Grant.

- a. A website is our first choice as discussed in item 4353.
- b. The bench on footpath 12 needs tlc/replacement, maybe an option for the grant.

4358. Acorn Developments.

The working party wrote to Mr Miles (NDC) on 8<sup>th</sup> April and he replied on the 20<sup>th</sup> April but didn't really answer the questions asked. Chased again on the 26<sup>th</sup> for answers to our letter. No response was received. A further email was sent on 2<sup>nd</sup> May asking him to look into the fact that Webbers Estate Agents have the affordable property marked as Under Offer when the agreement between the Acorn, NDC and DCC is still in draft form. A screenshot of the property from Webber's website was also sent along with an invitation to join the Parish Councils APM this evening to update all. Again, no response was received. He was advised that there would be some very angry Parish Councillors and villagers.

*Becky*  
01-06-21

It was decided that the Parish Council should follow up with Mr Miles expressing the anger and dissatisfaction for the lack of communication. Proposed by Cllr M O'Halloran, 2<sup>nd</sup> Cllr R Drew. Unanimous approval given. Letter to be penned by Cllr S Ayre (Chair) asap.

4359. Village Forum.

This item was unanimously approved to be moved to the June Agenda.

4360. GDPR.

Confirmation received that all Councillors have received a copy of the new adopted version. The two Councillors appointed as Data Protection Officers are to be added and revised copy circulated.

4361. Planning - Decisions from NDC.

a. 72890 - Woodlane Farm West Down Ilfracombe Devon EX34 8NF – Approved.

4362 Planning Applications.

None.

4363. Correspondence.

a. Letter of resignation received from Cllr C King.

Cllr S Ayre spoke with C King and asked for reconsideration and suggested maybe standing down as Chair but remaining as a councillor. Confirmation was received a few days later that the resignation from all aspects of Parish Council stood.

Thanks, given to C King for all the hard work and time given to the Parish Council in the years of service given.

Notification to be given to NDC to arrange a Notice of Vacancy for a new councillor.

4364. Finance.

a) Bank Statements.

(1) Current Acc.	As at 30 <sup>th</sup> April 2021.	£ 7,656.43 reconciled.
(2) 30 Day Notice Account.	As at 30 <sup>th</sup> April 2021.	£ 4,808.07 reconciled.
(3) Petty Cash.	As at 30 <sup>th</sup> April 2021.	£ 0.25 reconciled.

b) Online Payments.

NDC.	Clerk Salary	£ 195.73
NDC	Dog Bins	£ 375.00
P Stafford	Award	£ 40.00
DALC	Subscription	£ 151.31
DALC	Course Fee	£ 18.00
G Hookway	Clearance of FP12	£ 774.00
WDVGFA	50% Grant (chq)	£ 350.00
WDPHMC	50% Grant (chq)	£ 250.00
WDPC	50% Grant (chq)	£ 650.00

  
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- c) Review of Financial Regulations.  
Cheque signatories are Cllrs R Drew, S Ayre, S Squire, K Oades and Clerk, V Hunt confirmed and no changes required at this time. V Hunt and S Ayre for the online payments. A third person for online payments is needed for emergencies. Cllr M Reeves proposed by Cllr S Squire, 2<sup>nd</sup> Cllr K Oades. Unanimous approval given. Clerk to arrange with the bank.  
Two signatures needed for all online payments to be made.
- d) Review of Insurance. To be passed to Cllr K Oades to ensure that cover is adequate for us (year 3 of 3).
- e) Annual Audit. Cllr K Oades has checked the accounts, thanks given. They are due to go to the Internal Auditor on the 17<sup>th</sup> May 2021.
- f) A VAT claim for £ 232.49 has been submitted.

4365. Unresolved Questions.

- a. None.

4366. Any other business.

- a. The Dog Bin in the Community Field has not been emptied.
- b. A request for the Dog Warden to visit the Village has been placed due to the continued problems with Dog poo being left on the highway, Community Field and other green areas.
- c. NFU Signage donated for use.
- d. CLT to be invited to the next meeting.
- e. Map Case. Needs to be erected and WD School to be contacted again if they are still ok to produce as arranged previously.
- f. Face to Face meetings are to be held at the Parish Hall in the main hall. Social distancing rules are to be adhered too. Availability for hall booking is Tuesday 1<sup>st</sup> June 2021. July availability to be confirmed. Future use of Room 2000 will depend on current covid regulations. Enquiries to be made about availability of the Iron Room on the 2<sup>nd</sup> June.
- g. Diary. Amend Dec, No 2. Approve budget and fix Precept. Proposed by Cllr M Reeves, 2<sup>nd</sup> Cllr K Oades. Unanimous approval given. Community Award to be entered into the diary in June. Proposed by Cllr M O'Halloran, 2<sup>nd</sup> Cllr R Drew. Unanimous approval given.

The meeting was closed at 22.05.

*S. Ayre*  
01-06-21.