

WEST DOWN PARISH COUNCIL MINUTES
West Down Parish Hall
Wednesday 6th October 2021 at 7.30 p.m.

Present: Cllrs. S Ayre (Chair), R Drew, S Squire, K Oades, T Verney,
R Kenshole and C Cllr A Davis and D Cllr M Wilkinson.

Also present: 1 member of the public and Val Ford (Clerk)

Apologies/Approvals. Cllr M Reeves (Vice-Chair) (due to personal reasons). Apology accepted.

4471. Public Speaking/Question Time.
None.

4472. Police Report.

Newsletters had been received for September and October.

September crimes for Morteohoe/Woolacombe & West Down (includes Mullacott & Bittadon): -

Burglary Dwelling x 1, Criminal Damage x 2, Public Order Offences x 1, Non-Notifiable Offences x 2.

Information had been circulated to Councillors from Michael Harrison of Devon and Cornwall Police. The Police and Crime Commissioner is encouraging residents of Devon, Cornwall and the Isles of Scilly to let them know where they feel unsafe. The survey can be completed by visiting the website www.police.uk/streetsafe

Information had been circulated to Councillors about road safety. The Vision Zero South West road safety partnership is launching its 'Call for Ideas' in communities across Devon and Cornwall. There is a total funding pot of £100,000 to support community-led road safety initiatives that will make a real difference to local communities. Click here for link <https://visionzerosouthwest.co.uk/call-for-ideas/>

4473. Approve and sign Minutes of the September meeting.

Resolved – that the Minutes of the September Meeting be approved and they were duly signed.

4474. Matters Arising

4457. S106 Grant Funding – Community Field and Parish Hall. Information had been circulated to Councillors prior to the meeting.

4458. Village Forum. A meeting had taken place on the 2nd September. This was well attended including new people. A date is to be arranged for another meeting.

4469. Any other business. a) The letters on the sign at Dean Cross are in a safe place until they can be replaced. b) The County Council have been out to look at the 'Slow Down' signs at the Foxhunters Inn. They said they will cut a branch down and put another request in to clean it which will hopefully make this work better. d) The AED Pads had been ordered and received and were put in with the defibrillator. e) A request had been made for the renewal of the white lines around the Square. i) Cllr. K Oades is to approach the landowner regarding railway sleepers by the entrance to

Plant Machinery on the road from West Down to Willingcott which were felt to be dangerous.

4475. Report from County Councillor.

Cllr A Davis had provided a report which was circulated to Councillors prior to the meeting.

Highways engagement with Parish councils.

The Parish Council will shortly receive a letter regarding "Doing What Matters". The aim is to understand the routes within the parish which residents/visitors feel are the most important and gain more valuable local knowledge within the Highways team.

Funding available for organisations to support self-isolating residents.

Devon County Council is launching a new fund to help community organisations provide practical, social and emotional support to Devon residents self-isolating due to Covid-19. For more information about the COVID-19 Outbreak Management Grant, including how to apply, visit www.devon.cc/outbreak-management-grant

Queens Green Canopy

To mark Her Majesty's Platinum Jubilee in 2022 this project invites people from across the United Kingdom to "Plant a Tree for the Jubilee". Councillor Verney said he would take this matter to the Green Field meeting tomorrow evening.

www.queensgreencanopy.org

Challenge Fund launched to help growth of Community Energy Sector

Devon Council is making £200,000 available through its new Community Energy Challenge Fund as part of its efforts to support economic recovery following the pandemic. Not for profit organisations, public bodies and community groups across the country will be able to bid for one-off grants of between £1,000 and £25,000.

Applications must be submitted by 12 noon on Monday 8 November 2021.

<https://www.devon.gov.uk/economy/funding-and-research/community-energy-fund/>

Coronavirus updates from Devon Council

This link is updated daily.

<https://www.devon.gov.uk/coronavirus-advice-in-devon/coronavirus-data/>

Highway problems can be reported at

<https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

Telephone: 0345 155 1004

Lynton Cross works are going well. The Road Closed sign was discussed. Cllr Davis will endeavour to sort this out.

4476. Report from District Councillor.

D Cllr. M Wilkinson reported that:

- a) There was a meeting of the Full Council last week. A presentation was given by Police Superintendent Toby Davies. Eighteen new Police Officers had been recruited in North and West Devon, although this does not take into account officers who have retired. Priorities for the coming year will be County Lines, Anti Social Behaviour and Road Safety.
- b) New planning procedures were discussed which have to be done online. Cllr Kenshole reported that there is a powerpoint presentation in this respect that is being offered to all parish councils and he will send details to the Clerk.
- c) There will be a Virtual Parish Forum meeting on Thursday 14th October.
- d) With regards to Housing issues, there had been a restructuring of officers.
- e) A new Monitoring Officer had been appointed called Simon Fuller.
- f) Projects and updates. All within budget at the moment. The Leisure Centre is one week late and Ilfracombe Sports Centre is coming on fine.

- g) There was a meeting of North Devon Futures yesterday evening. Rather than small individual groups they are to be put together to make one future policy.
- h) Discussion took place about S106 for Willingcott. The majority of this will go to Braunton.
- i) With regards to the stone sign, Jamie Pearce, a local man had offered to assist with this as well as the seat that got damaged. Cllr. Oades had taken this down and given it to Mr Pearce. A letter of thanks will be sent to Mr Pearce thanking him for his assistance.

4477. D Cllr Grant - Website

Information had been circulated to Councillors prior to the meeting. Cllr Kenshole reported that the web developers had completed the basic format which gives an idea of how the website will look. Feedback was requested from the Councillors both for additions and changes. Councillor Ayre was to provide information on this to the District and County Councillors. Cllrs Kenshole and Reeves were going to discuss this new website further.

4478. Acorn Developments.

Cllr Ayre referred to the number of emails that had been sent to Mr Miles (CEO) of North Devon Council requesting information. An email was circulated to Councillors prior to the meeting informing them that the second education contribution was paid on 30th September. The recreation contribution is meant to be paid on 15th October, so Councillor Ayre will be keeping a close eye on this. Mr Miles had provided dates for a meeting which is to be progressed. Communication had been appalling. A complaint had been made to Mrs Teasdale at North Devon Council, with a move to stage 2 to be activated if no response. D Cllr Wilkinson stated that Mr Miles would instruct Solicitors to take legal action if nothing happens. Cllr Squire queried why the monies had not been put into a bond as it used to be.

Resolved – that Cllr Ayre will monitor the progress of the outstanding payments from Acorn Developments.

4479. CLT (Community Land Trust).

Cllr Ayre referred to a lot of amendments being made to the posters. These are now ready to go out ahead of the meeting next Wednesday. Information was to be circulated via social media and copies were to be placed in the shop as well as being put up locally.

Resolved – that information would be circulated regarding the Community Land Trust meeting.

4480. Co-option vacancy

North Devon Council had advised the Parish Council that no request had been made for an election so the vacancy can be advertised. The closing date is the 30th October and this will be discussed at the next meeting.

Resolved – that the Clerk will arrange for an advertisement to be put up regarding the vacancy for a Parish Councillor.

- that Cllr Ayre will arrange for the advertisement for the vacancy to be put on Facebook.

4481. P3/Footpaths.

Cllrs Oades reported that this had fallen on him and Cllr Drew again. It was taking a long time to walk the footpaths but was going ok. There is a mapping tool which is simple to use with locations easy to pick up on the footpath map. All of the strimming

has been carried out, including the bus stop. The signs in the churchyard had faded which Cllrs Oades and Drew had replaced. Mr Chugg's seat had been located and this has now been marked and is fit for purpose. A lot of land had now been sold. The seat at Stang Lane was wrecked, which Mr Pearce had offered to sort out. No mans land was completely overgrown and needs strimming. It was felt that landowners should be informed they are responsible for keeping footpaths open on their land. Discussion took place on the way forward and whether this should be added to the grass cutting routine. It was felt that this would be expensive so in the first instance landowners should be approached.

Resolved – that letters should be written to all landowners, including the new landowner at Easterground, regarding their responsibilities in respect of footpaths on their land.

4482. Community Award

Discussion took place about information that had previously been sent out by Cllr O'Halloran. Cllr Verney felt this needed to be sent out again. Cllr Ayre will see if she can locate this information and Cllr Verney offered to work on this issue.

Resolved – that Cllr Ayre will circulate information to Councillors regarding the Community Award

- **that Cllr Verney will work on the Community Award.**

4483. Policy Review Procedure

Cllr Kenshole referred to the need for an IT Policy. Up to date virus protection is required as well as a back up hard drive. The Chair thanked Cllr Kenshole for being so thorough.

Resolved – that Cllr Kenshole will draw up an IT Policy for the office equipment and check the anti-virus programme is up to date as well as arranging for a back up hard drive.

4484. Asset Register.

The Asset Register needed to be retyped. The existing filing cabinet is very unsafe and does not meet health and safety regulations so this needs to be replaced urgently. The Clerk had obtained quotations for a small replacement cabinet to meet current data protection regulations in the sum of £55 plus £3.95 delivery.

The purchase of a new filing cabinet was proposed by Cllr Squire and seconded by Cllr Oades. The defibrillator needs to be added to the register, as well as the West Down sign and the sign at the top of the hill. Cllr Ayre felt it would be a nice idea to take photos of the assets.

Resolved – that the Clerk would purchase a replacement filing cabinet to ensure the Parish Council meets data protection regulations.

- **that the Asset Register will be updated and retyped.**

4485. Health & Safety Policy.

Cllr Kenshole had circulated information to Councillors about the Parish Council Health and Safety Policy and the responsibility of the Parish Hall. Cllr Ayre stated that the hall was committee run but the Parish Council would take responsibility if the management committee fail, to prevent it going back to the Local Authority. Cllr Kenshole queried if the Parish Hall have a H & S Policy. Cllr Oades confirmed that they have. A copy of this is to be obtained and Cllr Kenshole will look at this as well as the Parish Council H & S Policy. Pat Testing for the laptop and printer was queried by Cllr Kenshole. It was felt that these items could be dealt with at the same time as the testing of items at the Parish Hall.

Resolved – that a copy of the Health & Safety Policy for the Village Hall will be requested and this item will be reviewed at the next meeting.

- that the Clerk will liaise with Cllr Oades regarding pat testing for the laptop and printer.

4486. Parish Online Training.

Cllr Oades referred to online training being available which could be put on the screen in the main hall.

Resolved – that Cllr Oades will investigate the Parish Online Training and report back to Councillors.

4487. GDPR Training.

The GDPR training booked previously had been cancelled. Cllr Oades had completed the training and explained that this is to do with safety online.

Resolved – that the Chair would recirculate information about GDPR Training.

4488. Planning - Decisions from NDC:

73500. West Haven, West Down, Ilfracombe, Devon EX34 8NN. Change of Use of land to extend garden curtilage to land adjoining property.

Approved.

4489. Planning Applications:

a. **73876 – Thorne Park, West Down, Devon, EX34 8NG.**

Request for consultation on extension to dwelling and conversion of detached garage to independent living annex.

Concerns were raised about parking and turning the garage into a potential dwelling which could set a precedent. It was felt that the application should have been split into two, one for the garden room and one for the garage. **Cllr Verney proposed rejecting the application which was seconded by Cllr Squire.**

There were five rejections of this application and one abstention.

Resolved – that the Parish Council objected to Planning Application 73876 on the grounds of concerns about parking and use of the garage, with it being felt that this should have been two planning applications.

b. Applications received after publishing of this agenda.

None.

4490. Correspondence.

Discussion took place about the amount of email correspondence that Councillors have to read. The Clerk will filter emails as they come in and send out if necessary or raise items at the next Parish Council meeting.

Correspondence raised at the meeting:-

Parish Hall Insurance. Information had been circulated to Councillors prior to the meeting.

Speeding Traffic. A lot of discussion took place about speeding on Ilfracombe Hill Road and down towards the village. This is to be raised with the Police and the County Councillor.

Community Forum - This is run by Braunton Parish Council. Cllr Ayre referred to minutes of the meeting dated 16th September and stated that she gets the minutes of these meetings if anyone wants them.

Climate & Environmental Grant – North Devon Council. £12,000 is available with a strong emphasis on climate change. West Down fits into the right category. Cllr Ayre would let Cllr Reeves have sight of this as he did a lot of work on this previously.

Post Office. An email had been received from Mrs Oades who had been made aware of the decreasing number of transactions for the outreach service. Discussion took place about how to promote this, with Cllr Ayre to talk to Heather who runs the Post Office to see if she can advertise the services they can offer.

Link Centre Mental Health Service. Save our Hospital Services were organizing a public meeting to help find a positive way forward for the Link Centres which provide support for adults with mental health needs. It was agreed that the Clerk would find out the date of the meeting and send it to Councillors.

4491. Finance.

An appointment is to be made with Lloyds Bank to update signatories and online banking due to the changeover of Clerks.

a. Out-turn/Mid-term Accounts as at 30th September 2021

These accounts had not been prepared due to the changeover of Clerks at the end of September.

Resolved – that the Out-turn/Mid Accounts as at 30th September would be prepared for the next Parish Council Meeting.

b. Payment of Grants

Payment of grants was agreed last November. The school had been given their full amount in May, with the Parish Hall, Community Field and the Church receiving their first instalment in May. Second payments now due are as follows:-

Parish Hall	£250
Community Field	£350
Church	£650

Resolved – that the second instalments for the Payment of grants would be paid as previously agreed.

Bank Statements:

Business Interest Account	£4,808.27
Treasurers Account	£6,527.44

Payments

(1)	NDC	Outgoing Clerk Salary, backpay & holiday pay	£459.49
(2)	V Hunt	Poppy Wreath	£ 21.99
(3)	Croyde Aerials (Mr J Godfrey)	Village Website	£171.00
(4)	Western Web	New PC Website	£108.00

Resolved – that the invoices presented for payment should be paid.

Discussion took place about the Village Website payment. This will be put on the next Agenda. Payment for the pads for the defibrillator will be agreed at the next meeting

4492. Audit Report from J Snooks.
Nothing to report.
4493. Unresolved Questions.
None
4494. Items to be added to next meeting Agenda.
Parish Grants.
Co-option Vacancy
Community Land Trust
Acorn Developments
Health & Safety Policy
Website and emails
IT Policy
Outturn Accounts
GDPR
Village Website
4495. Any other business.
- a) Parish Council Training. Cllr Kenshole would like to do the course. He will look at the laptop as there may be some presentations already on there. The new co-opted Councillor may also wish to do this training.
 - b) Notifying Landowners of their responsibilities regarding footpaths.
 - c) Gift for D Maidment. Cllr Squire wished to contribute.
 - d) White Lines in the Square. Cllr Ayre also reported lines in the car park.
 - e) Old Planning Applications. A quotation had been received from Devon Business Solutions for £49 for five bags of confidential waste. **Cllr Squire proposed accepting this quotation, which was seconded by all of the Councillors.** Cllr Ayre will liaise on this matter with Cllr Reeves.
 - f) New Clerks Contract is in hand.

Meeting closed at 10.40 p.m.