

WEST DOWN PARISH COUNCIL MINUTES  
West Down Parish Hall  
Wednesday 1 December 2021 at 7.30 p.m.

Present: Cllrs S Ayre (Chair), M Reeves (Vice-Chair), R Drew, R Kenshole, K Oades, S Squire, T Verney

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

Apologies/Approvals. D Cllr M Wilkinson and C Cllr A Davis.

4528. Declaration of Interest

Cllr Oades declared an interest in the Grass Cutting and Bus Shelter Cleaning tender.

4529. Public Participation

None.

4530. Approve & Sign Minutes of the 3<sup>rd</sup> November Parish Council Meeting and the Extraordinary Parish Council Meeting held on 19<sup>th</sup> November 2021

The Minutes had been circulated to Councillors prior to the meeting.

**Cllr Verney proposed that the Minutes of the meeting held on 3<sup>rd</sup> November 2021 be accepted as a true record which was seconded by Cllr Drew.** There was unanimous approval to this proposal.

**Cllr Oades proposed that the Minutes of the Extraordinary Meeting held on 19<sup>th</sup> November 2021 be accepted as a true record which was seconded Cllr Reeves.** There was unanimous approval to this proposal.

**RESOLVED – THAT THE MINUTES OF THE 3<sup>RD</sup> NOVEMBER PARISH COUNCIL MEETING BE APPROVED AND THEY WERE DULY SIGNED.**

**RESOLVED – THAT THE MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON THE 19<sup>TH</sup> NOVEMBER 2021 BE APPROVED AND THEY WERE DULY SIGNED.**

4531. Matters Arising

4500. Matters Arising. Alan Kyle, Enforcement Officer at NDC, held a meeting with the Parish Councillors prior to the start of this meeting. The new filing cabinet had been added to the Asset Register.

4507. Acorn Developments. Maria Bailey was too busy to investigate the complaint so Mrs Teasdale is now dealing with this.

4513. Community Award Scheme. Advertising will commence in mid- December, with voting to run from January to March 2022. This item will be on the January Agenda. If there is not much response to the paper voting then this will be put on the website.

4520. Correspondence. The Parish Hall had provided receipts for work carried out.

4523. Any Other Business. The Clerk had completed the Display Screen Assessment checklist. Cllr Kenshole will obtain quotations for a screen monitor and blue tooth mouse.

4527. Extraordinary Meeting. S106 Contribution from Acorn Developments. The Parish Hall had provided receipts for the work carried out.

4532. Police Report

**Monthly Crime Figures.** The Newsletter had been received for December 2021. Monthly crimes for Morteheo/Woolacombe & West Down (includes Mullacott & Bittadon): -

Violence with injury – 1

Violence without injury – 2

Criminal Damage – 1

Other Offences - 1

4533. Report from County Councillor.

Cllr A Davis was unable to attend the meeting but had sent a report.

(See Appendix A). This was to be circulated to Councillors after the meeting.

4534. Report from District Councillor.

D Cllr. M Wilkinson had given his apologies at the last meeting. There was no report for the meeting.

4535. P3/Footpaths.

a) **Letter to landowners.** Cllr Ayre had emailed a draft letter to the Councillors about landowners' responsibilities in respect of footpaths on their land. It was felt that this was a good letter and it will be sent to landowners in the new year. An electronic map might be attached to the letter.

b) **To discuss P3 Footpath Survey**

The footpath form will be sent to Councillors to complete in respect of their allocated responsibility. Discussion took place about whether the money had been received for the P3 funding for last year. Cllr Ayre had investigated this matter and it appears that the normal P3 funding and extra monies had not been applied for in February 2021. £774 had been paid to Mr Hookway as per his quotation for work carried out.

**RESOLVED – THAT CLLR OADES WILL EMAIL SIMON HOUGHTON ABOUT THE MONEY OUTSTANDING IN RESPECT OF THE NORMAL P3 FUNDING AND WILL ALSO TRY AND FIND OUT WHO TO CONTACT ABOUT THE EXTRA P3 MONEY**

4536. District Councillor's Grant

Cllr Reeves had spoken to D Cllr Malcolm Wilkinson at the last meeting about the possibility of a District Councillor's Grant for 2022/23. Cllr Wilkinson had confirmed that £450 to £500 would be available. **Cllr Reeves proposed that the grant be applied for to purchase a bench for the village field which was seconded by Cllr Verney.** There was unanimous approval for this proposal.

**RESOLVED – THAT THE DISTRICT COUNCILLORS GRANT WILL BE APPLIED FOR IN RESPECT OF A BENCH FOR THE VILLAGE FIELD.**

**- THAT THE CLERK WILL COMPLETE THE APPLICATION FORM IN RESPECT OF THE DISTRICT COUNCILLORS GRANT**

4537. New Parish Council Website

Cllr Kenshole referred to the website training that he and the Clerk had attended online. The website is now live and is being updated as required by Cllr Kenshole and the Clerk. Ideas were requested for the front page to keep it up to date and fresh. A link will be put on the Village Website to the new Parish Council website.

4538. CLT (Community Land Trust)

Cllr Verney attended the CLT meeting yesterday. This was only attended by four people so an email has been sent out to get proposals for a more suitable date and time for the next meeting. Cllr Verney will update the Parish Council at the February meeting.

4539. NDC Climate & Environmental Grant

Cllr Verney referred to some areas in the field that could be a possibility for planting but until he can get the committee together this cannot be progressed. Cllr Reeves referred to the strong possibility of grant funding being available if an application can be submitted by the end of January. This grant is not match funded.

4540. Village Website

The Clerk had sought information on usage of the Village Website. She had been advised that Google Analytical on the Village Website is missing at the moment but information will be sent to her when available. With regards to advertising, this is minimal at the moment. Discussion took place about whether funding for the Village Website should continue from the Parish Council. This is a community asset which the Parish Hall Committee run on behalf of the village. **Cllr Reeves proposed that the Parish Council continue to contribute to the running costs and proposed 50%, which was seconded by Cllr Drew.** There was a majority approval for this proposal with one abstention.

**RESOLVED – THAT THE PARISH COUNCIL WILL CONTRIBUTE 50% OF THE RUNNING COSTS OF WEST DOWN VILLAGE WEBSITE.**

4541. Grass Cutting & Bus Shelter Cleaning Tender

Two tenders had been received for the Grass Cutting and Bus Shelter Cleaning Contract for 2022. Details of these tenders had been circulated to Councillors prior to the meeting:-

**Allwaysthere - £750**

**Julian's Gardening Services & Ground Care - £1370.00**

It was agreed that the current contractor (Allwaysthere) had made a good job of the work for the past year and the cost had not gone up in the tender for 2022.

**Cllr Squire proposed that Allwaysthere be awarded the contract, which was seconded by Cllr Verney.** There was agreement to this proposal by all of the Councillors, apart from Cllr Oades who abstained from voting due to his declaration of interest.

**RESOLVED – THAT ALWAYS THERE WOULD BE AWARDED THE CONTRACT FOR THE GRASS CUTTING AND BUS SHELTER CLEANING FOR 2022.**

**- THAT THE CLERK WOULD WRITE TO BOTH TENDERERS ADVISING THEM OF THE OUTCOME.**

4542. Finances

a) **To receive and agree the invoices for payment.**

The Clerk had emailed a list of payments to the Councillors prior to the meeting.

Balance in the Business Account as at 9 November 2021	£ 4,808.11
Balance in the Treasurers Account as at 29 November 2021	£38,050.70

North Devon Council	Clerks Salary	£216.00)	
	Admin Charge	£ 7.72)	<b>£223.72</b>
Western Web – New Parish Council website			<b>£576.00</b>

**Cllr Squire proposed payment of these invoices, which was seconded by Cllr Verney.** There was unanimous approval to this proposal.

**RESOLVED – THAT THE INVOICES TOTALLING £799.72 SHOULD BE PAID.**  
**- THAT THE CLERK WILL OBTAIN A RECEIPT FROM WESTERN WEB**  
**- THAT THE CLERK WILL COMPLETE THE GRANT FORM ONCE THE RECEIPT FROM WESTERN WEB IS RECEIVED.**

The Chair had been into Lloyds Bank to advise them of all the changes to the bank account. It had been confirmed that there was no safe keeping provided to the Parish Council.

**b) To discuss the Budget for the next Financial Year and set the Precept.**

Following the November meeting, a revised budget had been drawn up and circulated to the Councillors prior to this meeting. Following discussion, **Cllr Reeves proposed that the precept be set at £16,000 which was seconded by Cllr Oades.** There was unanimous agreement to this proposal. A revised budget was to be circulated putting the internal and external audit fees together. (See Appendix B).

**RESOLVED – THAT THE PARISH COUNCIL PRECEPT SHOULD BE SET AT £16,000 FOR THE YEAR 2022/2023.**

4543. Asset Register

Cllr Ayre had prepared a new draft Asset Register, which included photographs of the Parish Council assets. This had been circulated to Councillors prior to the meeting. Following a few additions, Cllr Ayre will prepare a final copy which will be signed by Cllr Oades and Cllr Drew. There was unanimous approval for the adoption of the new Asset Register.

**RESOLVED – THAT THE NEW ASSET REGISTER SHOULD BE ADOPTED BY THE PARISH COUNCIL AND WILL BE SIGNED AND UPDATED EACH YEAR.**

4544. Planning - Decisions from NDC:

The following decisions had been made by North Devon Council.

**72742 – Stocklands Cottages, Heddon Mills, Braunton, Devon, EX33 2NQ.** Approved.

**73876 – 12 Thorne Park, West Down, Ilfracombe, Devon EX34 8NG.** Approved.

**74296 – Hale Bay Barn, West Down, EX34 8NX.** Prior approval not required.

4545. Planning Applications:

a) To comment on the following Planning Applications:-

**74170 – Single storey extension to rear to form Kitchen Diner. Two en-suite bedrooms above existing garage with balcony, Single storey Garage to front at High Ways House, Ilfracombe, Devon EX34 8NY.**

There were no objections to this application. **Cllr Ayre proposed approval of this**

application, which was seconded by Cllr Drew. There was unanimous approval to this proposal.

**RESOLVED – THAT THE PARISH COUNCIL RECOMMENDS APPROVAL OF PLANNING APPLICATION 74170.**

**74296 – Prior notification of erection of a steel frame agricultural storage building at Hay Bale Barn, West Down, Ilfracombe, EX34 8NX.**

Decision received. (See above)

**74237 – Extension to Existing Industrial Unit at Unit 4, Mullacott Cross Industrial Estate, Ilfracombe, Devon, EX34 8PL.**

There was no information or plans to comment on. Cllr Reeves proposed that the Parish Council inform NDC that the Parish Council cannot comment due to lack of information. Cllr Oades seconded this proposal. There was unanimous approval to this proposal.

**RESOLVED – THAT THE PARISH COUNCIL ADVISE NORTH DEVON COUNCIL THAT THEY CANNOT COMMENT ON PLANNING APPLICATION 74237 DUE TO LACK OF INFORMATION.**

**74339 – Use of Caravan Park throughout the year at Bay View Farmers, Turnpike Cross, Woolacombe, Devon, EX34 7HG.**

Although this application was not in the Parish of West Down, the Parish Council had been consulted by the Planning Department. Cllr Reeves referred to the Planning Statement where the site owner accepts that the limits on numbers for an Exemption Certificate had been pushed to the limit. Cllr Reeves proposed that the Parish Council raise no objections to this application but strongly suggested that the site should now operate under a Local Authority Licence, not on an Exemption Certificate. Cllr Oades seconded this proposal. There was unanimous approval to this proposal.

**RESOLVED – THAT THE PARISH COUNCIL RAISES NO OBJECTIONS TO PLANING APPLICATION 74339 BUT FEEL THAT THE SITE SHOULD OPERATE UNDER A LOCAL AUTHORITY LICENCE, NOT AN EXEMPTION CERTIFICATE.**

**74331 – Change of use from Petrol Filling Station & Workshop to Caravan Sales/Commercial at Foxhunters Garage, West Down, Ilfracombe, Devon, EX34 8NU.**

This application had been looked at previously and it was felt that the plans look positive. Cllr Verney proposed approval of this application, which was seconded by Cllr Kenshole. There was unanimous approval to this proposal.

**RESOLVED – THAT THE PARISH COUNCIL RECOMMEND APPROVAL OF PLANNING APPLICATION 74331.**

b) Applications received after publishing of this agenda.

**74462 – Extension to dwelling (Revised proposals to previously approved application number 35816) at 2 Chapel Court, West Down, Ilfracombe, Devon, EX34 8NQ.**

This application had only been received on the day of the meeting.

**RESOLVED – THAT COMMENTS ON PLANNING APPLICATION 74462 BE DEFERRED TO THE JANUARY PARISH COUNCIL MEETING.**

4546 Correspondence.

Correspondence raised at the meeting:-

- a) A letter had been received from West Down Parish Hall Management Committee expressing sincere thanks to West Down Parish Council for the grant of £34,303.81 in respect of the S106 Contribution from Acorn Developments.
- b) Cllr Ayre had received an email from Alison Shelley regarding enquiries about Willingcott and the Tarka Trail. Although planning application 73003 was approved on the 18<sup>th</sup> November, the decision had not yet come through to the Clerk. Cllr Reeves referred to the hold up on this application being a Deed of Variation for £11,900. The Parish Council commented on this application a few months ago regarding S106. £100 per lodge goes to Braunton Burrows.
- c) The Clerk had updated the Insurance Company with her new details to ensure the renewal papers come to her next year. Cllr Oades stated that he goes through the Insurance Policy every year.

4547. Unresolved Questions.

None.

4548. Items to be added to next meeting Agenda.

- a) Community Award
- b) Acorn Developments – to ascertain where the Parish Council are with the NDC complaint process.
- c) Footpath survey and P3 funding.
- d) Annual Review of Clerks Salary.

4549. Any other business.

- a) Cllr Squire referred to the Clerk undertaking extra hours since she had come into post. Cllr Squire felt it was important that the Clerk is paid for those extra hours, with her working hard following the changeover of Clerks. The Clerk had kept time sheets since commencing employment with these extra hours amounting to £330. **Cllr Squire proposed that the Clerk be paid this amount now, which was seconded by Cllr Oades.** There was unanimous approval to this proposal. **RESOLVED – THAT THE CLERK WOULD BE PAID FOR THE EXTRA HOURS SHE HAD UNDERTAKEN SINCE COMING INTO POST AMOUNTING TO £330.**
- b) Cllr Ayre reported that the winter salt had been ordered but had yet to be delivered. Cllr Ayre had emailed C Cllr Davis about this and will chase her again.
- c) Cllr Ayre had attended the Braunton Forum meeting where she talked about the village. A Christmas lunch is available for the disadvantaged and the Parish Council can put individual's details forward if required.

**PART B – The Public & Press are excluded from this part of the meeting.**

4550. Co-option Vacancy

An application for a new Councillor had been received from Rev. John Robinson. This had been circulated to Councillors prior to the meeting. **Cllr Oades proposed that Rev. Robinson be co-opted on to the Parish Council, which was seconded by Cllr Ayre.** There was unanimous approval to this proposal.

**RESOLVED – THAT REV. JOHN ROBINSON BE CO-OPTED ON TO THE PARISH COUNCIL.**

**- THAT THE CLERK WILL WRITE TO REV. ROBINSON ADVISING HIM OF THE OUTCOME OF THE MEETING AND PROVIDE HIM WITH THE NECESSARY FORMS.**

4551 Clerks Contract

A draft Contract had been circulated to Cllrs and the Clerk prior to the meeting. The Clerk had given her comments which had been circulated to the Cllrs. All of these comments had then been resolved apart from the Notice period required either way. Following discussion, it was agreed that the Notice period would be two months from either side.

**THAT THE CONTRACT FOR THE CLERK WOULD BE AMENDED TO TWO MONTHS NOTICE FROM EITHER SIDE.**

**- THAT THE CONTRACT WOULD BE SIGNED FOLLOWING THE REVIEW OF THE CLERKS SALARY AT THE JANUARY MEETING.**

The Meeting closed at 10.15 P.M.