

WEST DOWN PARISH COUNCIL MINUTES
West Down Parish Hall
Wednesday 3rd July 2024 at 7.00 p.m.

Present: Cllrs S Ayre (Chair), M Reeves (Vice Chair), T Verney and S Tanton.

Also present: C Cllr Davis, Val Ford (Clerk) and 2 members of the public.

Apologies/Approvals.

Apologies had been accepted from Cllr Whitby for the June and July Parish Council meetings which had been formally recorded and accepted at the meeting on the 5th June 2024. Apologies had also been received from D Cllr Wilkinson and Cllrs R Kenshole & H Knight.

5282. Declarations of Interest
None.

5283. Public Participation

Mr J Hookway expressed concern that, since the relocation of the Post Office sorting office to Mullacott Industrial Estate, the service had been terrible. West Down residents are only getting post twice a week, three at the most, and no post at all on Saturdays. He felt the service was no longer fit for purpose.

It was agreed that this would be discussed under Unresolved Questions later in the meeting.

5284. Approve & Sign Minutes of the Parish Council Meeting held on the 5th June 2024.
The Minutes had been circulated to Councillors prior to the meeting. **Cllr Reeves proposed that the Minutes of the meeting held on the 5th June 2024 be accepted as a true record which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 5TH JUNE 2024 BE APPROVED AND THEY WERE DULY SIGNED

5285. Matters Arising

5262. Report from District Councillor. Cllr Reeves referred to D Cllr Wilkinson mentioning the S106 money destined for the Ariel Centre some years ago. No one on the current Parish Council knows about this but it was allocated from the units on Wilderbrook Way on the Mullacott Estate. West Down Primary School used to use this centre occasionally, so this is the link, but Cllr Reeves did not think the school have had a relationship with the Ariel Centre for some years. Cllr Tanton went to the Ariel Centre about a year ago when he observed it was very rundown. Cllr Reeves had spoken to Carole King, previous Chair of West Down Parish Council, about this S106 money but she did not recollect this. D Cllr Wilkinson indicated that there was just over £13,000 which does not appear to have been spent so Cllrs Ayre and Reeves have been trying to contact Richard Slaney, (Parks, Leisure and Public Open Space Officer from NDC) as there is a need to fight for this money. In future there is a need to have a back up item for S106 money if the first one fails. S106 money was also discussed at the recent NDC Forum Meeting.

5278. Correspondence. The Clerk had chased the PTFA for the invoices/receipts for the additional items they had purchased with the Small Grant Fund but these had not yet been received. The Clerk will chase this up.

5286. Police Report

Monthly Crime Figures.

The crime figures for April 2024 for Morteheo, Woolacombe, & West Down (including Mullacott & Bittadon) were:-

Other Theft	4
Anti-social Behaviour	2
Violence and Sexual offences	2
Public Order	1

Cllr Ayre had looked at the map which breaks down the areas for crimes and reported that eight of the crimes listed above were in Woolacombe, with the Anti-social Behaviour one in West Down.

5287. Report from County Councillor.

C Cllr Davis referred to her report (See Appendix A).

A lot had happened on the Link Road, with dates included in her report. The road will be shut somewhere every night in July 2024.

C Cllr Davis referred to the Reactive Speed signs and the sites put forward by the Parish Council. The Highway Officer came back with some comments regarding the one outside the council house and the first gateway on the right as you come into the 30 mph speed limit, both on Dean Lane. C Cllr Davis stated that service checks will be undertaken once the actual sites have been confirmed. Poles will be needed for the sites, with the Clerk to look at prices for these and the Reactive Speed signs in the link provided in C Cllr Davis's report. C Cllr Davis stated that there is no need to purchase an extra rechargeable battery. Once prices have been received the Clerk will complete the application form for the County Councillor Grant Funding.

Cllr Reeves felt the Water Works entrance up Stang Lane might be a possible site. A sign is needed before traffic comes up to the school. C Cllr Davis stated that the Highway Officer said "No" to the pull in. A further suggestion was made that perhaps the area around the grit bin at the school junction on Stang Lane could be considered as a possible site.

C Cllr Davis referred to pot holes which are not good. There are no dates yet for these to be rectified. She had raised the question of those reported by Cllr Ayre with the Highways Officer. He advised her to contact Officer Crabb, with this leading to a meeting being set up.

5288. Report from District Councillor.

D Cllr Wilkinson had given his apologies at the last meeting.

5289. Flashing Speed Signs

This was discussed under the County Councillor's Report (Item 5287).

5290. Planning Decisions

78741 – Cheglinch Farm, West Down, Ilfracombe Devon, EX34 8NW. (Prior notification of an agricultural sewer over an existing silage clamp). Prior Approval Not Required.

5291. Planning Applications

a) To comment on the following planning applications.

78749 – Change of use of agricultural building to a mixed use agricultural and private equestrian use at Land adjacent B3343 West Down, Ilfracombe, Devon. Cllr Reeves had no issue with this planning application. Cllr Verney added that the site cannot be seen from the main road and there are no neighbours in the immediate vicinity. **Cllr Reeves recommended approval of this application which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL RECOMMEND APPROVAL OF PLANNING APPLICATION 78749.

b) To comment on any planning applications received after the Agenda was published.

None.

5292. Footpaths

a) To receive any update on the P3 Grant Funding Application submitted.

Email received from Jon Boyd, Public Rights of Way Officer, to say he is processing some of the payments for this year. He queried if the amount allocated to P3 work in the Parish Council account was unallocated or going towards a certain area of work. Discussion took place about the recent invoice of £1,242 paid to Gareth Hookway for footpath work and the amount allocated for grass cutting to Alwaysthere.

RESOLVED – THAT THE CLERK WILL ADVISE MR BOYD THAT AN INVOICE WAS PAID IN JUNE FOR FOOTPATH WORK IN THE SUM OF £1,242 AND ADVISE HIM OF THE AMOUNT PAID FOR GRASS CUTTING AND FURTHER WORK REQUIRED.

- THAT THE CLERK WILL LOOK AT INCOME AND PAYMENTS FOR P3 WORK FOR THE LAST TWO YEARS.

b) Any other footpath matters.

Two reports had been received from Mr Hunt, Alwaysthere. Information circulated to Cllrs prior to the meeting. Following discussion about these reports, it was agreed that the wooden border along the footpath is not required. The Clerk will advise Mr Hunt of this and ask him to remove the wood.

Cllr Ayre had chatted with Gareth Hookway on the telephone. He will look at the railing at the bottom of Footpath 6 and also look at the gate at the new boardwalk. DCC may provide the materials but the Parish Council will probably need to provide the labour.

Cllr Ayre also spoke to Mr Hookway about Stocklands. Dave Trick, the other contractor who carries out P3 work for DCC, had received a complaint about the footpath at Stocklands. Mr Trick gets instructed by DCC to strim the path and he subcontracts this work to Mr Hookway. The Parish Council are already paying

Mr Hunt, Alwaysthere, for this. Cllr Ayre proposed that the Clerk write to Mr Hunt and ask him to remove Stocklands from his list of work. Cllr Ayre will advise Mr Hookway that this has been done. Stocklands will also need to be taken off the list of work for next year before going out to Tender.

Cllr Verney queried if anyone had heard from the new P3 Warden. Cllr Ayre had offered to meet him but he had not yet taken her up on this.

5293. Emergency Plan

Cllr Ayre referred to speaking to Andy Odell who was just finishing off the Emergency Plan before submitting this to the Emergency Services and Alex Miles at NDC. Mr Odell had put the feedback forms through Cllr Ayre's door. Cllr Kenshole will be preparing a spreadsheet which will need to be populated.

Cllr Reeves had made contact with Devon Communities Together to see if there was any chance of getting funding for the walkie talkies. Simon Bird does not work for DCT now but suggested Cllr Reeves speak to Rob Birtles. Cllr Reeves left a message for Mr Birtles regarding this and to see if he had got the final plan.

Cllr Reeves will forward on this information to Mr Odell once he hears back as well as the Parish Council.

5294. Car Park Lease

Laura Mather, Samuels Solicitors, had chased Tanya McGovern at NDC's Legal Dept. for a progress report. Ms McGovern advised that she has this on her list but it is not marked as urgent, with a number of matters ahead of this. Cllr Ayre asked Jon Triggs (NDC) to chase this up and gave him some dates for the end of June/early July for the site meeting. Cllr Ayre chased Mr Triggs again last week when he apologised and said he was looking into this.

5295. Air Ambulance Light

Cllrs Ayre and Reeves finally managed to get a meeting with West Down Village Green Field Association committee last night. Items discussed included:-

- Funding for the new light bank (The Parish Council's responsibility).
- The need for someone to fit the new light bank.
- Memorandum of Understanding (MOU) has to be signed by WDVGFA, the Parish Council and the Air Ambulance.
- The lighting needs to be tested on a monthly basis.
- The cost of electricity for keeping the light on for an hour.
- The need for the light to be on someone's Asset Register.

The new light bank will cost £246.65 including VAT from Mat Electrics with a five year guarantee. There are other slightly cheaper options on the market but they only have a one year guarantee. Brackets will be required as well. As it is the Parish Council's responsibility to insure the light this will be put on the Parish Council Asset Register as well as the pole.

Ben who lives in Thorne Park said he might be happy to do the testing. Cllr Ayre felt this could possibly be shared but a written record needs to be kept.

A proposal was made that the Parish Council may be able to subsidise the

electricity standing charge and testing costs.

WDVGFA were in agreement with these things. The Parish Council need to budget for any future repairs to the Air Ambulance Light for the next financial year. A figure of £100 was suggested, in line with what other Parish Council's put in their budget. Although the Air Ambulance can land on a dark site they would prefer a lit site. The Air Ambulance will also need to check the light once a year.

Cllr Verney felt that before agreeing to spend the money all the paperwork needs to be signed. Further discussion took place about the Parish Councils elsewhere nearly always being the body to take responsibility for the Air Ambulance lights. The Parish Council got planning permission for this as well as funding and signed the Terms & Conditions. Cllr Reeves felt the Parish Council should take ownership of this light. Cllr Ayre pointed out that WDVGFA do not want to own it. They want to know if they can turn it on and use it for other things but this would violate one of the planning permission conditions. The NDC Compliance people look at cases on an individual basis and it may be acceptable for the light to be turned on for half an hour as people are leaving for safety reasons. Cllr Verney felt the Parish Council should be contacted first as they are the ones who would have the comeback on this. **Cllr Ayre proposed that the Parish Council sign the MOU which then needs to be signed by the Park. She felt the Parish Council should go ahead and order the light, with her offering to facilitate the order and see if Matt Simpson can help and also put in a system to record the testing. Cllr Reeves seconded this proposal.** There was unanimous agreement to this proposal.

RESOLVED – THAT CLLR AYRE WILL SIGN THE MEMORANDUM OF UNDERSTANDING ON BEHALF OF THE PARISH COUNCIL IN RESPECT OF THE AIR AMBULANCE LIGHT.

- THAT CLLR AYRE WILL ORDER THE NEW LIGHT BANK AND SEE IF MATT SIMPSON CAN HELP WITH THIS.

- THAT A SYSTEM OF RECORDING THE TESTING OF THE AIR AMBULANCE LIGHT WILL BE SET UP.

- THAT £100 WILL BE PUT IN THE BUDGET FOR THE AIR AMBULANCE LIGHT.

5296. NDC Climate & Environmental Grant

The deadline for the first round of the NDC C & E Grant is the 31st August 2024. Cllr Reeves had emailed the Chairmen of the Parish Hall and the Community Park committees about a month ago. He knows the Parish Hall Committee are seriously thinking of putting a package together for battery storage of solar panel energy and tidying up the area around the hall with hedging and wild flowers. They are awaiting quotations for this. If the Community Park are looking at things to plant it was queried if mid September is suitable for planting. Cllr Ayre referred to the Community Park having some ideas and they were going to get some costings as soon as possible.

Cllr Reeves advised one of the NDC officers dealing with this grant that there are possibly two projects and they could not see a problem with this. Consideration needs to be given as to whether both projects go under one umbrella or whether one project goes for this tranche of money and the other for the second tranche. Both organisations know they have to come back quickly.

Cllr Reeves asked if the Parish Council were happy for him to submit the application

forms if he thinks the projects are suitable. He will circulate the details and ask for agreement by email. **Cllr Verney proposed that Cllr Reeves move forward with the applications when they come in which was seconded by Cllr Tanton.** There was unanimous agreement to this proposal.

RESOLVED – THAT CLLR REEVES WILL EMAIL DETAILS TO THE PARISH COUNCILLORS REGARDING THE APPLICATIONS FOR THE NDC CLIMATE & ENVIRONMENTAL GRANT BEFORE SUBMITTING THE FORMS TO NDC.

Cllr Ayre referred to the email from Cllr Knight about wanting to become involved in the NDC Climate & Environment Grant funding and will keep her in the loop.

Cllr Reeves referred to the email Cllr Knight sent which arrived during the June 2024 Parish Council meeting following her discussion with the Sustainable Business Resource. This is a much bigger thing to look at than is being discussed this evening.

5297. Review of GDPR Policy

Cllrs were asked to look at this policy online prior to the meeting. Cllr Ayre could not see anything wrong with this policy. **Cllr Verney proposed that this policy stand as it is which was seconded by Cllr Reeves.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE GDPR POLICY WILL STAND AS IT IS.

- THAT THE CLERK WILL AMEND THE FRONT PAGE WITH THE DETAILS OF THIS REVIEW.

5298. Review of General Privacy Notice & Privacy Notice for Councillors, Staff & Role Holders.

Cllrs were asked to look at this policy prior to the meeting. Cllr Reeves felt the content of both of these documents was fine but the footer needs amending on the General Privacy Notice. **Cllr Reeves proposed that both of these documents stand as they are which was seconded by Cllr Verney.** There was unanimous agreement to this policy.

RESOLVED – THAT THE GENERAL PRIVACY NOTICE AND PRIVACY NOTICE FOR COUNCILLORS, STAFF & ROLE HOLDERS STAND AS THEY ARE.

- THAT THE CLERK WILL UPDATE BOTH FRONT PAGES WITH THE DATE OF REVIEW.

- THAT THE CLERK WILL LIAISE WITH CLLR KENSHOLE ABOUT GETTING THE FOOTER AMENDED ON THE GENERAL PRIVACY NOTICE

5299. Review of the Role of Data Protection Officer

Cllrs were asked to look at this policy prior to the meeting. **Cllr Ayre proposed that this policy stand as it is which was seconded by Cllr Reeves.** There was unanimous agreement to this proposal.

RESOLVED - THAT THE ROLE OF DATA PROTECTION OFFICER DOCUMENT STAND AS IT IS.

- THAT THE CLERK WILL UPDATE THE FRONT PAGE WITH THE DATE OF THE REVIEW.

5300. Village Tidy Up/Community Day

Cllr Verney had been giving some thought to this. He wondered if the Parish Council can get the road sweeper in to the village for a day. Some of the gullies

and drains are blocked and it would sweep everything up and take it away. He understands that the road sweeper goes to Woolacombe once a week. Cllr Ayre had put in a request for the drain sucker vehicle but had not heard any more. Cllr Ayre will look into the road sweeper vehicle and try and find out if they would come to West Down.

Cllr Verney suggested a litter pick in August with this to be advertised on Facebook. He wondered if there could be a prize for who picks up the most litter, with him suggesting this comes out of the Chairman's Allowance. Cllr Reeves suggested that the prize could be given out at the Village Fayre. Cllr Ayre will look into drafting something for this and circulating.

5301. Salt Bags

Mr J Hookway advised the Parish Council that a fresh tonne of salt is required. Cllr Ayre will order this. She also has the phone number for the man responsible for the salt at Mullacott Industrial Estate to see if they have used theirs or not.

5302. Finances

a) To receive the balance in the bank accounts.

Balance in the Treasurer's Account as at 30.06.2024	£17,284.15
Balance in the Business Account as at 30.06.2024	£ 4,884.72

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

North Devon Council	Clerks Salary	£395.53	
	Admin Charge	£ 7.72	£ 403.25
Parish Online	Mapping Software		£ 45.00
Parish Hall	Hire of Room for PC Meetings (July to December 2024)		£ 114.00
Alwaysthere	Grass Cutting & Bus Shelter Cleaning Jan to June 2024		£ 472.50
Total Payment			£1,034.75

Cllr Verney proposed that these invoices should be paid which was seconded by Cllr Tanton. There was unanimous agreement to this proposal.

RESOLVED – THAT THE INVOICES TOTALLING £1,034.75 SHOULD BE PAID.

5303. Correspondence

a) Cllr Ayre provided some notes from the Parish Forum Meeting that she attended on the 18th June 2024. The subject of any possible future S106 money was raised at the meeting and the Parish Council need to think about their wish list for this. A copy of the presentation was also provided by Bev Triggs which was circulated to Cllrs on the 1st July 2024.

b) Email received from Terry King, Parish Hall Management Committee, who

happily agreed to hang the official portrait of King Charles III in the Parish Hall. It is currently in Room 2000.

- c) A Resignation letter had been received from the Clerk & RFO. The Clerk gave three clear months notice and wished to leave on the 30th September 2024. She said how happy she had been working for West Down Parish Council since coming into post on the 1st October 2021 but had decided to retire as she reaches the age of 66 on the 8th September 2024. Cllr Ayre thanked the Clerk for giving three months notice and for all her hard work and amazing support in pulling things together. Cllr Ayre added that it was with a heavy heart that she had accepted the Clerk's resignation but she understood her reasons for taking retirement. The Parish Council now need to look at the paperwork from the last time there was a vacancy and get the position advertised. Cllr Ayre will circulate this letter to the other Councillors and copy in C Cllr Davis and D Cllr Wilkinson. **Cllr Verney proposed that the Parish Council get the ball rolling in filling this vacancy which was seconded by Cllr Reeves.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL WILL COMMENCE THE PROCESS OF FILLING THE VACANCY FOR A NEW PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER.

5304. Unresolved Questions

The issue of the Post Office and delivery service was discussed as raised in Item 5283 above. It was agreed that this is not up to standard, with some residents not getting post for weeks at a time and others only getting post a few times a week at the most. It was acknowledged that the sorting office had been moved to Mullacott Industrial Estate but this service is not acceptable. It was agreed that a letter would be sent to the Customer Service Department at Royal Mail to try and address this issue.

5305. Items to be added to the next meeting Agenda (September)

- a) Tracey Blackmore (NDC Planning Department) to give a presentation on Fallback and Barn Conversions.
- b) Poppy Wreath.
- c) Flashing Speed Sign.
- d) Footpaths.
- e) Emergency Plan.
- f) Car Park Lease.
- g) Air Ambulance.
- h) NDC Climate & Environmental Grant.
- i) Gov.domain emails.
- j) Co-option of Cllr.
- k) Position of new Clerk & RFO.

5306. Any Other Business

- a) Cllr Reeves raised the following items diaried for August.
 - (i) Annual Inspection of Property.
 - (ii) 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. It was agreed that the Clerk will put the Notice up about this in early August.

- b) Cllr Reeves had met Carole King after the Shop AGM last week when she indicated that she would like to have another West Down Forum Meeting. She kindly offered to take this on but wanted the okay from the Parish Council for her to organise this in July. This might help towards the Village Fete. Cllr Verney stated that the Parish Council asked her to do the last one anyway. Cllr Reeves will go back to Carole King and let her know that the Parish Council have no objections and thank her for doing this.
- c) Village Fete. This will be on Sunday the 25th August 2024 at the Community Park. This is a joint venture between the Shop and the Park. There will be a bar, ice creams, a barbecue, dog show, adult fun run, junior race and possibly live music. Cllr Ayre stated that John Whitby had asked her, as Chair of the Parish Council, to present the prizes. Cllr Ayre replied and said it was a great honour to bestow this on her.
- d) Cllr Reeves had attended a Zoom meeting with DALC. This was in respect of the gov.uk domain emails. DALC are encouraging as many Parish Councils as possible to consider this. This imparts authenticity to people receiving an email that it is a local government communication. It is promoted by the Cabinet Office (Central Digital Data Office). The Parish Council can still use their existing Website and just change the email. The Parish Council would have to purchase the domain name. This course of action would provide more protection as Government Departments are always scanning things and no one else can take over the domain name. This course of action will need to be discussed with Cllr Kenshole. This is being offered for £105 plus VAT for this year only to make the switch for the first 1,000 councils to sign up. Cllr Reeves will circulate the information about this to the Parish Council and ask Cllr Kenshole if he could look into this further for us.
- e) D Cllr Wilkinson mentioned that there is money left over for the Community Councillor Grant. The money will go into a central pot if it is not applied for.
- f) Cllr Ayre had attended the Licensing of the new Rector at Heanton. It was a very nice service with tea and cake afterwards. He is the new Rector for West Down and lives in Heanton, with his wife also being a Lay Reader.
- g) Asset Register. The Chair and Clerk need to look at this.
- h) Rebecca Walker of DALC had been circulating a few courses for new Councillors. The Clerk will sort some dates out for Cllr Tanton.
- i) The Shop had contacted the Parish Council about the Notice for the Defibrillator which is dated 2018. Cllr Ayre had looked into this and confirmed it does not need updating. Cllr Ayre checks the Defibrillator once a month and records this. The Clerk will go back to the Shop and let them know the Notice does not need updating.

The meeting closed at 20.59 pm