

WEST DOWN PARISH COUNCIL MINUTES
West Down Parish Hall
Wednesday 8th January 2024 at 7.00 p.m.

Present Cllrs: S Ayre (Chair), M Reeves (Vice Chair), T Verney, I Lavender, S Tanton, H Knight,

Also present: , D Cllr Wilkinson, Daniel Bleasdale (Clerk) and 2 members of the public.

Apologies: Cllrs R Kenshole, S Whitby, C Cllr Davis

1/25 Declarations of Interest: None.

2/25 Public Participation: None

3/25 Approve & Sign Minutes of the Parish Council Meeting held on the 4th December 2024: Cllr Reeves proposed that the Minutes of the meeting held on the 4th December 2024 be accepted as a true record which was seconded by Cllr Verney. Decision unanimous.

4/25 Matters Arising: Cllr Reeves raised the query of the missing speed sign outside Fox Hunters, C Cllr Davis is not present to answer this, as well as any outstanding matters about speed signs.

The Clerk was going to send around options for new bins, which was sent during the meeting.

The Clerk is still chasing the back pay increase for the national pay increase Cllr Reeves requested that the Clerk to update the asset register as previously agreed.

5/25 Police Report: None

6/25 Report from County Councillor on Website: C Cllr Davis report is available on the website.

C Cllr Davis emailed during the meeting to report: We will soon have average speed cameras on the A361 and there will be some spot cameras which use artificial intelligence to detect for non-compliance on seatbelt and mobile phone use as both of these are found to be factors in some of the Incidents that have happened along the route.

7/25 Report from District Councillor:

N.D. Cllr Wilkinson reported about meetings that are forthcoming, on the 12th March 2025 is the next Parish Forum meeting focusing on emergency plans. There is currently an emergency budget meeting at North Devon Council as their funds have been much reduced, the knock on effect is yet to be seen. Tomorrow with N.D. Cllr Wilkinson will be attending an Extraordinary NDC meeting about the devolution revolution, the format of the devolution is unknown, this will affect the county elections and if they go ahead. N.D. Cllr Wilkinson provided his apologies for the next meeting.

8/25 Reactive Speed Sign: Cllr Reeves suggested most of this be differed to next month as C Cllr Davis is not present. Whether the Parish Council was to get the App, for data collection, was discussed. Cllr Verney volunteered to look after the Reactive speed sign, the batteries and moving it when necessary. Cllr Reeves will forward a note on progress and list of questions to C Cllr Davis.

9/25 Planning Decisions:

Approved

79271 Demolition of rural building and erection of one dwelling (utilising fallback position approval 77118) and associated works at Darragh Lodge Heddon Mills Braunton Devon EX33 2NQ

Withdrawn

76675 Listed Building consent for the erection of a new floor and staircase in a full height barn attached at the rear of the property at Manor House West Down Ilfracombe Devon EX34 8NH

Refused

79435 Prior notification for the creation of agricultural access track at Land at Greenpark Farm West Down Ilfracombe Devon EX34 8NW

10/25 Planning Applications to consider:

79517 Subdivision of dwelling to create 2 dwellings at Annexe Higher Willingcott Farm Woolacombe Devon EX34 7HN. Approval proposed by Cllr Reeves Seconded by Cllr Verney, decision unanimous.

79576 Proposed replacement dwelling and associated works at Pig Heaven West Down Ilfracombe Devon EX34 8NW Approval proposed by Cllr Verney Seconded by Cllr Tanton, decision unanimous

79574 Variation of condition 2 (approved plans) attached to planning permission 77557 (demolition of existing barn & erection of dwelling) to allow use of cedar cladding on the upper sections at Hay Bale Barn West Down Ilfracombe Devon EX34 8NX Approval proposed by Cllr Reeves Seconded by Cllr Verney, decision unanimous.

11/25 Footpaths: Footpath survey forms and grading criteria were distributed to Cllrs at the meeting.

Cllr Verney had received a written apology from DCC new P3 officer on the lack of communication and that the P3 grant application process was now back on track. This communication would be circulated to other councillors.

Quotation are still required for outstanding work previously listed.

Footpaths are divided up amongst the Parish Councillors.

Cllr Whitby footpath 3

Cllr Tanton footpath 13

Cllr Knight footpath 5, 16, will take on footpath 17

Cllr Verney footpath 12

Cllr Kenshole, footpath 15

Cllr Reeves 9,10, 20
Cllr Lavender will take on footpath 11
Cllr Ayre 6, 14, 14a

12/25 S106 expressions of interest: Bus Shelter upgrades. The Parish Council are looking for low medium and high cost projects that any potential S106 Money can be used for. PTFA would like to receive funding for installation of play equipment £15,000. Village hall improvements, tarmacking. The Parish Council would like an improved bus shelter. The Clerk will not email until other Parish organisations have had meetings.

13/25 NDC Climate and Environment Grant Cllr Reeves had received all of the required information from West Down Community Park to complete an application for a joint project with the PC. The application would be asking for a grant total of £3402.88 for hedging, wildflower seeds and some equipment upgrades to become cordless electric powered. As the deadline for applications was before our next meeting Cllr Reeves sought approval to arrange for the clerk to submit the application without delay, which was agreed by all present.

14/25 Car Park Lease Laura at Samuels is waiting on NDC Solicitors. The Parish Council has received an email confirming that the Parish Council is not responsible for the walls and fences. The lease form is numbered incorrectly. Cllr Reeves has circulated to councillors an email with a list of queries on the 6th January for consideration. The Clerk will chase this lease, following the notes and questions raised at the meeting.

15/25 Internal Quarterly Audit

The Audit document was handed back to the Clerk from Cllr Verney. The Clerk requested that the quarterly audit be done twice a year, it was agreed to look at the Parish Councils financial policy and continue with quarterly reconciliation's in the meantime.

16/25 The Consider the Grass Cutting Quotations

Despite interested parties, the Parish Council has not had any quotations, this is due to the Clerk not knowing specifically what needs doing, it was agreed to extend the quotation period to 27th January and providing Cllr Verney's details to the interested parties so he can walk them through what work is required. This will be advertised on the Parish website, village website, Facebook and the noticeboard.

17/25 Neighbourhood Plan: Cllr Reeves proposed that we do not start any preparations for this in view of the upcoming Government Planning reforms and Devolution of councils. We can revisit this at a later date if still thought appropriate. Agreed unanimously.

18/25 Finances

a)Balances: Treasures Account: £16981.28
Business Bank Account £4910.99

b) Received invoices for payment:			
North Devon Council	Clerks Salary	£382.19	
	Admin Charge	£7.72	£389.91
Dalc			£ 54.00
Mike Hunt			£472.50
Total Payment			£916.41

The payment to Mike Hunt will be paid upon the receipt of his invoice.

Proposal for payments Cllr Verney seconded by Cllr Knight, decision unanimous.

19/25 Correspondence: A complaint from Kristy McCaskill regarding the lighting at Combes Golf Park. The Clerk will investigate this issue and find out who to raise this concern to and to respond with the actions to Kristy McCaskill.

20/25 Unresolved Questions: The Clerk will forward out the Parish Forum details. Policy reviews need reviewing, IT policy, Equal opportunity policy.

21/25 Items to be added to the next meeting Agenda

- a) Reactive speed sign
- b) Quotations
- c) Bus Shelter Bins
- d) Policy Reviews
- e) Footpaths P3
- f) S106

22/25 Any Other Business

- a) Cllr Lavender, raised the issue of potential environmental issues regarding the river near footpath 15.
- b) Cllr Reeves raised the issue of a downed fence from the storm on footpath 6
- c) The Clerk informed the council that the he is having some issues with the website, the clerk was advised to talk with Cllr Kenshole.

PART B – THE PUBLIC AND PRESS ARE EXCLUDED FROM THIS PART OF THE MEETING.

23/25 Clerks Review: A 3 month review of the Clerk:

The Clerk said that the transition has been odd because he doesn't know what the Parish Council expects.

Cllr Ayre stated that this was an adjustment as the new clerk is very different from the former clerk and there will be an adjustment period.

Cllr Reeves stated, that he is finding it a bit disjointed at the moment, although Cllr Reeves thinks we will get where we will need to be, he doesn't feel at this time that we are working as effectively or efficiently as a team and does want better communication.

Cllr Reeves would like the minutes and agenda to be out a little earlier.

The meeting closed at 9:20 p.m.