

Minutes of Clovelly Annual Parish Council Meeting held on Tuesday, 7 May 2024 in Clovelly War Memorial Parish Hall at 7.30pm.

Present: Councillors C West, (Chairman), Mrs V Foster, C Huxtable, R Phelps, N Sanders, A Tucker.
District Councillor Andrews
3 Members of the public
Mrs S Squire, Parish Clerk.

Councillors brought their completed and signed 2024/25 Register of Interests form to the meeting.

- 1. Election of Chairman**
Councillor Huxtable proposed Councillor West.
Seconded by Councillor Mrs Foster.
There were no other nominations and Councillor West was willing to stand.
Unanimously agreed.
- 2. The Chairman read and signed the Declaration of Acceptance of Office.**
- 3. Election of Vice Chairman**
Councillor Tucker proposed Councillor Huxtable.
Seconded by Councillor Mrs Foster.
There were no other nominations and Councillor Huxtable was willing to stand.
Unanimously agreed.
- 4. The Vice Chairman read and signed the Declaration of Acceptance of Office.**
- 5. Councillors to agree that Parish Council communications are sent by email.**
Proposed by Councillor Sanders.
Seconded by Councillor Huxtable and unanimously agreed.
The Clerk circulated a form for signature by each Councillor.
- 6. Compliance.**
To review and adopt the following documents, which had been circulated to Councillors for studying.
Proposed by Councillor West to approve en bloc.
Seconded by Councillor Huxtable and unanimously agreed.
 - Standing Orders
 - Financial Regulations
 - General Risk Assessment
 - Freedom of Information Act Publication Scheme
 - Grant Giving Policy
 - Complaints Procedure
 - Equal Opportunities Policy
 - Data Protection Policy
 - Data Privacy Policy
 - Protocol for Filming and Recording
 - Fixed Assets
 - Bullying and Harassment
 - Disciplinary Policy

- Grievance Policy
- Retention of Documents Policy
- Safeguarding Policy
- Sickness and Absence Policy
- Subject Access Requests Policy

Action: Clerk to update each document with the date and put on the website.

7. Representations from the public.

7.1 A member of the public spoke about the Net Zero Campaign.

A YouTube movie was available to watch.

A Public Meeting is being organised for informed choices to be made. The Seven Concerned Citizens will attend and take one of the slots to escalate the scenario. There had been no report from County Councillor Wilton-Love and it was claimed that DCC were not listening and following a general agenda.

The member of the public gave a presentation at a TDC meeting and it was said the Chairman was not neutral.

A Freedom of Information Act request to Cornwall Council has been made to check if the authority has agreed to accelerate Net Zero to 2030 at a cost of £1.2 Billion per year or £2,000 per person per year. No reply had been received.

The organisation Consultation in Cornwall is going to arrange a listening event.

Councillor Mrs Foster felt it was unfortunate that Seven Concerned Citizens were referred to as it does not carry much weight and should be more magnanimous.

In reply, the member of the public said this was a nominal number and it does not matter. They were reasonably confident it was following good legal procedure. n't matter.

Correspondence received from the member of the public had been circulated to Councillors which had been received while the Clerk was on leave.

7.2 Parishioner who had expressed an interest in being a Road Warden.

They were waiting for details of how to do an online course, and had received a booklet giving some details. This item was covered further in Minute No. 14.

8. Apologies. Councillors D Garnett, P Slee, District Councillors Dart and Harding.

9. Declarations of Interest.

Councillor Huxtable declared a Prejudicial Interest in Minute No. 12.3 – Finance relating to a payment to Mrs Huxtable as reimbursement for purchasing compost for the village planters.

Councillors had a Personal Interest in a number of the Organisations to receive grants for 2024/25.

Councillors Mrs Foster and Phelps have a Dispensation in matters relating to Clovelly Estate. Councillor Phelps advised that due to a change of employment, his Dispensation would no longer be required after 9/5/24.

10. Approval of the Parish Council Meeting Minutes held on 9 April 2024.

Approved and signed as a correct record.

Proposed by Councillor Phelps.

Seconded by Councillor Tucker and unanimously agreed.

11. Reports:

11.1 County Councillor J Wilton-Love.

Proposed by Councillor West that the Clerk enquires for the wellbeing of County Councillor Wilton-Love from Democratic Services at DCC.

Seconded by Councillor Mrs Foster and unanimously agreed.

Action: Clerk

11.2 District Councillor Andrews.

A By-Election had been held on 2 May 2024 following the passing away of former Councillor Peter Christie.

Teresa Tinsley (Liberal Democrat) had been elected and would serve for the next 3 years when full elections were due to be held.

11.3 Defibrillator Check – Councillor Sanders. In order.

Councillor West confirmed that a replacement notice regarding the Code had been fixed.

Action: Clerk to report all in order to The Circuit

12. Finance.

12.1 Rural Villages Services Group.

Councillors considered taking out an annual subscription of £50.00 + reclaimable VAT to join this organisation, details of which had been circulated.

Proposed by Councillor West.

Seconded by Councillor Mrs Foster and unanimously agreed.

Action: Clerk to make arrangements for the subscription to be taken out.

12.2 To approve the purchase of 10 D-Day commemorative lamp post signs from Royal British Legion Industries at a cost of £47.99 plus postage of £3.99 (5% discount for 10), with zip ties included.

Details had been circulated to Councillors.

Proposed by Councillor West.

Seconded by Councillor Tucker and unanimously agreed.

Action: Clerk to place the order.

12.3 Payments. The following payments were approved and authorised:

Proposed by Councillor West.

Seconded by Councillor Huxtable and unanimously agreed.

Action: Clerk to make the payments.

Mrs S Squire May Salary £237.60; Expenses £21.85	£259.45
HMRC PAYE May 2024	£ 59.40
Rural Villages Services Group	£ 55.00
Royal British Legion Industries	£ 51.98

The following invoice was handed to the Clerk at the beginning of the meeting.

Mrs S Huxtable. Reimbursement for compost etc for village planters **£46.25**

Councillor Huxtable declared a Prejudicial Interest, left the room and took no part in the discussion decision or voting thereon.

Proposed by Councillor Mrs Foster that the amount was paid.

Seconded by Councillor Tucker and agreed.

2024/25 Grants approved at the Parish Council Meeting on 12/12/24.

At the time, there was a query regarding Hartland ATC and until the position was known, a total of £1,000.00 was allocated to be divided between the organisations that had applied for a grant.

When Hartland AFC sent a report for the Annual Parish Meeting, they said that a donation would be welcome and the Clerk invited them to send a copy of the latest set of accounts for this to be considered. No reply was received.

In the circumstances, the £1,000.00 allocated to be divided as follows:

Councillors had Personal Interests in a number of the Organisations to receive a donation.

Proposed by Councillor Phelps.

Seconded by Councillor Tucker and unanimously agreed.

◆ Clovelly Women's Institute	£125.00
◆ Clovelly Archive	£125.00
◆ Village News	£125.00
◆ Torridge, West, North & Mid Devon Citizens Advice	£125.00
◆ South West Heritage Trust (North Devon Record Office)	£125.00
◆ 1 st Woolsey Scouts	£125.00
◆ Clovelly Football Club	£125.00
◆ RNLI	£125.0

Action: Clerk to make the payments.

12.4 Approval of the accounts for the year ended 31 March 2024.

Circulated to Councillors for studying.

Proposed by Councillor West.

Seconded by Councillor Sanders and unanimously agreed.

12.5 2023/24 Audit.

12.5.1 Approval of the Certificate of Exemption of the Annual Governance and Accounting Return.

Proposed by Councillor Tucker.

Seconded by Councillor Mrs Foster and unanimously agreed.

12.5.2 Approval of Section 1 Annual Governance of the Annual Governance and Accounting Return.

Proposed by Councillor Huxtable.

Seconded by Councillor Sanders and unanimously agreed.

12.5.3 Approval of Section 2 – Accounting Statements of the Annual Governance and Accounting Return.

Proposed by Councillor Tucker.

Seconded by Councillor Mrs Foster and unanimously agreed.

12.5.4 Approval of the 2024 Statement of Internal Control.

Proposed by Councillor Tucker.

Seconded by Councillor Phelps and unanimously agreed.

Action: Clerk to prepare paperwork for the 2023/24 internal audit and deliver to Westcotts Accountants, Barnstaple.

Clerk to send the Certificate of Exemption to the external auditor, P K F Littlejohn LLP.

12.5.5 Approval of the dates for the exercise of electors rights being Monday 3 June 2024 to Friday 12 July 2024.

The Clerk brought a laminated copy of the Notice for the notice board.

Proposed by Councillor Tucker.

Seconded by Councillor West and unanimously agreed.

Action: Councillor West to display in the notice board.

12.6 Online banking – Councillor West advised that Councillor Garnett had signed the form but the bank would not accept his signature. They had attempted to contact him

without success and it had been left that he will telephone them to go through what is necessary on the form.

Proposed by Councillor West that the Clerk makes arrangements to take out a new bank account with Lloyds.

Seconded by Councillor Phelps and unanimously agreed.

Action: Clerk to investigate a new account with Lloyds Bank.

- 12.7 2024/25 Precept.** It was noted that the first tranche of the Precept, amounting to £2,250.00, had been credited to the Parish Council's bank account by TDC.

13. Matters Arising from the Minutes of 9 April 2024.

- 13.1** Additional street light in Wrinkleberry Lane. Councillor Sanders advised he would be raising this at the Hall Committee meeting on the following Monday.

Action: Councillor Sanders to report back at the next meeting.

- 13.2 Flower Planters for the village.** Councillor West advised that the planters had been raised by former railway sleepers, generously donated by Councillor Huxtable and he and Mrs Huxtable had donated the flowers which had now been planted. The planters looked much better now that they were higher and was an improvement to the areas in the village where they were situated.

14. Clerk's Actions:

- ❖ Defibrillator Report sent to The Circuit
- ❖ Dealt with payments
- ❖ Training for Road Warden. Significant problems had been experienced despite the Clerk requesting DCC Highways to get in touch for the online training to be done ahead of the practical training booked for 12/6/24.
- ❖ No reply had been received regarding the cost of the Bideford – Barnstaple railway line and whether earlier or later trains would be run on the Barnstaple – Exeter railway line
- ❖ Letter sent to Mr N Wonnacott confirming the Parish Council's acceptance of his quotation for grass cutting for the 2024 season
- ❖ State of the Roads Petition – Sir Geoffrey Cox MP KC. Approximately 3,600 signatures were presented to the Table Office at the House of Commons for official counting before he can present it on the floor of the House. The Parish Council will be kept updated on the submission of the Petition
- ❖ A litter bin has been requested for the bottom of Clovelly from TDC. After a reminder was sent to TDC, clarification of the exact position was required.
Action: Clerk to advise where TDC thought it to be was correct.

- 15. Planning & Planning Correspondence.** There were no applications to consider.

15.1 The following TDC Decision Notice was noted:

Approval for Application 1/0604/2023/FULM – Erection of 250 holiday units, facilities building, lakes and associated infrastructure – land at Downland Farm, Bucks Cross.

These details arrived before Councillor West had investigated the position.

16. Correspondence:

- 16.1 TDC.** Torridge Playing Pitch Strategy Survey circulated to Councillors on 27/4/24. To agree that TDC is advised that the Parish Council is not involved in playing pitches and that the Parish Hall Committee will be dealing with the form. The details were passed to Councillor Sanders for the Hall Committee's attention.

16.2 Letter from the Chairman of Winkleigh Parish Council asking if Chairs of Town and Parish Councils would be interested in meeting to share issues within the TDC area.

The letter was forwarded to Councillor West who requested that the item is on the Agenda for this meeting.

Action: District Councillor Andrews will make more enquires and for the time being, the matter is to be held in abeyance.

17. Highways.

Details of potholes at various locations were given to the Clerk.

Action: The Clerk to report these via the DCC website and also ask the Neighbourhood Highways Officer for a site visit to discuss the poor state of the roads and the fact that some repaired potholes keep breaking out.

17.1 Councillor West confirmed that he had reported street lights which are continually on.

The Clerk has obtained DCC's Policy on Street Lighting which has been circulated to Councillors.

18. Matters Raised by Councillors / Clerk. None.

19. Any matters raised under Public Participation for further consideration. None.

20. Urgent items raised at the discretion of the Chairman. None.

21. Date of next meeting: Tuesday, 11 June 2024 in Clovelly War Memorial Parish Hall at 7.30pm.

The meeting ended at 9.03pm.

Summary of Decisions:

- Election of Chairman and Vice Chairman
- Agreement for Parish Council communications to be sent by email
- Review and adoption of compliance and policies
- Minutes of the Parish Council meeting held on 9 April 2024
- Enquiries to be made of County Councillor Wilton-Love's wellbeing
- Agreement to take out a subscription with the Rural Villages Services Group
- Agreement to purchase 10 lamp post holders to commemorate the 80th anniversary of D-Day
- Payments, including an additional payment not on the Agenda and the payment of grants to organisations for the 2024/25 financial year
- Accounts for the year ended 31 March 2024
- Certificate of Exemption on the Annual Governance and Accountability Return
- Sections 1 and 2 of the Annual Governance and Accountability Return
- 2024 Statement of Internal Control
- Dates for the period of the exercise of electors rights
- A new Parish Council bank account to be taken out with Lloyds Bank

Chairman

Date