

Minutes of Clovelly Parish Council Meeting held on Tuesday, 9 April 2024 in Clovelly War Memorial Parish Hall at 7.30pm.

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

149. Representations from the public limited to 3 minutes in line with DCC & TDC.

149.1 There is a dog waste bin in Clovelly but no litter bin, and people have to put their waste in the dog bin. It was suggested that a litter bin would be beneficial.
This item was further discussed under Minute No. 161.

149.2 A parishioner was willing to be the Parish Road Warden and this was welcomed.

Action: The Clerk to inform DCC and arrange for Signing, Lighting and Guarding training (formerly Chapter 8) with Next Steps Training at Rackenford. Petrol expenses will be reimbursed by the Parish Council.

150. Apologies. Councillor P Slee, District Councillors Dart and Harding.

151. Declarations of Interest.

Councillors Mrs Foster and Phelps have a Dispensation in matters relating to Clovelly Estate.

152. Approval of the Parish Council Meeting Minutes held on 12 March 2024.

Approved and signed as a correct record.

Proposed by Councillor Mrs Foster

Seconded by Councillor Huxtable and unanimously agreed.

153. Reports:

153.1 County Councillor J Wilton-Love. Not present, no Report or apologies received.

153.2 District Councillor Mrs S A Andrews:

She had attended a meeting of TDC the previous evening where Councillors had been informed of drink related problems in Bideford. It was hoped that arrangements could be made for street wardens to accompany the Police.

There had also been a vote regarding the reinstatement of the railway between Bideford and Barnstaple. The actual cost was not known but was substantial and she felt it would be better to put the money towards the bus service and improving the Tarka Trail. Councillor Mrs Andrews abstained from voting pending more information being available.

Councillors discussed the feasibility of a railway on the former railway line which was currently used by cyclists and walkers in both directions on the Tarka Trail and the width was questioned.

Councillor Mrs Foster advised that the timetable for the line from Barnstaple to Exeter does not conjoin with trains going to London.

Councillor Garnett suggested that more information on cost, who would run the line and earlier / later trains on the Tarka Line should be improved.

Action: Clerk to make the relevant enquiries.

153.3 Defibrillator Check – Councillor Sanders. In order.

The Code giving the number to open the cabinet had faded.

Action: Councillor West to prepare and fix a replacement.

154. Finance.

154.1 Devon Association of Local Councils (DALC) Subscription.

**Proposed by Councillor West to renew the subscription.
Seconded by Councillor Phelps and unanimously agreed.**

154.2 Payments. The following payments were approved and authorised.

Proposed by Councillor West

Seconded by Councillor Garnett and unanimously agreed.

Mrs S Squire April Salary £237.60; Expenses £21.85	£259.45
HMRC PAYE April 2024	£ 59.40
DALC. 2024/25 Subscription	£132.00 + £19.90 VAT
	£151.90

154.3 Online Banking – Cllr West. NatWest require a formal proposal for the deletion and addition of signatories. To formally agree the amendments.

Proposed by Councillor West that former Councillor J Davey was deleted and that Councillors R Phelps and P Slee and the Parish Clerk Mrs Susan Squire were added as signatories.

Seconded by Councillor Tucker and unanimously agreed.

154.5 Grass Cutting. The contractor had advised that the price would be unaltered from 2023 - £365.00 per annum and additional work at £80 per half day and £145 per full day.

Proposed by Councillor West

Seconded by Councillor Garnett and unanimously agreed.

Action: Clerk to send letter of acceptance.

154.6 2023/24 Audit. To agree that Westcotts of Barnstaple is the internal auditor.

The Clerk advised of additions to The Practitioners Guide for consideration / to follow:

There have been some additions to the Practitioners Guide followed by the Clerk when preparing for and dealing with the audit which she wishes to bring to Councillors' attention and for agreement.

Internal Audit – the authority needs to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities.

In this connection, the Clerk asked Councillors to agree that Westcotts of Barnstaple are appointed as the Parish Council's internal auditors.

Proposed by Councillor Garnett

Seconded by Councillor Tucker and unanimously agreed.

The internal auditor must be able to demonstrate independence from the Council's financial decision making. The Clerk, RFO (Responsible Financial Officer) – one and the same for this Council, or Councillors (or close associates such as family members of those individuals) and not considered independent from the Council's financial decision making. The internal auditor is expected to inspect all documentation which should be supplied by the Council on request from the auditor.

155. Matters Arising from the Minutes of 12 March 2024.

155.1 Additional street light in Wrinkleberry Lane. Councillor Sanders asked for this matter to be deferred to the next meeting.

Action: Councillor Sanders to raise the question of the electricity for the additional light to come from the Parish Hall, with the Committee.

156. Clerk's Actions:

- ❖ Defibrillator Report sent to The Circuit
- ❖ Dealt with payments
- ❖ Sent the Parish Council's representations regarding the Devon Devolution Deal which has been acknowledged.

157. Planning & Planning Correspondence. None.

Action: Councillor West will look into the progress of the Milky Way application and the application for a separate dwelling.

158. Correspondence:

158.1 Historic pictures of Clovelly Quay. The Clerk has been sent two photographs by a person who has been tidying out, with local connections in their schooldays.

Action: Councillor West to pass the photographs to the Clovelly Archive Society.

159. Highways.

Pothole reporting was discussed and details of the new procedure on the DCC website were advised.

Action: Councillor West to report street lights which were continually on and the Clerk to ask DCC for its Policy on street light timing.

160. Matters Raised by Councillors / Clerk.

160.1 Village Planters – Councillor West spoke about the future of these and the need for them to be raised up so that the flowers will not be choked with grass and weed. Councillor Huxtable advised that he had old railway sleepers that could be used to raise the wooden frames.

Action: Councillors West and Huxtable to liaise regarding the sleepers and Councillor West to purchase compost and plants.

160.2 Councillor Huxtable asked about the State of the Road Petition organised by Sir Geoffrey Cox, MP KC.

Action: Clerk to make enquiries.

161. Any matters raised under Public Participation for further consideration

161.1 Litter bin in Clovelly.

Action: Clerk to request this from TDC.

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

163. Date of next meeting: Tuesday, 7/5/24 in Clovelly War Memorial Parish Hall at 7.30pm (a week earlier than usual).

This will be the Annual Parish Council Meeting to include the election of Chairman, Vice Chairman, Parish Representatives, compliance and review of Policies.

Councillors Garnett and Mrs Foster gave their apologies in advance.

The meeting ended at 8.19pm.

Summary of Decisions:

- Minutes of the Parish Council Meeting held on 12 March 2024
- That the Devon Association of Local Councils subscription is renewed
- Payments
- Deletion and addition of signatories for online banking
- Grass Cutting tender accepted
- Westcotts of Barnstaple, Accountants, to carry out the internal audit for 2023/24

Chairman

Date