

Minutes of Clovelly Annual Parish Council Meeting held on Tuesday, 13 May 2025 in Clovelly War Memorial Parish Hall at 7.30pm.

Present: Councillor C Huxtable (Chairman for this meeting), Mrs V Foster, D Garnett, R Phelps, N Sanders, P Slee.

1 Member of the public

County Councillor R Julian

District Councillors Dart and Harding arrived during Minute No. 3. District Councillor Dart left the meeting at Minute No. 12.3

Mrs S Squire, Parish Clerk

Councillors completed and signed their 2025/26 Register of Interests form.

The Chairman welcomed Robin Julian as the newly elected County Councillor.

- 1. Election of Chairman**
Councillor Slee proposed Councillor West.
Seconded by Councillor Garnett.
There were no other nominations.
It was known that Councillor West was willing to stand.
Unanimously agreed that Councillor West was elected as Chairman.
- 2. Chairman to read and sign Declaration of Acceptance of Office.**
Due to Councillor West's absence, this item was deferred to the June meeting.
- 3. Election of Vice Chairman**
Councillor Slee proposed Councillor Huxtable.
Seconded by Councillor Phelps.
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.**
The Clerk had a form for signature by each Councillor.
Proposed by Councillor Phelps.
Seconded by Councillor Mrs Foster.
Unanimously agreed.
- 6. Compliance and Policies.**
To review and adopt the following documents, which had been circulated to Councillors for studying.
 - Code of Conduct
 - Standing Orders – new 2025 version
 - Financial Regulations – new 2025 version
 - General Risk Assessment
 - Freedom of Information Act Publication Scheme
 - Grant Giving Policy
 - Complaints Procedure
 - Equality and Diversity Policy – new version from Equal Opportunities version

- Data Protection Policy
- Data Privacy Policy
- Protocol for Filming and Recording
- Fixed Assets
- Anti-Bullying and Harassment Policy – updated version
- Disciplinary Policy – new version
- Grievance Policy – new version
- Retention of Documents Policy
- Safeguarding Policy
- Sickness and Absence Policy – new version
- Subject Access Requests Policy
- Dignity at Work Policy – new version

Proposed by Councillor Slee to adopted en bloc.

Seconded by Councillor Garnett.

Unanimously agreed.

- 7. To appoint three Councillors to form a Human Resources Committee specifically in relation to the Policy which will have been adopted under Minute No. 6.**

These would comprise the Chairman, Vice Chairman and Councillor Slee.

Proposed by Councillor Mrs Foster.

Seconded by Councillor Garnett.

Unanimously agreed.

- 8. Representations from the public.**
Apologies were given that a Report on behalf of the RNLI was not given at the Annual Parish Meeting. This will be given at the June Parish Council meeting.

A further supply of tarmac was required by the Road Warden. This was further discussed under Minute No. 18.

- 9. Apologies.** Councillor C West.

- 10. Declarations of Interest. None.**

Councillors Mrs Foster and Slee have a Dispensation in respect of matters relating to Clovelly Estate, for the life of this Council up to May 2027.

- 11. Approval of the Parish Council Meeting Minutes held on 8 April 2025.**

Approved and signed as a correct record.

Proposed by Councillor Sanders.

Seconded by Councillor Slee.

Unanimously agreed.

- 12. Reports:**

- 12.1 Newly elected County Councillor R Julian**

- The new Council has no overall majority. The Liberal Democrats have the biggest number of Councillors but cannot make policies; Reform has the second highest number of Councillors.
- 80% of elected Councillors are new.
- Distribution of Committees to be arranged.

- All Councillors had been issued with new laptops and everything will be done online.
- There is a different system for Highways and he has to take photographs of potholes with the emphasis on efficiency and to allow the public to know what is going on. Contractors will be required to justify what they are doing.

Councillor Slee asked how he would have time to take pictures of potholes and County Councillor Julian advised it would involve the major potholes.

12.2 District Councillors Mrs A Dart, S Harding and Shirley Ann Andrews. District Councillor Dart had sent the following written Report:

A round up of the Devon County Council Elections:

Tom Vanstone and his team truly deserve recognition for organising and executing another smooth election!

All seats for Devon County Council were up for election, with Torridge District Council responsible for running elections for Councillors for each of the five County Divisions within its area. Please see election results below.

Bideford East - Cllr Mark Andrew Barry (Reform UK)

Bideford West & Hartland - Cllr Robin Julian (Reform UK)

Holsworthy Rural - Cllr Lynne Phyllis Rowsell (Reform UK)

Northam - Cllr Dermot McGeough (Conservative Party Candidate)

Torrington Rural - Cllr Cheryl Lavinia Cottle-Hunkin (Liberal Democrat)

An update of the new Operational Services Centre.

Things are progressing well onsite with the construction of the new Operational Services Centre.

Early works progressing well onsite at the Appledore Clean Maritime Innovation Centre.

Exciting news to report from the Appledore Clean Maritime Innovation site.

Our contractor, TMS Ltd, has kicked off the piling phase of the project with the successful installation of the very first steel tubes.

An additional 80-tonne crane has been brought in to support ongoing operations and is now operational.

The team has since relocated the jack-up barge in preparation for the next piling sequence, this includes setting up the piling gate to resume tube installation.

Torridge District Council warns residents about using unlicensed taxis.

Torridge District Council is advising residents to make sure that they always use licensed taxis and private car vehicles.

Unlicensed taxis and private hire vehicles remain a persistent issue across the UK, posing risks to passenger safety and undermining the livelihoods of legitimate drivers.

Torridge District Council has 49 licensed hackney carriages, and 95 registered private hire vehicles operating across the district. The council is responsible for ensuring that all licensed vehicles and drivers comply with the stringent regulations in place. This includes conducting regular routine inspections to check that vehicles are roadworthy, drivers are properly vetted and confirming that vehicles carry the required insurance.

Torridge District Council wants residents' views on strategy for the Torridge Estuary.

Torridge District Council has announced that it is launching a public consultation to inform its strategy for the Torridge Estuary. The consultation will be open from Wednesday 30 April 2025 until Wednesday 28 May 2025.

Residents are being asked to go to the Torridge District Council website www.torridge.gov.uk/consultations to complete a questionnaire which will help shape the future direction and plans for how the Estuary will be

managed. Alternatively, copies of the questionnaire can be collected from Torridge District Council's office at Riverbank, Bideford, EX39 2AG.

The Council is seeking to involve as many stakeholders as possible to ensure that the Torridge Estuary's future is shaped by a wide range of perspectives, including local communities, environmental groups and relevant authorities.

Feedback gathered from the process will help to identify any key issues and suggestions which can then be incorporated into the final decision-making process.

Dog fouling incidents on the rise in Torridge.

Torridge District Council has reported that the number of complaints regarding dog fouling are up by 22 per cent in the last twelve months. The Council received 90 complaints in 2024/5 compared to 74 in 2023/4.

Failure to pick up dog mess occurs district-wide and is a serious problem. Dog mess is an eyesore and poses a risk to human health as well as other dogs.

Melanoma Awareness Month.

Protecting your skin from the sun can help reduce your chance of developing skin cancer.

Apply sunscreen and try to keep out of the sun during the hottest parts of the day.

More advice - www.nhs.uk/sun

District Councillor Dart added that she would send an update after the Full Annual Meeting of the Council had taken place.

She was pleased to report that an Enabling Officer had been appointed, which was a positive move for affordable housing.

She had attended a Rural Housing Conference.

District Councillor Harding advised that he was on the Planning Committee as a substitute.

A Men's Shed had started at Woolsery.

12.3 Defibrillator Check – Councillors Sanders and Phelps. In order.

Action: Clerk to report to The Circuit.

13. Finance.

13.1 Payments. The following payments were approved and authorised:

Proposed by Councillor Slee.

Seconded by Councillor Sanders.

Unanimously agreed.

Mrs S Squire May Salary (£243.54) and Expenses (£25.90)	£269.44
PAYE	£60.80

~~**Rural Services Network.** Subscription for 2025/26. **£63.00**~~

Proposed by Councillor Mrs Foster not to renew the subscription based on the fact that items in the Bulletins are not of benefit or interest to this Council.

Seconded by Councillor Phelps.

Unanimously agreed.

Action: Clerk to advise the Organisation.

After the Agenda had been published, renewal papers relating to the Parish Council's insurance was received, due for renewal on 1 June 2025.

Details of the cover in place had been circulated to Councillors and the Clerk recommended that Councillors agree the renewal premium, advising that the insurance is in year two of a three year Long Term Agreement.

Proposed by Councillor Slee.
Seconded by Councillor Phelps.
Unanimously agreed.

Community First Insurance. Renewal premium due on 1/6/25 **£215.38**
Action: Clerk to make the payments.

13.2 Online Banking. No further information was known.

13.3 To approve the accounts for the year ended 31 March 2025.
Details had been circulated to Councillors ahead of the meeting.
Proposed by Councillor Sanders.
Seconded by Councillor Slee.
Unanimously agreed.

13.4 2024/25 Audit. The paperwork had been circulated to Councillors ahead of the meeting.

13.4.1 To approve the Certificate of Exemption of the Annual Governance and Accounting Return.
Proposed by Councillor Sanders.
Seconded by Councillor Phelps.
Unanimously agreed

13.4.2 To approve Section 1 Annual Governance of the Annual Governance and Accounting Return.
Proposed by Councillor Mrs Foster.
Seconded by Councillor Slee.
Unanimously agreed.

13.4.3 To approve Section 2 – Accounting Statements of the Annual Governance and Accounting Return.
Proposed by Councillor Sanders.
Seconded by Councillor Garnett.
Unanimously agreed.

13.4.4 To approve the 2025 Statement of Internal Control.
Proposed by Councillor Sanders.
Seconded by Councillor Phelps.
Unanimously agreed.

13.4.5 To approve the dates for the exercise of electors rights being Monday 3 June 2025 to Friday 14 July 2025.
The Clerk brought a laminated copy of the Notice for the notice board.
Proposed by Councillor Mrs Foster.
Seconded by Councillor Phelps.
Unanimously agreed.

13.5 2025/26 Precept. It was noted that the first tranche of the Precept, amounting to £2,375.00 had been credited to the bank account from TDC.

14. Matters Arising from the Minutes of 8 April 2025. Covered elsewhere in the meeting.

- 15. Clerk's Actions:** Defibrillator Report sent to The Circuit; Dealt with payments; liaised with TDC & Highways.

- 16. Planning & Planning Correspondence.** The following TDC Decision Notice was noted:

Approval for Application 1/0162/2025/FUL – Proposed agricultural worker's bungalow and access (Removal of condition 5 of planning approval NJ1859) – 1 South View, Higher Clovelly, Bideford.

- 17. Correspondence:**

- 17.1 Hartland Clovelly Football Club.** Apologies received from the Secretary for not providing a Report of the Club's activities for the Annual Parish Meeting held on 8 April 2025 and attending in person to give it.

A Report had been received and was read at this meeting, as follows:

At the AGM in 2024 the club made the decision to maintain the number of teams at 2. It has been increasingly difficult to field teams and many local teams have disappeared. Hartland/ Clovelly and Combe Martin are the only Devon village clubs fielding two adult teams. We are hoping that next season we will be able to field three teams once more.

The 1st team is in the North Devon Premier Division and plays its home league games in Hartland and its cup fixtures at Clovelly while the 2nd team is in the North Devon Intermediate 1 Division and plays games at both venues. The club is very fortunate to have 2 pitches available to it.

Training has taken place on a Wednesday evening all season. When light has allowed the training has been at Clovelly but during the darker months it has been on the astroturf at Bideford College.

On the pitch it has not been a particularly successful season. Both the 1st and the 2nd teams have only managed a few wins although there have been many close games. We are hoping for a couple more victories for each team in their final four games.

However, attitudes remain positive. There are 80 players signed on although many are not available regularly and players enjoy both the competition and the social side of the club. In Hartland hospitality after games is at the Kings Arms and at Clovelly it is at the Village Hall. In Hartland both the British Legion and the Anchor Inn also support the club.

Whilst there is no junior section there are many 16-18 year olds who develop their play at training and are gradually given opportunities in the senior teams.

The club has had 2 major fundraising events this year, the Party for Marty and the sponsored bike ride without bikes (don't ask! You can guess what that event largely consisted of). Both were well supported and extremely successful.

The club relies on volunteers and like many clubs this seems to fall on the few rather than the many. Grants from the Parish Council have helped the club enormously. Thank you for your support.

- 18. Highways.** The 'Delay' sign suggested by the Road Warden was no longer required.

Proposed by Councillor Garnett that a further supply of tarmac is ordered.

Seconded by Councillor Slee.

Unanimously agreed.

Action: Clerk to order from Highways.

- 19. Matters Raised by Councillors / Clerk.**

Councillor Huxtable. With regard to the new development at Abbotsham Cross, the road to Littleham is to be closed and there is to be a new road going through the housing estate to access Littleham. This will have an effect on a nearby farm.

- 20. Any matters raised under Public Participation for further consideration.**
None.

- 21. Urgent items raised at the discretion of the Chairman.** None.
- 22. Date of next meeting:** Tuesday, 10 June 2025 in Clovelly War Memorial Parish Hall.

The Clerk was thanked for her work, particularly in relation to the accounts and Annual Governance and Accounting Return.

The meeting ended at 8.41pm.

Summary of Decisions:

- **Election of Chairman**
- **Election of Vice Chairman**
- **Agreement that Parish Council communications are sent by email**
- **Compliance and Policies**
- **Three Councillors to comprise a Human Resources Committee**
- **Minutes of the Parish Council Meeting held on 8 April 2025**
- **Payments, including a payment not on the Agenda due to the paperwork being received after the Agenda had been published, relating to the Parish Council's insurance**
- **Not to renew the Rural Services Network subscription**
- **Accounts for the year ended 31 March 2025**
- **Certificate of Exemption of the Annual Governance and Accounting Return**
- **Section 1 of the Annual Governance and Accounting Return**
- **Section 2 of the Annual Governance and Accounting Return**
- **The 2025 Statement of Internal Control**
- **The dates for the exercise of elector's rights**
- **A further supply of tarmac to be ordered for use by the Road Warden**

Chairman

Date