

Minutes of Clovelly Parish Council Meeting held on Tuesday, 8 April 2025 in Clovelly War Memorial Parish Hall on the rising of the Annual Parish Meeting.

Present: Councillor C West (Chairman), D Garnett, C Huxtable, N Sanders, P Slee, A Tucker.

2 Members of the public

153. Representations from the public.

153.1 The Road Warden advised:

He had made a start filling potholes.

The Neighbourhood Highway Officer had delivered reflective tape for fixing to the posts where the road narrows at Turnpike Close but it was insufficient and he had ordered more.

The tarmac for potholes was dated October with a 6 month life. If more was required, he would advise the Clerk.

154. Apologies. Councillors Mrs V Foster, R Phelps, District Councillor S Harding.

155. Declarations of Interest.

Councillor Slee has a Dispensation for matters relating to Clovelly Estate.

Councillor West declared a Prejudicial Interest in Minute No. 158.1, Finance – reimbursement to him for refreshments and printing costs.

Councillor Huxtable declared a Personal Interest in Minute No. 158.1, Finance – reimbursement to Mrs Huxtable for village planter plants.

156. Approval of the Parish Council Meeting Minutes held on 11 March 2025.

Approved and signed as a correct record.

Proposed by Councillor Slee,

Seconded by Councillor Huxtable and unanimously agreed.

157. Reports:

157.1 County Councillor J Wilton-Love.

157.2 District Councillor S Harding.

When sending his apologies, District Councillor Harding reported as follows:

I have been accepted by the police to be a Councillor Advocate this means that any information that I feel is or should be shared will be brought forward at all the meetings. I have to go on a training course and hopefully I'll be able to update what the police are doing in our area.

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

Action: Clerk to report to The Circuit database.

158. Finance.

Councillor West declared a Prejudicial Interest, left the room and did not take part in the discussion, decision or voting thereon.

Councillor Huxtable declared a Personal Interest in the payment to Mrs Huxtable.

Councillor Huxtable, Vice Chairman, chaired this section of the meeting.

158.1 Payments. The following payments were approved and authorised:

Proposed by Councillor Slee.

Seconded by Councillor Garnett and unanimously agreed.

Mrs S Squire April Salary (£243.54) and Expenses £49.90 **£293.44**

Cllr C West. Reimbursement for Emergency Plan Meeting refreshments (£4.50) & printing expenses (£12.50) **£17.00**

The Chairman, as a cheque signatory, was instructed by Councillors to sign his cheque at the end of the meeting when cheques were signed.

Mrs A S Huxtable. Reimbursement for village planter plants **£200.00**

The amount of £218.03 was shown on the Agenda but the full amount was not required as one planter was sponsored by Councillor Huxtable.

Devon Association of Local Councils. 2025/26 subscription **£155.25**

Not authorised.

Proposed by Councillor West not to renew the subscription on the grounds that emailed Bulletins were not beneficial to this Council.

Seconded by Councillor Slee and unanimously agreed.

Action: The Clerk to advise the DALC.

- 158.2 Online Banking.** The relevant forms had been received and Councillors completed these after the meeting.

Action: Clerk to send to the bank after it was known that Councillor Phelps had taken his ID to the bank, and also returned his signed form.

- 158.3 Grass Cutting.** A revised quotation had been received from Mr N Wonnacott in respect of:
Strimming the bottom of the hedge along footpath opposite Turnpike Close to opposite the telephone exchange.

Grass cutting around 2 benches in the parish: Sierra hill and by the bus stop in Higher Clovelly.

All of the above to be done twice a year. This will be in the Spring when the grass is overhanging the path and after the hedge has been cut in August/September

Strimming around the flower planters three times a year.

1] Coming down from Clovelly Cross immediately on the left.

2] Again on the left above the bus lay-by.

3] 2 on the right at the bus lay-by.

Total cost of work per year: £480

Additional work at £90 per half day or £160 for full day.

Proposed by Councillor West.

Seconded by Councillor Garnett and unanimously agreed.

Action: Clerk to advise Mr Wonnacott.

It was noted that there is another planter by the bus shelter by the Burscott Road.

- 158.4 Section 137 Payments.** The Section 137 expenditure limit for the 2025/26 financial year has been announced and will be £11.10 per elector, up from £10.81 in 2024/25.

This means that the Parish Council can spend £11.10 per elector on items to improve or enhance the Parish, or to give a grant to organisations.

There are, as at November 2024 when the latest Register of Electors was published, a total of 317 on the Register meaning that a maximum of £3,518.70 can be spent under Section 137.

159. Matters Arising from the Minutes of 11 March 2025.

159.1 Play Equipment. Cllr Sanders-site meeting with resident who raised this at the last meeting. A meeting had not yet taken place.

160. Clerk's Actions:

- Defibrillator Report sent to The Circuit
- Dealt with payments
- Submitted grant application for planter flowers from District Councillor Dart's allocation which has been successful, and the money will be credited to the Parish Council's bank account in the next five working days. An e-card of thanks had been sent to District Councillor Dart for the funding.
- Reported fly tipping involving timber and building materials. Although some had gone, it had been noticed that some remained and Councillor Huxtable would take photographic evidence to send to the Clerk for reporting.

Action: Councillor Huxtable / Clerk.

161. Planning & Planning Correspondence. None to consider or note.

162. Correspondence:

162.1 Commemoration of the 80th Anniversary of World War II ending.

Councillor West advised that the flag of St George will be flown as usual from the church tower as it had not been possible to hold a meeting to discuss acquiring the VE Day flag.

162.2 Email from TDC received after the Agenda had been published.

Enquiring if Clovelly has any events planned to celebrate the 80th anniversary of VE Day. If so, the details can be included on the Torridge website.

The following was advised:

Monday 5th, car and motor cycle show at Clovelly Parish Hall, music from WWII. 10am to late afternoon. Refreshments available, free entry. Raffle. Craft fayre.

Action: Clerk to advise TDC for inclusion on the website.

163. Highways.

Some potholes have been filled.

Action: Clerk to send thanks to Highways in this connection relating to the road from Clovelly Cross to Higher Clovelly.

164. Matters Raised by Councillors / Clerk.

164.1 Preparation for the 2024/25 Audit. Paperwork has been sent to Councillors for noting.

Asset Register

Roles of Councillors

Expenditure over £100

Councillors had checked the details and confirm that all was in order.

164.2 Clerk's Leave. Thursday and Friday 24/25 April and Thursday and Friday, 1/2 May. The Clerk is on Poll Clerk duty for the Devon County Council Election on 1 May.

165. Any matters raised under Public Participation for further consideration.

165.1 A 'delay' sign was requested instead of all the other signage when working on pothole repairs.

Action: To be an item on the May Agenda.

166. Urgent items raised at the discretion of the Chairman.

166.1 The white railings at the recycling shed had been removed because the new lorries are unable to access the site. A new shed has been placed in a compound within the main car park.

Clovelly Estate was working on an arrangement for food waste in The Street. It is costing Clovelly Estate twice the amount as TDC pay them for carrying out the waste collection and taking to a dedicated site for TDC to collect.

167. Date of next meeting: Tuesday, 13 May 2024 in Clovelly War Memorial Parish Hall.

This will be the Annual Parish Council Meeting.

Councillor West gave his apologies in advance.

The meeting ended at 8.40pm.

Summary of Decisions:

- **Minutes of the Parish Council Meeting held on 11 March 2025**
- **Payments**
- **The Devon Association of Local Councils subscription not to be renewed**
- **Grass cutting contract for 2025 awarded to Mr N Wonnacott**

Chairman

Date