

CLOVELLY PARISH COUNCIL



Parish Clerk: Mrs Sue Squire
Haxlea, 2 Threeways, Bratton Fleming, Barnstaple, Devon, EX31 4TG
01598 710526 clovellypc@gmail.com

TO ALL COUNCILLORS:

You are hereby summoned a **Parish Council Meeting** in Clovelly War Memorial Parish Hall on Tuesday, 9 September 2025 at 7.30pm. The Agenda is detailed below.

Sue Squire, Parish Clerk 2 September 2025

1. **Representations from the public limited to 3 minutes in line with DCC & TDC.**
2. **Apologies.** Councillor Mrs G Colwill.
3. **Declarations of Interest**
4. **Approval of the Parish Council Meeting Minutes held on 8 July 2025.**
5. **Reports from County & District Councillors, defibrillator checks.**
The Clerk will advise that replacement defibrillator pads have been obtained and sent to Councillor Sanders for the relevant attention. The Parish Council cheque was not accepted as this form of payment is no longer an option, resulting in the Clerk having to purchase the pads using her debit card, hence the reimbursement under Finance.
6. **Finance.**
- 7.1 **Payments. To approve the following payments.**

Mrs S Squire Aug/Sept Salary (£243.54 x 2) and Expenses (£2.00 & £21.20)	£510.28
PAYE. August £60.80. September £61.00	£121.80
Mrs S Squire. Reimbursement for replacement defibrillator pads	£78.79
Town and Parish Websites. Renewal of domain name and hosting	£185.00
- 7.2 **Internet Banking.** Update on current position.
- 7.3 **Letter of thanks for 2025/26 grant from the North Devon Record Office, Clovelly Archive & History Group**
8. **Matters Arising from the Minutes of 8 July 2025.**
- 8.1 **Website.** Webmaster advised that a .gov.uk website will not proceed.
The Clerk will advise that an IT Policy is required which will be a question on the 2026/27 Annual Return.
The Clerk has drafted an IT Policy tailored to the Parish Council which has been circulated separately to Parish Councillors to consider, with a view to adopting.
9. **Clerk's Actions:** Defibrillator Report sent to The Circuit; Dealt with payments; sent highway details to County Councillor Julian as directed.
10. **Planning & Planning Correspondence.**
11. **Correspondence:**
- 11.1 **TDC.** Email regarding new street naming and numbering policy circulated on 16/7/25.
- 11.2 **Information Commissioner's Office.** To note that the Data Protection Registration has been renewed.
- 11.3 **DCC Bus Transport.** Email circulated to Councillors regarding the Barnstaple – Hartland service, no longer calling at the Atlantic Academy as it now has its own school transport.
- 11.4 **DCC Road Warden Scheme.** Request for 'before and after pictures' of potholes (Road Warden has been requested to supply these); request for creditor form and invoice in connection with grant received, which have previously been submitted.
12. **Highways.** Replies received and circulated regarding junction white lines; cat's eyes; uneven road surface signs.
13. **Matters Raised by Councillors / Clerk.**
14. **Any matters raised under Public Participation for further consideration**
15. **Urgent items raised at the discretion of the Chairman.**
16. **Date of next meeting:** Tuesday, 14/10/25 in Clovelly War Memorial Parish Hall at 7.30pm.