

Minutes of Clovelly Parish Council Meeting held on Tuesday, 8 July 2025 in Clovelly War Memorial Parish Hall at 7.30pm.

Present: Councillor C West, Chairman, Councillors D Garnett, R Phelps, N Sanders, P Slee.

One Member of the public

County Councillor R Julian from Minute No. 43

District Councillors Dart and Harding until Minute No. 43

Mrs S Squire, Parish Clerk

39. Co-option of Parish Council to fill the vacant seat on the Parish Council.

An expression of interest to be co-opted has been received from Gill Colwill and circulated to Councillors.

Proposed by Councillor Slee.

Seconded by Councillor Phelps and unanimously agreed.

Newly co-opted Councillor Colwill took her place around the table with other Councillors.

She signed the relevant paperwork and arrangements were made for the Clerk to provide Compliance, Policies and other information via a WeTransfer file.

Action: Clerk to advise TDC Elections Department, send Compliance, Policies and other information to Councillor Colwill and update the website.

40. Representations from the public. None.

41. Apologies. Councillors Mrs V Foster, C Huxtable, A Tucker.

42. Declarations of Interest.

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

43. Approval of the Parish Council Meeting Minutes held on 10 June 2025.

Approved and signed as a correct record.

Proposed by Councillor Garnett.

Seconded by Councillor Sanders and unanimously agreed.

44. Reports:

County Councillor R Julian. He was concerned about the proposals that fire fighters would no longer act as first responders, especially as the wait for an ambulance may involve a significant delay.

He is on the Devon and Somerset Fire and Rescue Committee and the Chairman of HATOC (Highways and Traffic Orders Committee).

Action: The Clerk to email County Councillor Julian as follows:

- The white lining of junctions on the road from Clovelly Cross to the village have not been renewed, although the white line in the middle of the road has.
- The white line has stopped just off the area of Mettaford where it was once in place. The physical road has not changed so there is no reason for the white line not to be there.
- Will the cat's eyes be replaced?
- The uneven road sign just after The Retreat and by Lighthouse Corner is no longer relevant as the road has been resurfaced. Councillor West will provide more details for the Clerk to include in the representations.

District Councillors

Dart. A written Report had been circulated to Councillors:

To begin, I have some quite worrying news that has been brought to my attention which concerns our rural locations.

Currently, if you are taken very poorly, it may well be the case that a co responder, or first responder, will get to you first and administer oxygen or maintain life until an ambulance can get to you.

In Hartland this is undertaken by our devoted fire brigade.

Given the considerable wait times for ambulances this is an invaluable service, which has doubtless saved many lives.

The SWAST [SOUTH WEST AMBULANCE SERVICE TRUST] together with The DSFRS [Devon & Somerset Fire and Rescue Service] are now looking to cut that service as a cost saving exercise and instead look to the voluntary sector to provide such a life saving undertaking!

This is a move which quite literally has the potential to cost lives.

The CEO responsible for such a decision has been invited to Devon County Council's Scrutiny Committee to answer questions and concerns on July 14th.

Torridge Councillor Claire Hodson will represent all our rural areas at this committee. If you have any questions or comments, please do send them to her to raise at this committee.

We need to keep tabs on this planned change and challenge appropriately. Thank you.

Councillor.hodson@torridge.gov.uk

Next, decisions at full council,

It was proposed to replace three diesel vans run by the council for the last 8 years for electric models.

However it was subsequently voted not to replace them at all, given their low mileage and the precarious future of Torridge District Council owing to the local government reshuffle, and the considerable cost of replacement.

Then, there was a presentation on the spending of the rural prosperity fund, which the government gave 5 days to return projects, which have ended up being:

Play area upgrades £125,539

Bideford tide fountain rejuvenation £60,000

Wayfinding & public realm improvements in Bideford £65,000

Play zones £50,000 {plus £105,000 from capital reserves to complete the project}

Finally a really interesting email from Ian Rowands

For those of you who are unaware, we now collect a significant amount of very detailed information about housing development that is taking place across the district. We record details of all planning permissions for housing and then track their progress from when they start on site through to completion. We record details of every single dwelling, including its type (house, bungalow, flat) and size (number of bedrooms). We also log other details such as whether it is an affordable dwelling (and the type), if it is holiday accommodation, a rural workers dwelling, local occupancy tied, etc. And each of these individual dwellings is tracked to know whether it is still outstanding, whether it is under construction or if it is complete – including the dates that all of this happens.

We now have around ten years of this information and are pleased to be able to make it accessible online to all in what is hopefully a fairly user-friendly fashion. We do this through our interactive housing monitoring dashboard that you can access via www.torridge.gov.uk/housingmonitoring.

On the dashboard you can find everything from simple statistics such as the overall numbers of dwellings that have been built in the district, the amount that are under construction and yet to be built through to very detailed information about individual housing sites. It also provides detailed information for individual wards and parishes. You can even choose the specific time period for which you want the information to relate. The data is updated monthly and there tends to be about a six-week lag to the real-world situation. Obviously, the information is only as good as the data that we receive on progress of development but it does tend to be reasonably accurate.

I think one of the neatest features is being able to see the actual progress that is being made on the development of an individual site, including how many dwellings are started, under construction and completed over time, as this is shown as a simple chart.

The dashboard is constantly being improved and if there is particular information that you would find useful that is not currently available, please do just get in touch and we will see what we can do. Note that we are aware of, and working to correct, a minor issue whereby dates are displayed in an American format (mm/dd/yyyy) on some devices rather than the normal British format (dd/mm/yyyy).

The dashboard is available to the general public so please do share the link (www.torridge.gov.uk/housingmonitoring) if you are receiving specific questions about housing development. I think it is a really useful resource that will be of interest to a wide audience including many in our communities. Similarly, if you need any help with it, please do not hesitate to get in touch with one of the planning policy team.

Action: The Clerk to draft a letter to Devon and Somerset Fire and Rescue Authority regarding the withdrawal of co-responders with the Parish Council's representations that such decisions should be made in consultation with the public, which has not happened. If the proposals happen, it will affect Hartland and other rural areas.

Also a letter to be sent to Clovelly RNLi advising that Clovelly Parish Council does not want the co-responder service to be cut back, suggesting that a lifeboat co-responder could be involved. It is appreciated that the switchboard operator decides about a co-responder being mobilised and in this connection, this would need to be linked with the Coastguard in Falmouth.

Councillor Dart had sent a further email advising that the government had decided not to support the XLinks Project to bring electricity from Morocco to the UK.

S Harding.

- Regarding the Survey for local government reorganisation, he did not think they asked the questions that should be asked.
- At the Clean Maritime Innovation Centre, the site had broken ground and commenced.
- He is to be a Police Advocate Councillor and will attend a seminar covering violent, domestic and serious behaviour. Funding for Street Marshalls has been obtained.
- There has been a big knock down on County Lines with assets, cash, variety of drugs, fire arms, stun guns and pepper spray seized and 15 people safeguarded as a result.
- At a meeting of North Devon Biosphere, there is work on a 10 year plan.
- Sir Geoffrey Cox KC MP is holding surgeries at Bradworthy on 8 August at 11.30am and Parkham at 3pm.
- North Devon Plus give free agriculture advice including regulations, diversification and funding for other types of farming.

The Chairman asked about the numbers for a Unitary Authority and further details were given, although no firm decision has been made and various other proposals could well be put forward.

Defibrillator Checks. In order.

Action: Clerk to report to The Circuit.

41. Finance.

41.1 Payments. To approve the following payments.

Proposed by Councillor West.

Seconded by Councillor Phelps and unanimously agreed.

Mrs S Squire July Salary (£243.54) and Expenses (£28.30)	£271.84
PAYE	£60.80
St John Ambulance Supplies. Replacement pads for Parish Hall defibrillator	£95.94

Westcotts. 2024/25 Internal Audit Fee. £336.00

2025/26 Grants.

Citizens Advice	£100.00
Clovelly Archive	£100.00
Hartland Clovelly AFC	£100.00
North Devon Record Office (South West Heritage Trust)	£100.00

Action: Clerk to make the payments.

41.2 2024/25 Audit. This has been completed with no issues raised.

41.3. Internet Banking. The bank had confirmed it was in order to send a form with amendments due to being incorrectly completed.

42. Matters Arising from the Minutes of 10 June 2025.

42.1 White lining. This had been done on the road to Clovelly but not the junctions, nor the 30mph on the road.

Action: The Clerk to thank DCC Highways for doing the white lining but advise that the junctions had not been done, neither had the signs been picked up.

43. Clerk's Actions:

- Defibrillator Report sent to The Circuit
- Dealt with payments
- Contacted TDC Enforcement about the concrete blocks which had not been dressed (Minute No.44 refers)
- Sent three enquiries to Highways in relation to
 - (1) The delay in the supply of tarmac to the Road Warden. The Clerk has checked with the Road Warden who has confirmed it has been received.
 - (2) The white lines requiring replacing on the road leading to Clovelly. This has now been done.
 - (3) The cost of the surface dressing the B3248 at Hartland. The Neighbourhood Highways Officer had replied: "I have asked how much the surface dressing cost for the section at Hartland on the B3248 and it seems that the request cannot be fulfilled at this time as we have not had the bill yet. If the Parish still want to know they will need to submit an FOI request later in the year when the figures should be available".
- Contacted Town & Parish Websites regarding the amendment of the website to a .gov.uk to comply with regulations from 2026.
The following reply had been sent:

Domain name costs: The cost of a [.gov.uk](https://www.gov.uk) domain name are as follows:

- £60pa for [.gov.uk](https://www.gov.uk) domain name registration fees
- £60 one-off fee for website configuration to work with the new domain

Email and website hosting costs (if you wish to set up emails for clerk and Councillors that use the new [.gov.uk](https://www.gov.uk) domain name), the costs are as follows:

- £275pa for website and email hosting - total space 1GB (suitable for smaller websites and one email account) or
- £330pa for website and email hosting - total space 5GB or
- £440pa for website hosting (1GB) and 10GB mailboxes for your and your Councillors.

These costs are **instead of** your current website hosting fees.

Email set-up costs:

- 1 email account - £30 or
- Up to 10 email accounts - £60

You may also wish to retain your existing domain name, which will be forwarded to your new [.gov.uk](https://www.gov.uk) domain website. This prevents anyone else buying it. The cost of this is £25pa. Even if you don't opt to retain your old domain, we will forward it to the new web address until it expires.

**Councillor Slee proposed that the .gov.uk website does not proceed.
Seconded by Councillor Mrs Colwill and unanimously agreed.**

Action: Clerk to advise Town and Parish Council Websites.

- 44. Planning & Planning Correspondence.** The concrete holding poles near the Lime Kiln have been dressed with stone to comply with enforcement details.

45. Correspondence:

- 45.1 North Devon Coast National Landscape – Funding Opportunities.** *Noted.*

- 45.2 South Western Ambulance Charity.** Letter requesting a donation towards the conversion & equipping of a second Community Response Vehicle in North & East Devon.

Councillor Slee proposed that a donation is not given.

Seconded by Councillor Garnett and unanimously agreed.

Action: Clerk to advise the Organisation of the decision.

- 45.3 Holsworthy Motor Club Roger Pole Taw & Torridge Trial 14/9/25** going through the Parish. *Noted.*

- 45.4 TDC.** Consultation on the future of local government in Devon running until 11/8/25. *Noted.*

- 46. Highways.** Road Warden & other correspondence had been covered earlier in the meeting.

The signed Road Warden Agreement had been received from DCC.

The Road Warden had fixed reflective tape on the posts where the road narrows to highlight the difference in the width of the road.

There is a white car parked in the place where the traffic travelling towards Clovelly stops to let vehicles coming from Clovelly have the right of way. This prevents it being obvious for drivers unfamiliar with the area that cars can pull in and obscures the road being narrowed.

Action: The Clerk to report the vehicle to the Police.

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

- 47.1 Clerk's Leave.** 30/7/25 – 18/8/25 and 22/8/25.

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

- 49. Urgent items raised at the discretion of the Chairman.**

- 49.1 Councillor Garnett** was disappointed that DCC were not using red paint any longer, particularly referring to the narrowed road surface on the approach to the village.

- 49.2 Councillor Mrs Colwill** referred to the DCC website giving details of the Housing Support Fund released by the government, amounting to £9 million. £3 million is being allocated to different districts and she asked where the other £6 million has been allocated.

County Councillor Julian will ask the question at DCC.

- 50. Date of next meeting:** Tuesday, 9/9/25 in Clovelly War Memorial Parish Hall at 7.30pm.

The meeting ended at 8.50pm.

There is an August recess.

Summary of Decisions:

- **Co-option of Councillor Mrs Colwill**
- **Minutes of the Parish Council meeting held on 10 June 2025**
- **Payments**
- **Not to proceed with a .gov.uk**
- **Not to give a donation to the South Western Ambulance Charity**

Chairman

Date