

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, 14 October 2025 at 7.30pm. The Agenda is detailed below.

Sue Squire, Parish Clerk 7 October 2025

1. **Representations from the public limited to 3 minutes in line with DCC & TDC.**
2. **Apologies.**
3. **Declarations of Interest**
4. **Approval of the Parish Council Meeting Minutes held on 8 September 2025.**
5. **Reports from County & District Councillors, defibrillator checks.**
6. **Finance.**
- 7.1 **Payments. To approve the following payments.**
- 7.1.1. **Mrs S Squire** October Salary £243.54 and Expenses £21.70 **£265.24**
- 7.1.2. **PAYE.** **£60.80**
- 7.1.3. **Royal British Legion Poppy Wreath. Donation** **£TBA**
- 7.2 **Internet Banking.** Update on current position.
- 7.3 **2024/25 Audit.** Confirmation from external auditor P K F Littlejohn LLP that the Parish Council has been registered as exempt as income and expenditure was less than the threshold of £25,000 when an external audit is required.
- 7.4 **To note that the second tranche of the 2025/26 Precept, amounting to £2,375.00 has been credited to the Parish Council's bank account by TDC.**
8. **Matters Arising from the Minutes of 9 September 2025.**
9. **Clerk's Actions:** Defibrillator Report sent to The Circuit; Dealt with payments;
10. **Planning & Planning Correspondence.** None at the time of preparing the Agenda.
11. **Correspondence:**
- 11.1 **North Devon Coast National Landscape (AONB) Draft Management Plan Public Consultation (until 27/10/25).** Email forwarded to Councillors on 18/9/25.
- 11.2 **TDC. TDC. Housing and Economic Land Availability Assessment Publication (HELLA) and Call for Sites.** Email circulated to Councillors on 18/9/25. This item forms a key part of TDC and NDC's on-going work to prepare an update to the joint North Devon and Torridge Local Plan, as part of the People and Place Project.
- 11.3 **TDC.** Annual Rough Sleeper Estimate in November. Details circulated to Councillors on 24/9/25.
- 11.4 **Woolery Parish Council Chairman** has taken pictures of the signs for Clovelly Filling Station and is in correspondence with the TDC Conservation Officer in this regard. This is for information only.
12. **Highways.**
13. **Matters Raised by Councillors / Clerk.**
- 13.1 **Remembrance Sunday – 9/11/25.** In anticipation of an invitation to lay a Poppy Wreath at the War Memorial (Item 7.1.3 refers), a Councillor is required to represent the Parish Council.
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, 11/11/25 in Clovelly War Memorial Parish Hall at 7.30pm. This will include setting the 2026/27 Budget and Precept.