

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

Present: Councillor C West, Chairman, Councillors Mrs G Colwill, Mrs V Foster, D Garnett, C Huxtable, R Phelps, P Slee, A Tucker.

District Councillor S Harding from Minute No. 87.1 to 87.2

Two members of the public

Mrs S Squire, Parish Clerk

82. Representations from the public.

Drivers coming from Woolsery to Burford Cross, in the Parish of Woolsery, are considered to be driving too fast for the road conditions. The parishioner felt the speed limit should be 30mph to minimise the risk from oncoming vehicles for other road users, walkers, horse riders and cyclists.

The matter was further discussed under Minute No. 94.

83. Apologies. Councillor N Sanders.

84. Declarations of Interest.

Councillors Mrs Foster and Slee have a Dispensation in connection with matters relating to Clovelly Estate.

Councillor West declared a Prejudicial Interest in Minute No. 87.2.4, Finance, for reimbursement of the payment for a replacement visibility mirror.

85. Approval of the Parish Council Meeting Minutes held on 14 October 2025.

Approved and signed as a correct record.

Proposed by Councillor Phelps.

Seconded by Councillor Garnett and unanimously agreed.

86. Reports from County & District Councillors, defibrillator checks.

86.1 County Councillor Julian's Report to include the following information:

- ⇒ Requirement for the Road Warden to take before and after pictures of pothole repairs, the details of which have been forwarded by the Clerk, as arranged.
- ⇒ 4 items listed in an email from the Clerk dated 18/7/25.
- ⇒ White lines at junctions and planned top dressing will remove lines recently painted.

The above items could not be followed up as County Councillor Julian was not present.

86.2 District Councillor Harding. Report taken on arrival.

- There had been housekeeping meetings.
- The levelling up funding for a project in Bideford did not progress and the funding has been directed towards the Hatchmoor Industrial Estate in Torrington.
- Devolution proposals are going forward with the preferred option being the 4:5:1 model from the districts (North-East Devon with Exeter, and South-West Devon with Torbay), an expanded Exeter and Plymouth, and potential boundary changes for Torbay.

Devon County Council wants the area to remain unchanged. At present, Devon County Council is responsible for roads and the main infrastructure, but with a change in areas, no one knows how it will work. There are too many roads, too few people and no industry in the north of the County and for people representing it, they will have to make sure there is sufficient money coming into the area for social health.

It has cost £1½ million to compile a plan which may ultimately, get turned down.

- Elected Councillors of the new boundaries will cover large areas.
- Projects are doing well at Appledore and Middle Dock is on schedule as is the new building at East-the-Water for a works units and recycling.
- Not on schedule is the plan for the old Town Hall due to structural problems. Bideford Town Council was renting the property and it has been necessary for them to move into a portacabin near Riverbank House pending repairs. A Structural Engineer Report is awaited.
- Officers are trying to get the North Devon and Torridge Local Plan sorted.

86.3 Defibrillator Checks – Councillors Sanders and Phelps. In order.

Action: Clerk and Councillor Phelps to send report to The Circuit.

87. Finance.

87.1 The Chairman suggested that the Parish Council joins the Devon Association of Local Councils at a subscription of £155.25 (which includes reclaimable VAT of £20.25).

Proposed by Councillor Slee to join on 1/4/26 on the basis that this represents better value for money, as the amount of the subscription is not on a pro rata basis.

Seconded by Councillor Tucker and unanimously agreed.

Action: Clerk to advise the DALC and make a diary note to progress joining in March 2026.

87.2 Payments. To approve the following payments. (First four)

Proposed by Councillor Mrs Colwill.

Seconded by Councillor Huxtable and unanimously agreed.

87.2.1. Mrs S Squire	November Salary £243.54 and Expenses £21.70	£265.24
	To reissue cheque number 001175, due to a problem with the details.	£510.28
87.2.2. HM Revenue and Customs. PAYE.		£60.80
87.2.3 Clovelly Parish Hall.	Hiring fee for Cyber Security Talk on 4/3/26.	£24.00

For the next item, Councillor West declared a Prejudicial Interest, left the room and took no part in the discussion, decision of voting thereon.

The Vice Chairman, Councillor Huxtable, chaired this item of the meeting.

87.2.4. Cllr C West.	Reimbursement for visibility mirror.	£46.99
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Proposed by Councillor Mrs Foster.

Seconded by Councillor Garnet and unanimously agreed.

87.2.5 Devon Association of Local Councils. Subscription. Minute No. 87.1 refers.

The following invoice was received after the Agenda had been published:

87.2.6 123 Reg. 2 years Domain name renewal – clovellyparish.org.uk.	£25.98
Proposed by Councillor West.	
Seconded by Councillor Tucker and unanimously agreed.	
Action: Clerk to make the payments.	

87.23 Internet Banking. The Clerk had ascertained that Lloyds Bank will be accepting applications for new accounts from Parish Councils from 14/11/25.

Action: Clerk to make the arrangements with the bank.

To agree the signatories:
Councillors Mrs Colwill, Slee, West and the Parish Clerk.

Proposed by Councillor Garnett.

Seconded by Councillor Mrs Foster and unanimously agreed.

87.3 To set the 2026/27 Precept and Budget.

Part of this process involved a review of the Clerk's salary, when everyone except Parish Councillors left the room for this personnel item.

The following organisations had been invited to apply for a grant:

Clovelly Hartland Football Club
Clovelly WI
Woolsery Scout Group
Clovelly History and Archive Group
Clovelly Twinning
RNLI
Citizens Advice
North Devon Record Office
Village News

Grant requests comprising a letter of request and the latest set of accounts, to comply with the criteria for Parish Councils to follow, had been received from:

- Clovelly Hartland Football Club
- Clovelly WI
- Woolsery Scout Group
- North Devon Record Office

The details had been circulated to Councillors for studying ahead of the meeting.

2026/27 Budget.

Proposed by Councillor Tucker.

Seconded by Councillor Mrs Foster and unanimously agreed.

This included a grant of £100.00 for each of the four organisations who had submitted a request.

2026/27 Precept.

Proposed by Councillor West that the Precept should increase from £4,750.00 to £5,000.00.

Seconded by Councillor Slee and unanimously agreed.

2026/27 Clerk's Salary.

Proposed by Councillor West.

Seconded by Councillor Tucker and unanimously agreed.

87.4 It was noted that the second tranche of the 2025/26 Precept, amounting to £2,375.00 had been credited to the Parish Council's bank account by TDC.

88. Matters Arising from the Minutes of 14 October 2025.

88.1 HELLA Publication Call for Sites and TDC's reply circulated to Councillors.
There was a discussion regarding the details and how more information could be obtained to substantiate the Parish Council's original response.

88.2 Cllr Mrs Colwill - Household Fund. She had looked at the information and there was no definitive figures as to whether the unaccounted £6 million had been paid.
Action: Councillor Mrs Colwill to make further enquiries.

- 88.3 Visibility Mirror.** It had not been possible for this to be fixed.
- 88.4. Freedom of Information Act Request regarding lifejackets, small boats & engines.**
The Foreign Office advised that the Home Office should be contacted, which had been done, and the reference given was FOI2025/14138.
A full response is expected by 17/11/25.
- 89. Clerk's Actions where not included elsewhere:**
Defibrillator Report submitted to The Circuit.
Payments made.
Remembrance Sunday Representative details given to the coordinator.
- 90. Planning & Planning Correspondence.** None.
- 91. Correspondence:**
- 91.1 North Devon Council and Torridge District Council – updated five year housing land supply (statement) October 2025.**
Email circulated to Councillors on 30/10/25 refers.
- 91.2 TDC. North Devon and Torridge Local Plan Update.** Received on the day of the meeting and circulated to Councillors.
- 92. Highways.**
Action: Clerk to report numerous potholes in Wrinkleberry Lane.
- 93. Matters Raised by Councillors / Clerk.** None.
- 94. Any matters raised under Public Participation for further consideration.**
- 94.1 Speeding from Woolsery to Burford Cross.**
Action: Clerk to make representations to DCC Highways.
- 95. Urgent items raised at the discretion of the Chairman.** None.
- 96. Date of next meeting:** Tuesday, 9/12/25 in Clovelly War Memorial Parish Hall at 7.30pm.
The meeting ended at 9.14pm.
Councillor Mrs Foster gave her apologies until the March meeting.

Chairman

Date

Summary of Decisions:

- **Minutes of the Parish Council Meeting held on 14 October 2025**
- **The Devon Association of Local Councils (DALC) subscription to be taken out for a year in April 2026**
- **Payments**
- **Bank signatories for new account and internet banking**
- **2026/27 Budget, Precept and Clerk's salary**