

Minutes of Clovelly Parish Council Meeting held on Tuesday, 9 September 2025 in Clovelly War Memorial Parish Hall at 7.30pm.

Present: Councillor C West, Chairman, Councillors Mrs V Foster, D Garnett, C Huxtable, N Sanders, A Tucker.

County Councillor R Julian until Minute No. 56.

District Councillors Dart and Harding until Minute No. 56.

Mrs S Squire, Parish Clerk

51. **Representations from the public.** No members of the public were present and no representations had been received.
52. **Apologies.** Councillors Mrs G Colwill and R Phelps.
53. **Declarations of Interest.**
Councillor Mrs Foster has a Dispensation for matters relating to Clovelly Estate.
54. **Approval of the Parish Council Meeting Minutes held on 8 July 2025.**
Approved and signed as a correct record.
Proposed by Councillor Sanders.
Seconded by Councillor Garnett and unanimously agreed.
55. **Reports from County & District Councillors, defibrillator checks.**
County Councillor Julian.
 - At a full council meeting on 4/9/25, there was a debate on the devolution process where a resolution was passed that it was a requirement for an area to have a population of 175,000 people for a Mayor to be in place. This figure had been drastically reduced.
 - There was a racism debate and full details were given about this item which had been upsetting together with the ensuing consequences.
 - There will be a meeting about the role of First Responders on 22/9/25. Grades have been amended to save money in the first instance.
 - A meeting with Highways had taken place on 5/9/25. There is no money for work to be carried out which includes no cutting of vegetation. However, road markings would be attended to. A number of Parishes are being targeted with a new scheme for road defects. These are not named to prevent other Parishes asking to be included.
 - A Children's Scrutiny meeting is being held on 15/9/25.
 - Representation about school transport has been received which is being investigated.

Councillor Mrs Foster asked about houses being built where the Council receives £15,000 per house for infrastructure, and was told this would be a District Council issue.

Councillor Dart suggested this would be part of a S106 agreement which would include payments towards transport and infrastructure.

Action: County Councillor Julian will investigate and report back at the October meeting.

Councillor Mrs Foster understood that houses are not being built due to not selling.

Councillor Dart advised that to keep the builders work rolling, there is more social building to keep the sites going. There were still a lot of rumours that the houses are being sold to Councils in Manchester and Birmingham. This was disputed by Councillors.

A Freedom of Information Act request had been submitted and there was no information to suggest that Councils in the North of England were purchasing properties in this area.

Councillor Mrs Dart suggested a Freedom of Information Act request is made to the Councils which are said to be buying up the houses and such a request can be made by individuals.

District Councillors:

A Dart. *I attach details from the C&R committee I sat on this Monday.*

We agreed some money for the Pollyfield play area, which is in need of attention.

As well as agreeing that the Bideford youth football would be the principal user of the football pitch being produced at Winsford. Whilst not necessarily relevant to us in our area, this was quite positive.

We also had details of this year's budget over and under spends, (attached) which equated to a large surplus, which we then had to reallocate.

The point was made that it would be preferable to lower council tax, or at least not increase it!

What was alarming, to me, was the considerable amount of tax payers money being requested to facilitate the compliance with the local government reorganisation that is being undertaken. Not only is it taking up a large proportion of staff time, it appears they require money for training and for external help to aid compliance with the tight deadlines involved!

Whilst the government have given about £35, 000, You will see that we were asked to note the urgent release of a further £45,000 plus an extra £50,000!

I did not vote to approve this! I think it is madness that will not, in the end, be beneficial for our sparse rural area, and whilst it may be frustrating that TDC has a good financial position at present, one has to ask, where that money will end up when the reshuffle debacle is completed!If indeed it has not been eaten up by the process itself!

We will be receiving an update on the local government reorganisation process next week.

As regards funding for play areas, she had mentioned the Clovelly play area but because it is not owned by TDC, the funding criteria does not apply and is more difficult to obtain through a local authority but further discussions are being held. It was noted that as a result of the Play Area Inspection, the equipment has been condemned.

Councillor Sanders, in his capacity as Chairman of the Parish Hall Committee, advised that it would cost £850 to replace the existing equipment, £700 of which is in place.

District Councillor Dart will have a further discussion with a TDC officer to enquire if there are other funding streams available and also reminded the Parish Hall Committee that District Councillor grants are available.

S Harding. The government minister for levelling up projects had visited the area. TDC staff are being redeployed to work on the local government reorganisation which is having an impact on their usual work.

Sir Geoffrey Cox MP, KC, is holding a surgery at Hartland and Woolserly on 18 September.

Defibrillators. Checked and in order.

Action: Clerk to report to The Circuit.

The Clerk advised that replacement defibrillator pads had 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.

56. Finance.

56.1 Payments. To approve the following payments.

Proposed by Councillor West.

Seconded by Councillor Garnett, all agreed.

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

Action: Clerk to make the payments.

56.2 Internet Banking. A letter from Lloyds Bank was expected following the submission of the application forms.

56.3 Letter of thanks for 2025/26 grant from the North Devon Record Office, and Clovelly Archive & History Group.

Action: In preparation for the 2026/27 budget and Precept setting at the November Parish Council meeting, the Clerk to invite organisations to submit a letter of application for a grant and the latest set of accounts.

Despite some organisations not receiving a grant in this financial year, as had been the case in earlier years, the Clerk was requested to send an email to all eight inviting them to apply.

57. Matters Arising from the Minutes of 8 July 2025.

57.1 Website. Webmaster advised that a .gov.uk website will not proceed.

The Clerk advised that an IT Policy is required which will be a question on the 2026/27 Annual Return.

Proposed by Councillor Garnett that Town and Parish Websites set up a Parish Council owned email address to be clerk@clovellyparishcouncil.org.uk

Seconded by Councillor Huxtable and unanimously agreed.

From correspondence previously received from Town and Parish Council Websites, the cost would be £30.00.

Action: Clerk to liaise with Town and Parish Council websites for this to be arranged.

The Clerk had drafted an IT Policy tailored to the Parish Council which had been circulated separately to Parish Councillors to consider, with a view to adopting.

Proposed by Councillor West

Seconded by Councillor Garnett and unanimously agreed.

The Clerk spoke about a Cyber Security talk delivered by a member of the Cyber Security Team at Devon and Cornwall Police which she highly recommended Councillors were in agreement with this.

Action: Clerk to make the arrangements and liaise with the Parish Hall Bookings Secretary regarding an available date. When known and fixed, an invitation to be extended to neighbouring Parish Councils – Woolery, Hartland and Parkham.

- 58. Clerk's Actions:**
Defibrillator Report sent to The Circuit
Dealt with payments
Sent highway details to County Councillor Julian as directed
Liaised with the Police regarding the vehicle parked at the pinch point on the road into Clovelly
Sent letter as directed to South Western Ambulance Service Trust and copied to Devon and Somerset Fire and Rescue Service and HM Coastguard (Falmouth) regarding proposed cut backs to First Responders.
Budgetary figures for April, May, June and July were circulated to Councillors.
- 59. Planning & Planning Correspondence.** None.
- 60. Correspondence:**
- 61.1 TDC.** Email regarding new street naming and numbering policy circulated on 16/7/25. *Noted.*
- 61.2 Information Commissioner's Office.** It was noted that the Data Protection Registration has been renewed.
- 61.3 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. *Noted.*
- 61.4 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. Although the Clerk had not heard directly from the Road Warden, Councillor Mrs Foster advised that he had told her he did not have a smart phone to take such pictures.
- 62. Highways.** Replies received and circulated regarding junction white lines; cat's eyes; uneven road surface signs.
Action: The Clerk to report that there is no derestriction sign on the back road to Hartland.
- 63. Matters Raised by Councillors / Clerk.** None.
- 64. Any matters raised under Public Participation for further consideration.** None.
- 65. Urgent items raised at the discretion of the Chairman.**
- 65.1 It was noted that where the road narrows on Meddon Street, Bideford,** the red surfacing had been renewed, when it was understood this was no longer the policy of DCC.
- 65.2 The visibility mirror opposite the junction to Wrinkleberry Lane on the road leading to Clovelly is cracked.**
The Clerk had researched replacements and brought to the meeting.
Proposed by Councillor West that he is authorised to purchase a replacement up to a value of £50.00.
Seconded by Councillor Tucker and unanimously agreed.
Action: Councillor West.

65.3 Flowers in village planters.

Those that had been planted were beginning to go over.

Proposed by Councillor West that Councillor Huxtable was authorised to purchase more bulbs and shrubs up to a maximum of £50.00.

Seconded by Councillor Garnett and unanimously agreed.

Action: Councillor Huxtable.

66. Date of next meeting: Tuesday, 14/10/25 in Clovelly War Memorial Parish Hall at 7.30pm.

The meeting ended at 9pm.

Summary of Decisions:

- **Minutes of the Parish Council Meeting held on 8 July 2025**
- **Payments**
- **Creation of a Parish Council owned .org.uk email address**
- **Adoption of an IT Policy**
- **Councillor West to purchase a replacement visibility mirror up to a maximum of £50.00**
- **Councillor Huxtable to purchase bulbs and shrubs for the village planters up to a maximum of £50.00.**

Chairman

Date