

Minutes of Clovelly Annual Parish Council Meeting held on Tuesday, 12 May 2026 in Clovelly Parish War Memorial Hall at 7.30pm.

Present: Councillor C West (Chairman), Councillors Mrs G Colwill, C Huxtable, R Phelps, N Sanders, A Tucker.
1 Member of the public
Mrs S Squire, Parish Clerk

Councillors brought their completed and signed 2026/27 Register of Interests form to the meeting for scanning and putting on the website and forwarding to TDC.

1. Election of Chairman.

**Councillor Mrs Colwill proposed Councillor West.
Seconded by Councillor Slee.**

There were no other nominations and Councillor West was willing to stand.
Unanimously agreed.

2. The Chairman read and signed the Declaration of Acceptance of Office.

3. Election of Vice Chairman.

**Councillor Mrs Colwill proposed Councillor Huxtable.
Seconded by Councillor Tucker.**

There were no other nominations and Councillor Huxtable was willing to stand.
Unanimously agreed.

4. The Vice Chairman read and signed the Declaration of Acceptance of Office.

5. Councillors to agree that Parish Council communications are sent by email.

**Proposed by Councillor West.
Seconded by Councillor Mrs Colwill and unanimously agreed.**

Councillors signed a form prepared by the Clerk.

6. Compliance

To review and adopt the following documents, which had been circulated to Councillors for studying.

- Code of Conduct
- Standing Orders
- Financial Regulations
- General Risk Assessment
- Freedom of Information Act Publication Scheme – new version
**Proposed by Councillor West that the fee for the Clerk's research work to provide the documentation should be £50.00 per hour and not the stated £20.00 per hour in the document.
Seconded by Councillor Huxtable and unanimously agreed.**
- Grant Giving Policy
- Complaints Procedure
- Equality and Diversity Policy
- Data Protection Policy
- Data Privacy Policy
- Protocol for Filming and Recording
- Fixed Assets

- Anti-Bullying and Harassment Policy
- Disciplinary Policy
- Grievance Policy
- Retention of Documents Policy
- Safeguarding Policy
- Sickness and Absence Policy
- Subject Access Requests Policy
- Dignity at Work Policy

Proposed by Councillor Slee.

Seconded by Councillor Phelps and unanimously agreed.

7. **To appoint three Councillors to form a Human Resources Committee specifically in relation to the Policy which will have been adopted under Minute No. 6.**
Proposed by Councillor Slee that these were the same as before, namely Councillors West, Huxtable and Slee.
Unanimously agreed.
8. **Representations from the public.** None.
9. **Apologies.** Councillor D Garnett, County Councillor Julian, District Councillor Harding.
10. **Declarations of Interest**
Councillor Slee has a Dispensation for matters relating to Clovelly Estate.
11. **Approval of the Parish Council Meeting Minutes held on 14 April 2026**
Approved and signed as a correct record.
Proposed by Councillor Tucker.
Seconded by Councillor Sanders and unanimously agreed.

12. Reports:

12.1 County Councillor R Julian. Not present.

12.1.1 District Councillors. Not present. District Councillor Dart had sent the following written Report which had been circulated to Councillors.

This week, 20th April 2026, At Community and Resources committee we approved a 3 year crisis and resilience fund, which includes £121,463 to help residents reliant on oil. Please spread the word and encourage applications for those in need.

We also heard from the new Bideford regeneration Board on how they want to work with locals from schools' businesses and groups to actively produce positive , achievable ideas and outcomes for the town.

TDC have upgraded 4 play areas Hartland, East the Water Bideford and Winkleigh, £210,00 worth of improvements in total.

This has been so well received by our youngsters!

TDC has and is actively promoting the Navantia New Quay for bringing in of animal feed via cargo ships, as an alternative to using the road networks. 18 ships had brought in feed between Aug 24 and Feb 26.

This government is pressing forward with devolution and a reorganisation of local government, which will do away with district councils in Devon and create much larger local authorities representing a lot more residents.

This has had a major impact on the officer workload at TDC.

It is a huge burden to sort this entire process out and has been laid firmly at the feet of TDC officers and leaders.

Ultimately, it has had a huge impact on the day to day work that should actually be being done by the staff at TDC, and has obviously indirectly costs us, the tax payers, very dearly,

owing to the amount of officer time it has taken to respond to the governments demands.....and the job is not done yet and the costs keeps growing!
As an independent councillor, I fear this will ultimately result in a wider gap between government and the people.

This is also being demonstrated in the proposed reforms being consulted on at the moment, with regard to changes to call in procedures in local planning and the proposed changes to local planning committee structures.

This year has seen the x links project energy link to Morocco abandoned and the Beacon solar farm at Holsworthy, withdrawn for the moment.

The government has also launched an initiative called the "fair funding review", aimed at reforming how local authorities are funded. It does not appear 'FAIR' to me.
Essentially in Torridge this means that we are deemed a tariff authority, meaning we receive reduced funding!!

Torridge collects all the business rates, which are then redistributed in favour of urban authorities, meaning we get less as a rural authority! Just to put this into context, this means we get a £53,000 drop in funding in 2028!

I understand that local NHS funding grants, have also been considerably reduced also.

From 1st April 2026, if any supplier wants to do business with the council, or public sector organisation, it will need to sign up to the UK government's find a tender central digital platform.

TDC are currently inviting tenders from qualified main contractors to deliver the new Hatchmoor Business Park in Torrington. Up until 22 May 26.

The new council depot for operational services opened at East the Water in February 2026. And the Appledore Maritime innovation centre is still under construction.

The old Bideford Library and Town Hall got the go ahead for a refurb and a gym.

I have been pleased to donate my £1000 councillor grant this year to support the Parkham Toddlers and the Woolsery men's Shed, via the Woolsery Hall. Another £1000, will be available soon, if any local constituted groups need some funding, please let me know.

Councillor West had noted on the above Report that there is £1,000 on offer which could possibly be applied for by Clovelly Parish Hall for the play area.

12.2 Defibrillator Check – Councillors Sanders and Phelps. In order.

Action: The Clerk to report this to The Circuit (Parish Hall) and Councillor Phelps for the device at The New Inn.

12.3 The Clerk requested South Western Ambulance Service Trust to resend the Code to Councillor Phelps in order for him to be registered, allowing him to send the monthly check report to The Circuit for the device at The New Inn.

Councillor Phelps confirmed this had been received and actioned, and he was now registered to send the monthly Reports.

12.4.1 Councillor West confirmed that the Code to open the door of the defibrillator cabinet at the Parish Hall has been reinstated – C195X.

Action: Councillor Mrs Colwill will put the details on Facebook.

13. Finance.

13.1 Payments. To approve the following payments.

Proposed by Councillor Tucker.

Seconded by Councillor Sanders and unanimously agreed.

Mrs S Squire May Salary (£250.84) and Expenses (£27.65)	£278.49
PAYE	£62.60
Community First Insurance. Renewal premium due on 1/6/26	£215.38
The Policy is currently with a Long Term Agreement, year 3 of 3.	

Policy details have been circulated to Councillors so that they are aware of the cover in place.

2026/27 Grant payments

▪ Clovelly WI	£100.00
▪ Clovelly Hartland Football Club	£100.00
▪ 1 st Woolsery Scout Group	£100.00
▪ North Devon Record Office	£100.00

Action: Clerk to make the payments online and send receipt of payments to Councillors West, Slee and Mrs Colwill (authorised signatories).

- 13.2 Banking.** Further paperwork / card readers have been received from Lloyds Bank to Support the opening of the new account with internet access.

Councillor West is awaiting a card and card reader from NatWest to be able to transfer funds into the new Lloyds Bank account so that BACS payments can be made and meanwhile, has arranged a telephone transfer of £2,000.00 from the NatWest Account to the Lloyds Bank Account.

Councillor Slee expressed concern about the security of the account, particularly in connection with other Business Accounts of authorised signatories.

During the meeting, the Clerk went online and demonstrated to Councillor Slee that the system was completely secure and there was no reason that other Business or Private Accounts held with Lloyds by other people could be seen.

Action: Clerk to check regarding the direct debit for the Information Commissioner's Office Registration Fee and also that TDC has the new details, as they have not replied to the Clerk who had twice informed them.

Councillor West will make a further telephone transfer from NatWest to the new Lloyds online account, leaving £500 in the NatWest Account.

Items under 13.3 to 13.4.6 were circulated to Councillors ahead of the meeting.

- 13.3 To approve the accounts for the year ended 31 March 2026.**

Councillor Slee expressed his concern about losses over the years, calculating that in 3 years time, the Council will have no money.

There then followed a long discussion about the Precept, if and how much by it should be increased and the financial effect this would have on residents.

Action: The Clerk to ask TDC how much of an impact it would have if the Precept for 2027/28 increased by £500 or £1,000.

The approval of the accounts was proposed by Councillor Slee.
Seconded by Councillor Mrs Colwill and unanimously agreed.

13.4 2025/26 Audit.

- 13.4.1 To approve the Certificate of Exemption of the Annual Governance and Accounting Return.**

Proposed by Councillor West.

Seconded by Councillor Tucker and unanimously agreed.

- 13.4.2 To approve Section 1 Annual Governance of the Annual Governance and Accounting Return.**

Proposed by Councillor Tucker.

Seconded by Councillor Slee and unanimously agreed.

13.4.3 To approve Section 2 – Accounting Statements of the Annual Governance and Accounting Return.

Proposed by Councillor Huxtable.

Seconded by Councillor Sanders and unanimously agreed.

13.4.4 To approve the 2026 Statement of Internal Control.

Proposed by Councillor Tucker.

Seconded by Councillor Colwill and unanimously agreed.

13.4.5 To approve the dates for the exercise of electors rights being Wednesday, 3 June 2026 to Tuesday, 14 July 2026.

Proposed by Councillor Mrs Colwill.

Seconded by Councillor Huxtable and unanimously agreed.

The Clerk brought a laminated copy of the Notice for the notice board.

Action: The Clerk to include all the above within the 2025/26 audit and take all the relating documents for internal audit.

Councillor West to post the Notice of the Exercise of Electors Rights on the noticeboards.

13.4.6 To approve the Asset Register, previously circulated to Councillors.

Proposed by Councillor Sanders.

Seconded by Councillor Tucker and unanimously agreed.

13.5 2026/27 Precept. It was noted that the first tranche of the Precept, amounting to £2,500.00 has been credited to the bank account from TDC.

14. Matters Arising from the Minutes of 14 April 2026.

14.1 The significant road defect covering one side of the carriageway on the A39 near the entrance to The Milky Way has again been reported and a site meeting requested with Councillor Sanders. There had been no response about a site meeting and it was understood that the repair was due to be carried out in the coming week.

14.2 Green Dyke Bus Shelter. Councillor West reported on quotations to remove the glass and frames and tidy up the structure with a view to discussing further and submitting grant applications to cover the cost.

The details were:

▪ Repair and Paint	£1,050.29	
▪ Remove old window frames	<u>£ 240.00</u>	<u>£1,290.29</u>

It is understood that Devon County Council Locality Grant Applications for 2026/27 opened on 11 May 2026. This will not be taken up as Councillors felt the cost such that it did not warrant the work being done.

Action: Councillor Huxtable to remove the window frames.

Councillor Phelps to supply the paint if the walls are rendered and Councillor Mrs Colwill to paint the inside walls.

Councillor West to advise Mr Roe (contractor) the Parish Council had decided not to proceed.

The Clerk to advise County Councillor Julian that the Parish Council will not be submitting a Locality Grant application.

14.3 DALC Local Council Weed Management Survey. Councillor West confirmed he had completed and submitted this.

15. Clerk's Actions: Defibrillator Report sent to The Circuit; Dealt with payments; reported the bad state of the A39 near the Milky Way – requesting a site meeting with Councillor Sanders;

16. Planning & Planning Correspondence. None.

17. Correspondence. None.

18. Highways. Covered under Minute No. 19.

19. Matters Raised by Councillors / Clerk.

- 19.1** Councillor Slee advised there is a sign on the A39 under an official DCC sign advertising the shop and pub at Woolsery. It looks like an official DCC sign and the Clerk to contact Highways to make them aware of this so that it can be removed.

Footnote: The Clerk noticed there was a similar sign at Bucks Cross.

Action: The Clerk to advise DCC Highways about both signs.

- 19.2 Village Planters.** Councillor Huxtable advised that he would plant up and maintain these for the coming season including the one that former Councillor Mrs Foster had done. It was at this point in the meeting that the Clerk was advised she had passed away. If this had been known, the appropriate arrangements would have been made at the beginning of the meeting to respect her memory.

All those present stood for a period of silence in respect and to the honour of the late Mrs Viv Foster's memory.

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

- 21. Urgent items raised at the discretion of the Chairman.** None.

- 22. Date of next meeting:** Tuesday, 9 June 2026 in Clovelly War Memorial Parish Hall at 7.30pm.

The meeting ended at 9.13pm.

Summary of Decisions:

- Election of Chairman and Vice Chairman
- Agreement for Parish Council paperwork to be sent to Councillors by email
- Compliance and Policies including an amendment to the new version of the Freedom of Information Act Publication Scheme
- Minutes of the Parish Council Meeting held on 14 April 2026
- Payments
- Accounts for the year ended 31 March 2026
- Certificate of Exemption, Section 1 and Section 2 of the Annual Governance and Accountability Return
- 2026 Statement of Internal Control
- Date for the Exercise of Electors Rights
- Asset Register as at 31 March 2026

Chairman

Date