

CLOVELLY PARISH COUNCIL



Parish Clerk: Mrs Sue Squire
Haxlea, 2 Threeways, Bratton Fleming, Barnstaple, Devon, EX31 4TG
01598 710526 clerk@clovellyparish.org.uk

TO ALL COUNCILLORS:

You are hereby summoned to a Parish Council Meeting in Clovelly War Memorial Parish Hall on Tuesday, 8 September 2026 at 7.30pm.

The Agenda is detailed below.

Sue Squire, Parish Clerk 1 September 2026

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 14 July 2026.**
5. **Reports:**
 - 5.1 **County Councillor R Julian**
 - 5.2 **District Councillors Mrs A Dart, S Harding and Shirley Ann Andrews**
 - 5.3 **Defibrillator Check – Councillors Sanders and Phelps.**
6. **Finance.**
 - 6.1 **Payments. To approve the following payments.**

Mrs S Squire Sept Salary (£250.84) and Expenses (£22.85)	£273.69
PAYE – September 2026	£62.60
Town and Parish Websites. Annual Website and email hosting and Maintenance – 1/10/26 – 1/10/27.	£275.00
 - 6.2 **Banking.** The balance of the Lloyds Bank account will be given.
 - 6.3 **Smaller Authorities Audit Appointment.** The Clerk has set up the Portal Account for future Annual Returns to be submitted digitally.
7. **Matters Arising from the Minutes of 14 July 2026.**
 - 7.1 **Green Dyke Bus Shelter.** To receive an update on the present position.
 - 7.2 **To discuss the frequency of meetings as suggested by Cllr Slee.**
In this connection, a Report has been circulated by the Clerk, as requested.
 - 7.3 **Cllr West – Wrinkleberry Lane**
8. **Clerk's Actions:** Defibrillator Report sent to The Circuit; Dealt with payments online; thank you letter to residents for looking after the Clovelly Roundabout planter.
9. **Planning & Planning Correspondence.**
10. **Correspondence.**
 - 10.1 **North Devon Coast National Landscape Plan 2026.** Email received and circulated to Councillors. To discuss if a presentation should be arranged.
 - 10.2 **Holsworthy Motor Club.** The annual Roger Pole Taw & Torridge Classic Reliability Trial is being held on 13/9/26 starting from Clovelly Visitor Centre. Details were circulated to Councillors on 31/7/26.
 - 10.3 **TDC.** Warding arrangements for Devon Council for the Torridge Area. Email received and circulated to Councillors on 14/8/26 with the proposals for the interim Warding pattern to be submitted to the MHCLG by the deadline date of 16/8/26.

This shows a Ward named 'Hartland' with one Councillor covering the whole Parishes of Bradworthy, Clovelly, Hartland, Lundy, Welcombe, Woolfardisworthy.

- 10.4 Devon Community Resilience Forum.** Email circulated to Councillors on 20/8/26 regarding an Emergency Plan and an Emergency Community Hub. After carrying out research, the Clerk found a draft Emergency Plan prepared by Councillor West dated 9/7/20.

To discuss whether this should be reviewed and updated and specifically to identify public buildings that could be used as an emergency shelter.

- 11. Highways.**

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

- 12.1 Clerk's Leave.** 1/10/26 to 13/10/26 inclusive.

To make arrangements for the October meeting to be clerked as the Clerk will be on leave.

- 12.2 North Devon Council Parish Forum.** The Clerk attended this event in person and has circulated a written Report to Councillors which also included the North Devon and Torridge Local Plan. A recording of the event has also been circulated.

- 13. Any matters raised under Public Participation for further consideration**

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

- 15. Date of next meeting:** Tuesday, 13 October 2026 in Clovelly War Memorial Parish Hall at 7.30pm.