

Minutes of Clovelly Parish Council Meeting held on Tuesday, 14 September 2021 in Clovelly Parish Memorial Hall at 7.30pm.

The relevant Covid-19 Risk Assessments had been carried out.

Present: Cllr C West (Chairman), Cllrs Garnett, Huxtable, Sanders, Slee, Tucker, District Councillor S Harding (until Minute No. 21/22 – 061), two members of the public and Mrs S Squire, Parish Clerk.

21/22 – 052 Open Forum.

As a result of fund raising for the RNLI, favourable comments had been received about the donkeys in the village.

The Chairman of the Parish Hall Committee had received a letter from the donkeys' owners informing the likelihood that the stabling, rented from the Clovelly Estate, would not continue and the Parish Hall had been asked if it had any suggestion for alternative accommodation. The proposal is to be put to the Parish Hall Committee, and the Chairman had approached the Parish Council at this meeting for suggestions.

Councillors felt it was essential that the donkeys, an iconic feature of the village, remained.

Action: The Clerk to write to Clovelly Estate for clarification about the stables being closed.

21/22 – 053 Apologies. Councillors Davey and Perham.

21/22 – 054 Declarations of Interest. None.

21/22 – 055 Approval of the Minutes of the Parish Council Meeting held on 13 July 2021

Approved and signed as a correct record.

Proposed by Councillor Tucker, seconded by Councillor Sanders and unanimously agreed.

21/22 – 056 Matters Arising from the Minutes

056.1 Clovelly A39 Roundabout

A quotation from Glover and Luckett was still awaited.

Councillor Garnett had approached Clovelly Court Garden about taking on the maintenance of the roundabout but they did not wish to be involved. There is no functioning Gardening Club in Clovelly and when the main work has been done, it was suggested that the Merry Harriers do the maintenance.

The Merry Harriers would not buy back the 4 half barrels and it was suggested these were sold privately. It was known that the Women's Institute would like to plant them up.

Proposed by Councillor Slee to offer the four half barrels for sale at a cost of £50.00, firstly being offered to the Women's Institute. Councillor Sanders will purchase them if the WI were not interested.

The Clerk to be advised if the WI are going to purchase them.

056.2 The Queen's Green Canopy marking the Platinum Jubilee.

Councillor West had spoken to Clovelly Estate, who had not replied to the Clerk's letter. The Estate was concerned about future maintenance of the trees.

Various suggestions were made.

Action: Councillor West to speak to Clovelly Estate again and a letter to be sent to the Parish Hall Committee requesting permission to plant up to three trees within the boundary of Parish Hall land.

056.3 Street Lighting. No reply had been received from Clovelly Estate as a result of the enquiry sent although it was known that the Estate had approved new lamp stands.

Action: The Clerk to make further enquiries of DCC to ascertain the position. To also request a replacement light by steps in Fish Street as the present one is missing. This could have an effect on the lifeboat crew going to a shout in the dark and inadvertently tripping down the steps, causing injury.

Separately, the Clerk to report street light number 7 at Sierra which is flickering.

056.4 Recycling Collection. It was understood the matter had been resolved.

056.5 Parking problems. A reply had been received from TDC following a request that a Civil Enforcement Officer is deployed to the area and it had been suggested that DCC Highways would be able to assist.

No reply had been received to the Clerk's two requests.

Councillor West had put stickers on car windscreens which had not had any effect and there was concern that the obstructions caused by the cars parked would impact emergency services trying to reach the village.

Action: The Clerk to contact the Police for suggestions.

21/22 – 057 Reports

County Councillor Wilton-Love. Not present and no report received.

District Councillor Harding advised he had attended various Committee Meetings where Councillors had been advised of problems in the area relating to alcohol and drug misuse, and domestic violence.

TDC is hoping to allocate funding in the 2022/23 budget to help agencies give a service to people referred to them.

TDC is trying to assist with the housing emergency by asking landowners to allow for social housing.

A Community Engagement Officer has been employed to assist with planning issues.

Councillor Garnett asked if TDC had statistics as to how far ahead or behind the provision of affordable housing compared with the rest of the country.

A: It is the lack of people wanting to provide social housing and there is no legislation to compel them to do this.

It was known that the DCC's dragon patcher had been in the area repairing potholes. Left over tarmac had been allocated to the road at Downland which has had a positive impact on the surface to allow a resident to use a mobility scooter.

21/22 – 058 Planning & Planning Correspondence

058.1 Application 1/0836/2021/FUL – proposed earth bank slurry lagoon, land at Grid Ref 231655 122116, Higher Clovelly.

Initially, Councillors questioned if this Application was in the Parish, and whether the structure had already been built.

It was resolved to reply 'no objections'.

Planning Correspondence. A copy of the decision notice in respect of the temporary wooden shelter at the Lime Kiln did not show a time scale for a temporary condition

21/22 – 059 Correspondence. A number of emails had been forwarded to Councillors covering details of Covid rates, the Police and Crime Commissioner newsletters, AONB.

An item for attention had been received from The Pension Regulator where the Clerk had to be offered a Pension. She was not eligible for this due to certain criteria. A letter had been prepared for the Chairman to sign explaining the position, which was done and passed to the Clerk.

Action: The Clerk to complete the enrolment details on The Pension Regulator website.

21/22 – 060 Finance. Balances not available as statements not yet being received.

060.1 The following payments were approved and authorised:

Proposed by Councillor Slee, seconded by Councillor Garnett and unanimously agreed:

	Ch.No.	
Mrs S Squire Salary & expenses	1006	£311.11
HMRC PAYE Aug & Sept	1007/1008	£ 36.80 each
Town & Parish Council Website	1009	£140.00

060.2 Bank Account. NatWest could not trace the original Mandate requesting the removal of one signatory and the addition of another.

Action: A new form to be completed and sent to the Bank for action.

060.3 Grants poster / policy.

The poster will be displayed around the village and included in the Village News.

Proposed by Councillor Garnett to adopt a Grant Giving Policy, details of which had been supplied by the Clerk, with the exclusion of Item 4. Seconded by Councillor Slee and unanimously agreed.

Action: The Clerk to update the Grant Giving Policy to reflect the above and send the Policy and Poster to organisations who have requested a donation in the past so that they are aware of the deadline date.

060.4 2020/21 Audit. The Clerk gave details of the internal auditor's report:

- ❖ It was noted that the Devon Air Ambulance Night Landing Site had been deleted from the Asset Register as it was not a Parish Council Asset. It would be useful to know the location of the legal documents. It was advised there are no legal documents. Other documents were available to support the payment by the Parish Council for the installation of the lighting column and showing the grant received from the Devon Air Ambulance to assist with this.
- ❖ There is no evidence of a PAYE system for 2020/21 in place and the Parish Council may be liable for tax. The Chairman advised that the previous Clerk was not liable to pay tax, and this information had been advised to the internal auditor at the time the paperwork was collected.
- ❖ VAT. This was reclaimed on 29/9/19 but unclear as to the period this referred to. **Action:** The Clerk to reconcile the position.
- ❖ Grants were agreed for 2021 – was a 'need' established. The Clerk explained that the criteria for awarding a grant was to receive a letter of application from organisations together with a copy of the latest set of accounts. Councillors should consider the balance in hand to establish the 'need' for a grant.
- ❖ Not all expenditure receipts had been supplied.

- ❖ Minor amendments to the Annual Return had been done by the Clerk as a result of the internal auditor slightly amending some figures
- ❖ There was no internal auditor report supplied for the 2019/20 financial year
- ❖ Annual maintenance for the Devon Air Ambulance Night Landing Site lights had not been carried out in 2020/21
- ❖ The Parish Council website was not up to date at the time of the audit. The Clerk confirmed that it was up to date at the time of this meeting.

21/22 – 061 Highways

Action: The Clerk to report potholes via the DCC interactive website as follows:

- ⇒ B3227 Wrinkleberry Lane
- ⇒ From West Dyke Farm to B3237 where the surface on the sharp corner is poor and the road is falling into the ditch

21/22 – 062 Matters raised by Councillors / Clerk. Clerk's leave: 25/9/21 – 3/10/21

21/22 – 063 Urgent items raised at the discretion of the Chairman.

063.1 The Chairman read a letter drafted to former Councillor Mrs Goulding which was approved for sending.

Action: Clerk to send.

063.2 Parish Clerk's Three Month Probationary Period was up on 1/8/21.

Proposed by Councillor Garnett that Mrs Squire is employed on a permanent basis. Seconded by Councillor Slee and unanimously agreed.

063.3 Councillor Garnett congratulated TDC on the collection of green bins. Also, at a meeting of the Parish Hall Committee the previous evening, it was nice to attend a properly run meeting and he hoped that a better working relationship would be fostered between the Parish Hall Committee and the Parish Council in the future.

21/22 – 064 Date & time of next meeting. Tuesday, 12/10/21 in Clovelly Memorial Hall at 7.30pm.

The meeting ended at 8.57pm.

Summary of Decisions:

- **Minutes of the Parish Council Meeting held on 13 July 2021**
- **Four wooden half barrels to be offered for sale at £50 with the WI having first refusal**
- **Planning**
- **Payments**
- **Adoption of Grant Giving Policy, excluding Item 4 on the draft supplied to Councillors**
- **The Clerk's employment to be on a permanent basis**

Chairman

Date