**Minutes of Clovelly Parish Council Meeting held on Tuesday, 12 October 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 Garnet, Huxtable, Perham, Sanders, Tucker.**

**County Councillor J Wilton-Love during Minute No. 21/22 - 065, District Councillor S Harding, two members of the public and Mrs S Squire, Parish Clerk.**

**21/22 – 065 Open Forum.**

* It was pointed out that an email from the Parish Council had spelled the resident’s surname incorrectly
* The criteria of being a Councillor was asked. The Chairman advised that people who lived, worked or hand land in the Parish or lived within 3 miles of the Parish boundary was eligible to be a Councillor.
* Difficulty was being experienced registering the Memorial Hall defibrillator with The Circuit.

Action: The Clerk to email South West Ambulance Service with the resident copied in for assistance to be given.

* Councillors were reminded that they need to be members or signed in to be able to participate in Clovelly Social Club

**21/22 – 066 Apologies.** Councillor Slee, District Councillor Boughton and Mrs A Dart.

**21/22 – 067 Declarations of Interest.** Councillor Perham has a Dispensation in respect of items relating to Clovelly Estate.

**21/22 – 068 Approval of the Minutes of the Parish Council Meeting held on 14/9/21.**

 **Approved and signed as a correct record. Proposed by Cllr Perham,**

 **seconded by Councillor Garnett and unanimously agreed.**

**21/22 – 069 Matters Arising from the Minutes:**

 **069.1 Clovelly donkeys and future of stabling.** A letter from Clovelly Estate

confirmed that stabling would always be available.

The donkeys’ owner considers the area to give rides is no longer suitable and is looking to do this closer to the Parish Hall with a building for the animals to use.

It was noted that stables are being organised by Clovelly Parish Hall Committee.

Action: The Clerk to acknowledge the letter from Clovelly Estate.

**069.2 Clovelly A39 roundabout / sale of wooden half barrels / Glover & Luckett estimate.**

A cheque for £50.00 was handed over from the Women’s Institute who had purchased the barrels.

Councillor Garnett expressed frustration that it has taken 2 ½ years to date for this project to proceed. Thanks were expressed to District Councillor Harding’s efforts. The Clerk had also tried to move the matter along and a quotation from Nick Luckett had been promised but not received.

Action: The Clerk to persevere in obtaining the quotation.

**069.3 The Queen’s Platinum Jubilee Tree Planting.** A letter from Clovelly Estate confirmed they were prepared to offer a tennis court size area of planting at a given location.

The Parish Hall Committee had agreed for up to three trees to be planted within the Hall boundary.

Action: The Clerk to acknowledge the letter and ascertain if free trees were still available from DCC and County Councillor Wilton-Love will also make enquiries.

**069.4 Street Lighting.** Lengthy email correspondence had taken place between the Clerk and DCC Lighting Department, resulting in a site visit and the lanterns ordered with a lead time of 6 – 8 wees. SSE, DCC’s contractor, will liaise with Clovelly Estate scaffolder in preparation for them to be fixed.

A new light by the Red Lion is to be fixed and further information will follow.

Councillors suggested a night visit by the DCC officer for him to see the situation for himself.

Councillor Perham advised that part of the street has no lights and is very dark.

Action: Councillor Perham to provide the Clerk with a map of the lights which are and are not working for this to be passed on to the DCC Lighting Officer.

The lights at Slerra appear to have been repaired and are working.

**069.5 Parking problems.** At the request of the Clerk, the PCSO visited the area. No cars were parked at the time of the visit. She suggested considering double yellow lines but they are already in place.

People have been illegally parking in the loading area as well.

DCC advised an Enforcement Officer had visited and issued 3 parking penalty notices.

**069.6 Vacancy on the Parish Council.** TDC has confirmed a by-election had not been requested by parishioners and the Clerk has prepared posters inviting people to apply to be co-opted which will take place at the November meeting.

A letter of clarification regarding declaring an interest has been sent to Mrs Goulding.

Action: Councillor Perham to make arrangements for the vacancy poster to be put on Facebook to gain more publicity.

**21/22 – 070 Reports.**

 **County Councillor Wilton-Love:**

* Highways are in a poor state and changes are being made to the way things work. A HATOC (Highways & Traffic Orders Committee) meeting had been cancelled and changed to informal to hear the problems experienced by Parish Councils which were frustrating. Every County Councillor is looking at ways to improve the situation
* DCC is looking to resume meetings for Parish Council representatives to discuss issues. Councillor Garnett is willing to continue in this role
* More Civil Enforcement Officers had been recruited which could help the problem parking in the village
* DCC are considering having an in-house road markings team again
* Councillor West advised that a pothole near the Woolsery junction, recently repaired, had begun to open up again
* Councillor Garnett advised that signs were still in place when the work had been completed, e.g. road closed signs when the road is open

**District Councillor Harding:**

* A full TDC meeting had adopted Planning Policy Governance in conjunction with North Devon Council (NDC). There are seven Members of TDC on the Committee, the same as NDC.
* TDC, NDC and Mid Devon District Council are working together to access funding for the area and formed a Northern Devon Future Group to be able to draw down funding
* The DCC Highways dragon pothole patcher has been in the Hartland area

**21/22 – 071 Planning & Planning Correspondence.** Application 1/0836/2021/FUL for a proposed earth bank slurry lagoon at Highworthy Farm, Higher Clovelly was received on the day of the September meeting and not all Councillors had opportunity to see the details online and a response of no objections was agreed.

Following the meeting, Councillors agreed to the following revised response being sent:

 **With reference to the Parish Council’s original response of no objections to this Application, it is firstly pointed out that the postcode on the site address is incorrect, as showing EX39 5QL whereas it should be EX39 5SH.**

 **Secondly, concern has been raised with the Parish Council about the use of the lagoon, not only from Highworthy Farm, but as a distribution base for slurry from other farms. This would involve large taners delivering slurry to the lagoon to be collected by equally large vehicles, increasing the traffic substantially on narrow roads.**

 **If the planning officer is minded to approve the Application, it is suggested that he / she should satisfy themselves that the use of the lagoon is in respect of slurry from Highworthy Farm only.**

**21/22 – 072 Correspondence**

**072.1 Clovelly Remembrance Day Service.** Councillor Perham or West will lay the wreath on behalf of the Parish Council.

**21/22 – 073 Finance.** Balances: As at 13/7/21 £2,933.37 less cheques issued: £1,728.04 + Precept of £2,250.00 = £3,978.04.

 **073.1 The following payments were approved and authorised. Proposed by**

 **Cllr Davey, seconded by Councillor Tucker and unanimously agreed.**

**The donation of £50.00 to the Royal British Legion was proposed by Councillor Garnett, seconded by Councillor Perham and unanimously agreed.**

**The cheque for Mrs J Snooks (not on the Agenda) was proposed by Councillor Garnett, seconded by Councillor Davey and unanimously agreed.**

 **Ch.No.**

**Mrs S Squire** Salary and expenses1010 £155.48

**HMRC** PAYE1011 £ 36.80

**Royal British Legion** Donation1012 £ 50.00

**Mrs J Snooks** 2020/21 internal audit fee 1013 £100.00

**073.2 Bank Account. Proposed by Councillor West that the former Clerk and contact for the Parish Council is removed and the new Clerk is added. Seconded by Councillor Huxtable and unanimously agreed.**

**073.3 Grants Poster.** This is on display in the village, groups have been advised of the deadline date and details are on the website.

Letters of thanks for donations this year have been received from the Clovelly Archive and History Group; Citizens Advice and North Devon Record Office.

 **073.4 2020/21 Audit.** The Clerk advised as follows:

* Paperwork located for Devon Air Ambulance Night Landing Site
* Website updated
* Compliance adopted
* VAT. The last reclaim was on 21/9/19. Between that date and 12/10/21, it would appear that VAT on the 2020 and 2021 DALC subscriptions only is applicable. The Clerk advised Councillors that VAT is reclaimable annual or not less than £100 each reclaim.

Action: The Clerk to request copies of the 2020 & 2021 DALC invoices to ascertain the VAT and submit a reclaim to HMRC.

**073.5 The Pensions Regulator.** The Clerk has completed the enrolment and confirmation has been received that all is in order.

**21/22 – 074 Highways. Potholes.** The Clerk reported defects at Wrinkleberry Lane (Ref. W211452005) and bad condition of road from West Dyke Farm (Ref. W211452158). The assessment was due to be completed by 20/9/21. A reminder was sent on 11/10/21 as nothing further had been heard and the following information received:

* West Dyke Farm road with the contractor for repair.
* No defect found on Wrinkleberry Lane.

**21/22 – 075 Matters raised by Councillors / Clerk.**

**Councillor Perham** advised that the Lime Kiln was becoming more of a structure and not a temporary nature.

Action: The Clerk to alert the planning officer and enquire the length of time permission has been granted. Also enquire if the further work undertaken is in the remit of the planning permission granted.

**Councillor Garnett** has identified the person who has painted the signs at Clovelly Filling Station.

**Councillor Perham** enquired if there was any progress on affordable housing for the village as he felt it was important that this was addressed for the future of the village. He continued by saying that rents are over £1,000 and becoming unviable. All neighbouring Parishes, and those further afield have affordable housing and no one should have financial gain from the land and properties should be for rent.

In reply, Councillor West advised that the situation was fully understood and with a change in Parish Hall administration, this will be raised and followed up.

District Councillor Harding advised he had also received representations about the need for affordable housing in the village.

**21/22 – 076 Urgent items raised at the discretion of the Chairman.** None.

**21/22 – 077 Date & time of next meeting: Tuesday, 9/11/21 in Clovelly Parish Memorial Hall at 7.30pm. This will include setting the budget and Precept for 2022/23.**

The meeting ended at 8.36pm.

**Summary of Decisions:**

* **Minutes of the Parish Council Meeting held on 14 September 2021**
* **Payments**
* **Amendment of bank account contact from former Clerk to current Clerk.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chairman Date**