**Minutes of Clovelly Parish Council Meeting held on Tuesday, 14 December 2021 at 7.30pm by Zoom, due to the higher than national average Covid-19 infection rates in the area and for the safety of all.**

**Present: Cllrs Davey, Mrs Foster (from Minute No. 21/22 – 093), Garnet, Huxtable, Perham and Slee**

**District Councillor Mrs A Dart and Mrs S Squire, Parish Clerk.**

**Councillor Davey chaired the meeting in the absence of the Chairman.**

**21/22 – 092 Open Forum.** No members of the public were present and no representations had been received.

**21/22 – 093 Co-option of a Parish Councillor to fill the vacant seat.**

An email of request had been received from Vivian Foster and her application had been circulated to Councillors.

 **Proposed by Councillor Perham that Mrs Foster should be co-opted.**

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

Newly elected Councillor Mrs Foster signed in front of everyone that she agreed to the co-option.

**21/22 – 094 Apologies.** Councillors C West, N Sanders, A Tucker, County Councillor Wilton-Love, District Councillor S Harding.

**21/22 – 095 Declarations of Interest.**

**Councillor Perham has a Dispensation in matters relating to Clovelly Estate.**

**21/22 – 096 Approval of the Minutes of the Parish Council Meeting held on 9/11/21.**

**Approved by Councillor Perham, seconded by Councillor Slee and unanimously agreed.**

To be ratified at a face to face meeting on Thursday, 30 December 2021 in Clovelly Memorial Parish Hall at 10am.

**21/22 – 097 Matters Arising from the Minutes.**

**21/22 – 097.1 Registering of Clovelly Defibrillator on The Circuit.**

This had been carried out by the Clerk on behalf of Councillor Sanders, Chairman of the Clovelly Memorial Parish Hall Committee, and she will log the monthly report going forward.

**21/22 – 097.2 Clovelly A39 roundabout.** The Clerk had advised Mr N Luckett that his quotation had been accepted and would be in touch when funds had been identified.

Councillor Garnett had not received a quotation from the Merry Harriers Garden Centre and will obtain more details when funding is in place to do the work.

Councillor West had advised the Clerk that the Bideford Bridge Trust are not giving any more grants for 2021.

The Clerk had not identified any other grants at present.

District Councillor Mrs Dart advised that she has funds and is willing to give the sum of £2,500 by the end of the financial year, subject to other organisations not submitting a request.

Action: The Clerk to complete an application form and approach District Councillors Boughton and Harding for funds.

Also, to approach County Councillor Wilton-Love to advise the amount that District Councillor Mrs Dart is willing to give.

Councillor Mrs Foster enquired if planning permission was required and in reply, Councillor Garnett advised that at various meetings with DCC Highways, this had not been mentioned.

The proposal of barrels with flowers in had been rejected and as a result, a smaller project devised by District Councillor Harding had been put forward and there were no objections from DCC.

The biggest cost of the project is for the road closure and digging up the surface.

Environmentally, the plants and flowers to be used will attract bees.

Action: The Clerk to ask N J Luckett how long his quotation is valid.

**21/22 – 097.3 The Queen’s Platinum Tree Planting.** Councillor West had identified some trees which were bare root whips costing between 70p to £15. (www.tree-shop.co.uk). These were not as ornamental as those the Clerk had identified.

 He suggested approaching Councillor Tucker who was the former Tree Warden whether to have whips or potted.

Councillor Slee informed that he had planted a quantity of small trees on his farm which had been successful.

Action: The Clerk to ask Councillor Tucker, the former Tree Warden, for his opinion.

Councillor West had advised that he had spoken to Mr J Rous who did not agree with trees being planted in Long Walks and would give thought to another idea that did not need animal protection.

Councillor West had mentioned it was not essential to get it done this Winter although this was the preference.

Councillor Perham suggested that the Old Donkey Field at Garage Hill could be a suitable site.

The old Primary School site was another suggestion.

**21/22 – 097.4 Street Lighting.**

Councillor Perham advised that there had been good progress so far, with new lanterns being fixed at Temple Bar, Fish Street, The Red Lion and several up The Street.

The remaining lights would be fixed in the new year including a new light where just wire is hanging at present.

**21/22 – 098.4 Website.** The Clerk has paid the domain name fee of £28.78 which is being reimbursed under Finance. Minute No. 102.1.

She enquired regarding the hosting fee and SSL Certificate and was advised that the hosting fee was with one of UK Dedicated Ltd’s resellers services. The Clerk had enquired what this meant and a reply had been received advising that a reseller service is a hosting package that contains many accounts, for example these may be used by web design companies to offer hosting along with their service. The domain is with UK Dedicated Ltd.

 As regards the SSL Certificate, this was not in place, and as instructed at the last meeting, this has been purchased with 123 Reg in the sum of £71.99 which is being reimbursed under Minute No. 102.1.

 Enquiries are continuing regarding adding a counter to the website to gauge visitor traffic to the site.

**21/22 – 099 Reports.**

 **County Councillor Wilton-Love.** Not present.

Councillor Davey spoke about seeing a team cutting grass on a verge near Kilkhampton involving two vehicles and a tractor and trimmer. He considered the grass did not require cutting and in addition, it was the understanding that DCC now only cuts verges where there are safety issues.

 Action: The Clerk to request County Councillor Wilton-Love to make enquiries as to the reason why this work was being carried out.

 **District Councillor Mrs Dart.**

* There had been a full Council meeting the previous evening where there had been a Council Tax base and Precept presentation, and the details were agreed
* There was also a presentation about TDC taking the grounds maintenance contract back in house as the majority of Councillors felt this was the correct route and offered best value for money. The Arms Length Trading Company is called Active Torridge, a trading company to be run by a team of directors including TDC Councillors and independent directors who will report to TDC advising progress. Swimming pools at Northam, Torrington and Holsworthy all come under this banner
* She had felt uncomfortable with 36 Councillors and staff in one room due to the high rate of Covid infections in the area, feeling it went against guidelines
* At a separate meeting, there had been a presentation about monies the Council wanted to spend in various Departments and it will be necessary to decide on priorities
* At a Resources meeting, it became apparent that it is necessary to analyse every decision made should be in the best interest of the environment, to the point where electric vehicles were on the Agenda which would have to serve a rural area. Although she supports projects to help the environment, she is also concerned that it is taking priority and in time, this will have a knock on effect for parishioners. In addition, a Council Tax increase is likely which she argues is double taxation. Although she accepted that it was prudent to have reserves in hand, she questioned raising Council Tax when there was a healthy balance in hand

Councillor Garnett asked District Councillor Mrs Dart for details of the reserves held by TDC.

She advised that the reserves are healthy and there is a risk that the government will claw

back unspent grant money.

During the meeting, District Councillor Mrs Dart researched the figures and advised later as follows:

* There were short term investments of £23 million lodged with various institutes. Last year, this figure was £17 million
* Short term interest rates had fallen
* £5.4 million in grant money had been returned to the government who have paid millions in grant money to TDC
* A further £8 million is being held which may have to be returned
* On 31/3/21 short term investments amounting to approximately £10 million were placed with financial institutions comprising bulk balances on reserves and usable capital receipts
* Planning revenue had increased
* A large expenditure of approximately £5 – 6 million is the major investment of an Environmental Centre
* Full details were given in the paperwork for the full Council meeting on 13/12/21, Agenda Item 9, Appendix 1, available on the TDC website

Action: The Clerk to obtain and circulate the details to Councillors.

**21/22 – 100 Planning & Planning Correspondence.**

**21/22 – 100.1 The following Planning Application was considered:**

 **1/1291/2021/FUL – Demolition of existing single storey dwelling and erection of replacement dwelling – Lundy View, Higher Clovelly.**

 **Proposed by Councillor Garnett to respond as follows:**

**The Parish Council has concerns regarding some of the aspects of the Application.**

**1.  It is a bigger footprint than the existing property.**

**2.  Is it in keeping with the rest of the area, even though there are no other dwellings close by?**

**3.  At present, it is a small bungalow but the proposed property is much larger and there is a risk that it will have a detrimental effect on the skyline, within the AONB.**

**Seconded by Councillor Perham and unanimously agreed.**

There was no planning correspondence to consider.

**21/22 – 101 Correspondence.** Various emails from Agencies had been forwarded to Councillors.

**21/22 – 101.1 White Cross Floating Offshore Windfarm.** Councillor West had attended a remote presentation and his Report had been circulated to Councillors.

**21/22 – 102 Finance. The following payments were approved and authorised.**

**21/22 – 102.1 Proposed by Councillor Davey, seconded by Councillor Slee and unanimously agreed.**

 Ch.No.

 **Mrs S Squire** Salary and expenses (Dec 21) 016 £217.45

Including domain name and SSL Certificate website expenses

 **HMRC** PAYE (Dec 21) 017 £ 73.60

 **Mrs S Squire** Salary and expenses (Jan 22) 018 £117.43

 **HMRC** PAYE (Jan 22) 019 £ 73.60

The latter two cheques will be post dated 11/1/22

**21/22 – 102.2 Bank Account.** There has been lengthy correspondence with NatWest between the Chairman and Clerk.

The Clerk requested permission for another form to be completed to allow the Bank to update their records to send her the bank statements and speak to her on the phone in respect of queries.

 **Proposed by Councillor Davey, seconded by Councillor Huxtable and unanimously agreed.**

**21/22 – 102.3 2020/21 Audit.** There had been no response as yet from the Devon Air Ambulance about the enquiry in relation to the servicing of the column and lights.

**21/22 – 103 Highways.**

When sending his apologies, Councillor West advised that Mr J Rous is arranging for one of his operatives to check the pit for blockages at Slerra.

 Minute No. 21/22 – 088 of 9/11/21 refers in connection with water running across the road.

 Councillor Garnett reported 6 potholes between Clovelly and London Lodge and the road is breaking up between Clovelly Cross and Stitworthy Cross.

 Action: Clerk to report via the DCC interactive website.

**21/22 – 104 Matters raised by Councillors / Clerk.**

**21/22 – 104.1 Clerk’s Training.** The Clerk had circulated a written Report on her attendance at a DALC course ‘Report Writing for Councils on 15/11/21 and a written Report on her attendance at a Mid Devon District Council ‘Introduction to Planning’ training event, for Councillors’ interest.

**21/22 – 105 Urgent items raised at the discretion of the Chairman.**

**Councillor Davey.** He considered that an additional street light was required beetween the Wrinkleberry Road junction where there is one light, and the Parish Hall entrance where there is another light. The section of road between the two lights is dark and an additional light would be advantage.

Action: Clerk to request DCC Street Lighting Team to investigate whether this was feasible.

**21/22 – 106 Date & time of next meeting.** Tuesday, 8/2/22 in Clovelly Memorial Hall at 7.30pm subject to Covid 19 infection rates / government guidelines.

 There would be a short face to face meeting to ratify the decisions taken at this meeting on Thursday, 30/12/21 in the Parish Hall car park at 10am.

The meeting ended at 9.00pm.

**Summary of Decisions:**

* **Co-option of Councillor Mrs V Foster**
* **Minutes of the Parish Council Meeting held on 9/11/21**
* **Planning**
* **Payments**
* **Additional form to be completed by the Clerk for NatWest to update its records showing her as the new contact**

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**Chairman Date**