**Minutes of Clovelly Parish Council Meeting held on Tuesday, 9 November 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 Davey, Garnet, Huxtable, Perham, Sanders,**

**District Councillors Mrs Dart and Harding.**

**Three members of the public and Mrs S Squire, Parish Clerk.**

**21/22 – 078 Open Forum for members of the public to speak.**

Representations were heard regarding the Village Hall defibrillator, and incorrect postcode on a Planning Application and information that the insurance on the Village Hall had expired on 1 October. (Subsequently found to be incorrect).

**21/22 – 079 Co-option of a Parish Councillor to fill the vacant seat.**

No letters of application had been received.

**21/22 – 080 Apologies.** Councillor Tucker andCounty Councillor Wilton-Love who had supplied paperwork in connection with funding for affordable housing which was passed to the Chairman.

**21/22 – 081 Declarations of Interest.**

Councillor Perham has a Dispensation in items relating to Clovelly Estate.

**21/22 – 082 Approval of the Minutes of the Parish Council Meeting held on 12/10/21.**

**Approved and signed as a correct record after it was noted under Minute No. 69.1 that the donkey stables were not being organised by the Village Hall Committee.**

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

**21/22 – 083 Matters Arising from the Minutes.**

**21/22 – 083.1 Registering of Clovelly Defibrillator on The Circuit.**

The Clerk had put the member of the public in touch with South West Ambulance Service for assistance to be given. The officer was advised by the resident that they did not have any involvement with the defibrillator.

Councillor Sanders, as Village Hall Chairman, would liaise with the Clerk regarding registration.

**21/22 – 083.2 Clovelly donkeys and future of stabling.** The letter from Clovelly Estate had been acknowledged. There is no intention of changing the situation and stabling will still be available or if not, alternative stabling will be arranged. The owners of the donkeys say it is not possible for donkeys to use the walk on garage hill due to being dangerous and the donkeys are nervous of vehicles as shown by a Risk Assessment.

 A Risk Assessment would be necessary if rides were provided to the public at a different location.

**21/22 – 083.3 Clovelly A39 roundabout.** Councillors had been forwarded with a Report prepared by the Clerk who had obtained a quotation and requested four others to comply with Financial Regulations and to give evidence that efforts had been made to obtain comparative prices. Two contractors had advised they were too busy and two had not replied.

The quotation from N J Luckett was £5,241.75.

Councillor Garnett enquired where the funding would come from and was advised that the Parish Council held £766.00 for this scheme.

Other funding enquiries to be made.

Action: Chairman and Clerk. Subsequently ascertained that the Bideford Bridge Trust are not making any further grants this year.

 Councillor Garnett had not contacted Merry Harriers and felt that funding should be in place before doing so.

**21/22 – 083.4 The Queen’s Platinum Jubilee Tree Planting.**

Clovelly Estate had suggested a small woodland at Deer Park with conditions and ongoing maintenance.

 It was known that the Village Hall Committee had given permission to plant two or three trees on Village Hall owned land.

 Details of beacon/bonfire arrangements had been forwarded to Councillors.

 County Councillor Wilton-Love had been approached for funding in respect of 2 or 3 trees to be planted within the boundary of the Parish Hall.

**Proposed by Councillor Garnett to accept the offer of funding.**

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

Action: The Clerk to identify suitable stock.

 The Woodland Trust could supply trees in bulk.

Action: The Chairman to ask Clovelly Estate for further suggestions on a possible planting site.

**21/22 – 083.5 Street Lighting.** The order for the lanterns were on track and DCC’s contractors would liaise with Clovelly Estate for its scaffolder to erect the necessary scaffolding for the lanterns to be fixed. No actual date was known.

As a result of Councillor Perham supplying details of the lights which were and were not working, this was forwarded to DCC’s Lighting Team who identified one light of which they were not aware and an order had been made for this to be dealt with at the same time as the new lanterns were fixed.

 The Christmas lights switch on was planned for 28 November.

Action: The Chairman to speak to Clovelly Estate in connection with these plans.

**21/22 – 084 Reports.**

**County Councillor Wilton-Love.** Apologies sent.

 **District Councillor Mrs Dart.** The Police had given a presentation at the last full Council meeting which confirmed there was a low crime rate in the area.

Many people are put off from reporting crime due to the involved and lengthy process.

She had raised a possible problem area at Bideford toilets where people may feel unsafe.

It is possible to report any areas that make people feel this way using the Street Safe Police service – www.police.uk/streetsafe - a secure and anonymous website. The StreetSafe website has been introduced as part of the Government’s response to tackling violence against women and girls and it can also be used to identify areas where there are fears caused by other things such as anti-social behaviour and environmental issues.

TDC is continuing to run the swimming pools in the area at arms length.

She has grant funding available.

Councillor Garnett asked ‘what effect does the street warden, paid for by the Town Council, have and has any improvement been noticed?’

Councillor Mrs Dart replied that the Police had informed that the service was coming to an end.

Councillor Garnett was concerned with the darker evenings that the funding had ended and understood some companies were employing security personnel.

 **District Councillor Harding.** The Police are planning a road safety campaign in the run up to Christmas in unmarked and marked vehicles because of 3 deaths in the summer where local people were involved.

He had attended some Scrutiny meetings at TDC.

**21/22 – 085 Planning & Planning Correspondence**

**21/22 – 085.1** There were no Planning Applications to consider

**21/22 – 085.2** A reply had been received from TDC regarding the wooden shelter as a temporary structure above the limekiln which had been circulated to Councillors..

**21/22 – 086 Correspondence.** Various emails from Agencies had been forwarded to Councillors.

**21/22 – 086.1** **TDC – Consultation on Statement of Principles 2022. Gambling Act 2005.** Details had been circulated to Councillors. *Noted.*

**21/22 – 087 Finance. Balances. NatWest Current Account £2,735.26**

 **NatWest Reserve Account £8,692.34**

These figures were estimated pending Statements being received by the Clerk.

**21/22 – 087.1 The following payments were approved and authorised:
Proposed by Councillor West, seconded by Councillor Slee and unanimously agreed.**

Ch.No.

 **Mrs S Squire** Salary & expenses **£167.63**

 **HMRC** PAYE **£ 36.80**

 **123 Reg** Website Domain for 2 years **£ 28.98**

The Clerk advised that on making enquiries to 123 Reg, the website hosting and SSL Certificate were held with another company and on making further enquiries, did not seem to exist.

**Proposed by Councillor Davey that the Clerk arrange for this to be included with the 123 Reg arrangements and that the website has a hit counter. Seconded by Councillor Perham and unanimously agreed.**

**21/22 – 087.2 Bank Account.** Nothing further had been heard regarding the change of contact details and signatory.

**21/22 – 087.3 2020/21 Audit.** Update on items addressed.

The servicing of the Air Ambulance Night Landing Site had been raised.

On investigation, no other Night Landing Sites had been serviced nor mentioned in the Parish Council’s Audit Report.

Action: The Clerk to contact Devon Air Ambulance for clarification.

**21/22 – 087.4 Budget and Precept for 2022/23.** The Clerk had prepared a projection which had been circulated to Councillors for studying ahead of the meeting.

Letters of requests for donations had also been circulated to Councillors.

 The Clerk and members of the public left the room while the Clerk’s salary was reviewed and dealt with under Part II Confidential. The Clerk was advised of the decision which would be put in writing by the Chairman.

 **2022/23 Budget. Proposed by Councillor Slee, seconded by Councillor Garnett and unanimously agreed.**

**2022/23 Precept. Proposed by Councillor West that the Precept should remain unchanged at £4,500. Seconded by Councillor Garnett and unanimously agreed.**

**Donations. Proposed by Councillor Perham that the sum of £1,000 is allocated. Seconded by Councillor Sanders and unanimously agreed.**

**Councillor Slee proposed that the £1,000 allocated for donations was divided between the eight organisations who had requested a grant.**

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

**21/22 – 088 Highways.** Water running across the road below Wrinkleberry Lane had been reported and reference number given. An update from Highways had been received as follows: ‘The ownership of this asset is uncertain. The asset is not registered as a Highways Asset and under Riparian ownership the responsibility for maintenance lies with the landowner.

Looking in the catching it is also apparent there are four pipes within the catch pit, suggesting it is multi-use.

 The Neighbourhood Highways Officer has raised a request with DCC’s contractor to attend a jet to ascertain direction/flow of potential pipework which highways systems may feed into. Any issues will be fed back to the riparian owner’.

 Whilst on site, the Neighbourhood Highways Manager cleared the grating of the gulley to take the water. DCC does not hold the funds to side areas annually, and leaf litter on the carriageway is the responsibility of the District Council.

Councillor West had forwarded the email to Clovelly Estate for information.

**21/22 – 089 Matters raised by Councillors / Clerk.**

**Councillor Huxtable** advised that road closure signs had not been removed after the work had been completed.

Action: The Clerk to remind DCC Highways that the signs should be removed when the road closure was not in force.

**21/22 – 089.1 Clerk’s Training.** Report writing for Councils on 15/11/21 delivered by the Devon Association of Local Councils. The fee will be shared between her Parishes.

**21/22 – 090 Urgent items raised at the discretion of the Chairman.** None.

**21/22 – 091 Date and time of next meeting:** Tuesday, 14/12/21 in Clovelly Memorial Hall at 7.30pm.

The meeting ended at 9.06pm.

**Summary of Decisions:**

* **Minutes of the Parish Council meeting held on 12 October 2021**
* **Offer of funding for trees accepted from County Councillor Wilton-Love**
* **Payments**
* **Website hosting and SSL Certificate to be moved to website domain host 123 Reg**
* **2022/23 Budget, that the Precept remains unaltered at £4,000 and the sum of £1,000 allocated towards donations**
* **£1,000 allocated for donations in 2022/23 to be divided between the eight Organisations who had requested a grant**

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