

**Minutes of Clovelly Annual Parish Council Meeting held on Tuesday, 10 May 2022 in Clovelly Memorial Parish Hall on the rising of the Annual Parish Meeting.**

**Present:** Councillor C West (Chairman), Councillors J Davey, D Garnett, C Huxtable, S Perham, N Sanders, P Slee, A Tucker (during Item 11.2).

**District Councillor S Harding during Minute No. 12.1**

**2 Members of the public**

**Mrs S Squire, Parish Clerk**

- 1. Register of 2022/23 Members Interests Forms.**  
Councillors completed their forms and handed them to the Clerk.
- 2. Election of Chairman**  
Councillor Slee proposed Councillor West.  
Seconded by Councillor Garnett.  
  
There were no other nominations and Councillor West was willing to stand.  
Unanimously agreed.
- 3. The Chairman read and signed the Declaration of Acceptance of Office, witnessed by Councillor Slee.**
- 4. Election of Vice Chairman**  
Councillor Garnett proposed Councillor Davey.  
Seconded by Councillor West.  
  
There were no other nominations and Councillor Davey was willing to stand.  
Unanimously agreed.
- 5. The Vice Chairman to read and sign Declaration of Acceptance of Office, witnessed by Councillor Perham.**
- 6. Agreement for communications to be received by email**  
Proposed by Councillor West, seconded by Councillor Perham and unanimously agreed.  
Councillors signed the form prepared by the Clerk
- 7. Representations from the public.** None.
- 8. Apologies.** Councillor Mrs Foster, District Councillor Mrs Dart.
- 9. Declarations of Interest.**  
Councillor Perham has a Dispensation in matters relation to Clovelly Estate.
  - Councillors West and Huxtable declared a Personal Interest in Minute No. 12.1 – Finance - grant payment to the Women’s Institute
  - Councillor Garnett declared a Personal Interest in Minute No. 12.1 – Finance - grant payment to the RNLI
  - Councillor Perham declared a Personal Interest in Minute No. 12.1 – Finance - grant payment to Clovelly Archive

**10. Approval of the Parish Council Meeting held on 12 April 2022.**

**Approved and signed as a correct record.**

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

**11. Reports**

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

**11.2 District Councillor Harding. (Report heard on arrival at Minute No. 12.1)**

- ◆ Preparations are in hand at TDC to make energy costs payments as laid down by the government. The phone lines are closed to enable staff to have the necessary time to deal with this
- ◆ TDC are recruiting for various posts within the Council
- ◆ At a Scrutiny Meeting attended by South West Water (SWW) and the Environment Agency (EA), it was advised that there were 12,090 times in the last year when discharges into the sea took place
- ◆ A response from SWW is awaited in connection with a first time sewage application for Bucks Mills. Currently, waste is going into the stream which cascades as a waterfall onto the beach. Historically a new sewer was installed through the middle of the street which then came to a halt as there were problems with a site for the pumping station. Parkham and Woolserly Parish Councils are involved and after a delay of 3 years, the CEO of TDC and Sir Geoffrey Cox MP have become involved pressing SWW for a decision. Without a functioning sewerage system, residents are unable to sell their properties
- ◆ There is a backlog of housing benefits to deal with which are taking 47 days, an increase from 25 days
- ◆ Torridge Leisure has sufficient staff to open the Bideford and Holsworthy Pools but not Torrington
- ◆ Grass cutting / maintenance has been brought back into house and is under control
- ◆ government payments

Councillor Garnett spoke about properties not able to be sold at Bucks Mills. District Councillor Harding replied that because the Environment Agency has deemed there is no proper sewage treatment, buyers are unable to obtain a mortgage.

**12. Finance.**

**12.1 Payments. The following payments were approved and authorised:  
Proposed by Councillor West, seconded by Councillor Huxtable and unanimously agreed.**

**Action: Clerk**

	<b>Ch.No.</b>	
<b>Mrs S Squire</b> Salary and expenses	<b>030</b>	<b>£208.60</b>
<b>HMRC PAYE</b>	<b>031</b>	<b>£ 46.20</b>
<b>2021/22 Grants approved at the Parish Council Meeting on 9/11/21</b>		
◆ <b>Clovelly Women's Institute</b>	<b>032</b>	<b>£125.00</b>
◆ <b>Clovelly Archive</b>	<b>033</b>	<b>£125.00</b>
◆ <b>Hartland AFC</b>	<b>034</b>	<b>£125.00</b>
◆ <b>Torridge, West, North &amp; Mid Devon Citizens Advice</b>	<b>035</b>	<b>£125.00</b>
◆ <b>South West Heritage Trust (North Devon Record Office)</b>	<b>036</b>	<b>£125.00</b>
◆ <b>1<sup>st</sup> Woolserly Scouts</b>	<b>037</b>	<b>£125.00</b>
◆ <b>Clovelly Football Club</b>	<b>038</b>	<b>£125.00</b>
◆ <b>RNLI</b>	<b>039</b>	<b>£125.00</b>

- **Councillors West and Huxtable declared a Personal Interest in the grant payment to the Women's Institute**
- **Councillor Garnett declared a Personal Interest in the grant payment to the RNLI**
- **Councillor Perham declared a Personal Interest in the grant payment to Clovelly Archive**

There was a discussion regarding the grant to Hartland AFC. Councillor Slee felt that as the Parish Council was supporting Clovelly Football Club, and that Hartland AFC would receive a grant from Hartland Parish Council, this should be reviewed when agreeing grants at the November Budget Setting Meeting for the 2023/24 financial year. This was supported by Councillors.

**12.3.5 NatWest Bank Account.** The Clerk advised that she had visited the Barnstaple Branch with the intention of obtaining Bank Statements from April 2021 to March 2022. These could not be provided as she was not named on the accounts, despite the bank changing the address for communication.

Ledger copies of the Statements were ordered and had been received and it would now be possible to prepare the accounts for the year ending 31 March 2022, to be approved at the June Parish Council meeting.

The balances as at 26 April and 29 April 2022 respectively, stood at:

<b>Current Account:</b>	<b>£5,365.93</b>
<b>Business Reserve Account:</b>	<b>£8,943.36</b>

- 13. Compliance.** The following documents had been forwarded to Councillors to study ahead of the meeting with a view to reviewing and adopting at this meeting:
- ❖ Standing Orders
  - ❖ Financial Regulations
  - ❖ General Risk Assessment
  - ❖ Freedom of Information Act Publication Scheme
  - ❖ Equal Opportunities Policy
  - ❖ Grant Giving Policy
  - ❖ Data Protection Policy

**Proposed by Councillor West to adopt all the compliance, en bloc.  
Seconded by Councillor Slee and unanimously agreed.**

**14. Matters Arising from the Minutes of 12 April 2022**

- 14.1 Clovelly A39 Roundabout – site meeting.** Councillor Garnett was unable to attend.

A site meeting had been held with the Neighbourhood Highways Officer. Councillors West, Davey, Huxtable and Sanders attended and informed that the Neighbourhood Highways Officer had advised that the Road Safety Audit Team had similar concerns as himself about the scheme, explaining that by putting barrels of flowers behind the chevron signs, in the event of impact, they would be unable to collapse which they are designed to do.

**Councillor Garnett proposed that the scheme was abandoned and that the Parish Council look to place planters on B roads in front of the village signs, subject to approval by Highways.  
Seconded by Councillor West and unanimously agreed.**

Councillor Slee asked for it to be minuted that the Parish Council conveyed its thanks and appreciation to Councillor Garnett and District Councillor Harding for the amount of time and effort which had been put into this project.

**Action: Councillor Garnett to bring details of planters and locations which had been identified to the next meeting.**

**Action: The Clerk to inform the Neighbourhood Highways Officer, County Councillor Wilton-Love, District Councillor Mrs Dart and Mr N Lockett that the scheme will not be progressing.**

#### **14.2 The Queen's Platinum Jubilee.**

Councillor Mrs Foster was not present to advise on the number of children in the Parish.

There is to be a tea in the Court grounds on Sunday, 5 June when the Jubilee mugs can be given out.

Final arrangements were made for the bonfire to be lit at Gallantry Bower on Thursday, 2 June at 9.45pm (Councillors Huxtable and Slee) and, simultaneously, the Proclamation read in the Parish Hall by Councillor Garnett.

#### **14.3 Facebook Page –** Councillor Sanders advised that he is attending a meeting who are hoping to start a Facebook group and the matter will be dealt with then.

The meeting is to start a new Club for people in the Clovelly district, to be known as the Working Wheels from the Past Club, who need a new website to promote and publicise it.

#### **14.4 20s Plenty Campaign.** The Clerk advised that Clovelly Parish Council had been registered.

#### **14.5 Potholes –** reported by the Clerk.

**Action: The Clerk to report the following:**

- ⇒ There are 7 potholes from the edge of main road to the Parish Hall entrance. These had been previously reported and no action taken as they were not large enough to warrant repair. There was concern that people using the Hall by foot would suffer an accident as that area is dark
- ⇒ Highworthy towards Burford Cross
- ⇒ The chevron from Bude on the A39 at the B3237 turn off is missing due to a fatal accident

Councillor Slee advised that work had started at West Dyke, where a new drain has been installed and the road will be resurfaced.

#### **14.6 Painting of telephone box.**

Councillor Slee had obtained quotations, the first two as advised at the April Parish Council meeting: £360 and £277 respectively, plus paint £100.44 (slightly cheaper than originally advised).

The Westward Ho! Branch of the Men's Sheds had requested a donation of £200.00 to do the work, no labour cost involved.

**Councillor Garnett proposed that the Men's Sheds are requested to do the work. Seconded by Councillor Slee and unanimously agreed.**

**Action: Councillor West to advise the Men's Sheds and the Clerk to inform the unsuccessful tenderers.**

#### **14.7 Replacement signpost at Sierra to Burscott –** Councillor West advised that on making further enquiries, this was in the system for attention.

**Action: Councillor West to re report.**

- 14.8 Grass Cutting** – Councillor West will advise the contractor when the first cut is to be done.  
Spraying weeds along the road was discussed but as the contractor does not have a licence to do this, the matter was not pursued.
- 15. Planning:** The following Applications were considered:
- 1/0254/2022/FUL** – Replacement of existing bay window with entrance porch – Four Winds, Higher Clovelly.  
**It was resolved to reply: No comment.**
- 1/0417/2022/FUL** – Retention of temporary shelter for 1 additional year further to permission 1/0451/2021/FUL & 1/0452/2021/LBC – Terrace above Lime Kiln, The Quay Clovelly.  
**It was resolved to reply: No comment.**
- 16. Correspondence.** Councillors had been circulated with emails from various groups and organisations.
- 17. Highways.** No items were raised.
- 18. Matters Raised by Councillors / Clerk.** None.
- 19. Any matters raised under Public Participation for further consideration.** None.
- 20. Urgent items raised at the discretion of the Chairman.** None.
- 21. Date of next meeting:** Tuesday, 14 June 2022 in Clovelly Parish Memorial Hall at 7.30pm.  
The meeting ended at 8.27pm.

**Summary of Decisions:**

- **Election of Chairman**
- **Election of Vice Chairman**
- **Agreement to receive communications by email**
- **Minutes of the Parish Council Meeting held on 12 April 2022**
- **Payments**
- **Adoption of compliance documents**
- **To abandon the enhancement of the A39 Clovelly Roundabout due to the scheme not being feasible on highway safety grounds**
- **The refurbishment of the telephone box to be carried out by the Westward Ho! Branch of Men's Sheds for a donation of £200. The Parish Council would cover the cost of the paint**
- **Planning**

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**Chairman**

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**Date**