

Minutes of Clovelly Parish Council Meeting held on Tuesday, 11 April 2023 in Clovelly War Memorial Parish Hall at 7.30pm.

Present: Councillor C West (Chairman), Councillors J Davey, Mrs V Foster, D Garnett, C Huxtable, A Tucker.

District Councillor Dart from Minute No. 134.3

2 members of the public

Mrs S Squire, Parish Clerk

129. Representations from the Public.

129.1 Distribution of refuse bags for the public to use.

This item was further discussed under Minute No. 141.

129.2 Dog waste bin opposite The Lookout. Visitors are using this for general waste.

This item was further discussed under Minute No. 141.

130. Apologies. Councillors S Perham, N Sanders, P Slee, District Councillor Harding.
County Councillor J Wilton-Love's apologies were received after the meeting.

131. Declarations of Interest. None.

132. Approval of the Minutes of the Parish Council Meeting held on 14 March 2023.

Approved and signed as a correct record.

Proposed by Councillor Huxtable

Seconded by Councillor Davey and unanimously agreed.

133. Reports.

133.1 County Councillor J Wilton-Love. Not present.

133.2 District Councillor Dart. There was nothing to report. District Councillors are in Purdah due to the forthcoming District Council Elections.

133.3 Councillor N Sanders. Defibrillator check. In order.

Action: Clerk to report via The Circuit.

134. Finance.

134.1 The following payments were approved and authorised:

Proposed by Councillor West

Seconded by Councillor Mrs Foster

		Ch.No.	
Mrs S Squire	April salary and expenses	072	£335.40
HMRC	April	073	£198.00
DALC	2023/24 Subscription	074	£106.99

134.2 Bank Account. Councillor West advised he now had full access to the NatWest bank account and the three signatories have gone through.

134.3 Asset Register. Councillors had been forwarded the details for checking.
The register to be updated to include:

- Bench to be placed by the Village Hall including the concrete base **£850**
- Hugglepit Memorial (posts made of granite, granite kerb, memorial itself made of stone **£500**)

**Action: Councillor West to forward the wording on the Memorial to the Clerk
Clerk to update the Asset Register**

Proposed by Councillor Davey to approve the Asset Register with the above items included

Seconded by Councillor Huxtable

134.4 2023/24 Internal Auditor.

Action: To be included on the May Agenda.

135. Matters Arising from the Minutes of 14 March 2023.

135.1 Clerk's Actions:

- **Planters.** It was noted that the Milky Way has supported this project with a donation of £50.00. A letter of thanks has been sent.
- **Snow Warden Training.** The Clerk had brought details, a copy of which was taken for reading by the Chairman.
Action: To be included on the May Agenda.
- **Potholes.** The Clerk has reported those, and standing water, detailed at the last meeting.
Action: The Clerk to report further potholes as follows:
Bottom of Garage Hill
Top of Black Lane past white railings
Road to Visitor Centre
Road to top of cobbled street
- **Defibrillator at The Street.** The Clerk advised that Clovelly Estate did not have any objection to this being sited on the side wall of The New Inn, but required photographs to show where it would go and an assurance that it would not impede the view of the street.

Action: The Clerk to contact Clovelly Estate for financial assistance
The Clerk to contact South West Ambulance Service Trust (SWAST) for more information on leasing a defibrillator

135.2 King Charles III Coronation.

Councillor Tucker advised he had two Walnut trees approximately 2 years old which he was willing to give.

The Chairman adjourned the meeting so that Councillors could agree on a site for the trees in the grounds of the Village Hall.

The Chairman reinstated the meeting at 8.12pm.

A site had been identified – one at the entrance to the right of the car park and just above the steward's hut.

Action: Councillor Tucker to plant the trees in the near future.

135.3 Bench to commemorate airmen who died in crash. The concrete pad had not been completed for the bench to be fixed by Councillors.

Action: Councillor West to contact Mr Dart of Hartland to do the work.

136. Planning and Planning Correspondence. None.

137. Correspondence. Parish Council Election details from TDC had been received. The Parish Council election had not been contested. Nine nominations had been received to fill the nine seats and those elected were:

Mrs V Foster
C Huxtable
D Garnett
S Perham

R Phelps
N Sanders
P Slee
A Tucker
C West

- 138. Scheme of Delegation.** This document had been forwarded separately to Councillors. It had been suggested when the Clerk attended 'Preparing for Elections' training that this was adopted to cover any emergencies over the election period.

**Proposed by Councillor West to adopt the Scheme.
Seconded by Councillor Garnett and unanimously agreed.**

The Scheme of Delegation will be in place from 11 April 2023 to the Annual Parish Council Meeting on 23 May 2023 when it will then be reviewed with a view to cancelling the details.

- 139. Highways.** No items were raised.
- 140. Matters Raised by Councillors / Clerk.** No items were raised.
- 141. Any matters raised under Public Participation for further consideration.**
- 141.1 Distribution of refuse bags for the public.** This had been done jointly in the past with Woolsey Parish Council and it was advised that Woolsey Parish Council had distributed their bags on 11/2/23. It was not known if the scheme would be repeated in 2024.
- 141.2 Dog waste bin opposite The Lookout.** It was thought a general litter bin was nearby but this did not appear to be the case.
- 142. Urgent items raised at the discretion of the Chairman.** None.
- 143. Date of next meeting:** Tuesday, **23/5/23** in Clovelly Parish Memorial Hall, 7.30pm. **This will be the Annual Parish Council Meeting and is the first meeting of the newly elected Parish Council and where the Parish Council will be Constituted for the next four years.**
Current Councillors remain in office until Tuesday, 9 May 2023 and newly elected Councillors assume office from that date.

The meeting ended at 8.33pm.

Summary of Decisions:

- **Minutes of the Parish Council Meeting held on 14 March 2023**
- **Payments**
- **Asset Register as at 31/3/23**
- **Adoption of Scheme of Delegation**

Chairman

Date