

Minutes of Clovelly Parish Council Meeting held on Tuesday, 13 June 2023 in Clovelly War Memorial Parish Hall at 7.30pm.

Present:

Councillors Mrs V Foster, D Garnett, C Huxtable, S Perham during Minute No. 29, R Phelps, N Sanders, P Slee, A Tucker.

District Councillor S Harding until Minute No. 39.4

Mrs S Squire, Parish Clerk

1 member of the public

- 28. Absent Councillor(s) at the Annual Parish Council Meeting to sign their Declaration of Acceptance of Office forms and complete their Register of Members Interest form.**
Councillor Slee completed his forms. All Councillors have now done this and the Clerk will scan and forward to TDC and upload the details onto the Parish Council website.
Action: Clerk

- 29. Representations from the public limited to 3 minutes in line with DCC & TDC**
There was an enquiry regarding the Parish Hall of which the Parish Councillors, by virtue of office, are Trustees of the Parish Hall.
The Parish Hall Trustees are members of the Charity linked to it.
The resident had heard that the Parish Hall Committee want to change the Constitution and the question was asked if this can be done without reference to the Parish Council.
The response was that this had previously been looked into but not discussed for some time.
For any amendments to be made, the Charity Commission would need to be made aware.
It was suggested that the enquiry was put in writing to the Parish Hall Committee.

- 30. Apologies.** Councillor C West.

- 31. Declarations of Interest.** None announced.
Dispensations were discussed. The Clerk advised that the Monitoring Officer at TDC had said that Dispensations should not be issued unless a Parish Council meeting became inquorate because of the number of Councillors having to leave the meeting due to a Prejudicial Interest, meaning that the matter could not then be discussed.
Councillors Mrs Foster, S Perham, R Phelps and P Slee all had a connection with Clovelly Estate and it was felt that they should request a Dispensation to prevent a future meeting becoming inquorate due to other Councillors possibly not being present.
Action: Councillors Mrs Foster, Perham, Phelps and Slee to request a Dispensation from the Clerk to be able to participate in all meetings.

- 32. Approval of the Annual Parish Council Meeting Minutes held on 23 May 2023.**
Approved and signed as a correct record.
Proposed by Councillor Huxtable
Seconded by Tucker and unanimously agreed.

33. Reports

- 33.1 County Councillor J Wilton-Love.** Not present, no Report received.

33.2 District Councillor S Harding

He, along with other Councillors, had completed a lot of training.

District Councillors had been allocated places on Committees and he was on External Scrutiny, where there had been a meeting that day and he was also on the Licensing Committee and the Crematorium Committee which is jointly shared with North Devon Council as the facility extends across the two Authorities.

Councillor Harding is also on the Area of Outstanding Natural Beauty (ANOB) Sub Committee.

Previously 75 families required housing, which had reduced to 61.

Councillor Harding had a meeting with the Leader of TDC the following day regarding the levelling up fund and the possible ideas for the allocation of funds.

33.3 Defibrillator Check – Councillor Sanders. In order.

Action: Clerk to send report to the Circuit.

34. Finance.

34.1 Letter of request for donation towards the Village News (circulated to Councillors). The latest copy of the accounts had also been provided to comply with criteria laid down for Parish Councils to follow.

Proposed by Councillor Garnett to donate the sum of £125.00 to be in line with other Organisations who requested a donation which was discussed and agreed at the budget setting meeting, and to apply for a grant next year.

Seconded by Councillor Slee and unanimously agreed.

34.2 Payments. The following payments were approved and authorised:

Proposed by Councillor Tucker

Seconded by Councillor Slee and unanimously agreed.

Mrs S Squire Salary £178.20 and Expenses £158.80 (incl defib pads) £337.00

HMRC PAYE £118.80

Information Commissioner's Office. Data Protection Fee renewal - 26/6/23 £40.00

All Saints Church Village News Donation £125.00

34.3 Query regarding the Clerk's PAYE raised by Councillor Mrs Foster.

As this is a personnel matter, the item will be discussed under Part II Confidential- Minute No. 42.

35. Matters Arising from the Minutes of 23 May 2023.

35.1 Clerk's Actions:

- ❖ **Defibrillator on The Street.** The Clerk is waiting for a picture to be sent of the location so as to be able to inform Clovelly Estate.

Councillor R Phelps advised on his conversation with the Manageress of The New Inn and will be in touch with the Landlord. Although the Parish Council has not yet agreed to purchase or lease a defibrillator, the location and provision of electricity is looking positive.

- ❖ **Councillor Training.** Councillor Garnett has been booked to attend 'Being a Good Councillor'

- ❖ **Compliance and Policy Documents have been updated**

- ❖ **Defibrillator pads ordered**

- ❖ **DCC Highways contacted about the derestriction sign**

Councillors Actions:

- ❖ **Concrete pad for commemorative bench – Work on this has commenced.**

36. Planning & Planning Correspondence. After the publication of the Agenda, the following Application was received:

1/0502/2023/FUL - Proposal: Retention of temporary shelter

Location: Limekiln At Grid Reference 231825 124875, The Quay, Clovelly, Devon

Action: The Clerk to request TDC to note that Councillors decided to defer considering the application due to it only being received on the day of the meeting and Councillors had not had the opportunity to view the details.

There was no Planning Correspondence to consider.

37. Correspondence

37.1 RNLI. The organisation is conducting a Lifesaving Effect Review within the Bideford Bay area.

Hartland Parish Council is co-ordinating a joint meeting between Hartland, Parkham, Clovelly and Woolserly Parish Councils with the RNLI at Hartland Parish Council meeting on 29/6/23.

Councillors Garnett, Mrs Foster and Perham declared a Personal Interest in this item.

District Councillor Harding advised he had spoken to Geoffrey Cox MP who has become involved in this issue and will be speaking to the lifeboat crew on 30 June 2023.

There are a number of significant developments in the area to take into account by the RNLI:

- A large planning application which would see an increase in population of 900 people
- The seaweed farm
- Cables from the White Cross Offshore Wind Farm

Councillor Perham advised that these points had been put to the RNLI and have been discounted. The general feeling was that the RNLI may have already made the decision to remove the lifeboat from Clovelly due to an upgraded lifeboat being stationed at Appledore. However, the Bar at the mouth of the Estuary causes problems before and after high / low tide with the lifeboat unable to respond to an emergency because of the narrow channel. This gave even more reason for a lifeboat to continue to be stationed at Clovelly to cover the whole of the Bay at any time, regardless of the tide times.

Clovelly and Woolserly Parish Councils had been invited a Parish Council meeting at Hartland on Thursday, 29 June 2023 when this matter would be further discussed with an RNLI representative who would be present. Other meetings were planned.

Action: The Clerk to send a letter to the RNLI as follows: Clovelly Parish Council feel strongly that the lifeboat at Clovelly is an integral part in the Parish and should not be removed.

At the Parish Council meeting, we discussed the letter sent to us and the strong feeling was that we would be appalled if the boat was removed, compromising sea safety in the whole of Bideford Bay.

This letter has been forwarded to our MP, the Rt Hon Sir Geoffrey Cox, KC.

38. Highways. Snow Warden Training. Councillor Slee took the details to study.

39. Matters Raised by Councillors / Clerk

39.1 Village planters. Councillor West had advised that they need attention and intends to purchase flowers from the Court Garden. To approve this expense.

Councillor Phelps will speak to the Clovelly Court gardener regarding the provision of plants.

**Proposed by Councillor Huxtable to approve a spend of up to £80.00.
Seconded by Councillor Slee and unanimously agreed.**

39.2 Coronation Mugs. The surplus mugs were distributed to the nine Councillors with three for Councillor Slee's family who were unable to attend the Coronation event.

39.3 Thank you letter to former Councillor John Davey. The Clerk had drafted a letter and circulated it to Councillors who were in favour subject to the words 'and Vice Chairman' after reference to him being a Parish Councillor for many years. Councillors discussed a suitable lasting gift.

Action: The Clerk to make arrangements for a metal Dragonfly fabricated at a cost of £25.00 for which contributions would be given by Councillors.

39.4 To appoint a replacement Councillor on the Parish Hall Committee in place of former Councillor John Davey.

**Proposed by Councillor Slee that Councillor Huxtable, currently a co-opted Member, represents the Parish Council on the Parish Hall Committee.
Seconded by Councillor Sanders and unanimously agreed.**

Action: The Clerk to formally advise Mr A Tucker, Secretary of the Parish Hall Committee.

40. Any matters raised under Public Participation for further consideration. None.

41. Urgent items raised at the discretion of the Chairman. None.

42. Part II Confidential.

**Proposed by Councillor Garnett that the meeting goes into Part II Confidential
Seconded by Councillor Huxtable and unanimously agreed.**

The member of the public who was present left the meeting.

43. Date of next meeting: Tuesday, 11 July 2023 in Clovelly War Memorial Parish Hall at 7.30pm.

The meeting ended at 8.56pm.

Summary of Decisions:

- **Minutes of the Annual Parish Council Meeting held on 23 May 2023**
- **Donation of £125.00 to All Saints Church Village News**
- **Payments**
- **A spend of up to £80.00 by Councillor West for flowers for the planters**
- **Councillor Huxtable to be the Parish Council Representative on the Parish Hall Committee**

Chairman

Date