

# LOXHORE PARISH COUNCIL MEETING

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## Minutes

Date: Thursday 7<sup>th</sup> March 2019

Venue: Loxhore Village Hall

Present: Julie Moir {Chair}  
Mike Bowden {Vice Chair}  
Carole Delve {Councillor}  
Jane Vanstone {Councillor}  
Malcolm Prowse {ND Councillor}  
Ray Comer {Parishioner}  
Michael Batson {Parishioner}  
Di Webber {Parishioner}

Minutes taken by: Mike Young {Clerk}

The Chair opened the meeting at 18:17 welcoming all those present and apologising for the delayed start due to Council being briefed by NDDC Planning Department.

1. Apologies: There were apologies from Andrea Davis and Chris Bryars.
2. Declarations of interest: There were none.
3. All councillors present agreed that the minutes of the previous meeting held on 3<sup>rd</sup> January 2019 were a true and accurate record of that spoken and the Chair signed accordingly.
4. All councillors present agreed that the minutes of the special meeting held on 31<sup>st</sup> January 2019 were a true and accurate record of that spoken and the Chair signed accordingly.
5. All councillors present agreed that the minutes of the special meeting held on 21<sup>st</sup> February 2019 were a true and accurate record of that spoken and the Chair signed accordingly.

6.0	<b><u>Action points from previous meeting dated 1<sup>st</sup> November 2018</u></b>	
6.1	<p>4.1 Treasurer's Report, <b>Broadband</b> (see also 16<sup>th</sup> November 2017 §6.0, 4<sup>th</sup> January 2018 §4.5, 16<sup>th</sup> March §4.3, 25<sup>th</sup> May §4.3, 5<sup>th</sup> July §4.2, 6<sup>th</sup> September §4.2 1<sup>st</sup> November §4.1 and 3<sup>rd</sup> January §4.1)</p> <p>An email from Jane Darley (Community Fibre Partnership Manager, Openreach), sent on 28<sup>th</sup> November, confirmed that they can supply a £30k charity grant and asked for a final list of addresses so that the cost can be calculated. BT is still working on the final costings and MB will follow this up.</p> <p>He does not intend pursuing Connecting Devon and Somerset any more as Matt Barrow and others have consistently been unwilling to provide answers to his questions and there seems very little likelihood that the required broadband would be supplied to Loxhore in the near future.</p> <p>MB still processing but no update at this time. MB announced his intention to NOT stand</p>	

	for re-election in May but stated that he will continue to lead the Broadband Initiative. The Chair thanked him for this.	MB
6.2	<p>5.4 Highway Community Enhancement Fund.</p> <p>JM has ordered the tarmac but has not yet been contacted to say it is in stock. She will chase this up. Tarmac has been delivered and Chris Comer will do potholes.</p> <p>MB is keen to investigate the possibility of employing a contractor to trim back the hedges as Devon Highways only trim areas for reasons of safety. The hedges past Oak Cottage in Lower Loxhore have recently been trimmed and CD will ask Anne or Andy Tester who carried out the work. Done by local farmers.</p> <p>JM pointed out that the trimmings really need to be cleared and thrown on top of the banks to avoid the build-up of vegetation and the subsequent narrowing of the roads. MP knows someone who could possibly do this and will make enquiries. MP gave details: Darren Phillips 07768 736232. Clerk to contact and get estimate.</p> <p>Road signs also need to be kept clean and visible. Devon Highways have ignored JM's request for better signage at the Halsey Lake telephone box junction so that drivers treat it as a roundabout. MP said that road signs are produced by a workshop in Pottington, complete with the correct fixings. MB will investigate the cost of this.</p> <p>MB ascertained the cost of road signs and installation. Councillors all agreed that this is a Highways responsibility and the estimated £946 should not come from Parish funds. JM has emailed AD to expedite but no replies received. Tracey Blackmore will provide MY with contact in Devon Highways.</p> <p>JM said that more working parties are needed so that the very expensive equipment stored in the shed can be put to good use. CD will organise this later in the year, when the weather improves. JV thought that many people might be keen to do one day's work but then lose their enthusiasm. Date not yet decided, to be notified.</p>	<p>Closed</p> <p>Closed</p> <p>MY</p> <p>MY</p> <p>CD</p>
6.3	<p>5.1 CD to speak again about the large and potentially dangerous potholes at Lancey Brook. CD has contacted Devon Highways about this problem and has been told that the drain needs jetting to remove the blockages. Jetting has to be done carefully because if the blockage does not move, the high water pressure can cause the road itself to fracture. CD will contact AD to check that this location is on the 'jetting list' and to set up a site meeting with her. Highways came and jetted and all was well for a few days. Then the flooding returned. A grid possibly needs installing to prevent stones from blocking. More work is needed.</p>	CD/ AD
6.4	<p>5.2 (a) Loxhore Parish Plan</p> <p>MB feels that it would be useful to have a parish plan, as this would be helpful when considering planning applications. He wondered if any templates were available and will investigate this. However, a special meeting is needed to fully discuss a plan and JM will organise this.</p> <p>Following extensive email correspondence between councillors it was agreed that the Parish should not generate a plan. The 3 points in email from MB were:</p> <ol style="list-style-type: none"> <li>1. Get educated on the planning process at District and County</li> <li>2. Understand the NDDC Housing Plan and the criteria used to judge individual applications.</li> <li>3. Write down our current view on planning for Loxhore, consistent with 1 and 2.</li> </ol> <p>The Council have been briefed prior to this meeting on NDDC planning procedures and an outline of how Loxhore fits in the NDDC housing plan by Tracey Blackmore a Senior Planning Officer at NDDC. This briefing satisfies the first two points of the email. Council discussed point 3 and coincidentally an email has been received from Community Led Planning and Devon Community Resilience who offer to advise and assist on a Parish Plan, sometimes a Community Plan. Council agreed that contact should be made with the organisation. Clerk will email appropriately.</p>	<p>Closed</p> <p>MY</p>

6.5	<p>5.2 (b) National Trust Accommodation Opportunity</p> <p>JM reported that she has contacted the National Trust with the suggestion that old stone barns in a poor state of repair, such as those close to the Church, could possibly be sold leasehold to Loxhore people in need of affordable housing. They could then convert them into dwellings. However, she has had no positive response from NT so far. Ray Comer said the NT uses the barns by the Church for storage. MP said that about 25 years ago he also investigated possible conversions of old buildings but the NT made it very difficult so he did not pursue the idea. The NT's policy is apparently to leave buildings as they are, even though numerous NT holiday homes and some NT hotels exist. However, MP thought that if Loxhore had a Parish Plan that showed that there are local housing needs, this could support the conversion idea. He pointed out however that converting old stone buildings into viable homes is very expensive compared with building from scratch, because of modern building regulations.</p> <p>JM has received an email from Kelly Bezer of NT stating that they will consider this and are aware of local needs. However, they cannot do anything until Autumn 2019 when they hope to be in a position to confirm or otherwise.</p>	MY
6.6	<p>5.4 Parish Paths</p> <p>CB has been checking the parish paths in preparation for completing the annual report in February. He has had trouble contacting Simon Houghton to get the invoice for the work carried out last spring. There are two on-going issues at the moment. The first is path 31 (Red Lane) past the Seggons. While there does not seem to be effluent running onto the path any more, there is still a drain running onto it which will obviously cause erosion over time. CB has asked Simon Houghton for advice on this. The other issue is path 9 between Corner Cottage and Hammonds in Lower Loxhore, which needs a new gate and bridge. Funding is tight and the cost of reinstatement could be disproportionate to the amount of use the path gets. CB will also enquire about installing dog gates in some stiles</p> <p>7th March 2019</p> <p>The annual survey of Parish paths has been submitted. Apart from the continuing problem with the path from Corner Cottage in Lower Loxhore to Hammonds, CB reported no problems.</p> <p>He is still having trouble contacting Simon Houghton at DCC who is responsible for our area. CB mentioned this to Ros Davies when submitting the report and she said she would get Simon to contact him but, as yet, he has not heard from him. Ros could not see any reason why we shouldn't install dog gates, subject to contacting the landowners first. CB will continue to chase Simon about the water being piped onto path 31 – Red Lane. CB has asked Simon for advice regarding this and about the dog gates. CB also want to get the invoice for work done in the spring on our paths and would like to get this before the end of our accounting year so that we can reclaim the VAT.</p>	CB
7.0	<p><b><u>Matters arising from meeting dated 7<sup>th</sup> March 2019</u></b></p>	
7.1	<p>County and District Council News.</p> <p>Andrea Davis was not present but had submitted a report. This is presented as an Annex to the minutes.</p> <p>Councillor Prowse briefed that the district council tax will rise by 2.99% and the County by 3.99%. Increases are always regrettable but as the council has lost 42% of Government grant over 4 years it has to increase to provide the services that parishioners want. MP also briefed that with the new council in May the decision making will change and revert to executive committees that are comprised of representative members with the same mix as have been elected to serve.</p> <p>Letter received 6th March from NDDC. The planned 50% reduction to the Parish Grant is not being imposed. Set the same as last year £304.00 for our parish.</p> <p>MP thanked the Chair, who will be standing down, for her support and effort over her time on the Parish Council.</p>	Closed
7.2	<p>The 2019 Elections are on 2 May 2019</p>	

	<p>Details have been received, awaiting nomination papers etc. Current Councillors will serve until 7 May 2019.</p> <p>Parish councils are required to hold elections every four years. Nomination papers will be sent by 18<sup>th</sup> March and the clerk will distribute these to current parish councillors, if they wish to be re-elected. <b>ALL NOMINATIONS PAPERS ARE REQUIRED TO BE DELIVERED BY HAND TO LYNTON HOUSE, COMMERCIAL ROAD, BARNSTAPLE, EX31 1DG by 4.00PM on 3rd April 2019. ANY NOMINATIONS SENT THROUGH THE POST WILL NOT BE ACCEPTED AND WILL BE CLASSED AS UNDELIVERED.</b></p> <p>Other paperwork pertaining to the election will be posted on the notice boards as soon as it is received, scheduled 18 March. Existing parish councillors must be nominated if they wish to serve another term as councillors. If NDC receives the same number of nominations as the number of councillors needed (5) then the election is classed as 'uncontested' and all those nominated are automatically elected.</p>	Closed																																																																					
7.3	<p>Dates of future meetings</p> <p>The clerk distributed the dates of meetings for 2019-2020:</p> <p>Thursday 9<sup>th</sup> May 2019 (AGM and normal meeting) New Council's first meeting.  Thursday 4<sup>th</sup> July 2019  Thursday 5<sup>th</sup> September 2019  Thursday 7<sup>th</sup> November 2019  Thursday 2<sup>nd</sup> January 2020  Thursday 5<sup>th</sup> March 2020  Thursday 7<sup>th</sup> May 2020 (AGM and normal meeting)</p> <p>MY will inform Sue Bishop (Village Hall bookings) and Chris Harrington (North Devon Journal and local email distribution list) of these dates.</p>	Closed																																																																					
8.0	<p>RFO's report</p> <p>The Responsible Financial Officer submitted his report for the period 01.04.18 to 07.03.19</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Year to Date</td> <td></td> </tr> <tr> <td>Bank balance 01.04.18</td> <td></td> <td style="text-align: right;">6,134.69</td> </tr> <tr> <td colspan="3">INCOME</td> </tr> <tr> <td>N.D.C. - Parish grant</td> <td style="text-align: right;">304.00</td> <td></td> </tr> <tr> <td>N.D.C. - Precept</td> <td style="text-align: right;">442.91</td> <td></td> </tr> <tr> <td>N.D.C. - Grant assistance</td> <td style="text-align: right;">5.09</td> <td></td> </tr> <tr> <td>HMRC - VAT refund</td> <td style="text-align: right;">1,241.48</td> <td></td> </tr> <tr> <td>N.D.C.- grant re broadband</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>Devon C.C. - Highway maintenance funding</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>N.D.C. - Grant towards WiFi</td> <td style="text-align: right;"><u>0.00</u></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><u>1,993.48</u></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">8,128.17</td> </tr> <tr> <td colspan="3">EXPENDITURE</td> </tr> <tr> <td>DALC subscription</td> <td style="text-align: right;">59.50</td> <td></td> </tr> <tr> <td>Clerk's expenses</td> <td style="text-align: right;">39.53</td> <td></td> </tr> <tr> <td>Village Hall - Maintenance grant</td> <td style="text-align: right;">104.00</td> <td></td> </tr> <tr> <td>P.C.C. - Burial ground grant</td> <td style="text-align: right;">200.00</td> <td></td> </tr> <tr> <td>Snow clearing</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>Highway Maintenance Fund – Tarmac</td> <td style="text-align: right;">199.20</td> <td></td> </tr> <tr> <td>Transparency code (website etc.)</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td>Sundry Expenses</td> <td style="text-align: right;">17.00</td> <td></td> </tr> <tr> <td>Lineal Software – re broadband</td> <td style="text-align: right;"><u>263.99</u></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><u>883.22</u></td> </tr> </table>	Year to Date			Bank balance 01.04.18		6,134.69	INCOME			N.D.C. - Parish grant	304.00		N.D.C. - Precept	442.91		N.D.C. - Grant assistance	5.09		HMRC - VAT refund	1,241.48		N.D.C.- grant re broadband	0.00		Devon C.C. - Highway maintenance funding	0.00		N.D.C. - Grant towards WiFi	<u>0.00</u>				<u>1,993.48</u>			8,128.17	EXPENDITURE			DALC subscription	59.50		Clerk's expenses	39.53		Village Hall - Maintenance grant	104.00		P.C.C. - Burial ground grant	200.00		Snow clearing	0.00		Highway Maintenance Fund – Tarmac	199.20		Transparency code (website etc.)	0.00		Sundry Expenses	17.00		Lineal Software – re broadband	<u>263.99</u>				<u>883.22</u>	
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	<p style="text-align: right;"><u>7,244.95</u></p> <p>Allocated:</p> <p>P3 money 1,075.71</p> <p>Transparency Code Funding 438.36</p> <p>Parish maintenance fund 509.00</p> <p>Highway maintenance fund <u>3,463.13</u></p> <p style="text-align: right;">5,486.20</p> <p>Non Ring-fenced Funds 1,758.75</p> <p>Per Bank Account 7,244.95</p> <p>Plus VAT to be reclaimed <u>85.51</u></p> <p style="text-align: right;"><u>7,330.46</u></p> <p>CD asked if the RFO would also report finances month on month as used to be done. This would allow Council to see more easily cash flow. Council agreed and requested the RFO to implement this.</p> <p>JM proposed that the Parish Clerk's hi-speed broadband costs should be supported as had been done for the previous clerk. Council agreed.</p>	CB MY
9.0	<b><u>Chair's Business</u></b>	
9.1	Chair proposed that the minutes of the AGM 2018 be adopted as with the upcoming elections the new Council would not have been at the AGM. The minutes have been posted for 10 months on the Parish Website. All agreed that the minutes of the previous meeting held on 25th May 2018 were a true and accurate record of that spoken and the Chair signed accordingly.	Closed
9.2	JM raised the observation about possible unplanned development at Blackpool farm and in the field up the Bridleway at the side of Barton Court. Council agreed that Chair should send an email to NDDC Planning Enforcement raising the issue. This has been done and two incident numbers allocated.	MY
9.3	Complaints have been received from parishioners about the manure dumped in the field to the right of Hill Lane and beyond the bridleway at Roborough Castle. One pile was chicken and the second possibly human. JM has informed NDDC and also the Environment agency. We await report from Sean McKay.	MY
9.4	As this is potentially the last Parish Council meeting that the Chair will be at JM thanked all the current and previous councillors that she has worked with for their enthusiasm and support. She has enjoyed being on the Council and being Chair. She will maintain a watchful eye over a couple of items that she has started and hopes will reach fruition.	Closed
10.0	<b><u>Next meeting</u></b> The Chair closed the meeting at 19:14, thanking everyone for attending. The next meeting will follow the AGM to be held on Thursday 9 <sup>th</sup> May 2019 at 18:00 in the Village Hall.	Closed

Minutes approved by Chair.....C Bryars..... Date .....9 May 2019...