

LOXHORE PARISH COUNCIL MEETING

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Minutes

Date: Thursday 12th November 2020

Venue: Virtually on-line video conference

Present: Chris Bryars {Chair}
Mike Young {Vice Chair and Clerk}
Carole Delve {Councillor}
Jane Vanstone {Councillor}
Trevor Batson {Councillor}
Andrea Davis {County Councillor}
Malcolm Prowse {District Councillor}

Note: No requests were received from Parishioners to join in.

Minutes taken by: Mike Young {Clerk}

The Chair opened the meeting at 18:30 welcoming everybody after the enforced delay in meeting due to the Coronavirus (Covid 19) pandemic and the government restrictions. As all Councillors had agreed to continue in post the emergency legislation had removed the requirement to have an AGM and allowed all Councillors to continue for a further year subject to any change in their reportable interests of which there were none. The Chair has remained as chair.

1. Apologies: Nil

2. Declarations of interest: Chair is very close friends with owners of property for discussion at para 7.6. Also, Councillor Prowse's sister's granddaughter is tenant at the property.

3. All councillors present agreed that the minutes of the previous meeting held on 5th March 2020 and the special meetings held on 18th May, 20 June and 27th August 2020 were a true and accurate record of that spoken and written. The Chair signed accordingly.

4.0	<u>Action points from previous meeting dated 5th March 2020</u>	
4.1	Highway Community Enhancement Fund: Council discussed the flood water over road between Oak and Corner cottages. It has been flowing across the road from where the RAM is. Ownership of the RAM and the land associated needs to be verified. CD will seek information and legal documents. CD reported that documents still being sought. (5 March 2020) CD is still searching through archives. May 2020 – CD has searched the minutes and found that on 12 August 1996 the Hydraulic Ram and associated land were assigned to the Village Hall Trustees. As CD is on the village hall committee, she will ensure that they are aware of their ownership and	

	<p>associated responsibilities for the area. MY has removed the Ram as a Parish Council asset from the website.</p> <p>Additional potential flooding is possible and potential road closure due to erosion of edge of road near Oak Cottage. Clerk to log the problem on the DCC interactive reporting system which AD informed the PC goes straight to the contractor. Post meeting the clerk did this and DCC reference is W191274282. Response received as Highways officer visited. No immediate danger but he will seek funds to strengthen the bank. Clerk will monitor. Further erosion has since occurred and all are urged to upgrade the matter on the Devon Highways website using the reference number above. (5 March 2020) CD has emailed DCC Highways as further erosion. (Nov 2020)</p> <p>Information on responsibilities for drainage maintenance has been received from Devon Highways and will be promulgated to all parishioners. This was done clerk via Lahore e-news.</p> <p>TB and JV reported that hedges bordering the highway up Cott hill and owned by National Trust have not been trimmed and so the road is being restricted. Clerk to write to NT enclosing responsibility document from Devon CC. MY wrote to NT but no response received due to Corona Virus lockdown. MY tried follow up 27 October. Office still shut. Obviously the seasons have passed. Clerk will contact when possible to establish that NT will when allowed maintain the hedgerows.</p>	<p>Closed</p> <p>ALL</p> <p>Closed</p> <p>Clerk</p>
4.2	<p>Parish Paths:</p> <p>(5 March 2020) The report on the byways highlighted some problems. Liaison needs to continue with P3, Highways and landowners regarding planing, grips and improving the water run off situation from land. Councillor Vanstone will lead this and liaise accordingly.</p> <p>Additionally, the road sign indicating bend at the top of Longpot lane on the paved road has been damaged badly by the hedge trimmer. CB to try and find out from land owners who did the work and get sign replaced under their insurance. Failing that it is to be reported to DCC. (5 March 2020) Council ascertained the work was done by Carl Seggons. CB has written on 7 February to ask for invoice for work done on verges plus to ask if Carl had informed DCC Highways of damaged sign. Text reply received agreeing that damage had been caused but as sign was hidden, he is not responsible. Council asked clerk to write to Devon Highways. This was done post meeting and awaiting outcome. April 2020 – New road traffic sign installed by Devon Highways.</p>	<p>JV</p> <p>Closed</p>
5.0	<u>Matters arising from meeting dated 5th March 2020</u>	
5.1	County Council News. Councillor Davis briefed the attached report – Annex A	<p>Annex A</p> <p>Closed</p>
5.2	<p>District Council News. Councillor Prowse briefed that NDDC have received two tranches of money from central government for the second lockdown. 4.4 million for small businesses. There will be a lump sum for the four-week lockdown with a possible two-week extension. This amounts to £1500 to £3000 per month depending on the business. Some will be reserved for tourism planning in the future rather than now. Parking in NDDC car parks will be free again to encourage shoppers to use town where possible. Discussions on reducing levels of government currently indicate that North Devon District Council and Devon County Council will remain. Discussions are ongoing regarding possible merging of North Devon and Torridge District Councils. He also mentioned that the owner of the pub in Bratton Fleming has lost his appeal against compulsory purchase.</p>	<p>Closed</p>
5.3	The other request was that Council consider installing a solar powered light in the box which would illuminate at night. This was voted down by majority. Mike Mathews stated that there was a light and he will kindly investigate whether a bulb failure or that	

	power has been removed by Western Power. Clerk to liaise with MM. (5 March 2020) MM is trying to locate a bulb for the phone box as the one he has removed is not common. (12 Nov 2020)	Clerk																																																			
5.4	CD reported that the Village Hall secretary has been unable so far to cast light on the insurance. CD to pursue. (5 March 2020) Cd reported that the village hall treasurer has checked and our property is not covered. CD will pursue getting our inventory added to the policy and we will pay any delta required.	CD																																																			
5.5	(March 2020 para 7.1) CD reported that John Richmond, the owner of Corner Cottage and field beyond had spoken about the verge clearing that had been carried out and that it had spoilt his verges in places. Highways have to be kept clear. It was suggested that CD give him a copy of the guidance document received from DCC as this states that the owner should clear the verges. This is done and also John Richmond is happy as some repair was done by our work party.	Closed																																																			
5.6	(March 2020 para 7.2) Clerk asked if efforts could be made to find a Parish Clerk again as he is due to take the chair in May and cannot do Chair and Clerk. (Nov 2020) Efforts continue to find a Parish Clerk. MY will not now be taking chair until May 2021 at the earliest. The potential candidate that the clerk had approached has declined. All to see if they can identify a candidate.	ALL																																																			
5.7	It was asked by Councillors and public whether the meetings could start later to facilitate attendance by those that work. CD will approach the bowlers to see if they would agree to 30-minute delay every 2 months and then Council could start at 6:30 PM. CD reorted that the bowlers are happy to oblige. This, all future meetings will plan to start at 6:30 PM. Clerk to arrange.	Closed																																																			
6.0	Finance																																																				
6.1	<table border="0"> <thead> <tr> <th style="text-align: left;">Treasurer's report 01.04.20 – 12.11.20</th> <th style="text-align: right;">Year to Date</th> <th style="text-align: right;">Year to 31 March 2020</th> </tr> </thead> <tbody> <tr> <td>Bank balance 01.04.19</td> <td style="text-align: right;">6,833.52</td> <td style="text-align: right;">7,155.08</td> </tr> <tr> <td colspan="3">INCOME</td> </tr> <tr> <td>N.D.D.C Parish Grant</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">304.0 0</td> </tr> <tr> <td>N.D.D.C. - Precept</td> <td style="text-align: right;">950.0 0</td> <td style="text-align: right;">700.0 0</td> </tr> <tr> <td>N.D.D.C. - Grant assistance</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">2.54</td> </tr> <tr> <td></td> <td style="text-align: right;">124.6</td> <td></td> </tr> <tr> <td>HMRC - VAT refund</td> <td style="text-align: right;">1</td> <td style="text-align: right;">85.51</td> </tr> <tr> <td>N.D.D.C.- grant re broadband</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Devon C.C. - Highway maintenance funding</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>N.D.D.C. - Grant towards WiFi</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">1,074.61</td> <td style="text-align: right; border-top: 1px solid black;">1,092.05</td> </tr> <tr> <td></td> <td style="text-align: right;">7,908.13</td> <td style="text-align: right;">8,247.13</td> </tr> <tr> <td colspan="3">EXPENDITURE</td> </tr> <tr> <td>DALC subscription</td> <td style="text-align: right;">52.00</td> <td style="text-align: right;">52.21 375.6</td> </tr> <tr> <td>Clerk's expenses</td> <td style="text-align: right;">66.01</td> <td style="text-align: right;">8</td> </tr> <tr> <td>Repairs to Village Phonebox</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">91.50</td> </tr> </tbody> </table>	Treasurer's report 01.04.20 – 12.11.20	Year to Date	Year to 31 March 2020	Bank balance 01.04.19	6,833.52	7,155.08	INCOME			N.D.D.C Parish Grant	0.00	304.0 0	N.D.D.C. - Precept	950.0 0	700.0 0	N.D.D.C. - Grant assistance	0.00	2.54		124.6		HMRC - VAT refund	1	85.51	N.D.D.C.- grant re broadband	0.00	0.00	Devon C.C. - Highway maintenance funding	0.00	0.00	N.D.D.C. - Grant towards WiFi	0.00	0.00		1,074.61	1,092.05		7,908.13	8,247.13	EXPENDITURE			DALC subscription	52.00	52.21 375.6	Clerk's expenses	66.01	8	Repairs to Village Phonebox	0.00	91.50	
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			104.0	
	Village Hall - Maintenance grant	0.00	0	
			200.0	
	P.C.C. - Burial ground grant	0.00	0	
		250.0		
	Loxhore Village Broadband CIC	0	0.00	
	Barnstaple Records Office	0.00	50.00	
			407.6	
	Highway Maintenance Fund	0.00	3	
	Sundry Expenses	0.00	7.98	
			124.6	
	Vat Paid	7.69	1	
			375.70	1,413.61
			<u>7,532.43</u>	<u>6,833.52</u>
	Allocated:			
	P3 money	1,075.71		1,075.71
	Transparency Code Funding	438.36		438.36
	Parish maintenance fund	509.00		509.00
	Highway maintenance fund	2,812.38		2,812.38
	Loxhore Broadband CIC	0.00		250.00
		4,835.45		5,085.45
	Non-Ring-fenced Funds	<u>2,696.98</u>		<u>1,748.13</u>
	Parish Council Funds	7,532.43		6,833.58
			362.6	0.
	Funds held for Loxhore Community Support Group		<u>0</u>	<u>00</u>
		£7,895.0		£6,833.5
	Balance per Bank Account	<u>3</u>		<u>8</u>
	VAT recoverable - year to 31 March 2020	0.00		124.61
	VAT recoverable - year to 31 March 2021	7.69		0
				Closed
6.2	RFO proposed that we pay the usual £200 to Loxhore PCC for maintenance of the burial ground and £104 to the Village Hall. Councillors agreed and RFO will make the payments.			Closed
6.3	Internal audit for 2019/2020 has been completed and promulgated.			Closed
7.0	<u>Chair's Business</u>			
7.1	Repair is needed to the stile on Bratton Bridleway providing access to Roborough Castle mound. An obvious step had broken and JV kindly repaired 2 steps however she suggests that the original design was not the best for safety and longevity. Mr C Comer was invited to quote but he reported that it needed a more substantial construction than his expertise would allow. Clerk wrote to P3 who will task the Highways officer to report and then use their subcontractor if applicable. Feedback from P3 – "The reason the stile has not been repaired is because it is not a right of way and not DCC responsibility." Unfortunately, they do not know who installed the structure – it might be worth having a chat to the landowner to see if they know anything about who is responsible for the access. TB will enquire as to whom owns the field with the mound (possibly Mr Kingdom of Swimbridge) and ask if they know who installed the stile and signposts. If that avenue fails then the clerk will contact English Heritage and any other potential			TB

	organisations.	Clerk
7.2	<p>Back at the end of June the Council was approached by the residents of Longpot Lane for potential assistance of Tarmac to fill potholes. The Councillors all agreed the following text that was sent on 2 July 2020.</p> <p>Dear Residents of Longpot Lane,</p> <p>The Parish Council have considered your request for help in filling the potholes on your access route. We are sympathetic to your desire to improve your access and are more than happy to allow the use of the tools we have for effecting repairs. Unfortunately, we are not allowed to give you the tarmac. This we purchase from a fund for highway maintenance and the funds are explicitly for highways and not byways. Thus, if we were to give you tarmac, we would be in breach of our civic duties.</p> <p>We purchased the tarmac bags from Eagle Plant 18 months or so ago and they were about £8 per bag. If you have trouble obtaining, then we would be happy to purchase on your behalf with you reimbursing the Parish Council accordingly.</p> <p>We would ask you to liaise with Chris Cromer (850219) who can give you access to the tools and advise you should you need that. We have spoken to him and his view is that the amount of work to be done needs a professional solution but do please speak with him.</p> <p>Please let us know if we can help further. Additionally, if you proceed to ask Devon Highways to upgrade to a highway, as minuted in the special meeting in June, we will endorse any such application.</p> <p>Sincerely,</p> <p>Mike Young - Councillor and Clerk, Loxhore Parish Council</p> <p>This triggered a litany of emails between the residents and the clerk. The clerk sought advice from Devon Highways and the P3 department. The correspondence is attached at annex B to these minutes. This is to record that Longpot Lane is a Byway, its surface meets the required standard of a Byway and thus any improvement has to be done by the residents with approval from Devon County Council.</p> <p>Of special note is the following paragraph included in the refusal of planning application 71568 at Horseshoe Bam that Council discussed on 20 June.</p> <p>.</p> <p>3. The private and county roads providing access to the site are, by reason of their inadequate width, horizontal alignment, condition and lack of footway/grass verge provision, unsuitable to accommodate the increase in traffic likely to be generated therefore contrary to Policy DM05 of the North Devon and Torridge Local Plan and guidance contained in the National Planning Policy Framework.</p>	<p>Annex B</p> <p>Closed</p>
7.3	<p>P3 report reminder has come. Report due by February 2021. JV will be walking all paths over next few weeks and documenting any problems including an inventory of signs that cannot be read. P£ have offered stick on replacements and JV has indicated she can affix these to the signs. They have also given contact for contractor who van replace the damaged posts by the Methodist chapel and the pathway sign opposite Mr Baiment's house pointing up to Mr M Batson's house.</p>	JV
7.4	<p>A request was received from Plastic Free North Devon urging us to endorse their cause of banning the sale of cheap plastic bellyboards in the area. This is because thousands have been ditched on the beaches over the summer with the obvious bad environmental effects, and for us to ask our District and County Councillors to vote to support when possible. Parish Council agreed fully with the cause as did the external Councillors present. Clerk to write to AD and MP to confirm the resolution. This was done immediately after the meeting.</p>	Closed
7.5	<p>The Council wish to record a big vote of thanks on behalf of the parishioners to Mike Bowden who initiated the venture of getting fibre to the premises high speed broadband to the parish. Mike researched the feasibility and rounded up the support and commitment</p>	

	to get the venture to happen. Mike Matthews greatly assisted with his technical knowledge. All the directors of the CIC are to be congratulated. Council voted to present the two Mike's with a bottle of red as a thank you from the parish.	Closed
7.6	It has been brought to the Parish Council's attention, by a former resident, of a possible violation of planning approval. The clerk asked CD to investigate. In 2016 application 61138 for a barn conversion at Smythapark House was approved. In the decision notice it stated: (4) The converted barn hereby permitted shall not be used otherwise than for the provision of short let holiday accommodation. The property shall not be occupied as a permanent dwelling and shall not be occupied by any one person for a period exceeding 28 days in any calendar year. The owner or operator shall maintain a register of occupants for each calendar year. This shall be made available on request for inspection by any duly authorised officer of the Local Planning Authority. It now appears that the property has been offered for permanent let and has been advertised at a monthly rate. CD briefed council on details and that there is a tenant. It was agreed that in the first instance the chair (CB) would speak with the owners Nick and Karen Loosemore and suggest that they apply for a variance in planning application. CB did this on 13 Nov 2020 but they did not want to as this situation is only while the pandemic is ongoing and they intend to return to short term holiday letting next year. Councillor Prowse checked with the planning department and was told that all cases should be reported and it was then up to the planners to make a decision on whether and perhaps more importantly when to take any action. He thinks therefore that we have no option here but to pass the issue on to the District. The Clerk therefore informed the planning enforcement team.	Clerk to monitor
7.7	A request has been received from The South West Heritage Trust for funding, like last year, to help keep the North Devon Records Office open. Council voted unanimously to support with £50.00 as previously. RFO to send a cheque. This was done post meeting.	Closed
7.8	Planning application 72427 Riddle Farm. All councillors had reviewed the application and were fully in favour of the application. The proposed bungalow will have no negative impact on the countryside or neighbouring properties. It will allow an expanding family to remain in the parish which is to be welcomed. Clerk to post these comments on the NDDC portal.	Closed
8.0	<u>Next meeting</u> The Chair closed the meeting at 19:35, thanking everyone for attending. The next meeting will be held when either any urgent business arises, a planning application is submitted or another 6 months approaches under the pandemic requiring Councillors to attend or be deemed to have resigned!	Closed

Minutes approved by Chair..... Date