

# LOXHORE PARISH COUNCIL MEETING

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## Minutes

Date: Thursday 5<sup>th</sup> January 2023

Venue: Loxhore Village Hall

Present: Jane Vanstone {Chair}  
Mike Young {Vice Chair and Clerk}  
Carole Delve {Councillor}  
Suzanne Smith {Councillor}  
Malcolm Prowse {District Councillor}  
Syd Delve {Parishioner}  
Lynn Challacombe {Parishioner}

Minutes taken by: Mike Young {Clerk}

The Chair opened the meeting at 18:30

1. Apologies: Received from Cllrs Davis and Bryars.
2. Declarations of interest: None
3. All councillors agreed that the minutes of the previous meeting held on 3<sup>rd</sup> November 2022 were a true and accurate record of that spoken and written. The Chair signed accordingly.

4.0	<b><u>Action points from previous meeting dated 3<sup>rd</sup> November 2022</u></b>	
4.1	<p>JV mentioned that she has been made aware of a possible old footpath near the church that might be resurrected. She is waiting for the old maps to be presented and will report back to council. She has also been informed of discourteous bike behaviour on one bridleway where it crosses a farm yard. This will be monitored. (July 2021) DCC have not yet held the meeting above, JV will chase them again re meeting and extra signpost facias as not enough were sent. CB has yet to contact Mike Matthews but will do so. JV has had nothing further on old footpath nor the bikers. (2 Sept 2021) JV keeps trying to contact P3 at DCC but never gets a response. She will keep trying. CB contacted Mike Matthews who will look to installing a hedge as suggested. (Oct 2021) JV met with Ros Davis (P3 coordinator) and Simon Houghton last Thursday and walked several rights of way (byways 32, 31, bottom end of 33, footpath 8 from 31 to Hill Lane &amp; 9) and discussed their ongoing maintenance / management.</p> <ol style="list-style-type: none"><li>1. Byway (31) between Lower Loxhore and four cross way, this is suffering with gullyng in the middle section due to runoff from fields during high rainfall events. It appears these are more common during winter than has previously been the case, the plan is to reduce the speed of the water so that it can carry less load.</li></ol>	

	<p>It is proposed that concrete sleepers will be set into the surface of the lane every 30m or so, the material should build up behind the sleepers and not progress down the lane making big piles of material at the bottom. We can also get some grading work done by a special agitating and compacting machine known colloquially as the Angry Minion. Simon will get quotes from a contractor and we can apply for the funding from P3 for a grant, work to be done next summer 2022.</p> <p>2. Footpath 9, this path has been unpassable for some years (at least 6), it needs a new signpost at the top end, and at the bottom, a replacement gate, and a sleeper bridge to ford the stream. The idea of moving the bottom end of the path to the area near the dam was immediately dismissed as it would require a legal diversion of the footpath which is more expensive and time consuming than the bridge building. Simon will get quotes from a contractor and we can apply for the funding from P3 for a grant, work to be done next summer 2022.</p> <p>(May 2022) JV reported that byway 31(item 1 above) will now hopefully be scheduled in 2023. Footpath 9 (item 2 above) The contractor coming late summer 2022. January 2023. This has been deferred by County due to funding shortage. JV is liaising with the Prison service team to see if they might do it, labour free (see 4.2 below). JV needs to submit annual claim to County P3 for funds. RFO to please advise JV what the shortfall for pathway 8 was after VAT reclaim etc so that she knows what to submit.</p>	<p>JV RFO</p>																														
4.2	<p>(Nov 2022) MY had received an offer for free labour assistance to Parish Councillors from the local rehabilitation officer of HM prison and Probation Service. Councillors thought this was an excellent initiative and MY was asked to communicate our need for assistance in drain and road passing place clearance and also another dog gate where footpath 8 joins Hill lane. Post meeting MY wrote accordingly and connected the liaison officer with JV and CD.</p> <p>In parallel MY was asked to write to the editor of Loxhore eNews requesting parishioners to clear drains of leaves near their house and when out walking. MY did so after the meeting (Jan 2023) The prison team have visited twice and started clearing the verges. As the manpower attendance is flexible they have made a good start and will be visiting again</p>	<p>JV CD</p>																														
5.0	<b><u>Matters arising from meeting dated 3<sup>rd</sup> November 2022</u></b>																															
5.1	County Council News. Nil	Closed																														
5.2	<p>District Council News. Councillor Prowse briefed on £1M budget shortfall and indicated that car parking charges will rise as that is main source of revenue for NDDC. He also highlighted the problems of public toilets due to misuse by some residents. They will investigate pay to enter to deter entry for nefarious activities. Good news is that the revenue from Green lanes shopping mall since NDDC bought it is £340K.</p>	Closed																														
6.0	<b><u>Finance</u></b>																															
6.1	<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Report 01/04/22 to 05/01/23</th> <th style="text-align: right; border-bottom: 1px solid black;">Year to Date</th> <th style="text-align: right; border-bottom: 1px solid black;">to 31 March 2022</th> </tr> </thead> <tbody> <tr> <td>Bank balance 01.04.22</td> <td style="text-align: right;">6,630.55</td> <td style="text-align: right;">7,139.09</td> </tr> <tr> <td colspan="3"><b>INCOME</b></td> </tr> <tr> <td>N.D.D.C. - Precept</td> <td style="text-align: right;">850.00</td> <td style="text-align: right;">850.00</td> </tr> <tr> <td>HMRC - VAT refund</td> <td style="text-align: right;">112.16</td> <td style="text-align: right;">50.66</td> </tr> <tr> <td>Devon C.C. - P3 Partnership</td> <td style="text-align: right;">300.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Devon C.C. - Grant for insurance</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>N.D.D.C. - Community Support Group</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;">1,262.16</td> <td style="text-align: right; border-top: 1px solid black;">900.66</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">7,892.71</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">8,039.75</td> </tr> </tbody> </table>		Report 01/04/22 to 05/01/23	Year to Date	to 31 March 2022	Bank balance 01.04.22	6,630.55	7,139.09	<b>INCOME</b>			N.D.D.C. - Precept	850.00	850.00	HMRC - VAT refund	112.16	50.66	Devon C.C. - P3 Partnership	300.00	0.00	Devon C.C. - Grant for insurance	0.00	0.00	N.D.D.C. - Community Support Group	0.00	0.00		1,262.16	900.66		7,892.71	8,039.75
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<b>EXPENDITURE</b>			
DALC subscription	49.99	49.00	
Clerk's expenses	80.60	372.84	
Insurance	0.00	173.39	
Village Hall - Maintenance grant	150.00	0.00	
B. Gould - upkeep of Parish Burial Ground	400.00	0.00	
Devon CPRE	0.00	60.00	
Barnstaple Records Office	0.00	50.00	
Citizens Advice	0.00	50.00	
Highway Maintenance Fund	0.00	25.83	
P3 Footpath maintenance	1,506.00	500.00	
Community Support Group	0.00	0.00	
Sundry Expenses	0.00	15.98	
Vat Paid	308.33	112.16	
		<u>2,494.92</u>	<u>1,409.20</u>
		<u>5,397.79</u>	<u>6,630.55</u>
<b>Allocated:</b>			
P3 money		0.00	575.71
Transparency Code Funding		0.00	438.36
Parish maintenance fund		0.00	509.00
Highway maintenance fund		2,786.55	2,812.38
Loxhore Community Support Group		362.60	382.60
		<u>3,149.15</u>	<u>4,718.05</u>
<b>Non Ring-fenced Funds</b>		<u>2,248.64</u>	<u>1,912.50</u>
Parish Council Funds		<u>5,397.79</u>	<u>6,630.55</u>
Balance per Bank Account		<u>£5,397.79</u>	<u>£6,630.55</u>
VAT recoverable - year to 31 March 2023		<u>£ 308.33</u>	
			Closed
6.2	NDDC had required our application for next year's precept by 23 December 2022. RFO advised and Councillors all agreed that it should stay the same at £850.00 as no known increase required. Clerk submitted the request.		Closed
7.0	<b><u>Chair's Business</u></b>		
7.1	Funding request received from Citizen's Advice to help them continue offering local support. Councillors unanimously agreed to donate £50 as the need for help is increasing due to current pressures on people's budgets. Clerk to send a cheque.		Closed
7.2	Zurich insurance renewal received, due by 1 Feb. Premium £174.38 (99p increase!!) Councillors voted to accept. Clerk to send renewal cheque.		Closed
7.3	Devon Council is working hard on developing the county's sustainability Initiative and this will flow down to Parishes. Consequently, MY had invited Lynn Challacombe to meet and brief Council on the current state of things as she sees it. Lynn gave an excellent brief on the pressing need for a Community Emergency Plan. With climate change happening the likelihood of drought/floods/power outages etc is almost certain and the chance of occurrence is increasing. Lynn suggested that an audit of community assets should be undertaken and also the setting up a group of people as a Community Response Team to respond to emergencies. Other Parishes have		

	<p>already generated plans and teams. Lyn kindly volunteered to try and obtain the plans from Landkey and East Down for us to review. She will also contact Martin Rich/Laura Dixon to discuss the first stage of creating an emergency plan for Loxhore and to get advice and explore which options could work for a small parish like ours.</p> <p>The Council thanked Lynn for her time and inputs and it was agreed that Lynn would continue to advise on an ad hoc basis. She would not take on the role of co-ordinator at this time.</p>	<p>LC MY</p>
8.0	<p><b><u>Next meeting</u></b></p> <p>The Chair closed the meeting at 19:25, thanking everyone for attending. The next meeting will be held on Thursday 2<sup>nd</sup> March 2023.</p>	<p>Closed</p>

Minutes approved by Chair.....Jane Vanstone..... Date .....2 March 2023...