

LOXHORE PARISH COUNCIL MEETING

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Minutes

Date: Thursday 11th May 2023

Venue: Loxhore Village Hall

Present: Jane Vanstone {Chair}
Mike Young {Vice Chair and Clerk}
Suzie Smith {Councillor and RFO}
Carole Delve {Councillor}
Liz Murphy {Councillor}
Malcolm Prowse {District Councillor}
Ray Comer {Parishioner}
Lynn Challacombe {Parishioner}

Minutes taken by: Mike Young {Clerk}

The Chair opened the meeting at 18:37

1. Apologies: None received.
2. Declarations of interest: None
3. All councillors agreed that the minutes of the previous meeting held on 2nd March 2023 were a true and accurate record of that spoken and written. The Chair signed accordingly.

4.0	<u>Action points from previous meeting dated 2nd March 2023</u>	
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 & 9) and discussed their ongoing maintenance / management.</p> <ol style="list-style-type: none">1. Byway (31) between Lower Loxhore and four cross ways, this is suffering with gulying 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,	

	<p>the plan is to reduce the speed of the water so that it can carry less load. 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 2023. JV proposed that a bottle of wine be gifted to Peter Seggons as he had re-installed the byway and Roborough castle finger post that had fallen over at the start of Hill Lane, Council unanimously approved and JV will organise,</p>	Hold JV
4.2	<p>(Jan 2023 7.3) Devon County 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 already generated plans and teams. Lynn 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. (March 2023) Lynn has been working hard and has arranged a public information meeting at the village hall on Sunday 26 March along with refreshments from 2 to 4 pm. Martin Rich will brief the need and what the parish should consider doing. (Initial email sent out 20 Feb 2023). From this meeting the hope is that a committee of volunteers will be formed. Lynn has also applied for a grant to affray costs for the hall and refreshments for this meeting and ongoing committee meetings and stationery. (May 2023) The first information meeting was held on 26 March and nearly 40 parishioners attended. A good presentation was made by Devon together and as a result a committee of four parishioners (with two more in the background) was formed. The first meeting is on 2 Jun 2023. On 17 May a Devon wide emergency plan get together is happening and Lynn will attend. MY reported that he has been in contact with the SW ambulance service about circuitous and thus delayed attendance in the past. He has been assured that all the GPS systems are updated every two weeks. Should anyone detect a problem then they should let the clerk know.</p>	LC
5.0	<u>Matters arising from meeting dated 2nd March 2023</u>	
5.1	County Council News. Nil	Closed
5.2	District Council News. MP reported on the disappointing turnout of only 425 in Bratton Fleming ward. Elsewhere in district it was 22%. MP has been elected as leader of Independent District Councillors. There is a small delay to end of June on Pannier market progress due to extra work needed on the roof timbers.	Closed
5.3	(March 2023 para 7.3) Ray Comer stated that he had reported the bridge at Loxhore Cott to the bridge department at DCC. Some coping stones are missing and some are in the river. They have promised to visit and assess urgently. He also asked if the Loxhore sign, which is damaged, on the Blackpool Farm Road from the Bratton Fleming Road near Drinking Trough Corner could be repaired. Clerk will ask the DCC highway warden. JV asked if	

	the temporary fencing erected along the same road and damaged by a falling tree could be removed. Clerk will contact Highways. (May 2023) DC Andrea Davies wrote to the clerk. The Loxhore road sign is on the list at the workshop to be done but this could take over a year due to backlog of work. She has referred the fencing to structures department as it was not installed by Highways. Awaiting response.	AD																																																																																																															
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6.1	<p>INCOME & EXPENDITURE FOR THE YEAR ENDED 31st MARCH 2023</p> <table> <thead> <tr> <th></th> <th>2023</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Balance at 1st April</td> <td>6,630.55</td> <td>7,139.09</td> </tr> <tr> <td>INCOME</td> <td></td> <td></td> </tr> <tr> <td>N.D.C. Precept</td> <td>850.00</td> <td>850.00</td> </tr> <tr> <td>VAT refund</td> <td>112.16</td> <td>50.66</td> </tr> <tr> <td>Devon C.C. - P3 scheme</td> <td>300.00</td> <td>0.00</td> </tr> <tr> <td>DCRF Grant re Emergency Planning</td> <td>176.38</td> <td>0.00</td> </tr> <tr> <td></td> <td><u>1,438.54</u></td> <td><u>900.66</u></td> </tr> <tr> <td></td> <td>8,069.09</td> <td>8,039.75</td> </tr> <tr> <td>EXPENDITURE</td> <td></td> <td></td> </tr> <tr> <td>DALC subscription</td> <td>49.99</td> <td>49.00</td> </tr> <tr> <td>Clerk's expenses</td> <td>390.91</td> <td>372.84</td> </tr> <tr> <td>Insurance</td> <td>174.38</td> <td>173.39</td> </tr> <tr> <td>Village Hall - Maintenance grant</td> <td>150.00</td> <td>0.00</td> </tr> <tr> <td>P.C.C. - Burial ground grant</td> <td>400.00</td> <td>0.00</td> </tr> <tr> <td>Barnstaple Records Office</td> <td>50.00</td> <td>50.00</td> </tr> <tr> <td>Citizens Advice</td> <td>50.00</td> <td>50.00</td> </tr> <tr> <td>Devon CPRE</td> <td>0.00</td> <td>60.00</td> </tr> <tr> <td>Highway Maintenance Fund</td> <td>0.00</td> <td>25.83</td> </tr> <tr> <td></td> <td>1,506.0</td> <td></td> </tr> <tr> <td>P3 Footpath Maintenance</td> <td>0</td> <td>500.00</td> </tr> <tr> <td>Emergency Planning Mtg Expenses</td> <td>84.08</td> <td>0.00</td> </tr> <tr> <td>Sundry Expenses</td> <td>0.00</td> <td>15.98</td> </tr> <tr> <td>Vat Paid</td> <td>308.33</td> <td>112.16</td> </tr> <tr> <td></td> <td><u>3,163.69</u></td> <td><u>1,409.20</u></td> </tr> <tr> <td>Bank balance at 31st March.</td> <td></td> <td></td> </tr> <tr> <td>Lloyd's cheque account</td> <td><u>4,905.40</u></td> <td><u>6,630.55</u></td> </tr> <tr> <td>Allocated:</td> <td></td> <td></td> </tr> <tr> <td>P3 money</td> <td>0.00</td> <td>575.71</td> </tr> <tr> <td>Transparency Code Funding</td> <td>0.00</td> <td>438.36</td> </tr> <tr> <td>Parish maintenance fund</td> <td>0.00</td> <td>509.00</td> </tr> <tr> <td>Highway maintenance fund</td> <td>2,812.38</td> <td>2,812.38</td> </tr> <tr> <td>Loxhore Community Support Group</td> <td>362.60</td> <td>362.60</td> </tr> <tr> <td>Emergency Planning Grant</td> <td>92.30</td> <td>0.00</td> </tr> <tr> <td></td> <td><u>3,267.28</u></td> <td><u>4,698.05</u></td> </tr> <tr> <td>Non-Ring-fenced Funds</td> <td><u>1,638.12</u></td> <td><u>1,941.04</u></td> </tr> <tr> <td>Parish Council Funds</td> <td><u>4,905.40</u></td> <td><u>6,639.09</u></td> </tr> </tbody> </table>		2023	2022	Balance at 1st April	6,630.55	7,139.09	INCOME			N.D.C. Precept	850.00	850.00	VAT refund	112.16	50.66	Devon C.C. - P3 scheme	300.00	0.00	DCRF Grant re Emergency Planning	176.38	0.00		<u>1,438.54</u>	<u>900.66</u>		8,069.09	8,039.75	EXPENDITURE			DALC subscription	49.99	49.00	Clerk's expenses	390.91	372.84	Insurance	174.38	173.39	Village Hall - Maintenance grant	150.00	0.00	P.C.C. - Burial ground grant	400.00	0.00	Barnstaple Records Office	50.00	50.00	Citizens Advice	50.00	50.00	Devon CPRE	0.00	60.00	Highway Maintenance Fund	0.00	25.83		1,506.0		P3 Footpath Maintenance	0	500.00	Emergency Planning Mtg Expenses	84.08	0.00	Sundry Expenses	0.00	15.98	Vat Paid	308.33	112.16		<u>3,163.69</u>	<u>1,409.20</u>	Bank balance at 31st March.			Lloyd's cheque account	<u>4,905.40</u>	<u>6,630.55</u>	Allocated:			P3 money	0.00	575.71	Transparency Code Funding	0.00	438.36	Parish maintenance fund	0.00	509.00	Highway maintenance fund	2,812.38	2,812.38	Loxhore Community Support Group	362.60	362.60	Emergency Planning Grant	92.30	0.00		<u>3,267.28</u>	<u>4,698.05</u>	Non-Ring-fenced Funds	<u>1,638.12</u>	<u>1,941.04</u>	Parish Council Funds	<u>4,905.40</u>	<u>6,639.09</u>	
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	Bank Reconciliation		
	Balance per Bank Account	5,091.18	
	Less: Outstanding cheques:		
	Emergency Planning Mtg Expenses	54.08	
	Emergency Planning Mtg Expenses	30.00	
	Clerk's Expenses	<u>101.70</u>	
		185.78	
		<u>4,905.40</u>	
			Closed
6.2	Treasurers Report 01/04/23 to 11/05/23	Year to Date	Year to 31 March 2023
	Bank balance 01.04.23	4,914.80	6,630.55
	INCOME		
		425.0	
	N.D.D.C. - Precept	0	850.00
		308.3	
	HMRC - VAT refund	3	112.16
	Devon C.C. - P3 Partnership	0.00	300.00
		176.3	
	Devon C.C. - DCRF Grant	8	0.00
	N.D.D.C. - Community Support Group	<u>0.00</u>	<u>0.00</u>
		909.71	1,262.16
		<u>5,824.51</u>	<u>7,892.71</u>
	EXPENDITURE		
	DALC subscription	75.00	49.99
		101.7	
	Clerk's expenses	0	289.21
	Insurance	0.00	174.38
	Village Hall - Maintenance grant	0.00	150.00
	B. Gould - upkeep of Parish Burial Ground	0.00	400.00
	Devon CPRE	0.00	0.00
	Barnstaple Records Office	0.00	50.00
	Citizens Advice	0.00	50.00
	Highway Maintenance Fund	0.00	0.00
	P3 Footpath maintenance	0.00	1,506.00
	Community Support Group	0.00	0.00
	Sundry Expenses	54.08	0.00
	Vat Paid	<u>11.71</u>	<u>308.33</u>
		242.49	2,977.91
		<u>5,582.02</u>	<u>4,914.80</u>
	Allocated:		
	P3 money	0.00	0.00
	Transparency Code Funding	0.00	0.00
	Parish maintenance fund	0.00	0.00

	Highway maintenance fund	2,786.55	2,812.38	
	Loxhore Community Support Group	362.60	382.60	
	Loxhore Emergency Planning	214.60	0.00	
		<u>3,363.75</u>	<u>3,194.98</u>	
	Non-Ring-fenced Funds	<u>2,218.27</u>	<u>1,719.82</u>	
	Parish Council Funds	<u>5,582.02</u>	<u>4,914.80</u>	
	Balance per Bank Account	<u>£5,582.02</u>	<u>£4,914.80</u>	
	VAT recoverable - year to 31 March 2024	<u>£ 11.71</u>		
7.0	<u>Chair's Business</u>			
7.1	The council wished to record their great thanks to Chris Bryars for his service on the Parish Council including being RFO and chair.			Closed
7.2	Stile to Roborough Castle, the steps beginning to rot. Denis Bament did a fine job last year extending over the farmers new fence and has estimated £ 250 + £50 VAT to rebuild the steps (less steep) and replace most of the top platform. Councillors discussed. RFO confirmed funds available and the Council unanimously agreed to ask Denis to put the repairs in hand.			MY
7.3	Ray Comer asked if the Neighbourhood Watch scheme was still active as there has been an increase of farming theft in the area. Also, he reported that a white van had been seen at various locations around Loxhore. As far as the Council is aware the scheme is not active as there are no known co-ordinators. This is something the emergency planning committee could consider incorporating. MY informed that you can sign up for police alert emails on farming thefts and other matters via the police website.			LC Closed
8.0	<u>Planning Application</u>			
	Planning consultation 76199 requested on Listed Building consent for roof timbers and ceilings at Rose Cottage, Lower Loxhore. Councillors had reviewed the documents and unanimously agreed to support the application and to urge that approval be expedited, if possible, so that the work can be done and the scaffolding removed. Clerk to submit to NDDC. Post meeting note this was actioned by MY.			Closed
9.0	<u>Next meeting</u> The Chair closed the meeting at 19:20, thanking everyone for attending. The next meeting will be held on Thursday 7 th July 2023 at 1830 in the village hall.			Closed

Minutes approved by Chair.....Cllr Vanstone..... Date6 July 2023.....