

LOXHORE PARISH COUNCIL MEETING

www.loxhore.org.uk

Minutes

Date: Thursday 7th September 2023

Venue: Loxhore Village Hall

Present: Mike Young {Vice Chair}
Suzie Smith {Councillor and RFO}
Carole Delve {Councillor}
Malcom Prowse {Councillor}
Lynn Challacombe {Parishioner & Community Emergency Preparedness}
Ray Comer {Parishioner}
Maria Collett {Parish Clerk}

Minutes taken by: Maria Collett {Clerk}

The Vice Chair opened the meeting at 18:30 and welcomed Maria who has taken over as Parish Clerk.

1. Apologies: Received from Cllrs. Vanstone, Murphy & Davies
2. Declarations of interest: None
3. All councillors agreed that the minutes of the previous meeting 6th July 2023 was a true and accurate record of that spoken and written. The Chair signed accordingly.

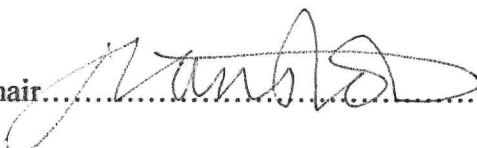
4.0	<u>Action points from previous meeting dated 6th July 2023</u>	
4.1	<p>JV mentioned that she has been made aware of a possible old footpath near the church that might be resurrected. She is waiting for the old maps to be presented and will report back to council. She has also been informed of discourteous 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 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,	

	<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 Seggions 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. (July 2023) JV had given the wine to Pete. Jane will check with DCC P43 regarding the budget for 2023/24 as nothing has been notified.</p> <p>Sept 2023 – MY informed the meeting that Ros Davis (P3 Coordinator) will be moving role, Await information on the replacement. Confirmation that the works by Corner Cottage & Hammonds Farm will be funded. Also reported that a grant of £1000 has been authorised by DCC P3. Invoice has been sent to claim it.</p>	<p>Hold</p> <p>JV</p>
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.</p> <p>Lynn suggested that an audit of community assets should be undertaken and also the setting up of 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. Lynn, who could not attend reports that she attended the Community Emergency Planning meeting in Bridestowe. It was very inspirational, with representatives</p>	

	<p>and speakers from Devon Communities Together, Devon County Council, South West Water, The Environment Agency and various Parish Councillors. Barbara Venn and Penny Smith have taken the reins of the committee, but we could still do with more people on board.</p> <p>September 2023 – LC provided an update on the Community Emergency Planning work. Unfortunately, enough people haven't volunteered to help, so the Community Response Team is still looking for members and LC is hopeful that more parishioners will come forward to join. The proposed plan will be for 6 months of monthly meetings to develop the plan and then review and update annually. LC brought along an example of a leaflet from Lewdown Grouped Parish Council, which could be used to develop a leaflet for Loxhore, to be distributed to all households in the parish, detailing important information on how to prepare for an emergency and what type of situations to consider. The leaflet was provided to MY for review. LC also reminded the meeting of the What3Words app and how it could be vital in rural communities for providing exact locations in an emergency, so it's useful for parishioners to know the What3Words for their property. The clerk was asked to draft and send an appeal for volunteers to Chris Harrington for emailing out. It should stress only meeting every 6 months and to contact Lynn.</p>	MY/MC
4.3	<p>(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.</p> <p>Sept 2023 – Ray Comer stated that the work to repair the Loxhore sign (organised by Andrea Davies) has been completed but there has been no work done on the bridge stones. Andrea to be contacted to chase up remaining work.</p> <p>The damaged Heras fencing has been removed but has been replaced with metal stakes and red plastic barrier/netting, which is already becoming engulfed by vegetation. There is no indication of why the fencing is needed, the assumption is that structural work to repair the side of the road/bank is required.</p>	MY
5.0	<u>Matters arising from meeting dated 7th September 2023</u>	
5.1	County Council News. See report attached Annex A	Closed
5.2	District Council News. See report attached Annex B	Closed
5.3	Ray Comer asked Cllr. MP about local policing and rural crime and if there was going to be additional police for Barnstaple. MP informed the meeting that additional resource was in place, MP to send the details to the Clerk. Rural crime figures are still very low. Councillor MP was asked if any council buildings have been identified as being constructed with reinforced autoclaved aerated concrete (RAAC), MP reported that none had been identified currently.	Closed
6.0	<u>Finance</u>	
6.1	<p>Treasurers Reprt 01/04/23 to 31/08/23 Year to Date Year to 31 March 2023</p> <p>Bank balance 01.04.23 4,914.80 6,630.55</p> <p>INCOME</p> <p>N.D.D.C. – Precept 425.00 850.00</p> <p>HMRC - VAT refund 308.33 112.16</p> <p>Devon C.C. - P3 Partnership 0.00 300.00</p>	

	Devon C.C. - DCRF Grant	176.38	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
	Clerk's expenses	213.31	289.21
	Insurance	0.00	174.38
	Village Hall - Maintenance grant	150.00	150.00
	B. Gould - upkeep of Parish Burial Ground	200.00	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	300.00	1,506.00
	Community Support Group	0.00	0.00
	Sundry Expenses	84.08	0.00
	Vat Paid	<u>11.71</u>	<u>308.33</u>
		1,034.10	2,977.91
		<u>4,790.41</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	<u>184.60</u>	<u>0.00</u>
		3,333.75	3,194.98
	Non Ring-fenced Funds	<u>1,456.66</u>	<u>1,719.82</u>
	Parish Council Funds	<u>4,790.41</u>	<u>4,914.80</u>
	Balance per Bank Account	<u>£4,790.41</u>	<u>£4,914.80</u>
	VAT recoverable - year to 31 March 2024	<u>£ 11.71</u>	
	Updated since the last meeting for Clerks expenses, Village Hall, Burial Ground and the steps (Roborough Castle – not P3 as not a county pathway) & sundry expense.		
6.2	Vice Chair to send an email to Devon County Council regarding a £1000 payment towards footpaths and pathways. These funds have been available previously but will require pursuing.		Closed
6.3	Ros Davis (P3) to be contacted by the Clerk to request further information regarding funds for Loxhore Parish Council, possibly a grant, but requires clarification.		MY
			MC

6.4	SS informed the meeting that she had been in talks with the bank regarding online banking. This would require completing a mandate and agreeing signatories for cheques (two people are required to sign any cheques). SS, MY and CD signed the form. JV and LM to sign the form when they're available.	SS
6.5	SS asked the meeting to agree the N.D.D.C Precept which needs to be submitted before the next meeting. The previous Precept of £850 has been considered with respect to current and future expenditure and due to increases, the new Precept will also need to increase. It was proposed to submit a Precept of £1000, which was agreed by Councillors present.	SS
7.0	<u>Chair's Business</u>	
7.1	CD reported that the survey of potholes has been completed, thirteen were found which met the criteria for repair and these were sent to Andrea Davis. It was hoped that recent repairs might include a full sheet, but only patching had taken place. CD and the team are still going out carrying out work and there are a number of potholes that require repair.	CD
7.2	Ray Comer reported that there were issues with the green recycling collections. MY stated that this was the 3 rd week running that the recycling had been left and that three weeks ago the black bins hadn't been collected due to South West Water carrying out work. The road was passable even though 'Road Closed' signage had been in place, but operatives stated that they're not permitted to pass the signs. Ray Comer reported that as a follow up, one operator in a vehicle had attempted to drive down the Loxhore Cott lane, in a vehicle that was too large for the access and as a result they broke their mirror and window. MY stated that there have been difficulties getting enough HGV drivers and not all drivers/operators have good local knowledge and will follow SAT Nav. Missed collections to be reported.	Closed
8.0	<u>Planning Application</u>	
8.1	The meeting discussed Planning Application 77132 Honeymead, Lower Loxhore. All councillors present had reviewed the application for a small extension and had no concerns or questions. Application to be supported on the N.D.D.C. planning portal.	MC
9.0	<u>Next meeting</u> The Chair closed the meeting at 19:25, thanking everyone for attending. The next meeting will be held on Thursday 2 nd November 2023 at 1830 in the village hall.	Closed

Minutes approved by Chair.......... Date 2/11/23..

