

# LOXHORE PARISH COUNCIL MEETING

[www.loxhore.org.uk](http://www.loxhore.org.uk)

## Minutes

Date: Thursday 6<sup>th</sup> July 2023

Venue: Loxhore Village Hall

Present: Jane Vanstone {Chair}  
Mike Young {Vice Chair and Clerk}  
Suzie Smith {Councillor and RFO}  
Carole Delve {Councillor}  
Maria Collett {Parish Clerk designate}  
Kate Tregellas {National Trust}  
April Braund {National Trust}

Minutes taken by: Mike Young {Clerk}

The Chair opened the meeting at 18:30

1. Apologies: Received from Cllrs. Murphy, Davies, Prowse and Lynn Challacombe
2. Declarations of interest: None
3. All councillors agreed that the minutes of the previous meetings, AGM and regular, held on 11<sup>th</sup> May 2023 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 11<sup>th</sup> May 2023</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 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, 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 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>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. 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. Lynn, who could not attend reports that she attended the Community Emergency Planning meeting in Bridestowe. It was very inspirational, with representatives and speakers from Devon Communities Together, Devon County Council, South West Water, The Environment Agency and various Parish Councillors.</p> <p>Barbara Venn and Penny Smith have taken the reins of the committee, but we could still do with more people on board.</p>	<p>LC</p>
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</p>	



	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																																																																																													
5.0	<b><u>Matters arising from meeting dated 2<sup>nd</sup> March 2023</u></b>																																																																																														
5.1	County Council News. See report attached Annex A	Closed																																																																																													
5.2	District Council News. Nil	Closed																																																																																													
5.3	Stile to Roborough Castle, the steps are 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. Denis was given the task following the meeting. (July 2023) Denis completed the work. The new steps are less steep and the stile looks very good.	Closed																																																																																													
6.0	<b><u>Finance</u></b>																																																																																														
6.1	<table border="0"> <thead> <tr> <th style="text-align: left;"><b>Treasurers Report 01/04/23 to 30/06/23</b></th> <th style="text-align: right;">Year to Date</th> <th style="text-align: right;">Year to 31 March 2023</th> </tr> </thead> <tbody> <tr> <td>Bank balance 01.04.23</td> <td style="text-align: right;">4,914.80</td> <td style="text-align: right;">6,630.55</td> </tr> <tr> <td><b>INCOME</b></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">425.0</td> <td></td> </tr> <tr> <td>N.D.D.C. - Precept</td> <td style="text-align: right;">0</td> <td style="text-align: right;">850.00</td> </tr> <tr> <td></td> <td style="text-align: right;">308.3</td> <td></td> </tr> <tr> <td>HMRC - VAT refund</td> <td style="text-align: right;">3</td> <td style="text-align: right;">112.16</td> </tr> <tr> <td>Devon C.C. - P3 Partnership</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">300.00</td> </tr> <tr> <td></td> <td style="text-align: right;">176.3</td> <td></td> </tr> <tr> <td>Devon C.C. - DCRF Grant</td> <td style="text-align: right;">8</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;"><u>909.71</u></td> <td style="text-align: right;"><u>1,262.16</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>5,824.51</u></td> <td style="text-align: right;"><u>7,892.71</u></td> </tr> <tr> <td><b>EXPENDITURE</b></td> <td></td> <td></td> </tr> <tr> <td>DALC subscription</td> <td style="text-align: right;">75.00</td> <td style="text-align: right;">49.99</td> </tr> <tr> <td></td> <td style="text-align: right;">101.7</td> <td></td> </tr> <tr> <td>Clerk's expenses</td> <td style="text-align: right;">0</td> <td style="text-align: right;">289.21</td> </tr> <tr> <td>Insurance</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">174.38</td> </tr> <tr> <td>Village Hall - Maintenance grant</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">150.00</td> </tr> <tr> <td>B. Gould - upkeep of Parish Burial Ground</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">400.00</td> </tr> <tr> <td>Devon CPRE</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Barnstaple Records Office</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>Citizens Advice</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>Highway Maintenance Fund</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>P3 Footpath maintenance</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">1,506.00</td> </tr> <tr> <td>Community Support Group</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Sundry Expenses</td> <td style="text-align: right;">84.08</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Vat Paid</td> <td style="text-align: right;">11.71</td> <td style="text-align: right;">308.33</td> </tr> <tr> <td></td> <td style="text-align: right;"><u>272.49</u></td> <td style="text-align: right;"><u>2,977.91</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>5,552.02</u></td> <td style="text-align: right;"><u>4,914.80</u></td> </tr> <tr> <td><b>Allocated:</b></td> <td></td> <td></td> </tr> </tbody> </table>	<b>Treasurers Report 01/04/23 to 30/06/23</b>	Year to Date	Year to 31 March 2023	Bank balance 01.04.23	4,914.80	6,630.55	<b>INCOME</b>				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	0.00	0.00		<u>909.71</u>	<u>1,262.16</u>		<u>5,824.51</u>	<u>7,892.71</u>	<b>EXPENDITURE</b>			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	84.08	0.00	Vat Paid	11.71	308.33		<u>272.49</u>	<u>2,977.91</u>		<u>5,552.02</u>	<u>4,914.80</u>	<b>Allocated:</b>			
<b>Treasurers Report 01/04/23 to 30/06/23</b>	Year to Date	Year to 31 March 2023																																																																																													
Bank balance 01.04.23	4,914.80	6,630.55																																																																																													
<b>INCOME</b>																																																																																															
	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	0.00	0.00																																																																																													
	<u>909.71</u>	<u>1,262.16</u>																																																																																													
	<u>5,824.51</u>	<u>7,892.71</u>																																																																																													
<b>EXPENDITURE</b>																																																																																															
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	84.08	0.00																																																																																													
Vat Paid	11.71	308.33																																																																																													
	<u>272.49</u>	<u>2,977.91</u>																																																																																													
	<u>5,552.02</u>	<u>4,914.80</u>																																																																																													
<b>Allocated:</b>																																																																																															

	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	184.60	0.00	
		<u>3,333.75</u>	<u>3,194.98</u>	
	<b>Non Ring-fenced Funds</b>	<u>2,218.27</u>	<u>1,719.82</u>	
	Parish Council Funds	<u>5,552.02</u>	<u>4,914.80</u>	
	Balance per Bank Account	<u>£5,552.02</u>	<u>£4,914.80</u>	
	VAT recoverable - year to 31 March 2024	<u>£ 11.71</u>		Closed
7.0	<b>Chair's Business</b>			
7.1	Council discussed and approved Grants to open Burial ground of £200 and Village Hall of £150. RFO to draw cheques.			SS then Closed
7.2	Kate Tregellas and April Braund from Arlington NT joined us. They confirmed that preliminary planning for Borough Farm was progressing. They also wished to improve the liaison with the local community. Parking at Loxhore Cott was discussed and Kate agreed to look into better signage. April will send any information on events t Arlington to the Parish clerk for advertising in the Parish.			Closed
7.3	Maria confirmed that she is happy to become the clerk to the Parish Council. Councillors all thanked her and welcomed her to the team. MY will arrange the handover with Maria.			MC/ MY
8.0	<b>Planning Application</b>			
	Planning consultation 77253 requested on Field access from road from Blackpool Farm to Lower Loxhore. Councillors had reviewed the proposal. There is no objection to the proposed opening with gate to the field and in fact the bonus to the community is that it will provide another passing place on the lower stretch of the road which will be welcomed. Clerk to support the application on the NDDC portal.			Clerk then Closed
9.0	<b>Next meeting</b> The Chair closed the meeting at 19:00, thanking everyone for attending. The next meeting will be held on Thursday 7 <sup>th</sup> September 2023 at 1830 in the village hall.			Closed

Minutes approved by Chair.......... Date 7 SEPTEMBER 2023