

# LOXHORE PARISH COUNCIL MEETING

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## Minutes

Date: Thursday 2<sup>nd</sup> November 2023

Venue: Loxhore Village Hall

Present: Jane Vanstone {Chair}  
Mike Young {Vice Chair}  
Suzie Smith {Councillor and RFO}  
Carole Delve {Councillor}  
Liz Murphy {Councillor}  
Andrea Davies {County Councillor}  
Ray Comer {Parishioner}  
Lynne Challacombe {Parishioner & Emergency Planning}  
Maria Collett {Parish Clerk}

Minutes taken by: Maria Collett {Clerk}

The Chair opened the meeting at 18:30.

1. Apologies: None received.
2. Declarations of interest: None
3. All councillors agreed that the minutes of the previous meeting 7<sup>th</sup> September 2023 was a true and accurate record of that spoken and written. The Chair signed accordingly.

4.0	<b><u>Action points from previous meeting dated 7<sup>th</sup> September 2023</u></b>	
4.1	<ol style="list-style-type: none"><li>1. Byway (31) between Lower Loxhore and four cross ways, work not complete. Will be updated following next survey.</li><li>2. Footpath 9 work has now been completed. The route needs to be walked to confirm that signage is in place and clear.</li><li>3. 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 &amp; Hammonds Farm will be funded. Also reported that a grant of £1000 has been authorised by D.C.C. P3. Invoice has been sent to claim it – 2<sup>nd</sup> Nov: Funds have not been received yet (requested by MY in August 23). MY to chase.</li><li>4. The meeting discussed the issues currently being observed around drainage in the parish. LC reported that she had noticed that Longpot Lane had water flowing down it recently, following rainfall. LC asked how often the drains were maintained as the problem seemed to be occurring further up the lane near Whitemoor Cottages. JV confirmed that the drains and gullies were cleared last winter and even when they are clear, water still flows down Longpot Lane during periods of high rainfall, caused in</li></ol>	JV JV MY

	<p>part by the lane being below the level of the surrounding fields. It was agreed that problems with the drains in the parish are occurring due to a combination of issues. LC reported that Barbara Venn was still experiencing flooding, Andrea Davies confirmed that the pipework under the road at BV's was going to be replaced and work has been planned in this financial year, as the existing pipe isn't big enough.</p> <p>AD asked for everyone to report any drainage issues on the D.C.C. website, where there is a section to report flooding and blocked drains. The service is for blocked drains – not those that are just covered with leaves.</p> <p>Previously a notice was communicated to parishioners asking them to help keep drains clear, this approach could be tried again. Situation to be monitored. MC to send the notice to Chris Harrington for communication.</p>	MC
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. Barbara Venn and Penny Smith have taken the reins of the Emergency Planning Committee for Loxhore.</p> <p>November 2023 – LC provided an update on the Community Emergency Planning work. The committee now has the minimum number of people needed. The proposed plan will be for 6 months of monthly meetings to develop the plan and then review and update annually. Work has begun on a leaflet for all households in the parish, detailing important information on how to prepare for an emergency and what type of situations to consider. There are two aspects to consider in the plan – home and community. LC reported that BV may need to hand over work to the rest of the team to progress, due to current restrictions on her time.</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 D.C.C.</p> <p>November 23 – Andrea Davies reported that the Bridge at Loxhore Cott has now been surveyed and the stones do not need to be replaced as no structural concerns (full report received by Loxhore Parish Council).</p> <p>JV asked about the status of the plastic fencing that has replaced the damaged Heras fencing which is now engulfed by vegetation. AD reported that she would need to look into it and report back.</p>	AD
5.0	<b><u>Matters arising from meeting dated 7<sup>th</sup> September 2023</u></b>	
5.1	<p>County Council News. See report attached Annex A</p> <p>Andrea Davies provided an update to the meeting on the work being carried out on the A361 Link Road. Work is on schedule, but recent rain/storms have not helped when the contractors are carrying out waterproofing work.</p> <p>An update was provided on the Snow Warden Scheme, and to ask if we would be interested in appointing a Snow Warden this year (previously there were no volunteers). Being part of the scheme would allow us to obtain free salt for the parish and training would be provided so the activity would be covered by D.C.C. insurance. LM volunteered to become the Snow Warden. Once LM has completed her training a notice will be posted to ask for volunteers in the parish to distribute salt and assist in spreading, (volunteers will be needed due to the spread and topography of the parish). It was agreed that salt deliveries would be to the Village Hall.</p> <p>CD reported that there were 12 potholes that don't meet the criteria for repair yet, but 5 do and have been marked with white paint, but the work has not been completed. AD asked CD to send her the numbers and agreed to chase them up.</p> <p>Ray Comer asked AD about the drains on Cott Hill as they are full of gravel. AD asked Ray to report any concerns with the drains on the D.C.C. website, in the section for drains. MC to confirm with Ray at the next meeting he has been able to report on the website.</p>	LM AD MC
5.2	District Council News. No update received.	
6.0	<b><u>Finance</u></b>	
6.1	Treasurers Report 01/04/23 to 31/10/23      Year to Date	

Bank balance 01.04.23	4,914.80	6,630.55	
<b>INCOME</b>			
N.D.D.C. - Precept	850.00	850.00	-
HMRC - VAT refund	308.33	112.16	
Devon C.C. - P3 Partnership	220.00	300.00	
Devon C.C. - DCRF Grant	176.38	0.00	
N.D.D.C. - Community Support Group	0.00	0.00	
	<u>1,554.71</u>	<u>1,262.16</u>	
	<u>6,469.51</u>	<u>7,892.71</u>	
<b>EXPENDITURE</b>			
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	0.00	1,506.00	-
Community Support Group	0.00	0.00	-
Sundry Expenses	384.08	0.00	-
Vat Paid	11.71	308.33	-
	<u>1,034.10</u>	<u>2,977.91</u>	
	<u>5,435.41</u>	<u>4,914.80</u>	
<b>Allocated:</b>			
P3 money	220.00	-	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>3,553.75</u>		<u>3,194.98</u>
Non Ring-fenced Funds	<u>1,881.66</u>		<u>1,719.82</u>
Parish Council Funds	<u>5,435.41</u>		<u>4,914.80</u>
Balance per Bank Account	<u>£5,435.41</u>		<u>£4,914.80</u>
VAT recoverable - year to 31 March 2024	<u>£11.71</u>		
Updated since the last meeting £220 received for P3 funding, plus £425 precept from NDDC. No expenses. MC reminded to submit any Parish Clerk expenses.			

Closed

6.2	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.	Closed
6.3	SS brought along the signatory form for online banking discussed at Septembers meeting. JV and LM signed the form. SS to set up online banking.	SS
6.4	N.D.D.C Precept. At the September meeting it was agreed to submit a Precept of £1000, MC to complete the form when received from N.D.C.C.	MC
7.0	<b><u>Chair's Business</u></b>	
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.	Closed
7.2	Donation request from Citizens Advice. The meeting agreed to make a donation of £50.	SS
7.3	Emergency contacts for Parish & Town Councils. MC reported that she had responded to the request from D.D.C. and would update it as the Emergency Plan progresses.	MC
7.4	D&S Fire & Rescue – consultation on precept (reply by 30 <sup>th</sup> Nov). MC to send to Chris Harrington for communication to parishioners.	MC
7.5	North Devon District Council review of Polling Stations (reply by 10 <sup>th</sup> Nov). MC provided an update on the review. No additional Polling Station locations or changes for Loxhore. MC to complete form.	MC
7.6	South West Heritage Trust, donation request for archive services North Devon Record Office. The meeting agreed to make a donation of £50.	SS
7.7	D-Day 80 – 6 <sup>th</sup> June 2024 (80 Beacons). Information for parishes. MC to forward details to CD for the Village Hall Committee.	MC
7.8	Support for the Climate & Ecology Bill. MC to forward details to LC for her to review.	MC
7.9	Community Grants . MC reported that information on various community grants had been received. MC to forward details to Councillors.	MC
7.10	Ray Comer reported that he had spent the afternoon clearing drains and had noticed some overgrown hedges in Loxhore Cott. RC agreed to speak with the landowner directly. During the pandemic an email reminder was sent to parishioners to keep hedges bordering roads cut and tidy. It was agreed by the meeting that it may be useful to send out the reminder again via Chris Harrington. MC to send to Chris Harrington.	MC
8.0	<b><u>Planning Application</u></b>	
8.1	The meeting discussed Planning Application 77665 Renovation and extension of former Borough Farm Buildings and Old Forge into two separate dwellings at The Old Forge, Loxhore Cott, Barnstaple, Devon EX31 4ST. All councillors present had reviewed the application on the N.D.D.C. planning portal. It was agree to support the application with comments regarding: <ul style="list-style-type: none"> <li>• Preference for both properties to be full time occupancy and not short term holiday lets, ideally for people living in the parish.</li> <li>• Potential for increased road safety risks due to a lack of turning circle at the property indicated as Forge Cottage and the provision of only one car parking space.</li> <li>• Potential for increased road safety risks due to a lack of parking at both properties for visitors (or multiple cars owned by occupants), leading to an increase in on-road parking at the bottom of Cott Hill.</li> </ul> MC to submit response on N.D.D.C Planning website.	MC
9.0	<b><u>Next meeting</u></b> The Chair closed the meeting at 19:20, thanking everyone for attending. The next meeting will be held on Thursday 4 <sup>th</sup> January 2024 at 1830 in the village hall.	Closed

Minutes approved by Chair..... Date .....