

LOXHORE PARISH COUNCIL MEETING

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Minutes

Date: Thursday 7th March 2024

Venue: Loxhore Village Hall

Present: Jane Vanstone {Chair}
Mike Young {Vice Chair}
Carole Delve {Councillor}
Liz Murphy {Councillor}
Suzie Smith {Councillor}
Andrea Davies {Councillor DCC}
Ray Comer {Parishioner}
Tom Matthews {Parishioner}
Maria Collett {Parish Clerk}

Minutes taken by: Maria Collett {Clerk}

The Chair opened the meeting at 18:30.

1. Apologies: Malcolm Prowse {Councillor NDC}
2. Declarations of interest: None
3. All councillors agreed that the minutes of the previous meeting 4th January 2024 were a true and accurate record of that spoken and written. The Chair signed accordingly.

4.0	<u>Action points from previous meeting dated 7th March 2024</u>	
4.1	<ol style="list-style-type: none">1. Byway (31) between Lower Loxhore and four cross ways, work not complete. Will be updated following next survey. (Mar 2024 4.1) JV reported that this was on hold.2. Footpath 9 work has now been completed. The route needs to be walked to confirm that signage is in place and clear. (Mar 2024 4.1) Route has been checked. Action complete.3. 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 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	JV Closed

	<p>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. Notice drafted, MC to send the notice to Councillors and Chris Harrington for communication.</p> <p>(Mar 2024 4.1) Notice sent out to parishioners. No further complaints received.</p>	Closed
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>(Nov 2023 4.2) 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. MY has begun development of 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 she had handed the lead on emergency planning back to BV, as LC currently has restrictions on her time.</p> <p>(Mar 2024 4.2) MY reported that the first emergency planning meeting was going to be held on the 8th of March. MY has produced the leaflet and it was one of the items to be discussed further at the meeting. MY to provide feedback at the next LPC meeting.</p>	MY
4.3	<p>(Sept 2023 4.3) 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. MC to ask AD if there is an update.</p> <p>(Mar 2024 4.3) MC emailed AD for an update. AD (present at the meeting) was asked why the Heras fencing was replaced with the plastic fencing on 11th of July 2023 if no work was being carried out. AD will speak with the team and provide an answer.</p>	AD
4.4	<p>(Nov 2023 5.1) LM provided an update on the Snow Warden Scheme, and is now fully trained as a Snow Warden this year (certificate provided to the council). Two volunteers came forward; Jim Barr & Wayne Roger who will assist to distribute salt and assist in spreading. (Jan 2024 5.1) Salt deliveries will be to the Village Hall and will need distributing across the parish when it arrives. Grit bins are separate and most are still quite full – reminder to all that one tablespoon of grit is adequate per m³. (Mar 2024 4.4) LM provided an update on the Snow Warden Scheme. Salt is now available at the Village Hall and can be obtained from the Snow Wardens or by using the key in the Village Hall. Equipment for the Snow Wardens is being received shortly, shovels & hi-visibility vests. LM will give more thought as to the distribution of salt in strategic places and if this is necessary as there are already salt bins around the parish.</p>	LM
4.5	<p>(Jan 2024 5.1) CD reported that a few potholes in Mill Lane have been repaired and two more have been reported (also in Mill Lane). There is a blocked culvert and water is not draining near Corner Cottage, beyond the new footpath a large hole has appeared, which could be dangerous to any drivers pulling over to that side of the lane. The hedge is also dropping at the first pull in. CD has reported all issues noted. In addition, there is water flowing from the drain/fields into Cott Lane and pooling beside the barn, CD will investigate. (Mar 2024 4.5) CD reported that the bank beside Oak Cottage has been filled in, but further down the lane near to the pull in there is clear drop. This has been reported but work has not been carried out. CD will report again.</p>	CD
4.6	<p>(Nov 2023 5.1) Five potholes previously reported were 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. (Jan 2024 5.1) MC to ask AD if these have been chased. (Mar 2024 4.6) No feedback provided ahead of the meeting. CD reported that the paint has all worn off. CD will report again.</p>	CD

4.7	(Nov 2023 5.1) 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. (Jan 2024 5.1) MC to confirm with Ray at the next meeting if he has been able to report on the website. (Mar 2024 4.7) MC confirmed that Ray is able to report but hasn't done yet, but will do so following the meeting. The drains have been partially cleared, but they still have gravel in them. Ray to report and feedback to MC.	MC												
4.8	(Nov 2023 Donation request from Citizens Advice. The meeting agreed to make a donation of £50. (Jan 2024 7.2) MC to remind SS to arrange donation. (Mar 2024 4.8) Donation made.	Closed												
4.9	(Jan 2024 5.7) South West Heritage Trust, donation request for archive services North Devon Record Office. The meeting agreed to make a donation of £50. (Jan 2024 7.6) MC to remind SS to arrange donation. (Mar 2024 4.9) Donation made.	Closed												
4.10	(Jan 2024 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. Hedges have been cut back but could do with more removed, RC to approach landowner. 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. (Mar 2024 4.10) Situation to be monitored. Hedges unable to be cut at this time of year due to nesting birds, reconsider sending out later in the year.	Closed												
4.11	(Jan 2024 5.3) Zurich Insurance renewal. The quotation was discussed and agreed that the price was good. Payment to be made. (Mar 2024 4.11) Payment made.	Closed												
4.12	(Jan 2024 5.4) Ring-and-Ride request for donation. Agreed to make a donation of £25. Payment to be made. (Mar 2024 4.12) Payment made.	Closed												
4.13	(Jan 2024 5.5) Peninsular Transport Consultation. Send details to Chris Harrington for communication. (Mar 2024 4.13) Distributed.	Closed												
4.14	(Jan 2024 5.6) Devon Association of Local Councils subscription fees. Agreed to continue subscription. Payment to be made. (Mar 2024 4.14) Payment to be made in April.	Closed												
4.15	(Jan 2024 5.7) CPRE The countryside charity request for donation. The meeting discussed if we are already members of CPRE. MC to check with SS and find out what the service provides for us. (Mar 2024 4.15) Confirmed that we aren't members and will not benefit from the service, so donation will not be made.	Closed												
4.16	(Jan 2024 5.8) Devon Community Resilience Forum conference - March 22nd 2024. Forward details to LC and Parish Councillors as may be of interest. (Mar 24 4.16) Details forwarded.	Closed												
4.17	(Jan 2024 5.9) Listed Places of Worship Grant Scheme. Details to be sent to Mike Matthews. (Mar 2024 4.17) Details forwarded.	Closed												
4.18	(Jan 2024 5.10) Meeting date change - NDDC (2nd May 2024). Agreed to move to the second Thursday of the month, 9 th May 2024. MC to ask Sue Bishop to amend booking. (Mar 2024 4.18) Booking amended, new date confirmed as 9 th of May 24.	Closed												
5.0	<u>Matters arising from meeting dated 7th March 2024</u>													
5.1	County Council News. See report attached Annex A													
5.2	District Council News. No update provided													
6.0	<u>Finance</u>													
6.1	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Treasurers Report 01/04/23 to 29/02/24</td> <td style="width: 25%; text-align: right;">Year to Date</td> <td style="width: 25%; text-align: right;">Year to 31 March 202</td> </tr> <tr> <td>Bank balance 01.04.23</td> <td style="text-align: right;">4,914.80</td> <td style="text-align: right;">6,630.5</td> </tr> <tr> <td colspan="3">INCOME</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> </table>		Treasurers Report 01/04/23 to 29/02/24	Year to Date	Year to 31 March 202	Bank balance 01.04.23	4,914.80	6,630.5	INCOME			N.D.D.C. - Precept	850.00	850.00
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Bank balance 01.04.23	4,914.80	6,630.5												
INCOME														
N.D.D.C. - Precept	850.00	850.00												

	HMRC - VAT refund	308.33	112.16	
	Devon C.C. - P3 Partnership	1,220.00	300.00	
	Devon C.C. - DCRF Grant	176.38	0.00	
	N.D.D.C. - Community Support Group	0.00	0.00	
		<u>2,554.71</u>	<u>1,262.16</u>	
		7,469.51	7,892.71	
	EXPENDITURE			
	DALC subscription	75.00	49.99	
	Clerk's expenses	213.31	289.21	
	Insurance	176.96	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	
	ND Ring & Ride	25.00	0.00	
	Barnstaple Records Office	50.00	50.00	
	Citizens Advice	50.00	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>1,336.06</u>	<u>2,977.91</u>	
		<u>6,133.45</u>	<u>4,914.80</u>	
	Allocated:			
	P3 money	1,220.00	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>4,553.75</u>	<u>3,194.98</u>	
	Non Ring-fenced Funds	<u>1,579.70</u>	<u>1,719.82</u>	
	Parish Council Funds	<u>6,133.45</u>	<u>4,914.80</u>	
	Balance per Bank Account	<u>£6,133.45</u>	<u>£4,914.80</u>	
	VAT recoverable - year to 31 March 2024	<u>£ 11.71</u>		
	MC reminded to submit any Parish Clerk expenses.			
	Insurance paid for 2024-2025.			
	P3 money to be paid out when needed.			
6.2	(Nov 23 6.3) SS brought along the signatory form for online banking discussed at September's meeting. JV and LM signed the form. SS to set up online banking. (Mar 24 6.2) Agreed that four signatories would be acceptable, SS will send through online links to signatories.			SS

6.3	(Nov 23 6.4) N.D.D.C Precept. At the September meeting it was agreed to submit a Precept of £1000, MC has sent the form back to N.D.D.C. Awaiting return of form from N.D.D.C. (Mar 24 6.3) No update yet.	MC
7.0	<u>Chair's Business</u>	
7.1	Update on enforcement case ref 13692. N.D.C.C Planning contacted for an update, no progress. MC to contact Tracey Blackmore to request an update.	MC
7.2	P3 Forms and update. JV reported that the survey has been completed and the report is almost ready for submission. JV to submit and send completed forms to MC. JV reported that the steps up to Hill Wood need replacement as they are rotten and a three signposts have also rotted out. It was agreed to source local labour again to carry out the repairs and there is money available to do this. Pete Seggons to be approached to carry out the work.	JV
7.3	CD asked AD about the corner by Honeymead on the road to Barnstaple as there are several small potholes making it dangerous on the corner. AD requested that they are reported and if they meet the criteria they will be repaired.	CD
7.4	MY asked AD for an update on the A361 North Devon Link Road. AD reported that it was on schedule and on completion of the works the road speed averaging cameras will be installed. Speed averaging cameras will also be installed on the A361 section by the Dogs Trust, in addition to the speed limit reducing to 40mph.	Closed
7.5	RC raised a query about the bridge by Mortuary Cottage. The bridge report deemed the bridge structure to be acceptable, with some of the capping stones missing. RC was concerned that it could pose a fall risk to children staying in the holiday let. AD reported that the capping stones would not be replaced unless the bridge integrity was affected, which it isn't. Occupiers of the cottage have a responsibility to be aware of their surroundings.	Closed
8.0	<u>Planning Application</u> Reference: 78256 Variation of conditions 2 (approved plans) and 3 (materials) attached to planning permission 75918 (erection of garage and workshop) to allow amended design at Higher Barton Lower Loxhore Barnstaple Devon EX31 4SX. The meeting discussed the application with Mr Matthews who attended the meeting. Mr Matthews explained the reasons for the new application due to more than 3 proposed changes to the original planning application. The overall height will be increased by 1ft due to the existing ground level, there will be changes to some of the materials used and the window at the rear of the garage and workshop has now been removed. It was agreed to support the application. MC to submit response on N.D.D.C. Planning portal.	MC
9.0	<u>Next meeting</u> The Chair closed the meeting at 19:30, thanking everyone for attending. The next meeting will be held on Thursday 9 th May 2024 at 1830 in the village hall.	Closed

Minutes approved by Chair..... Date