

# LOXHORE PARISH COUNCIL MEETING

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## Minutes

Date: Thursday 11<sup>th</sup> July 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} (part)  
Ray Comer {Parishioner}  
Rachel Kilham {Parishioner}  
Maria Collett {Parish Clerk}

Minutes taken by: Maria Collett {Clerk}

The Chair opened the meeting at 18:30.

1. Apologies: Malcolm Prowse {Councillor NDDC}

2. Declarations of interest: None

3. All councillors agreed that the minutes of the previous meeting 9<sup>th</sup> May 2024 and the AGM 9<sup>th</sup> of May 2024 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> July 2024</u></b>	
4.1	1. Byway (31) between Lower Loxhore and four cross ways, work not complete. Will be updated following next survey. (May 2024 4.1) JV reported that this was on hold. JV is waiting on a response from a contact regarding the repairs. New steps from Mill Lane should be completed this week. (July 2024.4.1) No update, JV is trying to source a contractor for installing the two new signposts.	JV
4.2	(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. (May 2024 4.2) MC reported that a further meeting has been held, with actions distributed to the team. It was agreed that the Emergency Booklet (once complete) would be published on the parish website, the team were unsure what to do about new residents having access to the booklet in hard copy, when homes change ownership. CD said the booklet could be added to the welcome pack distributed to new residents. MC to provide the booklet to CD when complete. (July 2024 4.2) Next meeting of the Emergency Planning Committee is scheduled for the end of August. Penny Smith will be the lead on this going forward. Booklet to be completed by the committee	

	and distributed.	MC
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 11<sup>th</sup> of July 2023 if no work was being carried out. AD will speak with the team and provide an answer.</p> <p>(May 2024 4.3) No update on the Heras fencing from AD, hold to next meeting. (July 2024 4.3) AD thought she had sent a response to the Clerk by email, but nothing has been received, AD to resend email on update.</p>	AD
4.4	<p>(Mar 2024 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. (May 2024 4.8) Response from Tracey Blackmore received, a visit by planners is scheduled to take place shortly. MC to request further update prior to next meeting. (July 2024 4.4) MC has requested a further update, no response received yet.</p>	MC
4.5	<p>(Mar 2024 7.2) P3 Forms and update. JV reported that the survey has been completed and the report is almost ready for submission. 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. (May 2023 4.9) Steps and signs are now being sorted out. (July 2024 4.5) The steps to Hill Wood have been repaired (awaiting invoice from P Delve). Action closed as the posts are actioned at July 2024 4.1.</p>	Closed
4.6	(May 2024 7.3) DALC Updates – Courses of interest to be forwarded to Councillors.	Closed
4.7	(May 2024 7.5) MC reported that the parish council printer has been extremely temperamental recently. Funds are available to purchase a new printer. MC to investigate. (July 2024.4.7) MC reported that the printer is working correctly again.	Closed
4.8	(May 2024 7.6) MY asked if the annual assessors had been in contact, MC has received the email. To be forwarded to SS. (July 2024.4.8) Email forwarded.	Closed
4.9	(May 2024 7.7) CD reported that human waste is being stored in the parish again. CD has looked at the environment agency website and it should be covered and banded, and it is not. The waste is not likely to be spread until the existing crop is harvested, which won't be for a while. MC to look for MY notice from last time and send to Chris Harrington for communication. (July 2024 4.9) Notice provided to the parish website.	Closed
4.10	(May 2024 7.8) CD asked what the planning requirements are for building garages. The meeting discussed the potential scenarios and the fact that a garage could be under Permitted Development. CD will contact Malcolm Prowse to discuss further. (July 2024 4.10) No update. MY spoke about general planning scenarios and when enforcement may not be possible on planning disputes if final building inspection had not been completed.	CD
5.0	<b><u>Matters arising from meeting dated 11<sup>th</sup> July 2024</u></b>	
5.1	County Council News. See report attached Annex A	
5.1.1	MY asked AD why recent road closure signs are being placed where they don't provide accurate information on where the road closure is, resulting in unnecessary diversions for local road users. AD will feedback to DCC, but there isn't much that she can do. The meeting discussed recent closures, it was recommended that parishioners access the One Network website to get up to date information on road closures.	Closed
5.2	District Council News. No update received.	
6.0	<b><u>Finance</u></b>	
6.1	<p><b>Treasurers Report 01/04/24 to 11/07/24</b>      Year to Date      Year to 31 March 2024</p> <p>Bank balance 01.04.24      6,133.45      4,914.80</p>	

**INCOME**

N.D.D.C. - Precept	500.00	850.00	
HMRC - VAT refund	0.00	308.33	
Devon C.C. - P3 Partnership	0.00	1,220.00	
Devon C.C. - DCRF Grant	71.88	176.38	
N.D.D.C. - Community Support Group	0.00	0.00	
	<u>571.88</u>	<u>2,554.71</u>	
	6,705.33	7,469.51	

**EXPENDITURE**

DALC subscription	116.29	75.00	
Clerk's expenses	138.00	213.31	
Insurance	0.00	176.96	
Village Hall - Maintenance grant	0.00	150.00	
B. Gould - upkeep of Parish Burial Ground	0.00	200.00	
Devon CPRE	0.00	0.00	
ND Ring & Ride	0.00	25.00	
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	0.00	
Community Support Group	0.00	0.00	
Sundry Expenses	0.00	384.08	
Vat Paid	0.00	11.71	
	<u>254.29</u>	<u>1,336.06</u>	
	6,451.04	6,133.45	

**Allocated:**

P3 money	1,220.00	1,220.00	
Transparency Code Funding	0.00	0.00	
Parish maintenance fund	0.00	0.00	
Highway maintenance fund	2,786.55	2,786.55	
Loxhore Community Support Group	362.60	362.60	
Loxhore Emergency Planning	464.18	184.60	
	<u>4,833.33</u>	<u>4,553.75</u>	

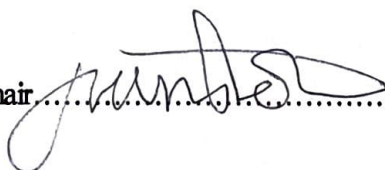
**Non Ring-fenced Funds**

	<u>1,617.71</u>	<u>1,579.70</u>	
Parish Council Funds	<u>6,451.04</u>	<u>6,133.45</u>	
Balance per Bank Account	<u>£6,451.04</u>	<u>£6,133.45</u>	
VAT recoverable - year to 31 March 2025	<u>                    </u>	11.71	

MC has submitted Parish Clerk expenses – to be paid using the online banking.

	MC reported that she had received thanks from the Citizens Advice for our donation.	
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. (May 2024 6.2) JV and CD have not completed their set up yet, will do so soon. (July 24 6.2) MY and SS now set up.	Closed
6.3	Annual village hall and burial group upkeep payments (£150 and £200 respectively last year). (July 24 6.3) All agreed to keep the amounts the same as last year.	Closed
6.4	Audited accounts to be signed JV & MC. (July 24 6.4) Accounts signed.	Closed
7.0	<b><u>Chair's Business</u></b>	
7.1	Change to website/email address. (July 2024 7.1) MC outlined the reasons and options for changing the Loxhore Parish Council website and email address to a .gov.uk domain using the Approved Registrars scheme. Agreed to investigate further, MC to register interest and discuss with Sarah Brocklehurst when more information has been obtained.	MC
7.2	Dates for this year's meetings. (July 2024 7.2) Meetings to remain on the first Thursday.	MC
7.3	MY asked if there is a plan for the pothole near to the SWW station to be repaired. CD reported that this is outside of the boundary and on the main road, so could not be repaired by the parish team. CD to report to AD for repair (AD had left the meeting at this point).	CD
7.4	Planning Application 78911, Ferndale Loxhore Barnstaple Devon EX31 4ST, Proposed Domestic Store and Groundworks (Retrospective)(amended description). The meeting discussed the application and no objections were raised. MC to respond on the planning portal.	MC
7.5	CD informed the council that she is standing down as a councillor after 20 years. MC to contact NDC Electoral Services to begin the elections process for a new councillor. One Parishioner has expressed an interest in becoming a Councillor.	MC
8.0	<b><u>Next meeting</u></b> The Chair closed the meeting at 19:14, thanking everyone for attending. The next meeting will be held on Thursday 5 <sup>th</sup> September 2024 at 1830 in the village hall.	Closed

Minutes approved by Chair.....



Date 5/9/24.....