

# LOXHORE PARISH COUNCIL MEETING

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## Minutes

Date: Thursday 2<sup>nd</sup> January 2025

Venue: Loxhore Village Hall

Present: Jane Vanstone {Chair}  
Mike Young {Vice Chair}  
Liz Murphy {Councillor}  
Carole Delve {Parishioner}  
Maria Collett {Parish Clerk}

Minutes taken by: Maria Collett {Clerk}

The Chair opened the meeting at 18:30.

1. Apologies: Rachel Kilham, Suzie Smith, Lynne Challacombe, Andrea Davis & Malcolm Prowse
2. Declarations of interest: None
3. All councillors agreed that the minutes of the previous meeting 7<sup>th</sup> November 2024 were a true and accurate record of that spoken and written. The Chair signed accordingly.

4.0	<b>Action points from previous meeting dated 2<sup>nd</sup> January 2025</b>	
4.1	<p>1. Byway (31) between Lower Loxhore and four cross ways, work not complete. Will be updated following next survey.</p> <p>(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.</p> <p>(Sept 2024 4.1) JV reported that Phil Delve will complete the work by the end of October.</p> <p>(Nov 2024 4.1) JV reported that the remedial work has been done and she has 4 finger posts to be installed. (Jan 2025 4.2) JV reported that two posts have been installed. MC reminded JV that the P3 survey is due for completion by 28<sup>th</sup> March 2025. JV to complete.</p> <p>Once the survey is complete landowners will be asked to maintain footpaths and keep drains clear. Old reminder email to be sent out.</p>	JV 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>(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.</p>	



	(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. (Sept 2024 4.2) MV reported that the August meeting had been postponed, new meeting date of September 20 <sup>th</sup> . (Nov 2024 4.2) MY reported that that a meeting had been held but attendance was low. MC to change the telephone number on the booklet so it can be printed and distributed. (Jan 2025 4.2) MC reported that she has a new mobile number and this will be added to the booklet prior to printing and distribution. MC to print and get booklet ready.	MC
4.3	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. (Sept 2024 4.6) MC has registered interest and will be attending an information session in September. (Nov 2024 4.6) MC unable to attend a session in September, rescheduled. Update to be provided at next meeting. (Jan 2025 4.3) Options have been sought on costs and providers. Proposed domain name agreed to opt for <a href="mailto:Loxhoreparish@gov.uk">Loxhoreparish@gov.uk</a> and one email address. We are happy with our website and will need assistance to redirect to our current website. MC to contact Mike Matthews for advice on how to switch to a gov.uk address and how to progress.	MC
4.4	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). (Sept 2024 4.7) RK has now taken over the responsibility for potholes and will report this on the potholes website. (Nov 2024 4.7) Not repaired yet. RK to send reference number to AD for chasing up. MY asked AD for an update on the potholes between Barnstaple and Snapper. These are scheduled to be repaired, AD will chase up. (Jan 2025 4.4) AD chased up for an update, nothing received yet.	RK
4.5	(Nov 2024 7.1) South West Heritage Trust have requested a donation for 2025/26. Proposed and agreed to donate £50. MC to send details to SS for donation to be made.	Closed
4.6	(Nov 2024 7.3) Consultation on Proxy Meetings sent to all Councillors. All agreed that this would be a improvement. Respond by December.	Closed
4.7	(Nov 2024 7.4) MY requested that an update is sought on planning enforcement 13692 as no further information has been received. MC to chase up. (Jan 2025 4.7) Chased up, no update received.	MC
4.8	(Nov 2024 7.6) MY reported that RK has not be updated on the North Devon Democracy pages on the website. MC to contact to request RK to be added. (Jan 2025 4.8) Done but not changed yet on the website. Monitor to ensure website is updated.	MC
4.9	(Nov 2024 7.7) MY requested that the properties and elector numbers for Loxhore are updated on the parish website. (Jan 2025 4.7) Details ready to be sent to Sarah for updating to the parish website.	MC
4.10	(Nov 2024 7.8) CD reported that one of the strimmers in the shed is not working. The meeting discussed if the strimmer should be repaired as there are two others that are both operational. JV and CD to investigate getting the faulty strimmer repaired to determine if it is worth keeping or selling. (Jan 2025 4.10) Strimmer has been repaired (cost of £18), to be kept for now and a decision to be made in spring on whether to hold or sell.	JV
5.0	<b><u>Matters arising from meeting dated 2<sup>nd</sup> January 2025</u></b>	
5.1	County Council News. No report received	
5.2	District Council News. No report received	
6.0	<b><u>Finance</u></b>	
6.1	<div style="display: flex; justify-content: space-between;"> <div><b>Treasurer's Report 01/04/24 to 02/01/2025</b> Year to Date</div> <div>Year to 31 March 2024</div> </div>	

Bank balance 01.04.24	6,133.45	4,914.80
<b>INCOME</b>		
N.D.D.C. - Precept	1,000.00	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>1,071.88</u>	<u>2,554.71</u>
	7,205.33	7,469.51
<b>EXPENDITURE</b>		
DALC subscription	116.29	75.00
Clerk's expenses	138.00	213.31
Insurance	0.00	176.96
Village Hall - Maintenance grant	150.00	150.00
B. Gould - upkeep of Parish Burial Ground	200.00	200.00
Devon CPRE	0.00	0.00
ND Ring & Ride	0.00	25.00
Barnstaple Records Office	50.00	50.00
Citizens Advice	0.00	50.00
Highway Maintenance Fund	0.00	0.00
P3 Footpath maintenance	299.00	0.00
Community Support Group	0.00	0.00
Sundry Expenses	31.97	384.08
Vat Paid	0.00	11.71
	<u>985.26</u>	<u>1,336.06</u>
	<u>6,220.07</u>	<u>6,133.45</u>
<b>Allocated:</b>		
P3 money	921.00	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	432.21	184.60
	<u>4,502.36</u>	<u>4,553.75</u>
<b>Non Ring-fenced Funds</b>	<u>1,717.71</u>	<u>1,579.70</u>
Parish Council Funds	<u>6,220.07</u>	<u>6,133.45</u>
Balance per Bank Account	<u>£6,220.07</u>	<u>£6,133.45</u>
VAT recoverable - year to 31 March 2025		11.71
Second part of precept payment received. Precept for 2025/26 – proposed and agreed to remain the same as 2024/25. MC to respond and submit form. (Jan 2025 6.2) Submitted.		
		Closed



	Request for donation for Ring & Ride for 2025 (£25). Agreed. Renewal quotation for insurance received from Zurich, Quotation acceptable, forward to SS.	SS MC
7.0	<u>Chair's Business</u>	
7.1	Community Governance – Any changes to be submitted for consideration by the 28 February 2025. No changes required.	Closed
7.2	Primrose Cottage, Planning Appeal APP/X1118/Q/24/3354783. Discussed, councillors to review, no comments currently.	Closed
7.3	Membership login details for pertinent websites/memberships used by LPC (DALC, Ordnance Survey, website, etc. to be provided in a sealed envelope to JV so access is securely maintained if primary contact is unavailable.	All
7.4	Request for consultation on 79610 at Black Pool Farm Lower Loxhore. Preapplication discussed, decision in principle, support the application. All councillors to review and provide feedback to MC.	All
8.0	<u>Next meeting</u> The Chair closed the meeting at 19:17, thanking everyone for attending. The next meeting will be held on Thursday 6 <sup>th</sup> March 2025 at 1830 in the village hall.	Closed

Minutes approved by Chair.  Date 6<sup>th</sup> March 2025.