

LOXHORE PARISH COUNCIL MEETING

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Minutes

Date: Thursday 10th July 2025

Venue: Loxhore Village Hall

Present: Mike Young {Chair}
Suzie Smith {Vice Chair}
Jan Vanstone {Councillor}
Rachel Killham {Councillor}
Maria Collett {Parish Clerk}
Andrea Davis {Councillor DDC}
Malcolm Prowse {Councillor NDDC}
Ray Comer {Parishioner}

Minutes taken by: Maria Collett {Clerk}

The Chair opened the meeting at 18:30

1. Apologies: Liz Murphy
2. Declarations of interest: None
3. All councillors agreed that the minutes of the previous meeting and AGM, 8th May 2025 were a true and accurate record of that spoken and written. The Chair signed accordingly.

4.0	<u>Action points from previous meeting dated 8th May 2025</u>	
4.1	<p>1. Byway (31) between Lower Loxhore and four cross ways, work not complete. Will be updated following next survey.</p> <p>Old email reminding landowners to maintain footpaths and keep drains clear and poster to be put on noticeboards.</p> <p>MY reported the issue with water from the RAM worsening a recurring pothole. MY to approach AD regarding the issue. (July 2025 4.1) MY reported that the Highways Officer has visited but did not see an issue due to the dry weather. MY has reported on the website again and asked to be involved when the area is reviewed again as it is likely that it will only be resolved by a new pipe under the road. AD will chase up.</p>	JV MC MY
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</p>	

	<p>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. (Sept 2024 4.2) MV reported that the August meeting had been postponed, new meeting date of September 20th. (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. (Mar 2025 4.2) MC has printed out a number of booklets. The remainder need to be printed off and then the Emergency Planning Committee will arrange for distribution to parishioners. (May 2025 4.2) MC reported that the remainder of the booklets have been printed and are ready to distribute. Date to be arranged with the EPC to distribute. (July 2025 4.2) Booklets have been distributed by the EPC.</p> <p>The meeting discussed distributing copies to households that fall outside of the Loxhore Parish boundary, but this will not be carried out. An electronic version of the booklet is to be made available for any household who may need an additional copy. Spare hard copy booklets will be given to MY. The EPC is planning the next meeting in September to coordinate the Loxhore Emergency Plan.</p>	<p>Closed</p> <p>MY</p>
4.3	<p>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 Loxhoreparish@gov.uk 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. (Mar 2025 4.3) MC has contacted Mike but needs to provide more information. MC to organise. (May 2025 4.3) No update, MC to follow up with Mike Matthews. (July 2025 4.3) Further information sent to MM, MC to follow up.</p>	<p>MC</p>
4.4	<p>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. (Mar 2025 4.4) RK reported that potholes have been repeatedly reported and are being closed out on the website without the repairs being made. Communicated to AD at the meeting, RK to email AD the details. New pothole at Oak Cottage also reported.</p> <p>CD reported that Mill Lane is getting bad again and will report on the website. (May 2025 4.4) RK reported that no more work has been carried out in Mill Lane but some of the potholes reported elsewhere (turn to Lower Loxhore and Cott Hill) have been repaired. (July 2024 4.4) RK reported that no progress has been made on the potholes that have been reported and some had been closed, so she has re-reported them, AD asked RK to provide the report numbers so she can chase this up.</p>	<p>RK</p>
4.5	<p>(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. (Mar 2025 4.5) MC to send details to MP to get an update. (May 2025 4.5) MP provided an update on the enforcement from the Planning team and it is likely that the applicant will apply for a certificate of lawfulness. Situation to be monitored for further updates/decision. (July 2025 4.5) No update/decision posted by Planning yet.</p>	<p>MC</p>

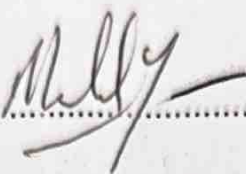
4.6	(Jan 2025 7.1) Membership login details for pertinent websites/memberships used by LPC (DALC, Ordnance Survey, website, etc. to be provided in a sealed envelope to MY so access is securely maintained if primary contact is unavailable. (Mar 2025 4.9) No update. (May 2025 4.6) No update, envelope to be provided to MY now. (July 2025 4.6) Envelope to be given to MY.	MC																																																																		
4.7	MY asked if the local pothole team is still active. It was confirmed that this is no longer possible due to health & safety considerations and training requirements. It was suggested that we could approach the prison rehabilitation service to enquire if this is something they can help with. JV will search for the contact used previously and make contact with them. (May 2025 4.7) JV reported that the original contact is no longer contactable, but will continue to try and find an alternative contact for the service. (July 2025 4.7) JV reported that no progress has been made on finding a contact. AD reported that one of her colleagues may have a contact through work carried out in Tavistock (the group were previously known as Community Payback). There may also be a contact through highways. AD will report back at the next meeting.	JV																																																																		
4.8	(May 2025 7.2) MY reported that the Lower Loxhore noticeboard is falling apart and would ask Phil Delve if he could make repairs if everyone is agreed. Agreed that PD should be approached. (July 2025 4.9) Noticeboard repaired, donation of £50 made to a charity of PD choice.	Closed																																																																		
4.9	(May 2025 7.3) MY asked if MC could request the latest Electoral Roll so the website can be updated if applicable. (July 2025 4.10) New Electoral Roll obtained, numbers to be given to Sarah for the website.	MC																																																																		
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5.1	County Council News – Appendix A																																																																			
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6.0	<u>Finance</u>																																																																			
6.1	Treasurer's Report 01/04/25 to 08/07/2025 <table> <tr> <th></th><th>Year to Date</th><th>Year to 31 March 2025</th></tr> <tr> <td>Bank balance 01.04.25</td><td>6,018.45</td><td>6,133.45</td></tr> <tr> <td>INCOME</td><td></td><td></td></tr> <tr> <td></td><td>500.0</td><td></td></tr> <tr> <td>N.D.D.C. - Precept</td><td>0</td><td>1,000.00</td></tr> <tr> <td>HMRC - VAT refund</td><td>0.00</td><td>0.00</td></tr> <tr> <td>Devon C.C. - P3 Partnership</td><td>0.00</td><td>0.00</td></tr> <tr> <td>Devon C.C. - DCRF Grant</td><td>0.00</td><td>71.88</td></tr> <tr> <td>N.D.D.C. - Community Support Group</td><td>0.00</td><td>0.00</td></tr> <tr> <td></td><td><u>500.00</u></td><td><u>1,071.88</u></td></tr> <tr> <td></td><td>6,518.45</td><td>7,205.33</td></tr> <tr> <td>EXPENDITURE</td><td></td><td></td></tr> <tr> <td></td><td>100.0</td><td></td></tr> <tr> <td>DALC subscription</td><td>0</td><td>100.01</td></tr> <tr> <td>Clerk's expenses</td><td>0.00</td><td>138.00</td></tr> <tr> <td>Insurance</td><td>0.00</td><td>178.81</td></tr> <tr> <td></td><td>150.0</td><td></td></tr> <tr> <td>Village Hall - Maintenance grant</td><td>0</td><td>150.00</td></tr> <tr> <td>B. Gould - upkeep of Parish Burial Ground</td><td>0.00</td><td>200.00</td></tr> <tr> <td>Devon CPRE</td><td>0.00</td><td>0.00</td></tr> <tr> <td>ND Ring & Ride</td><td>0.00</td><td>0.00</td></tr> <tr> <td>Barnstaple Records Office</td><td>0.00</td><td>50.00</td></tr> </table>		Year to Date	Year to 31 March 2025	Bank balance 01.04.25	6,018.45	6,133.45	INCOME				500.0		N.D.D.C. - Precept	0	1,000.00	HMRC - VAT refund	0.00	0.00	Devon C.C. - P3 Partnership	0.00	0.00	Devon C.C. - DCRF Grant	0.00	71.88	N.D.D.C. - Community Support Group	0.00	0.00		<u>500.00</u>	<u>1,071.88</u>		6,518.45	7,205.33	EXPENDITURE				100.0		DALC subscription	0	100.01	Clerk's expenses	0.00	138.00	Insurance	0.00	178.81		150.0		Village Hall - Maintenance grant	0	150.00	B. Gould - upkeep of Parish Burial Ground	0.00	200.00	Devon CPRE	0.00	0.00	ND Ring & Ride	0.00	0.00	Barnstaple Records Office	0.00	50.00	
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	Citizens Advice	0.00	0.00	
	Highway Maintenance Fund	0.00	0.00	
		100.0		
	P3 Footpath maintenance	0	299.00	
	Community Support Group	0.00	0.00	
	Sundry Expenses	0.00	50.03	
	Bank Charges	12.75	4.75	
	Vat Paid	16.15	16.28	
		378.90	1,186.88	
		6,139.55	6,018.45	
	Allocated:			
	P3 money	821.00	921.00	
	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	392.30	414.15	
		4,362.45	4,484.30	
	Non Ring-fenced Funds	1,777.10	1,534.15	
	Parish Council Funds	6,139.55	6,018.45	
	Balance per Bank Account	£6,139.55	£6,018.45	
	VAT recoverable - year to 31 March 2026	16.28	16.28	
	<p>Year-end accounts to 31 March 2025 completed. Audited and signed and added to website.</p> <p>MC to check the position on donations with DALC as MP indicated that donations can be made to churches regardless of denomination. (July 2025 6.1) Email received from DALC, the original document LTN L01-18 has been discarded and is no longer listed. SS will may the payment to MM for the church.</p> <p>£50 payment to be made to Phil Delve for Charity donation.</p>			Closed
6.2	<p>(May 2025 6.1) SS reported that Lloyds Bank have informed her that our bank account will no longer be free of charge. SS is investigating alternatives and will ask MY to sign off when/if one is available. (July 2025 6.2) SS reported that she has found alternative banks, but none of them are likely to provide free banking in the long term. Suggestions were offered by others at the meeting, which SS will investigate further. The three signatories will be SS, MY & JV.</p>			Closed SS
7.0	<u>Chair's Business</u>			SS
7.1	<p>South Western Ambulance Service have asked for a donation. Agreed to make a donation of £75. There are now two defibrillators in the village, one at the Village Hall and one at Lower Loxhore phone box. SS has a family member who is able to provide training if we want to pursue this.</p>			SS
7.2	<p>An invitation has been received from the North Devon Record Office to attend an appreciation event to be held on Tuesday 22nd July. RK may be able to attend.</p>			RK
8.0	<u>Next meeting</u>			

The Chair closed the meeting at 19:19, thanking everyone for attending. The next meeting will be held at 18.15 on Thursday 4th September 2025 in the village hall.

Closed

Minutes approved by Chair.....



Date

4 SEPT 2025