

LOXHORE PARISH COUNCIL MEETING

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Minutes

Date: Thursday 8th May 2025

Venue: Loxhore Village Hall

Present: Mike Young {Chair}
Suzie Smith {Vice Chair}
Jan Vanstone {Councillor}
Liz Murphy {Councillor}
Rachel Killham {Councillor}
Maria Collett {Parish Clerk}
Malcolm Prowse {Councillor NDDC}

Minutes taken by: Maria Collett {Clerk}

The Chair opened the meeting at 18:33 following the AGM

1. Apologies: Andrea Davis & Ray Comer
2. Declarations of interest: None
3. All councillors agreed that the minutes of the previous meeting 6th March 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 6th March 2025</u>	
4.1	<p>1. Byway (31) between Lower Loxhore and four cross ways, work not complete. Will be updated following next survey. (May 2025 4.1) JV reported that the P3 survey has been completed and submitted. No funds required for P3 work currently. Old email reminding landowners to maintain footpaths and keep drains clear and poster to be put on noticeboards. MY reported the issue with water from the RAM worsening a recurring pothole. MY to approach AD regarding the issue.</p>	Closed 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. (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</p>	

	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 th . (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.	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 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.	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. (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. 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.	RK
4.5	(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.	MC
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 JV 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.	MY
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.	JV
4.8	CD asked if landowners could be reminded to maintain drains. MC to put out notice. (May 2025 4.8) No update.	MC
5.0	<u>Matters arising from meeting dated 8th May 2025</u>	

5.1	County Council News. Due to recent elections there was no update provided.		
5.2	District Council News. Annexe B		
6.0	<u>Finance</u>		
6.1			
		Year to 31 March	
	Treasurer's Report 01/04/25 to 08/05/2025	Year to Date	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
		500.00	1,071.88
		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
	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	0.00
	Barnstaple Records Office	0.00	50.00
	Citizens Advice	0.00	0.00
	Highway Maintenance Fund	0.00	0.00
	P3 Footpath maintenance	50.00	299.00
	Community Support Group	0.00	0.00
	Sundry Expenses	0.00	50.03
	Bank Charges	4.25	4.75
	Vat Paid	16.15	16.28
		170.40	1,186.88
		6,348.05	6,018.45
	Allocated:		
		871.00	921.00
	P3 money	0.00	0.00
	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
		4,412.45	4,484.30

Non Ring-fenced Funds	<u>1,935.60</u>	<u>1,534.15</u>
Parish Council Funds	<u>6,348.05</u>	<u>6,018.45</u>
Balance per Bank Account	<u>£6,348.05</u>	<u>£6,018.45</u>
VAT recoverable - year to 31 March 2026	<u>16.28</u>	<u>16.28</u>

The first half of the precept has been received, £299 spent on P3.

Payment of £50 to Phil Delve for new footpath signage.

The annual DALC subscription has been paid.

Year-end accounts to 31 March 2025 completed. To be audit and will be ready for signing at the next meeting by the Chair.

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.

SS asked if donations to the Village Hall and Churchyard are to remain the same for 2025.

Everyone agreed to the proposal. MC to check the position on donations with DALC as MP indicated that donations can be made to churches regardless of denomination.

SS
SS
MC

7.0	<u>Chair's Business</u>	
7.1	MY thanked JV for being Chair and everyone for volunteering for their roles.	Closed
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.	MY
7.3	MY asked if MC could request the latest Electoral Roll so the website can be updated if applicable.	MC
7.4	LM reported that Jim is stepping down from the Snow volunteer role and a new recruit Marcus Denham has joined.	Closed
8.0	<u>Next meeting</u> The Chair closed the meeting at 19:13, thanking everyone for attending. The next meeting will be held at 18.30 on Thursday 10 th July 2025 in the village hall.	Closed

Minutes approved by Chair.....



Date 10 JULY 2025