

# e LOXHORE PARISH COUNCIL MEETING

[www.loxhore.org.uk](http://www.loxhore.org.uk)

## Minutes

Date: Thursday 4<sup>th</sup> September 2025

Venue: Loxhore Village Hall

Present: Mike Young {Chair}  
Suzie Smith {Vice Chair}  
Jane Vanstone {Councillor}  
Liz Murphy {Councillor}  
Ray Comer {Parishioner}

Minutes taken by: Mike Young {Chair}

The Chair opened the meeting at 18:15

1. Apologies: Rachel Kilham, Malcolm Prowse, Andrea Davis and Maria Collett
2. Declarations of interest: None
3. All councillors agreed that the minutes of the previous meeting, 12<sup>th</sup> July 2025 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 12<sup>th</sup> July 2025</u></b>	
4.1	<p>1. Byway (31) between Lower Loxhore and four cross ways, work not complete. Will be updated following next survey. (Sep 2025) JV reported that planning/grading of byway will not be conducted. Item can be closed</p> <p>Old email reminding landowners to maintain footpaths and keep drains clear and poster to be put on noticeboards and sent to Chris Harrington for email circulation</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. (Sep 2025) AD reported that investigation continuing. Area will be cleared by highways to gain access to pipe under the road.</p>	<p>CLOSED</p> <p>MC</p> <p>AD/ MY</p>
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>(July 2025 4.2) Booklets have been distributed by the EPC. 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</p>	



	next meeting in September to coordinate the Loxhore Emergency Plan. (Sep 2025) Meeting called for 19 Sep. MC to send email to CH re electronic version available upon request.	MY/ 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. (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. (Sep 2025) MC & MM meeting on 20 <sup>TH</sup> September. 2024-2025 allocation is full, and as a result Parish Online are offering free .gov. domain names. MM is going to help set this up.	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. (Sep 2025) All done 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. (Sep 2025) AD reported that Highways will look into erecting width restriction signs on Mill Lane due to the recent large camper van and cattle lorry that have become stuck and caused damage.	Closed  RK AD
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. (July 2025 4.5) No update/decision posted by Planning yet. (Sep 2025) Development approved by NDDC, email sent last week.	Closed
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. (Sep 2025) MC will provide next week	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	



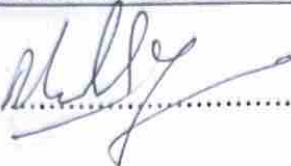
	on finding a contact. AD reported that one of her colleagues may have a contact through work carried out in Tavistock (the group were previously known as Community Payback). There may also be a contact through highways. AD will report back at the next meeting. (Sep 2025) AD has AGN with charity next week and will try and obtain contact details for us.	AD/ JV																																																																																	
4.8	(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. (Sep 2025) Due to computer problems the website administrator cannot do updates currently so the PC data is not up to date. Anyone needing the latest documents should contact the Parish clerk.	MC																																																																																	
4.9	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. Agreed to make a donation of £75. Payment made by SS.	Closed																																																																																	
4.10	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.	Closed																																																																																	
5.0	<b><u>Matters arising from meeting dated 12<sup>th</sup> July 2025</u></b>																																																																																		
5.1	County Council News – NO UPDATE- Email response to queries.																																																																																		
5.2	District Council News – NO UPDATE																																																																																		
6.0	<b><u>Finance</u></b>																																																																																		
6.1	<b>Treasurer's Report 01/04/25 to 01/09/2025</b> <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><b>INCOME</b></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><b>EXPENDITURE</b></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></td><td>200.0</td><td></td></tr> <tr> <td>PCC - upkeep of Parish Burial Ground</td><td>0</td><td>200.00</td></tr> <tr> <td>Devon CPRE</td><td>0.00</td><td>0.00</td></tr> <tr> <td>ND Ring &amp; 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> <tr> <td>Citizens Advice</td><td>0.00</td><td>0.00</td></tr> <tr> <td>Highway Maintenance Fund</td><td>0.00</td><td>0.00</td></tr> <tr> <td></td><td>100.0</td><td></td></tr> <tr> <td>P3 Footpath maintenance</td><td>0</td><td>299.00</td></tr> </table>		Year to Date	Year to 31 March 2025	Bank balance 01.04.25	6,018.45	6,133.45	<b>INCOME</b>				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	<b>EXPENDITURE</b>				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		200.0		PCC - upkeep of Parish Burial Ground	0	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		100.0		P3 Footpath maintenance	0	299.00	
	Year to Date	Year to 31 March 2025																																																																																	
Bank balance 01.04.25	6,018.45	6,133.45																																																																																	
<b>INCOME</b>																																																																																			
	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																																																																																	
<b>EXPENDITURE</b>																																																																																			
	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																																																																																	
	200.0																																																																																		
PCC - upkeep of Parish Burial Ground	0	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																																																																																	
	100.0																																																																																		
P3 Footpath maintenance	0	299.00																																																																																	

	Community Support Group	0.00	0.00	
	Sundry Expenses	0.00	50.03	
	Bank Charges	21.75	4.75	
	Vat Paid	16.15	16.28	
		<u>587.90</u>	<u>1,186.88</u>	
		<u>5,930.55</u>	<u>6,018.45</u>	
	<b>Allocated:</b>			
	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	
		<u>4,362.45</u>	<u>4,484.30</u>	
	<b>Non Ring-fenced Funds</b>	<u>1,568.10</u>	<u>1,534.15</u>	
	Parish Council Funds	<u>5,930.55</u>	<u>6,018.45</u>	
	Balance per Bank Account	<u>£5,930.55</u>	<u>£6,018.45</u>	
	VAT recoverable - year to 31 March 2026	<u>16.28</u>	<u>16.28</u>	
	£200 to the PCC for the burial ground upkeep so far. £75 pledged to the fund for the Community First Responder vehicle.			
6.2	(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. (Sep 2025) SS still investigating and hopes to finalise soon.			SS
7.0	<b><u>Chair's Business</u></b>			
7.1	Chair reported that a trench was being dug along Longpot lane to instal a mains water pipe. The contractor was not Soth West water but was tasked by Mr Morris of Squires Cottage. As there had been no notification of the work or disruption to traffic MY contacted devon Highways. Incident W251886311. The Public Rights of Way officer was due to visit and then work ceased.			MC
7.2	The PC received an anonymous letter requesting we investigate the dwelling/building at Hill Wood, Mill Lane. Owner MR P Delve. (letter at Annex A) The concerned resident raised two questions about the fact that Council Tax does not appear to have been paid and that the planning application 55629 referred to forestry management and not a permanent residence. MY sought advice from MP, district Cllr and was asked to send letter to him and he would take it to planning enforcement. My contacted Phil Delve to let him know of the matter.			MC
7.3	Donation request received from Mobility Mid Devon Council voted to donate £50.00			SS
7.4	JV reported that a parishioner had noted that on the recent drain clearing visit by Devon Highways not all the drains from the parish boundary on the road from Wistlandpound down to the turn to the hall had been cleared. The parishioner had kindly drawn a map and highlighted the drains that had been missed. As they were missed previously RK is to check if all the drains are identified on the Portal and if so request that highways return and clear them. If they are not			



	mapped then RK is to give details to them so that they are properly included and then cleaned. This is important as large volumes of water run down the hill and either go down Longpot lane to the barn or continue down to Cott.	RK
8.0	<b><u>Next meeting</u></b> The Chair closed the meeting at 19:06, thanking everyone for attending. The next meeting will be held at 18.15 on Thursday 6 <sup>th</sup> November 2025 in the village hall.	All

Minutes approved by Chair...



Date 6 November 2025