

e LOXHORE PARISH COUNCIL MEETING

www.loxhore.org.uk

Minutes

Date: Thursday 6th November 2025

Venue: Loxhore Village Hall

Present: Mike Young {Chair}
Suzie Smith {Vice Chair}
Jane Vanstone {Councillor}
Liz Murphy {Councillor}
Malcolm Prowse {Councillor NDDC}
Maria Collett {Clerk}
Ray Comer {Parishioner}

Minutes taken by: Maria Collett {Clerk}

The Chair opened the meeting at 18:15

1. Apologies: Rachel Kilham {Councillor} and Andrea Davis {Councillor DDC}
2. Declarations of interest: None
3. All councillors agreed that the minutes of the previous meeting, 4th September 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 4th September 2025</u>	
4.1	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 – complete. 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. (Nov 2025) No update. MC to chase up AD, Andrew Muckworthy to be included in any discussions.	Closed AD/ MC
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. (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 next meeting in September to coordinate the Loxhore Emergency Plan. (Sep 2025) Meeting	MY

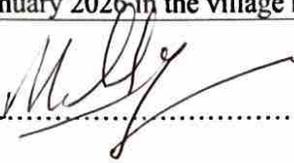
	called for 19 Sep. MC to send email to CH re electronic version available upon request. (Nov 2025 4.2) EPC meeting held in September. Next meeting will be held in due course. Items to be reviewed and updated include a list of equipment and helpers in an emergency, the EPC risk assessment and plotting all houses on a local plan.	Closed 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 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. (Sep 2025) MC & MM meeting on 20 TH 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. (Nov 2025) Doug Matthews to be contacted to provide assistance.	MC
4.4	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. (Nov 2025) No update from AD regarding open reports or signage. RK has chased up. MC to email AD a list of open items post meeting.	RK AD / MC
4.5	(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. (Nov 2025) Envelope provided, complete.	Closed
4.6	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. (Nov 2025) No update from AD, action as 4.4.	AD/ JV
4.7	(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. (Nov 2025) No change, website administrator to resolve and confirm with MC when updates can resume.	MC
4.8	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. (Nov 2025) Work is scheduled to be completed in January 2026. MY has checked the portal and there is no update to confirm that this is happening. Portal to be monitored for updates.	MC																																																												
4.9	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. (Nov 2025) No communications received from Planning & Enforcement. Emails to be reviewed as and when received.	MC																																																												
4.10	Donation request received from Mobility Mid Devon Council voted to donate £50.00. (Nov 2025) donation made, complete.	Closed																																																												
4.11	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. (Nov 2025) Issue has been logged, but work won't be carried out until spring/summer 2026. RK to monitor and chase up as appropriate.	RK																																																												
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	Citizens Advice	0.00	0.00	
	Highway Maintenance Fund	0.00	0.00	
	P3 Footpath maintenance	100.00	299.00	
	SWAST Community Car Fund	75.00	0.00	
	Sundry Expenses	20.00	50.03	
	Bank Charges	30.25	4.75	
	Vat Paid	16.15	16.28	
		<u>741.40</u>	<u>1,186.88</u>	
		<u>6,277.05</u>	<u>6,018.45</u>	
	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	372.30	414.15	
		<u>4,342.45</u>	<u>4,484.30</u>	
	Non Ring-fenced Funds	<u>1,934.60</u>	<u>1,534.15</u>	
	Parish Council Funds	<u>6,277.05</u>	<u>6,018.45</u>	
		<u>£6,277.0</u>		
	Balance per Bank Account	<u>5</u>	<u>£6,018.45</u>	
	VAT recoverable - year to 31 March 2026	<u>16.15</u>	<u>16.28</u>	
	Precept email for 2026 received. Agreed to maintain and submit a request for £1000. MC to complete form and submit.			MC
	Donation request received for North Devon Records Office, agreed donation of £75.			SS
	Funds requested by MY for keys for the lock box, agreed.			SS
	MY reported that a new AED has been installed in the old phonebox at Lower Loxhore and he knows of a company that provides equipment and signage for phoneboxes, including AED signage, in the form of a solar powered illuminated band. The cost is £135.43. It was agreed that this is a good idea. Purchase to be arranged and Wayland will be approached to fit solar panels to power.			MY
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. (Nov 2025) No updates.			SS
7.0	<u>Chair's Business</u>			
7.1	The Chair & LPC extend their condolences over the sad passing of Lori Gould and recognised all the good work done by Lori over the years, including her support for the pantomime and costume making.			
7.2	MY provided an update on the Parish Forum he attended which was on the Government			

	reorganisation. The proposed plan will go to the government in November, but will be decided by summer 2026. A consultation will take place in January 2026 and it is important that everyone has their say and comments on the proposed changes, as it will affect us all. The changes will take considerable time and resources to do and there is no money set aside for the transition, so effectively there will be two councils during the transition (double financing). Voting for the new authority will be in April 2027, with the introduction of the new council in April 2028. MP reported that initial conversations have been held in Ilfracombe regarding protecting the voices of parish councils, and parish councils are encouraged to discuss with each other their responses and ensure they participate and comment on any consultations. Update on the consultation to be forwarded to Chris Harrington when received.	MC
7.3	MY raised the matter of anonymous reports from parishioners. It was agreed to adopt the same process as NDC and unless the report is of an extremely serious nature, anonymous reporting will not be honoured. MY to draft a communication and send to Chris Harrington for distribution.	MY
7.4	MY asked MP about recent discussion in the parish regarding the use of land for motorbike events as this had caused significant noise disturbance to many. MP confirmed that several days of permitted use can take place before planning is required for formal events (under permitted development rights). Complaints are being logged and parishioners are encouraged to use this route. Planning will be looking into the venue to determine if any changes have been made, engineering, ramps, table tops, etc. as this would require planning. Situation to be monitored.	All
7.5	MY reminded all parish councillors to revisit the code of conduct, as small updates do take place.	All
7.6	MY closed the meeting by wishing all parishioners a Happy Christmas.	
8.0	Next meeting The Chair closed the meeting at 19.10, thanking everyone for attending. The next meeting will be held at 18.15 on Thursday 8 th January 2026 in the village hall.	All

Minutes approved by Chair.....



Date

8 JANUARY 2026