

LOXHORE PARISH COUNCIL MEETING

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Minutes

Date: Thursday 5th March 2026

Venue: Loxhore Village Hall

Present: Mike Young {Chair}
Jane Vanstone {Councillor}
Liz Murphy {Councillor}
Rachel Kilham {Councillor}
Suzie Smith {Councillor}
Andrea Davis {Councillor DDC}
Malcolm Prowse {Councillor NDC}
Maria Collett {Clerk}

Minutes taken by: Maria Collett {Clerk}

The Chair opened the meeting at 18:15

1. Apologies:
2. Declarations of interest: None
3. All councillors agreed that the minutes of the previous meeting, 8th January 2026 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 January 2026</u>	
4.1	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. (Jan 2026) AD confirmed at the meeting that the report is with the Highways Officer team who are working through requests, but this is not a priority so there is no date confirmed. Situation to be monitored.(Portal reference: W251874906). (Mar 2026) No update, AD reported Highway Officer is on leave.	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. (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. (Jan 2026) EPC next meeting not scheduled yet. MC to provide risk assessment and access to OS maps to PS for inclusion in the plan. (Mar 2026) OS map access provided to PS. MC to provide risk assessment. PS will be arranging the next meeting shortly.	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. (Jan 2026) Doug contacted, no update at present. (Mar 2026) MC to contact Lineal (website provider) directly to discuss how to do the change.	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. (Jan 2026) MC provided list to AD post Nov 25 meeting. RK has continued to complete reports on the website. Signage for Mill Lane has been chased up by AD (14/12/2026) and will be chased up again. AD has the report numbers and will continue to chase them up. (Portal reference: W251886311). (Mar 26) No updates, all reports have been chased up, AD has also chased up the team.	RK/ AD
4.5	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. (Jan 2026) JV reported that work on the roadways was being done by Brandon and Sean, and the meeting expressed thanks for their help. If anyone wishes to join to help, then they can contact Brandon Turk. AD reported that the Community Payback team are still operating and could be contacted as they are looking for projects. Projects can also be submitted online (Nominate a Community Payback project - GOV.UK) (Mar 2026) No pothole teams operating in Devon, although there are still funds in the LPC highways budget for minor works. AD reported that the probation service now known as Community Payback have been operational in Tavistock, so could be contacted to help with small tasks. RK reported that the side of the road (small layby) between Oak Cottage and Blackpool Farm is at risk of falling away. RK will raise a report and provide AD with the details.	JV RK

4.6	(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. (Jan 2026) Website now accessible. Updates made but additional documents need to be added/removed. MY provided MC with a list for completion. (Mar 2026) All details have been provided to Sarah for the website, MC confirmed that items over 6 years old can be removed. MC to check later.	MC
4.7	Chair reported that a trench was being dug along Longpot lane to install a mains water pipe. The contractor was not South 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. (Jan 2026) AD provided an update. The landowner is required to apply for a closure for the work to be completed. This has not been done yet. Situation to be monitored. (Mar 2026) The work is scheduled to be done on 25 th of March by an approved contractor. AD to check.	MC AD
4.8	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. (Jan 2026) No update. (Mar 2026) Nothing yet from Planning & Enforcement. MP will check on anonymity and reporting and will provide confirmation on the process at the next meeting.	MC MP
4.9	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. (Jan 2026) No change. RK to monitor and chase up. (Mar 2026) Not done, re-reported, number W261964832.	RK
4.10	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 its 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. (Jan 2026) No update. Communications to be forwarded to CH when available. (Mar 2026) Communications forwarded to CH (will be sent out when CH is back from holiday). Posted on noticeboards.	Closed
4.11	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. (Jan 2026) MY wishes to take guidance from Malcolm Prowse before issuing a process for reporting. (Mar 2026) To be done once confirmed by MP as 4.8.	MY																																																															
4.12	(Nov 2025 6.1) 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. (Jan 2026) MY reported that Wayland has completed two sides of the box and there are two to complete. Thanks expressed to Wayland for doing this. (Mar 2026) Phonebox work needs a dry day to complete.	MY																																																															
4.13	(Jan 2026 7.1) MY and Mike Matthews have discussed the positioning of additional defibrillators in the parish, at Loxhore Cott and potentially at Loxhore Church. The National Trust lodge area would be considered a good location for Loxhore Cott and would be available for parishioners and visitors using the route into Arlington Court. National Trust to be contacted. (Mar 2026 4.13) NT approached, awaiting a response.	MC MY																																																															
4.14	(Jan 2026 7.2) LM provided an update on the Snow Warden Team and has carried out checks on the grit bins, some need refilling, so a request has been submitted for this to be done. One bin at Loxhore Cross needs replacing as unusable, and has been reported. (Mar 2026 4.14) Bin at Loxhore Cross has been sorted. RK reported that a grit bin is needed at Smythapark as there isn't one, but believed that there was one some years back. LM will visit to see if a suitable location can be agreed.	LM																																																															
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	Highway Maintenance Fund	0.00	0.00	
	P3 Footpath maintenance	100.00	299.00	
	SWAST Community Car Fund	75.00	0.00	
	Sundry Expenses	155.43	50.03	
	Bank Charges	47.25	4.75	
	Vat Paid	16.15	16.28	
		<u>1,074.59</u>	<u>1,186.88</u>	
		<u>6,163.86</u>	<u>6,018.45</u>	
	Allocated:			
	P3 money	821.00	921.00	
	Transparency Code Funding	0.00	0.00	
	Parish maintenance fund (P3)	220.00	0.00	
	Highway maintenance fund	2,786.55	2,786.55	
	Loxhore Community Support Group	362.60	362.60	
	Loxhore Emergency Planning	456.87	414.15	
		<u>4,647.02</u>	<u>4,484.30</u>	
	Non Ring-fenced Funds	<u>1,516.84</u>	<u>1,534.15</u>	
	Parish Council Funds	<u>6,163.86</u>	<u>6,018.45</u>	
		£6,163.8		
	Balance per Bank Account	<u>6</u>	<u>£6,018.45</u>	
	VAT recoverable - year to 31 March 2026	<u>16.15</u>	<u>16.28</u>	
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. (Jan 2026) No update. (Mar 2026 6.2) No change, SS has tried the main providers but will keep looking.			SS
7.0	<u>Chair's Business</u>			
7.1	T Smith (The Rectory) was expected to attend this evenings meeting regarding the issue with motorbike noise, but didn't. The noise has been from two different events, Tidicombe and Shirwell. The event at Tidicombe was a one-off for young people. The events at Shirwell are being held weekly (on Sundays 9am – 4pm). Environmental Health will be carrying out noise assessments to determine levels. Situation to be monitored.			MC
7.2	MY asked for an update on Honey Hill. MP reported that the occupiers are being pursued regarding unauthorised development, but are not responding to Planning & Enforcement.			Closed
7.3	MY provided an update on Primrose Cottage following advice from MP and a letter of complaint has been withdrawn. The occupier is seeking to remove the 106 to sell the property. LPC will respond if another application is made and the LPC position is the same.			MY
7.4	MC reported that a provisional date for AED training will be 14 th of April. More details to follow once confirmed.			MC
8.0	<u>Next meeting</u>			

	The Chair closed the meeting at 19.15, thanking everyone for attending. The AGM and next meeting will be held at 18.15 on Thursday 7 th May 2026 in the village hall.	All
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Minutes approved by Chair..... Date