

COMBE MARTIN PARISH COUNCIL

Minutes of an Interim meeting of Combe Martin Parish Council held at the Community Centre on Monday, 30 August, 2017, at 7.00pm.

Present: Cllrs Peter James (Chairman) Julia Clark, Wendy Druce, Yvette Gubb, Ian Lawton, Celia Withers, David Woodbury, Christine Wyer.

In Attendance: District Cllr John Lovering, 1 parishioners, Parish Clerk.

105/17 Apologies for absence

Apologies for absence were received from Cllrs Helen Mallinder and Doug Seymour.

106/17 Declarations of interest

<u>Councillor</u>	<u>Subject</u>	<u>Interest</u>
Ian Lawton	High Street Coach/Car Park	Holds permit for car park

Cllr Ian Lawton declared an interest in the following item.

107/17 Matters arising - Min 88/17b - Permits for spaces at High Street Coach/Car Park

As demand has at times exceeded spaces in High Street Coach/Car Park, it was RESOLVED to advertise the following policy for issuing permits at this car park.

As a one-off process, the availability of parking places in High Street Coach/Car Park is to be advertised in the Shammickite with a closing date by which applications are to be made to the Parish Council office. The successful applicants will be chosen by a ballot and any other applicants' names will be entered onto a waiting list in random order (ballot). When a vacancy next occurs, the person at the top of the list will be offered a permit.

Once a waiting list has been compiled, any new applicants will be added to the bottom of the list. When permits reach their renewal dates, holders will be responsible for renewing within 7 days, and if this does not occur, the permit will be offered to the next person on the waiting list.

108/17 **Sale of Parade Toilets**

RESOLVED to:

- Remove the benches currently sited on top of the toilet block and resite elsewhere.
- Leave the Armco barrier where it is.
- Explain to the solicitor about the barrier, who should make it clear to the purchaser that if he wants to move the barrier, it will be the purchaser's responsibility to re-install the barrier at an agreed location, in such a way that the barrier's strength and integrity is maintained.
- The fairy lights are to be moved so that they follow the boundary between the two properties.
- Review the spaces markings on this Council's land, and investigate the use of a hatched area to safeguard a pedestrian route into the car park from the slope leading to the lower area, as well as maintain vehicular access for the purchaser.

109/17 **Safety matters at Seaside**

a **Unauthorised Vehicles on Beach**

RESOLVED to place a warning sign on a fixed post between the existing bollard and the Redwood Café wall, the sign to warn of the risks to Beach users of people driving on the beach and stating that vehicles must drive at a walking pace.

b **Parade railings**

RESOLVED to write to Gary Seldon asking that he confirm that the new railings that he has installed at the Parade is sufficiently strong that it is not necessary to erect Armco barrier in front of these railings.

c **Moorings**

It was NOTED that traditionally villagers were permitted to lay moorings in the harbour at no charge, but were responsible for their maintenance.

RESOLVED to check the Beach deeds to establish the exact rules regarding moorings.

110/17 **Correspondence**

a **The following items were NOTED:**

South West Water Beachwise - information regarding algal bloom

Training session on Devon Home Choice

Devon Association of Local Councils - AGM, Conference and Exhibition 2017

b **Colin Savage - Devon Communities Together - Housing Needs Survey**

RESOLVED to invite Colin Savage and Steve Watson of Wessex CLT Project to the October Interim meeting to discuss how to take the Housing Needs Survey forward.

c **Ken Mullins - Cormelles Car Park, waste disposal, gardens and trailer**

RESOLVED:

- that the Chairman should discuss Mr Mullins' email with him

- a councillor should be allocated to act as a point of contact for any parishioner who makes complex enquiries.

d Forestry Commission - grants available

RESOLVED to send the advice of grants to the Chairman, who will discuss with Peter Wilkinson, who is looking at Adderstable Woods and other woodland.

e Local Government Boundary Commission for England - Electoral Review

The consultation on the LGBCE review of wards for North Devon District Council, which proposes to reduce the number of wards from 43 to 41, was NOTED. This will affect the area covered by the Combe Martin wards, making it more difficult to cover. RESOLVED that Cllr Yvette Gubb will bring further information and/or proposals to the September parish council meeting.

f Nicky Pullen - proposals regarding wall at Quarterdeck

RESOLVED to reply to Mrs Pullen stating that this Council has no objections to Mr and Mrs Pullen having a stone wall built but drawing their attention to the impact of the high tides on solid structures, as opposed to railings which will offer less resistance to the strength of the waves.

g Cormelles le Royal Twinning 40th anniversary event

The 40th anniversary event will be held in Cormelles on the weekend of 22-24 September and 15 or 16 people have agreed to go. RESOLVED that the Chairman should purchase a gift to take to Cormelles from his Chairman's allowance.

h NDC - Responses regarding planning application no 63438

NDC's explanation that the application is to regularize the wording of the S106 agreement was NOTED and it was RESOLVED to advise the planning authority that this Council has no objections to the application.

i DCC - responses regarding Hangman Path

Emails have been received from County Cllr Andrea Davis and Mark Reynolds, DCC, agreeing to attend a site meeting.

RESOLVED:

- that Cllr Julia Clark arrange a site meeting at Hangman Path between County Cllr Andrea Davis, Mark Reynolds, John Webber (owner Rews Close road) District Cllr John Lovering.
- that Mark Reynolds is to be asked to provide the planning approval issued by DCC for the school car park extension, including the number of parking spaces, and pavement enhancement, prior to the meeting.
- DCC is to be asked to do a road survey of Hangman Path before the meeting.
- John Webber is to be asked to log the traffic movements along Hangman Path.

111/17 **Finance:**

a Bank balances

Balance b/fwd at 1 July 2017		198,294.50	
less outstanding chqs		169.38	198,125.12
Income			
Rents	2,912.30		
Car parks	16,426.00		
Kayaks on Beach	80.00		
Quiz night fund raising Com Centre	170.25		
Senior Citizens re Com Centre	45.06		
Litter bin donation	134.00		
Interest	3.80		
Sale of scrap metal	32.20		
Total income		19,803.61	
Expenses		49,201.68	
Balance carried forward plus outstanding chqs			168,727.05 7,462.86
Balance in bank as at 28 July, 2017			176,189.91

b Car Park takings

Gross Takings	2014		2015		2016		2017	
	Meters Only	Meters and Season Tickets	Meters Only	Meters and Season Tickets	Meters Only	Meters and Season Tickets	Meters Only	Meters and Season Tickets
April	6,948	8,253	8,713	10,643	5,259	7,129	9,900	12,035
May	8,053	11,238	9,085	10,676	8,963	11,878	8,450	10,565
June	10,050	12,305	10,343	15,443	12,418	15,853	10,400	13,900
July	16,380	18,266	14,660	16,630	14,829	17,054	13,011	16,426
August	23,512	24,796	22,436	23,127	26,088	27,778		
September	10,285	11,325	10,810	12,160	10,369	11,109		
October	5,111	5,251	7,071	7,466	7,080	8,062		
November	2,747	3,572	0	580	1,053	1,693		
December	1,900	2,260	2,253	3,373	2,801	3,661		
January	1,423	1,923	1,545	3,260	1,382	2,372		
February	1,460	1,715	1,554	2,114	1,721	1,891		
March	3,785	5,915	5,466	8,431	3,477	6,507		
Total Year to Date	41,431	50,062	42,801	53,392	41,469	51,914	41,761	52,926
Annual Total	91,654	106,819	93,936	113,903	95,440	114,987	41,761	52,926

c Community Centre Fundraising

A vote of thanks was given to the organisers of the Quiz night and to the Senior Citizens for their monthly table top sales, both of which were fundraising for the Community Centre.

112/17 **Exclusion of Public and Press and Restriction of Documents**
RESOLVED

a That, under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information, and the items contain exempt information as defined by the Local Government Act 1972 Schedule 12a Part 1.

b That all reports and documents relating to the items be confirmed as 'Not for publication'.

Cllr Wendy Druce declared an interest in the following item.

113/17 **Min 85/17a - kayaks on Beach**

Cllr Julia Clark's report from the Working group considering Beach use was NOTED.

RESOLVED that, for the 2018 bathing season:

- Businesses will pay for the area used to place kayaks on the Beach and the whole payment will be made before the start of the use.
- All documentation and information must be received by the Office before the use starts.
- A check list will be included in the application pack to aid completion of applications.
- The original conditions applied in 2016 will be used for 2018.
- Concessions will be required to co-operate with each other.
- Council workpersons are to check that craft left on the Beach is not hindering other beach users.

It was NOTED that large groups of kayakers are going out into the bay on a regular basis. Cllr Peter James had contacted Mr Mallinder and checked that his insurance was in order.

RESOLVED:

- to check the responsibilities of group leaders when taking out a group of kayakers and how this relates to the Parish Council's responsibilities as landowner.
- Cllr Peter James will seek the views of the hirers on putting the kayaks on the grassy area at the bottom of the Scar.
- To respond to Mr Irwin's email, advising him that Council has monitored the use of the Beach this summer, has asked Mr Mallinder to remove his kayaks when appropriate and is asking both hirers to comply with the rules.
- Check which body has the duty to enforce regulations relating to kayak hire, and under what legislation this is done.

114/17 **Parade Building**

The letter from the tenant's solicitor was NOTED. Cllrs Peter James and David Woodbury are granted Power to Act to meet this Council's solicitor and follow her guidance.

115/17 **Operational Audit**

The Audit report from Cllrs David Woodbury and Doug Seymour has been presented to the Personnel Committee and has been accepted by the Committee.

RESOLVED that all councillors should read the audit documents and send any questions they may have to Cllrs Seymour and Woodbury. An extra-ordinary meeting will then be held to consider the audit and set in motion the means to formulate an Action Plan to address the matters raised.

The Chairman left the meeting at this point and Cllr Julia Clark chaired the following item.

116/17 **Clerk/RFO**

The clerk's letter of resignation, explaining her reasons and setting out the timescales, was accepted.

117/17 **Personnel Committee meetings**

The report of the Personnel Committee meeting held on Friday, 25 August, 2017, was ADOPTED subject to clarifying who was present.

RESOLVED to hold a personnel committee meeting on Friday, 8 September, 2017 at 11am to prepare a recruitment pack and timescale for consideration. It is NOTED that the appointment of the Clerk is a decision made by full Council (Standing Orders 38.6.1).

118/17 **Office staffing interim arrangements**

The current staff absences were NOTED. As there will only be 20 hours per week cover in the office for the coming weeks, and the Clerk will need to action an exit strategy, RESOLVED that the Personnel Committee Chairman be tasked to appoint a competent person to provide support.

The meeting closed at 9.40pm.

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Chairman