

COMBE MARTIN PARISH COUNCIL

Draft Minutes of a meeting of Combe Martin Parish Council held at the Community Centre on Monday 4th December 2017 at 7pm.

Present: Cllrs Peter James (Chair) Julia Clark (Vice Chair), Wendy Druce, Yvette Gubb, Celia Withers, David Woodbury, Ian Lawton, and Chris Wyer

In Attendance: District Cllr John Lovering, 4 parishioners, Malcolm Harris and Parish Clerk.

The meeting was opened with prayers.

170/17 Public Session – to receive, and reply to matters from Parishioners

A concern was raised about an entry in the November 2017 minutes referring to the time it takes Combe Martin Parish Council (CMPC) office staff to prepare a summary of the Full Council minutes for the Shammickite magazine. The parishioner was worried that the reference implied an end to the current arrangement and said that the minutes were a vital piece of information for the village. Cllr James said the current arrangement was not going to end and that the exercise had been undertaken as part of a bigger audit on office operations. He agreed that the minutes were a vital piece of public information and said that they were also available on the CMPC website.

A parishioner expressed an opinion about the Summary Report of the Internal Operational Audit/Review of the Council. He thought that the report was very good and a frank piece of work. However, he said that some of the issues highlighted in the report predate the current Council and in his view appear to blame previous Councils for the failings. Cllr James said that the report was a much needed and timely piece of work and addresses some very serious issues. It is a forward-looking document.

District Cllr Lovering raised the issue of the damaged sewage outlet pipe by the beach and suggested that the full repair, when undertaken, should include leaving a horizontal surface. South West Water (SWW) has carried out a temporary repair to remove any exposed metal, but a full repair will not be undertaken until funding is available. CMPC has made every effort to get SWW to fix the problem. Cllr James suggested that a formal letter should be written, with support from the District and County Councils, to SWW asking SWW to effect a repair as soon as possible. **AGREED:** To write to SWW about repairing the outlet pipe on the beach.

171/17 **Apologies for absence.**

Apologies received from Cllrs Doug Seymour and Helen Mallinder and Cllr Andrea Davis from Devon County. Council

172/17 **Declarations of Interest/Requests for dispensations**

Cllr Woodbury declared an interest in Planning Application no. 63819.

173/17 **To consider any requests for dispensation**

None.

174/17 **County and District Councilors' Reports**

Devon County Council

Cllr Andrea Davis circulated her report to members in advance of the meeting. The report highlighted the following issues:

Pothole Action Fund

There was an unexpected announcement in the recent budget for an additional £45m (countrywide) towards this year's Pothole Action Fund. The DfT has yet to decide how to allocate this money, however if the split is based on the usual formula of the road length this could mean an additional £1.75m for Devon.

Parish and Town Council Conferences

Four very successful conferences were held in November at Merton, Willand, High Bickington and Rattery. There were presentations on asset management and an introduction to Skanska. There were also forums on works programmes, the Community Enhancement fund and reactive works.

Roundswell Business Park

Devon County Council's South Business Park scheme has received support from North Devon Council's Planning Committee, which has made a resolution to grant outline planning permission subject to conditions.

Recent consultation regarding parking orders in Lynton and Lynmouth

Extend no return on limited waiting – approved.

Two new spaces (extension to limited waiting outside 44 and Arts and Craft Centre) – approved.

New no waiting at any time at junction with Bakers Court Lane – approved.

Revocation of limited waiting in Cross Street and Lydiate Lane that is longer signed on street – approved.

A39 Parracombe

There is an issue with running water on the A39 at Parracombe. There is a culvert completely blocked with shillet and despite attempts to clear, it remains blocked. A repair will require the A39 to be dug up and the debris removed. This is a top priority as it is a primary gritting route.

North Devon Council

District Cllr John Lovering reported on two issues:

Landmark Theatre, Ilfracombe

Parkwood Theatres are setting a new programme of productions for the Landmark theatre in Ilfracombe; there are a couple of very big acts coming from mid next year.

Refuse Collections

The Refuse Collection service has been unfairly reported in the media recently. 5000 households could not use the service. The winter waste service may have been implemented too early.

District Cllr Yvette Gubb reported on two issues:

New Vision for Seven Brethren Development is Agreed

North Devon Council's Executive has agreed to a revised master plan for the Seven Brethren development. The revised plan includes the relocation of long-stay parking to the very rear of the site. The current leisure centre site and existing long-stay car park would be used for housing, with space to provide up to 245 units of accommodation, including apartments and town houses. Plans are already well advanced to provide a new swimming pool and sports facilities at Tarka Tennis Centre and these are not affected by the changes to the master plan for Seven Brethren.

Farming Communities in Exmoor to Benefit from Council Funding

North Devon Council has agreed to make funds available to fund the Exmoor Hill Farming Network (EHFN). EHFN is an information and support 'hub' for Exmoor's hill farmers, bringing information, demonstrations, training, grants and opportunities. The network is well supported by Exmoor National Park and Exmoor's farming community.

175/17 Vandalism and Police Reports

The Police newsletter for December has been received and was circulated to members.

Crimes reported in November 2017 were as follows:

Combe Martin

Violence without injury	2
Vehicle offences	2
Burglary Dwelling	2
Other theft	1

Berrynarbor

Criminal Damage	1
Theft	1

East Down

No crime recorded

176/17 Minutes of the last meeting

To approve as a correct record the Minutes of the meeting held on the 13 November 2017.

Proposed amendment to the minutes at:

Minute ref 155/17 Planning, Application 63737 – Cllr Gubb said that the concerns that she had mentioned were her concerns and not those of parishioners. In addition, Cllr Clark said that she had not spoken with officers.

Minute ref: 169/17 Wabasso Café – Cllr Woodbury said that the word “request” should be changed to “proposal” and that the details about this item should be put in the restricted part of the minutes.

RESOLVED that subject to the above amendment that the minutes of the meeting held on the 13 November 2017 be approved as a correct record.

177/17 **Planning**

a) Applications

63996 – EXTENSION AND ALTERATIONS TO DWELLING AT 10 KNOWLE GARDENS Applicant – Mr Colin Prust

RESOLVED: to advise the planning authority that if no concerns are raised by the planning authority, then the Council does not have any objections to the application.

b) Planning Decisions

Mr I Pollock put in an appeal on 23 November 2017 against the decision made by North Devon Council to refuse to grant planning permission on the land adjacent to 1 Highfield Gardens.

Closed Case: Land at Hoyles Farm, Kiln Lane, Combe Martin – Decision: No Breach – Caravan in use as an agricultural workers shelter connected to horticultural business.

63829 Permission – Creation of New Parking Area and Associated Landscaping at 7 Five Turnings.

This has been approved.

c) Planning Correspondence None.

178/17 **To consider matters arising from the Minutes**

Refer to revised Action Plan

The locum Clerk reported on the Action Plan. The following updates were noted:

- Card reader for Parish Office – this is now in operation and awaiting its first payment.
- St Peter Mews – Rent books for tenants moving forward. (Min ref: 148/17).
- Operations Review Action Plan – Action plan circulated. (Min ref: 115/17).

- SWW repairs to outlet pipe on beach – On waiting list for work.
- RBS Rialtas financial software package – the new system is up and running and is being populated with information. (Min ref: 128/17).
- Eberleigh House – A viewing day has been arranged for the afternoon of 17 December 2017. (Min ref: 142/17).
- Parade toilets – waiting for specification from SWW and date for work to be done. (Min ref: 108/17).

AGREED: To add a new column to the Action Plan to show the minute numbers to which the actions relate.

179/17 **Correspondence**

1. Combe Martin Museum – notification of damage in the kitchen area from the renovation works to Eberleigh House and request for a quarter rent rebate to pay for the repairs – Cllr Clark declared an interest. **AGREED:** To investigate this matter.
2. Gliddon and Squire – the contents of the letter were noted. **AGREED:** To reply with a letter of thanks.
3. Peter James – Combe Martin New Year Fresh Fair – this event will take place on 27 January 2018 under the auspices of Combe Martin Parish Council and will showcase organisations in the village.
4. Go North Devon – request for a standing annual grant for Go North Services. **AGREED** – To consider request at the budget meeting.

Correspondence received after preparation of the agenda

Exmoor National Park Authority – Update on the England Coast Path proposals for the Exmoor stretch.

180/17 **Skirhead Toilets**

Update on progress.

It was agreed at the recent Strategy meeting (held on 27 November) to authorise the Chairman to sign all legal documents relating to the sale of Skirhead toilets as Combe Martin Parish Council does not have a seal.

RESOLVED: to grant the Chairman authority to sign legal documents relating to the sale of Skirhead toilets.

181/17 **To Confirm Proposed Date for Future Meetings**

It was agreed to hold the next Parish Council meeting on Monday 8 January 2018 at 7pm at the Community Centre.

182/17 **Strategy Meeting**

To consider the report from the Strategy meeting.

The report from the Strategy meeting will be circulated shortly.

183/17 **Bowls Club**

Update. (Min ref: 155/17).

Cllr Gubb declared an interest.

It was agreed at the last meeting that Cllr James should put forward options for consideration in respect of the Bowls Club. He circulated his options paper containing three options in advance of this meeting. After a short discussion, agreement could not be reached on any one of the three options proposed. It

concluded that further discussions between the Council and Bowls Club should take place. **AGREED:** That Cllrs James and Seymour should have a further discussion with the Bowls Club on a possible way forward.

184/17 **South West Water Compensation**

Time is running out to pursue a compensation claim against South West Water. It was agreed to proceed as quickly as possible with formal proceedings and instruct a Land Agent. **AGREED:** To instruct a Land Agent.

185/17 **Bathing Water Quality**

To consider the results and future actions. (Min ref: 126/17).
The Council has received the bathing water classification for Combe Martin beach. The water quality has been classified as poor and this will be the “current classification” for the 2018 bathing season. The Council is very concerned about the water quality and Cllrs James and Clark recently met with the new Combe Martin Beach Champion to discuss the potential causes of the water pollution. Further water monitoring is going to be undertaken by the Environment Agency and a full analysis report will be available to view in the coming weeks.

RESOLVED: To delegate powers of authority to Cllr James to work with the Environment Agency and make decisions on behalf of the Council on water quality issues.

186/17 **Reports by Representatives to Outside Bodies**

Combe Martin Museum - Cllr Clark presented the minutes of the November 2017 meeting of the Combe Martin Museum Management Committee. Issues covered in the minutes included the effects on the museum of the works to Eberleigh House, Christmas activities, and the Treasurer’s report.

Combe Martin Community Centre – Cllr Clark reported that the Father Christmas event had made £251.00 minus the amount spent on Christmas presents for the children visiting Father Christmas. The Senior Citizens group donated the Christmas tree.

Combe Martin Primary School – Cllr Lawton said that the school had organised an Open Meeting for parents to encourage more parent participation with school activities. Unfortunately, there was a poor attendance, which was very disappointing. Also, a school trip was arranged for classes 4 and 5, which had to be cancelled as some parents would not pay for the event.

187/17 **Finance**

- a. The reports on the monthly balances were not ready in time for this meeting. These would be circulated in due course.
- b. Cllr Clark proposed that the list of accounts be approved, seconded by Cllr James.

RESOLVED: That all the invoices be approved for payment.

188/17 **Exclusion of Press and Public and Restriction of Documents.**

RESOLVED a. That, under section1(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 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”

189/17 Financial Audit

It was agreed to discuss this item after the Supplementary Agenda.

Supplementary Agenda

190/17 Parish Grant and Precept Application

To consider the request for the Parish Grant and Precept application for 2018/19.

RESOLVED: To raise the Precept in line with the November 2017 rate of inflation figure.

191/17 Clerk’s Training Course

To pass a resolution for the Clerk’s training course to go ahead.

RESOLVED: To approve the Clerk’s training course and arrange a date and time for the training to go ahead.

189/17 Financial Audit

Cllr James introduced Jane Quick, author of the Financial Audit report. The report contains an examination of CMPC financial and governance controls. There are two sets of recommendations split into two groups; strategic and operational. The report is quite extensive and Councillors will need time to digest the information and reach agreement on, and prioritise, the recommendations.

Councillors formally thanked Jane for her report.

The meeting closed at 9.35pm.

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Chairman