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**To: Cllrs D Woodbury (Chairman), C Wyer (Vice Chairman), A Forgan, H Mallinder, C Withers, and K Wyer**

You are hereby summoned to attend **a virtual meeting** of Combe Martin Parish Council, which will be held at **7pm** on **Monday 13 July 2020, using the Zoom platform to provide video and audio conferencing** for the purpose of transacting the following business.

Members of the public are welcome to attend this meeting and, to do so, must notify the Clerk of their request at least the last working day before the meeting and provide an email address or telephone number for the Zoom platform. Upon receipt, the Clerk will send out an invitation to join the meeting. Members of the public do not need to sign up to Zoom to join the meeting.

The meeting may be recorded.

Prayers will be said before the commencement of the agenda items. Anyone not wishing to be present at Prayers will be advised that they are about to start and may request to be put in the virtual waiting room.

**Parish Clerk**

Date of issue 7 July 2020

**AGENDA**

**PART A:**

1. **Apologies**

(Please make any apologies known to the Clerk)

1. **Declarations of interest**

To receive declarations of personal interests and disclosable pecuniary interests (DPIs) in respect of items on this agenda. Members are reminded that all interests:

* Should be declared at the beginning of the meeting.
* Should be declared prior to the item being discussed.
* Must be declared on the “Register of Interests”, form at the meeting, when making a declaration.

1. **To consider any requests for dispensations**
2. **Public Participation Period**

Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business relating to the Parish Council.

Members of the public who have requested to attend the meeting will be sent a Zoom invitation that will include joining instructions.

If before, or at the start, or during the meeting, any attendee experiences any technical difficulties using the Zoom platform, please contact the parish council office by telephone on 01271 883403.

1. **County and District Councillors’ Reports**

To receive the reports from the County Councillor and District Councillor.

1. **Finance:**
2. To receive and approve the June 2020 finance reports on:
3. The monthly payments and receipts.
4. The monthly summary balances and bank reconciliation.
5. The car park receipts.
6. To receive and approve the Q1 summary income and expenditure statement, forecast reserve movement for the year, and balance sheet as at 30 June 2020 from the Finance Officer.
7. To receive the Internal Audit Report 2019/20 and any actions therefrom.

1. To receive and approve the Annual Governance Statement (Section 1) for the year ending 31 March 2020.
2. To receive and approve the Accounting Statements (Section 2) for the year ending 31 March 2020.
3. Following approval, the Chairman and Clerk of the meeting to sign the Annual Governance Statements and Chairman signs the Accounting Statements.

The Annual Governance Statement is a statutory document which explains the processes and procedures in place to enable the Parish Council to carry out its functions effectively. The statement is produced following a review of the Parish Council's governance arrangements and includes an action plan to address any significant governance issues identified.

1. **North Devon Council – Planning Applications**

**North Devon Council, the determining Authority, has asked for comments from this Parish Council on the following planning applications:**

**71634 Proposal**: Change of use and extension to building at West Moory Meadow, Combe Martin, Ilfracombe, Devon EX34 0DG.

Applicant: Mr Simon Daukes

**71519 Proposal**: Demolition of existing dwelling and replace it with a new dwelling at Orchard Dene, Western Gardens, Combe Martin, Ilfracombe, Devon EX34 0EY.

Applicant: Mr Bick

**71553 Proposal**: The Cottage High Street Combe Martin Ilfracombe Devon EX34 0ED.

Applicant: Mrs G Panes

**71640 Proposal:** Treetops Buzzacott Lane Combe Martin Ilfracombe Devon EX34 0NL.

Applicant: Mr Doug Nicholls

**ANY MEMBER OF THE PUBLIC WISHING TO MAKE REPRESENTATIONS REGARDING ANY OF THE PLANNING APPLICATIONS TO BE CONSIDERED MUST NOTIFY THE PARISH CLERK BY TELEPHONE OR EMAIL NO LATER THAN 12 NOON ON THE DAY OF THE MEETING.**

1. **To consider and respond to Government announcements on coronavirus lockdown measures** (if any)
2. To note the date of the Free Help Combe Martin Food Bank temporary move to the Community Centre and the COVID-19 Risk Assessment and associated paperwork.
3. To consider the COVID-19 Risk Assessment and associated paperwork for Arnolds Plot Play Area and re-opening the site to the community.
4. **Police**

To receive and consider the monthly Ilfracombe Neighbourhood Police Newsletter.

1. **To approve the actions required by the Parish Council in relation to the Combe Martin Community Centre.**

Prior to the Parish Council meeting, the Managing Trustees of the Combe Martin Parish Community Centre Charity, Coombe Martin National Schools (Ref No: 4052972), are meeting to agree the governance arrangements and a number of priority actions for the charity. These include the following related actions for the Parish Council:

1. To agree to the Clerk being the ‘manager’ of the Community Centre.
2. To set up a separate financial system for the Charity.
3. To identify and recharge all relevant costs to the Charity.
4. To ask North Devon Council for a review of the rate payments made since 2012 as the Charity qualifies for rate relief.
5. To quantify the level of financial support provided to the Charity and consider if this is sustainable in these uncertain times.

A copy of the agenda for the meeting of the Managing Trustees of the Combe Martin Parish Community Centre charity, Coombe Martin National Schools (Ref No: 4052972), is available to view and download on Combe Martin Parish Council’s website at: [www.combemartin-pc.gov.uk](http://www.combemartin-pc.gov.uk).

1. **To confirm proposed dates for future meetings**

Virtual Parish Council Meeting – Monday 10 August 2020 at 7pm.

1. **Correspondence** (copied to all Council Members)
2. **Email from a Member of the Public**: To consider a request to place a memorial bench to overlook Newberry Beach.
3. **Email from North Devon Council**: To consider community priorities for Combe Martin that might be eligible for Section 106 funding.
4. **Email from SSE Enterprise**: To note the update on the street lighting repairs at Borough Road and Seaside Hill.
5. **Email from a Member of the Public**: To note the concerns raised about the use of jet skis in Combe Martin bay.
6. **Deed of Grant relating to the Coach Car Park:** To note the details of the draft deed containing arrangements for South West Water to access and tend to its attenuation tank on the coach car park site.
7. **DALC Newsletter:** To note the consultation on the New Model Code of Conduct.
8. **Park and Open Spaces** (if any)
9. **Footpaths** (if any)
10. **Health and Safety** (if any)