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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 14 September 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 8 September 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:

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. North Devon Council – Planning Applications

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

**71916 Proposal**: Removal of existing AC roof coverings and removal of roof timbers and reconstruction of cut roof with new manmade slate finishes, ground works and new window opening at 1 North Devon Cottages, Castle Street, Combe Martin, Ilfracombe,

Devon EX34 0JF.

Applicant: Adrian Rowland

**72014 Proposal**: Prior approval for erection of agricultural building for storage of dung (PN 71829) at Strawberry Fields, Shute Lane, Combe Martin, Ilfracombe, Devon EX34 0HW

Applicant: Mr R Turner

**72015 Proposal**: Prior approval for erection of one agricultural hay barn (PN 71903) at Strawberry Fields, Shute Lane, Combe Martin, Ilfracombe, Devon EX34 0HW

Applicant: Mr R Turner

**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. Planning Decision

**71519**: Orchard Dene, Western Gardens, Combe Martin, Ilfracombe, Devon EX34 0EY. Refused.

**70493**: Garden of Sea Vista, Rosea Bridge Lane, Combe Martin, Ilfracombe EX34 0DP. Withdrawn.

1. Emergency repair works to the sea wall at Newberry Beach

To agree the following motion:

To authorise an emergency repair to a hole that has appeared in the sea wall on Newberry beach.

The Parish Council office has contacted a contractor that the Council has used before and who specialises in this type of work to inspect the damage and provide a quote for the repair.

1. Finance:
2. To receive and approve the August 2020 finance reports on:
3. The monthly payments and receipts.
4. The monthly summary balances and bank reconciliation.
5. The car park receipts.
6. The list of payments for approval.
7. To consider the quote to supply and install a replacement lantern at Water Lane, pole no. 6142.
8. To receive and approve the minutes and recommendations made by the Parish Council’s Audit Committee at its meeting held on Thursday 3 September 2020.

The role of the Audit Committee is to review the working of the Parish Council - to carry out a financial check, and check that the Parish Council adheres to all of its written policies and to review those policies annually.

The Audit Committee members are: Cllrs Celia Withers (Chairman), Keith Wyer and Helen Mallinder.

A copy of the agenda for the Audit Committee meeting held on 3 September 2020 can be found on the Parish Council’s website at: [www.combemartin-pc.gov.uk](http://www.combemartin-pc.gov.uk).

1. To consider and respond to Government announcements on coronavirus lockdown measures (if any)
2. Police

To receive and consider the monthly Ilfracombe Neighbourhood Police Newsletter.

1. Co-option of new Councillors

To agree the following motion:

To issue a notice seeking co-option of new Councillors.

Whenever the need for co-option arises, Combe Martin Parish Council will widely advertise the vacancy to seek and encourage ‘expressions of interest’ by a specified date from anyone in the Parish who is eligible to stand as a Parish Councillor

Parish Councils are permitted to exercise the power to co-opt a person on to the Council to fill a casual vacancy when the requirements to hold an election have not been met. Although seeking ‘expressions of interest’ is not a legal requirement, the National Association of Local Councils recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

1. Combe Martin Community Centre
2. Following the first meeting of the board of Trustees on Monday 13 July 2020, Council to agree the following motion:

The number of councillors required to form the Board of Trustees for the Combe Martin Community Centre Exempt charity (National Schools ref no 4052972) also known as Combe Martin Girls and Boys School shall be limited to a maximum of five named elected Councillors plus the Chairman and Vice Chairman, giving a total of Seven Parish Council councillor trustees.

This motion shall bring the numbers in line with the original scheme of the charity and is sufficient for the effective management of the charity.

1. To consider the report complied by the Finance Officer setting out the current total annual costs of the Community Centre, noting the questions over the validity of rate payments made and the requirement to register the charity with HMRC.
2. Combe Martin Landmark Tree Planting Ceremony

To agree the following motion:

That Councillors Chris Wyer and Andy Forgan be given delegated authority to carry out the planting of the Landmark tree.

This work would involve organising a small public ceremony to include representatives from Parish, District and County Councils, determining a suitable site in consultation with Parish Councillors and staff, agreeing a date with all concerned, and inviting local residents to the ceremony.

1. Minutes

To approve and sign as a correct record, the Minutes of the virtual Combe Martin Parish Council meeting held on Wednesday 29 April 2020 using the Zoom platform.

1. To confirm proposed dates for future meetings

Virtual Personnel Committee meeting – Monday 28 September 2020 at 7pm.

Virtual Parish Council Meeting – Monday 12 October 2020 at 7pm.

1. Correspondence(copied to all Council Members)
2. To note the response from the Environment Agency on flood alleviation and bathing water quality.
3. To note the enquiry about the Parish Council’s future intentions regarding the Parade toilets.
4. To note the continuing complaints from the public, and representations made by the Parish Council regarding Devon County Council’s (DCC) street lighting at Seaside.
5. To note the complaints about the cleaning of North Devon Council’s public toilets situated in Kiln car park.
6. To note DCC’s Public Consultation of the Updated Local Flood Risk Management Strategy for Devon. The consultation closes on 15 October 2020.
7. To note the request from the Leys Charity for a Council Member representative to replace the previous CMPC Chairman.
8. To note the details of the new community orchards grant scheme that the North Devon Biosphere is organising.
9. To note the correspondence about the Government response to the consultation regarding 5G planning permission.
10. Park and Open Spaces
11. To note the recent report from a member of the public about alleged intimidating behaviour of teenagers using the Arnolds Plot play area.
12. To consider applying an age restriction at Arnolds Plot play area.
13. Footpaths (if any)
14. Health and Safety (if any)
15. Exclusion of Press and Public

To resolve under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information.

**PART B:**

1. To consider potential land purchases

The Chairman will provide a verbal report.

1. To identify date and time for zoom meeting with external expert 3rd party

The Chairman will provide a verbal report.

1. To set out the Terms of Reference and timescale for the Parish Council car parking review