



COMBE MARTIN

PARISH COUNCIL

Seacott, Cross Street, Combe Martin, EX34 0DH

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To: Cllrs D Woodbury (Chairman), C Wyer (Vice Chairman), H Mallinder, C Withers, K Wyer, P Walker, M Richards, A Cossey, C Davidson, and S Daukes

You are hereby summoned to attend **a virtual meeting** of Combe Martin Parish Council, which will be held at **7pm on Monday 14 December 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 by noon on the day of 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 for an account with Zoom to join the meeting.

The meeting may be recorded.

Note: Please note that prayers will be said at 6.55pm prior to the meeting for any Council Member who wishes to attend.

Parish Clerk

Date of issue: 9 December 2020

Presentation by representatives of the Church of St Peter ad Vincula to inform the community about the Church's recent recruitment of a lay mental health worker employed to work across the parish and the schools that serve the community to help foster good, long-term mental health.

Speakers: Reverend Peter Churcher and Lisa Parr

AGENDA

PART A:

1. Apologies

(Please make any apologies known to the Clerk)

2. 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.

3. To consider any requests for dispensations

4. 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. The period of time designated for public participation at a meeting shall not exceed 30 minutes and a member of the public shall not speak for more than three minutes.

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.

5. County and District Councillors' Reports

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

6. Co-option of New Councillors

To consider and vote on the applications received from candidates who have expressed an interest in becoming a Parish Councillor for the Parish of Combe Martin.

7. North Devon Council – Planning Applications

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

1. **72320 Proposal:** First floor extension over existing garage/storage building to provide additional storage and staff/briefing/training room at Glen Lyn Garage Borough Road Combe Martin EX34 0AN
Applicant: Mr Irwin
2. **72385 Proposal:** Installation of solar panels to the south elevation of the property and retrospective extension to south terrace at Treetops Buzzacott Lane Combe Martin EX34 0NL
Applicant: Mr and Mrs Doug Nicholls

8. Exmoor National Park – Planning Applications

Exmoor National Park, the determining Authority, has asked for comments from this Parish Council on the following planning application:

1. **62/19/20/004 Proposal:** Certificate of Lawful Use for existing use of building as residential dwelling house at The Cottage North Challacombe Farm Combe Martin EX34 0DS
Applicant: Mrs Samantha North

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.

9. Planning Decisions

1. **70952** – Coastal Borough Road Combe Martin EX34 0DQ – Refused
2. **72430** – The Cottage North Challacombe Farm Combe Martin – No Observations

10. Planning Appeals

1. **App/x118/c/20/3251065** – Manleighs Kiln Lane Combe Martin EX34 0LY. Mr Brian Lee Lethaby. Appeal Decision.
2. **App/X1118/W/20/3259771** – Guyscliffe Farm, Rectory Road Combe Martin EX34 0NS. Mr & Mrs Tony Greaves-Lugo. Notice of Appeal against North Devon Council decision to refuse planning application 71334.

Information about the Appeal Decision can be found on the Planning Inspectorate website at: www.acp.planninginspectorate.gov.uk/ (type in the seven digit case reference number), and information on the Notice of Appeal

can be found on the North Devon Council website at:

www.planning.northdevon.gov.uk/Search/Advanced (type in the planning application number and press the Appeals button).

11. Finance (Finance reports shall be circulated to Council Members prior to the meeting):

1. **Motion:** To approve the November 2020 finance reports on the monthly payments and receipts and list of payments.
2. To note the November 2020 finance reports on the monthly summary balances and bank reconciliation and car park receipts.
3. To note the External Auditor Report and Certificate for the Annual Governance and Accountability Return for the year ended 31 March 2020.
4. Due to the volume of the existing workload in the office and outstanding legacy issues, to consider an increase in staff resources.
5. To note the initial quote received to supply and fit festoon lighting at Seaside and to be aware that this is not included in the budget proposal for 2021/22.
6. **Motion:** To approve the initial budget proposal for 2021/22 and provisionally set the Precept demand.
7. To consider the request from Citizens Advice Torridge, North, Mid and West Devon for a donation towards their work to provide advice and support to the residents of Combe Martin.

12. To consider and respond to Government announcements on coronavirus lockdown measures.

To note the successful outcome of the application to the COVID-19 Prompt Action fund (second wave) for funding to help deliver a transport scheme for local residents who are vulnerable to COVID-19 to get to medical appointments, working in conjunction with the local medical centre and voluntary car scheme.

13. Police

To receive and consider the monthly Ilfracombe Neighbourhood Police Newsletter.

14. Minutes

Motion: To approve as a correct record, the Minutes of the virtual Combe Martin Parish Council meeting held on Monday 9 November 2020.

15. To receive and approve the minutes and recommendations made by the Parish Council's Audit Committee at its meeting held on Wednesday 2 December 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.

16. To confirm proposed dates for future meetings

Virtual Parish Council Meeting – Monday 11 January 2021 at 7pm.

17. Combe Martin Village Hall Community Group

Motion: To convene a special meeting in the New Year with the Combe Martin Village Hall Community Group (CMVHCG) (COVID-19 rules applying) to discuss matters affecting the relationship between CMVHCG and the Parish Council.

18. Christmas office closure

Motion: To seek Council's agreement to close the office from Monday 28 December 2020 until Friday 8 January 2021 to cover office staff leave (for the first week) and to allow office staff to carry out a much needed reorganisation of the office's filing system (second week).

19. Correspondence (copied to all Council Members)

1. Devon County Highways – To note the temporary prohibition of through traffic from Monday 4 January 2021 until Wednesday 6 January 2021 outside 31A High Street, Combe Martin.

20. Parks and Open Spaces

1. Christmas tree at the Parade

To formally thank the donor of the Christmas tree, which has been put up at the Parade car park.

2. Pump track

To consider the request from a group of children and their parents to install a temporary 'pump track' at Hollands Park and the advice received from the Parish Council's insurer.

3. Dog bin

To consider the request to investigate proposals for the installation of a dog bin at the top end of the village. **Motion:** To delegate authority to the Clerk to consult with local residents affected by the proposals.

21. Footpaths

1. Hangman Path

To consider the information received from Devon County Council about a puddle of water that has erupted on Hangman Path.

22. Health and Safety (if any)

23. 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:

24. Staffing

1. To consider awarding staff a Christmas bonus.

25. Freedom of information request

Update on internal procedures. Chairman to brief.