Draft Minutes of the meeting of Combe Martin Parish Council held on

Monday 21 June 2021 in the Village Hall.

**Present**: Cllrs D Woodbury (Chairman), P Walker (Vice Chairman), H Mallinder, M Richards, A Cossey, C Davidson, S Daukes, S Coomber, M Worth, T Seldon and S Boyce.

**In attendance**: County Cllr A Davis, District Cllr Y Gubb, members of the public, Finance Officer (Clerk) and Assistant Clerk

County Cllr A Davis left before the meeting started due to the late finish of the Parish meeting.

The meeting commenced at 20:15 due to the Parish meeting over running.

**PART A:**

128/21 Apologies

Apologies were received from Cllr C Wyer & K Milliam (Clerk)

The Chair informed the meeting that Cllr C Wyer had resigned from the Council with immediate effect for personal reasons.

129/21 Declarations of interest

Cllr M Worth declared an interest 10.5 re parking permit for Combe martin Community Shop.

Cllrs M Worth, S Coomber & T Seldon declared an interest in item 16 Combe martin Village Hall.

130/21 To consider any requests for dispensations

The Clerk gave a dispensation to:

Allow Cllrs M Worth. S Coomber & T Seldon to remain in the meeting for item 16 & Cllr. M.Worth for item 10.5 but not to vote on any resolutions that may be made.

131/21 Public Participation Period

A member of the public present at the meeting asked when new bollards on the beach slipway would be installed as the current fixings were a trip hazard.

The Chair replied that they would be installed during the next week.

132/21 County and District Councillors’ Reports

Devon County Council

County Cllr Andrea Davis provided a report for the meeting which was not presented but is attached to these minutes.

North Devon Council

District Cllr Yvette Gubb provided the following report.

Two planning officers have retired and one new planning officers has been recruited by NDC.

There has been an increase in planning enforcement cases.

A planning application under reserved matters has been submitted in Ilfracombe for 347 dwellings by Tesco’s with 11% affordable housing.

2 new groups have been formed an environmental group and a litter group.

District replacing 4 bins. (At the top of seaside hill, next to the shelter at Newberry, on Cobblers Path and at the back of the beach.

133/21 To approve minutes from previous meetings

1. Wednesday 5 May 2021
2. Monday 26 April 2021
3. Monday 12 April 2021
4. Monday 8 March 2021
5. Monday 10 August 2020
6. Monday 13 July 2020
7. Monday 8 June 2020
8. Monday 11 May 2020

This item was deferred until the next meeting

134/21 Police

The monthly Ilfracombe Neighbourhood Police Newsletter for June 2021 was received and circulated to Councillors prior to the meeting.

Number of crimes reported in May 2021

Combe Martin

Violence with injury 3

Violence without injury 5

Stalking and harassment 3

Sexual offences 2

Criminal damage 1

Trafficking of drugs 1

All other theft offences 2

Berrynarbor

Criminal damage 1

East Down

Violence with injury 1

Violence without injury 1

It was noted that the number of crimes reported had risen sharply in May.

135/21 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. **73079 Proposal**: Extension to existing agricultural building for storage of agricultural equipment at land at Buzzacott Lane, Combe Martin, Devon EX34 0NL

Applicant: Mr Lyndon White

**RESOLVED**: To inform the planning authority that Combe Martin Parish Council supports this planning application.

1. **73411 Proposal:** Retrospective application for terracing of rear garden with decking and fencing and summerhouse at Cloudshill, 3 West Challacombe Lane, Combe Martin, Ilfracombe, Devon, EX34 0HF

Applicant: Mrs Katrina Haines

**RESOLVED**: To inform the planning authority that Combe Martin Parish Council supports this application

136/21 North Devon Council planning decisions (to note)

1. **73075:** Seacroft Cottage, Seaside, Borough Road,Combe Martin, EX34 0NL – Listed building application for replacement of internal doors and external front door together with installation of plasterboard ceiling.

 Approved. This decision was noted.

1. **73258:** 3 Floodgate Meadows, Buzzacott Lane, Combe Martin, EX34 0NL – Erection of detached garage, conversion of existing attached garage into kitchen and new entrance and Porch to front of house.

 Approved. This decision was noted.

1. **73199:** Overdale, Buzzacott Lane, Combe Martin, EX34 0NL – Erection of agricultural storage shed to store tractors and machinery.

Withdrawn Invalid. This decision was noted.

Full details of these planning decisions can be found on North Devon Council’s find and track a planning application web page at: [www.planning.northdevon.gov.uk/Search/Advanced](http://www.planning.northdevon.gov.uk/Search/Advanced)

137/21 Finance:

1. **RESOLVED**: To approve the following May 2021 finance reports and list of payments for June 2021:
* The list of payments made between 01/05/2021 and 31/05/2021 totalling £17,006.17.
* The cash received between 01/05/2021 and 31/05/2021 totalling £13,884.13
* The list of payments for June 2021 totalling £11,324.30
* Additional payments added to May payment list of £3,514.10
1. The monthly summary balances and bank reconciliation (cash balance £179,420.73) and the car park receipts (nett takings £20,195.53) were noted.
2. **RESOLVED:** To Approve the Street Lighting quotation for £1700.62 excl. VAT to replace the deteriorated street lighting column at Hollands Park Avenue, Combe Martin.
3. **RESOLVED:** To approve the request from Combe Martin Museum for a transferable car parking permit for use by its volunteers.
4. **RESOLVED:** To approve the request from Combe Martin Community Shop for a transferrable car parking permit for use by its volunteers.
5. The Internal Audit report for the year to 31 March 2021 was received and the following recommendations were noted:
* Council website to be more fully utilised.
* Council to have an action plan arising from meetings recording planned action, who is responsible and a target date for actions to be resolved.
* Council lease register to be regularly reviewed to ensure all leases are properly managed, reviewed and renewed in a timely manner.
* Review of Staff Resource to be undertaken.
* Ensure all land holdings are registered with Land Registry.
* Complete work on formalising Community Centre Trust.
* Old minute books to be moved to storage in County Archive.

**RESOLVED:** To ensure the audit recommendations are actioned as soon as possible.

1. **RESOLVED:** To approve the Annual Governance Statement (Section 1) for the year ending 31 March 2021 and to note the disclosure note re Trust funds in box 11.
2. **RESOLVED:** To approve the Accounting Statements (Section 2) for the year ending 31 March 2021 and to note the disclosure note re Trust funds in box 9.
3. **RESOLVED:** The Chairman and Clerk of meeting authorised to sign the Annual Governance Statement and the Chairman authorised to sign the Accounting Statements.

**Cllr H Mallinder left the meeting at 20:52**

138/21 To consider and respond to Government announcements on coronavirus lockdown measures.

There were none reported.

139/21 To confirm proposed dates for future meetings

**RESOLVED**: To hold a Parish Council Meeting on Monday 12 July 2021 at 7pm in the Village Hall.

140/21 Correspondence(copied to all Council Members)

1. Freedom of Information Requests – These were noted
2. Speeding in the village – Concerns expressed by two parishioners were noted.
3. Modification Order to upgrade Footpath no. 13 to Bridleway no. 13 on the Definitive Map was noted.

141/21 Combe Martin Parish Council Development Policy.

That this Council implements the Parish Council’s Development Policy for all new project proposals and priorities for one year or, if earlier, until Council adopts a Neighbourhood Plan or a formal set of priorities, into either of which it would incorporate an updated Development Policy.

This item was deferred until the next meeting

142/21 Parks and Open Spaces

1. Pump Track

Cllr Coomber provided an evaluation report and supporting papers on the Pump Track proposals. After discussion it was

**RESOLVED:** That the proposed lower site of Hollands Park be adopted as a permanent location for a Pump Track.

1. Update for Councillors
* Community Centre

Council was updated on current position.

* Combe Martin Football Club MUGA and public toilets.

Council to request clarification from Football club on whether a MUGA pitch or 5 a side pitch was to be provided.

* Hollands Park Work Store

Council to explore further the options for this.

It was agreed that a holistic approach to the development of Hollands Park was needed and that the Asset Management Committee & Parks & Open Spaces Committee should work together to progress this.

1. Kayaks on Combe Martin Beach

Concerns expressed by parishioner regarding the numbers and positioning of Kayaks on the beach. This was noted and would be monitored.

The Chair informed the Council that legal confirmation had been received confirming the Council can control commercial use of the beach and it was agreed that there should be no commercial Gazebo on the beach.

143/21 Asset Management

1. Combe Martin Village Hall Community Group is seeking Council’s approval to carry out improvement works to the bar, bar area and annexe at the Village Hall.

A technical lease issue was raised that led to some debate.

Members of the Committee requested that the Council apply for planning permission on behalf of the CMVHG. It was

**RESOLVED:** That due to the technical issue discussed planning permission could be applied for pending permission being formally agreed by the Council.

144/21 Health and Safety

1. Devon County Council Bridge inspection report of the condition of the bridge at Barton Gate Lane.
2. The report from a parishioner of their dog being bitten by an adder at Cobblers.

These items were deferred until the next meeting.

144/21 Exclusion of Press and Public

To resolveunder section1(2) of the Public Bodies (Admission to meetings) Act 1960 that 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”.

**PART B:**

1. **Asset Management**

To consider the correspondence received from Turners Property Centre

1. **Personnel Committee**

Chair of the Personnel Committee to update Council Members on Personnel matters.

These items were deferred until the next meeting.

The meeting closed at 10.01pm

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Chairman of Combe Martin Parish Council

Actions carried forward to next Meeting:

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| **Minute Number** | **Responsible** | **Target Completion Date** |
| **132/21** Install Bollards on Beach Slipway | Clerk | w/e 25/6/21 |
| **137/21/6** – Council Website Utilisation | Clerk | TBA |
| * Review of Leases
 | Chair Asset Mgt. Committee | TBA |
| * Review of Staff Resources
 | Chair Personnel Committee | TBA |
| * Register unregistered land holdings
 | Clerk | TBA |
| * Community Centre Grant
 | Trust | TBA |
| **142/21/2** – Confirm with Football Club five a side or MUGA ?  | Clerk | For next meeting |
| * Hollands Park holistic development plan
 | Chair Asset Mgt. Comm. & Parks & Open spaces Comm. | TBA |
| 143/21 – CMCHG - Approve planning permission for Bar area . | Full Council | Next Meeting |
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