

Draft minutes of the Annual Combe Martin Parish Council meeting,  
held on 22<sup>nd</sup> May 2023 at 7pm at Combe Martin Village Hall.

Present: Cllrs. Cass, Corner, Everett, Galloway, Lethaby, Masters, Optix, Richards, Seldon, Smallridge, Watkins, and Worth.

Also in attendance: Andrew Wyer (Clerk), and 6 members of the public.

As Chairman during the previous year Cllr Seldon chaired the first item on the agenda.

001/23 Election of Chairman – Cllr Seldon was elected as Chairman for the 2023/2024 year. She signed the Declaration of Acceptance of Office and chaired the rest of the meeting.

002/23 Election of Vice Chairman – Cllr Galloway was elected Vice Chairman for the 2023/2024 year.

003/23 Apologies – There were no apologies from Parish Councillors, but County Cllr A Davis sent hers.

004/23 Declarations of Interest – Cllr Lethaby declared that as a District Councillor, the views he gives (and how he votes) at this meeting will not necessarily be the same as he does at a District Council meeting.

005/23 Public Participation – A question was asked about the lack of a response to questions raised at a previous meeting. The Clerk was asked to send the information requested, on Cllr Seldon's behalf.

006/23 Minutes – The draft minutes of the meeting held on 17<sup>th</sup> April were approved and signed by Cllr Seldon as an accurate record.

007/23 Clerk's Report – The Clerk made the additional update that two dates had been confirmed for Covid booster Drop-In sessions at the Community Centre (12<sup>th</sup> and 26<sup>th</sup> June 2023). The Report was then NOTED.

008/23 County & District Cllr reports – County Cllr Davis had distributed her report ahead of the meeting, and from it the Clerk highlighted that £2 Bus fares was being extended until October. District Cllr Lethaby reported that since the election he had been busy with the induction process and that he looked forward to bringing a proper report to future meetings.

009/23 Police Newsletter – This had been circulated ahead of the meeting and only reported two crimes in Combe Martin. The newsletter was NOTED.

010/23 Planning (NDC Applications) – The Council RESOLVED to support the following applications:

[76833](#) – Extension and alteration to existing ground floor flat, alteration to front façade windows with addition of Velux windows on the roof together with a loft conversion to facilitate additional bedrooms at Ashbourne House, Combe Martin Methodist Church, Castle Street, Combe Martin, Devon, EX34 0JF

[77085](#) – Erection of agricultural shed and associated works at land adjacent Nutcombe Hill, Combe Martin, Devon, EX34 0PQ

011/23 Planning (Exmoor NP Applications) – There were no applications to consider.

012/23 Planning (NDC Decisions) – These decisions were NOTED:

[76450](#) – Parade car park Toilets - **Approved**

[76742](#) - Park Hills, decision in principle - **Withdrawn**

[76838](#) - Bristol Channel View, demolition of garage, etc - **Approved**

013/23 Planning (Exmoor NP Decisions) – There were no decisions to note.

014/23 Finance – It was RESOLVED to approve the lists of payments to be made plus 3 additional invoices (NDC, National Grid, & Audit), totalling £17049.10.

015/23 Finance - It was RESOLVED to note the list of payments made, receipts received and the April Dashboard report.

016/23 Committee Memberships – The following Cllrs were elected to the following Committees:

Finance & Policy Committee – Cllrs Cass, Everett, Galloway, Masters, Optix, Richards, and Seldon.

Assets & Land Management Committee – Cllrs Cass, Everett, Galloway, Lethaby, Richards, Watkins, and Worth.

Community Centre Committee – Cllrs Cass, Corner, Optix, Seldon, Smallridge, Watkins, and Worth.

Personnel Committee – Cllrs Corner, Optix, Seldon, Smallridge, and Worth.

Emergency Committee – The Chairman (Cllr Seldon), Vice Chairman (Cllr Galloway), The Clerk (A.Wyer), Cllrs Lethaby, Richards and Worth. Cllr Worth was also elected to the position of Emergency Officer.

Parish Council Representatives – The following Councillors were elected to be representatives of the Council at/with/for:

Combe Martin Primary School: Cllr Corner, Leys Charity: Cllr Cass, Combe Martin

Museum: Cllr Galloway, Combe Martin Village Hall Community Group: Cllr Seldon,

Combe Martin Business Association: Cllr Lethaby, Exmoor Parish & Consultative Forum:

Cllr Galloway, Combe Martin Coastal Community Team: Cllr Worth and Combe Martin

Bowls Club: Cllr Optix.

017/23 Meetings Calendar – It was RESOLVED to approve the draft calendar of meetings. The Calendar will be available on the website and posted on the Council Notice Board.

018/23 General Power of Competence - The Council RESOLVED that as it has met the criteria, it would assume the General Power of Competence.

019/23 Civility and Respect Pledge – The Clerk was asked to defer this item for 6 months.

020/23 Councillor Training – The Clerk introduced the new DALC Councillor Development Framework and explained that there is a budget for Councillor training so Councillors should read through the scheme and identify which courses they wanted to complete. There may be a financial saving available if a number of Councillors wanted to be on the same course.

021/23 Office Hours – The Clerk confirmed that the Office Staff had brought this item forward without any prompting. Following the winter when the Community Centre was open as a warm space during the day, the office staff were used to and happy to, have the office open 9-3 Mon-Fri. The Council RESOLVED to approve the new office opening hours.

022/23 Workman's Shed – The Clerk gave a verbal update on the project to locate the Workman's shed at the Community Centre site. The original planning permission application has been withdrawn but that a replacement application for just the proposed entranceway was about to be submitted.

023/23 Annual Document review – The following documents were re-adopted or amended and adopted. (Amendments shown in brackets)

- a. [Standing Orders](#)
- b. [Financial Regulations](#) (Clerk delegated power to authorise a mid-month payment run.)
- c. [Asset Register](#)
- d. [Delegation Policy](#)
- e. Terms of Reference: (All references to the frequency of meetings to be amended to say "As agreed at the Annual Meeting and/or as required")
  1. [Assets & Land Management Committee](#)
  2. [Community Centre Committee](#)
  3. [Emergency Committee](#)
  4. [Finance and Policies Committee](#)
  5. [Personnel Committee](#)
- f. Insurance – The Clerk confirmed insurance cover was in place.
- g. [Subscriptions](#)
- h. [Complaints Procedure](#) (Will be reviewed at next Finance & Policies Committee meeting)
- i. [FOI Policy](#)
- j. [Data Protection Policy](#)
- k. [Press/Media Policy](#)
- l. [Employment Policies](#) (16 policies)

024/23 Greenhill Steps – The condition of the steps and the possible encouragement of people to use the SWW concrete pipe cover as a path (without permission from

SWW) were discussed. It was RESOLVED to erect proper notices at the top and bottom of the steps stating they were closed.

025/23 War Memorial – Following a verbal report from Cllr Worth, it was RESOLVED that the War Memorial garden should be kept cut and well maintained at all times.

026/23 Correspondence – The correspondence was NOTED.

027/23 Exclusion of Press and Public – It was RESOLVED to exclude the Press and Public from the last agenda item as it involved the likely disclosure of confidential information.

028/23 Council Leases – The Clerk gave an update on three Council Leases and how they were progressing.