

LOXHORE PARISH COUNCIL MEETING

www.loxhore.org.uk

Minutes

Date: Thursday 4th January 2024

Venue: Loxhore Village Hall

Present: Jane Vanstone {Chair}
Mike Young {Vice Chair}
Carole Delve {Councillor}
Liz Murphy {Councillor}
Malcolm Prowse {Councillor NDC}
Ray Comer {Parishioner}
Syd Delve {Parishioner}
Maria Collett {Parish Clerk}

Minutes taken by: Maria Collett {Clerk}

The Chair opened the meeting at 18:30.

1. Apologies: Suzie Smith, Andrea Davies, Lynne Challacombe.
2. Declarations of interest: None
3. All councillors agreed that the minutes of the previous meeting 2nd November 2023 and special meeting of 24th November 2023 were a true and accurate record of that spoken and written. The Chair signed accordingly.

| 4.0 | <u>Action points from previous meeting dated 2nd November 2023</u> | |
|-----|---|--------------------|
| 4.1 | <ol style="list-style-type: none">1. Byway (31) between Lower Loxhore and four cross ways, work not complete. Will be updated following next survey.2. Footpath 9 work has now been completed. The route needs to be walked to confirm that signage is in place and clear.3. Sept 2023 – MY informed the meeting that Ros Davis (P3 Coordinator) will be moving role. Await information on the replacement. Confirmation that the works by Comer Cottage & Hammonds Farm will be funded. Also reported that a grant of £1000 has been authorised by D.C.C. P3. Invoice sent to claim it. (Jan 2024 4.1) UPDATE - Funds have been received. MP asked if a replacement had been appointed for Ros Davis, as he hoped that this would be the case. No news received yet.4. The meeting discussed the issues currently being observed around drainage in the parish. LC reported that she had noticed that Longpot Lane had water flowing down it recently, following rainfall. LC asked how often the drains were maintained as the problem seemed to be occurring further up the lane near Whitemoor Cottages. JV confirmed that the drains and gullies were cleared last winter and even when they are clear, water still | JV JV Closed |

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|-----|---|---|
| | <p>flows down Longpot Lane during periods of high rainfall, caused in part by the lane being below the level of the surrounding fields. It was agreed that problems with the drains in the parish are occurring due to a combination of issues. LC reported that Barbara Venn was still experiencing flooding, Andrea Davies confirmed that the pipework under the road at BV's was going to be replaced and work has been planned in this financial year, as the existing pipe isn't big enough.</p> <p>AD asked for everyone to report any drainage issues on the D.C.C. website, where there is a section to report flooding and blocked drains. The service is for blocked drains – not those that are just covered with leaves.</p> <p>Previously a notice was communicated to parishioners asking them to help keep drains clear, this approach could be tried again. Situation to be monitored. Notice drafted, MC to send the notice to Councillors and Chris Harrington for communication.</p> | MC |
| 4.2 | <p>(Jan 2023 7.3) Devon County Council is working hard on developing the county's sustainability Initiative and this will flow down to Parishes. Barbara Venn and Penny Smith have taken the reins of the Emergency Planning Committee for Loxhore.</p> <p>(Nov 2023 4.2) Community Emergency Planning work. The committee now has the minimum number of people needed. The proposed plan will be for 6 months of monthly meetings to develop the plan and then review and update annually. MY has begun development of a leaflet for all households in the parish, detailing important information on how to prepare for an emergency and what type of situations to consider. There are two aspects to consider in the plan – home and community. LC reported that she had handed the lead on emergency planning back to BV, as LC currently has restrictions on her time.</p> | |
| 4.3 | <p>(Sept 2023 4.3) JV asked about the status of the plastic fencing that has replaced the damaged Heras fencing which is now engulfed by vegetation. AD reported that she would need to look into it and report back. MC to ask AD if there is an update.</p> | MC/ AD |
| 5.0 | <u>Matters arising from meeting dated 2nd November 2023</u> | |
| 5.1 | <p>County Council News. See report attached Annex A</p> <p>(Nov 2023 5.1) LM provided an update on the Snow Warden Scheme, and is now fully trained as a Snow Warden this year (certificate provided to the council). Two volunteers came forward; Jim Barr & Wayne Roger who will assist to distribute salt and assist in spreading. (Jan 2024 5.1) Salt deliveries will be to the Village Hall and will need distributing across the parish when it arrives. Grit bins are separate and most are still quite full – reminder to all that one tablespoon of grit is adequate per m³.</p> <p>(Jan 2024 5.1) CD reported that a few potholes in Mill Lane have been repaired and two more have been reported (also in Mill Lane). There is a blocked culvert and water is not draining near Corner Cottage, beyond the new footpath a large hole has appeared, which could be dangerous to any drivers pulling over to that side of the lane. The hedge is also dropping at the first pull in. CD has reported all issues noted. In addition, there is water flowing from the drain/fields into Cott Lane and pooling beside the barn, CD will investigate.</p> <p>(Nov 2023 5.1) Five potholes previously reported were marked with white paint, but the work has not been completed. AD asked CD to send her the numbers and agreed to chase them up. (Jan 2024 5.1) MC to ask AD if these have been chased.</p> <p>(Nov 2023 5.1) Ray Comer asked AD about the drains on Cott Hill as they are full of gravel. AD asked Ray to report any concerns with the drains on the D.C.C. website, in the section for drains. (Jan 2024 5.1) MC to confirm with Ray at the next meeting if he has been able to report on the website.</p> | LM CD MC/ AD MC |
| 5.2 | District Council News. See report attached Annex B. | |
| 5.3 | Donation request from Citizens Advice. The meeting agreed to make a donation of £50. (Jan 2024 7.2) MC to remind SS to arrange donation. | SS |
| 5.4 | Emergency contacts for Parish & Town Councils. MC reported that she had responded to the request from D.D.C. and would update it as the Emergency Plan progresses. | Closed |

| 5.5 | D&S Fire & Rescue – consultation on precept (reply by 30 th Nov). MC to send to Chris Harrington for communication to parishioners. | Closed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 5.6 | North Devon District Council review of Polling Stations (reply by 10 th Nov). MC provided an update on the review. No additional Polling Station locations or changes for Loxhore. MC to complete form. | Closed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.7 | South West Heritage Trust, donation request for archive services North Devon Record Office. The meeting agreed to make a donation of £50. (Jan 2024 7.6) MC to remind SS to arrange donation. | SS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.8 | D-Day 80 – 6 th June 2024 (80 Beacons). Information for parishes. MC to forward details to CD for the Village Hall Committee for discussion at their next meeting. | Closed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.9 | Support for the Climate & Ecology Bill. MC to forward details to LC for her to review. | Closed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.10 | Community Grants. MC reported that information on various community grants had been received. MC to forward details to Councillors. | Closed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.11 | (Jan 2024 7.10) Ray Comer reported that he had spent the afternoon clearing drains and had noticed some overgrown hedges in Loxhore Cott. RC agreed to speak with the landowner directly. Hedges have been cut back but could do with more removed, RC to approach landowner. During the pandemic an email reminder was sent to parishioners to keep hedges bordering roads cut and tidy. It was agreed by the meeting that it may be useful to send out the reminder again via Chris Harrington. MC to send to Chris Harrington. | MC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.0 | Finance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.1 | <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;"></th> <th style="text-align: right; width: 20%;">Year to Date</th> <th style="text-align: right; width: 20%;">Year to 31 March 2023</th> </tr> </thead> <tbody> <tr> <td>Treasurers Report 01/04/23 to 31/12/23</td> <td></td> <td></td> </tr> <tr> <td>Bank balance 01.04.23</td> <td style="text-align: right;">4,914.80</td> <td style="text-align: right;">6,630.55</td> </tr> <tr> <td>INCOME</td> <td></td> <td></td> </tr> <tr> <td>N.D.D.C. - Precept</td> <td style="text-align: right;">850.00</td> <td style="text-align: right;">850.00</td> </tr> <tr> <td>HMRC - VAT refund</td> <td style="text-align: right;">308.33</td> <td style="text-align: right;">112.16</td> </tr> <tr> <td>Devon C.C. - P3 Partnership</td> <td style="text-align: right;">1,220.00</td> <td style="text-align: right;">300.00</td> </tr> <tr> <td>Devon C.C. - DCRF Grant</td> <td style="text-align: right;">176.38</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>N.D.D.C. - Community Support Group</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">2,554.71</td> <td style="text-align: right; border-top: 1px solid black;">1,262.16</td> </tr> <tr> <td></td> <td style="text-align: right;">7,469.51</td> <td style="text-align: right;">7,892.71</td> </tr> <tr> <td>EXPENDITURE</td> <td></td> <td></td> </tr> <tr> <td>DALC subscription</td> <td style="text-align: right;">75.00</td> <td style="text-align: right;">49.99</td> </tr> <tr> <td>Clerk's expenses</td> <td style="text-align: right;">213.31</td> <td style="text-align: right;">289.21</td> </tr> <tr> <td>Insurance</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">174.38</td> </tr> <tr> <td>Village Hall - Maintenance grant</td> <td style="text-align: right;">150.00</td> <td style="text-align: right;">150.00</td> </tr> <tr> <td>B. Gould - upkeep of Parish Burial Ground</td> <td style="text-align: right;">200.00</td> <td style="text-align: right;">400.00</td> </tr> <tr> <td>Devon CPRE</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Barnstaple Records Office</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>Citizens Advice</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>Highway Maintenance Fund</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>P3 Footpath maintenance</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">1,506.00</td> </tr> <tr> <td>Community Support Group</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Sundry Expenses</td> <td style="text-align: right;">384.08</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Vat Paid</td> <td style="text-align: right;">11.71</td> <td style="text-align: right;">308.33</td> </tr> </tbody> </table> | | Year to Date | Year to 31 March 2023 | Treasurers Report 01/04/23 to 31/12/23 | | | Bank balance 01.04.23 | 4,914.80 | 6,630.55 | INCOME | | | N.D.D.C. - Precept | 850.00 | 850.00 | HMRC - VAT refund | 308.33 | 112.16 | Devon C.C. - P3 Partnership | 1,220.00 | 300.00 | Devon C.C. - DCRF Grant | 176.38 | 0.00 | N.D.D.C. - Community Support Group | 0.00 | 0.00 | | 2,554.71 | 1,262.16 | | 7,469.51 | 7,892.71 | EXPENDITURE | | | DALC subscription | 75.00 | 49.99 | Clerk's expenses | 213.31 | 289.21 | Insurance | 0.00 | 174.38 | Village Hall - Maintenance grant | 150.00 | 150.00 | B. Gould - upkeep of Parish Burial Ground | 200.00 | 400.00 | Devon CPRE | 0.00 | 0.00 | Barnstaple Records Office | 0.00 | 50.00 | Citizens Advice | 0.00 | 50.00 | Highway Maintenance Fund | 0.00 | 0.00 | P3 Footpath maintenance | 0.00 | 1,506.00 | Community Support Group | 0.00 | 0.00 | Sundry Expenses | 384.08 | 0.00 | Vat Paid | 11.71 | 308.33 | |
| | Year to Date | Year to 31 March 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Treasurers Report 01/04/23 to 31/12/23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bank balance 01.04.23 | 4,914.80 | 6,630.55 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INCOME | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| N.D.D.C. - Precept | 850.00 | 850.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HMRC - VAT refund | 308.33 | 112.16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Devon C.C. - P3 Partnership | 1,220.00 | 300.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Devon C.C. - DCRF Grant | 176.38 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| N.D.D.C. - Community Support Group | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2,554.71 | 1,262.16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 7,469.51 | 7,892.71 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPENDITURE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DALC subscription | 75.00 | 49.99 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clerk's expenses | 213.31 | 289.21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Insurance | 0.00 | 174.38 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Village Hall - Maintenance grant | 150.00 | 150.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. Gould - upkeep of Parish Burial Ground | 200.00 | 400.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Devon CPRE | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Barnstaple Records Office | 0.00 | 50.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Citizens Advice | 0.00 | 50.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Highway Maintenance Fund | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P3 Footpath maintenance | 0.00 | 1,506.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Community Support Group | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sundry Expenses | 384.08 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vat Paid | 11.71 | 308.33 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|------|---|------------------|------------------|
| | | 1,034.10 | 2,977.91 |
| | | <u>6,435.41</u> | <u>4,914.80</u> |
| | Allocated: | | |
| | P3 money | 1,220.00 | 0.00 |
| | Transparency Code Funding | 0.00 | 0.00 |
| | Parish maintenance fund | 0.00 | 0.00 |
| | Highway maintenance fund | 2,786.55 | 2,812.38 |
| | Loxhore Community Support Group | 362.60 | 382.60 |
| | Loxhore Emergency Planning | 184.60 | 0.00 |
| | | <u>4,553.75</u> | <u>3,194.98</u> |
| | Non Ring-fenced Funds | <u>1,881.66</u> | <u>1,719.82</u> |
| | Parish Council Funds | <u>6,435.41</u> | <u>4,914.80</u> |
| | Balance per Bank Account | <u>£6,435.41</u> | <u>£4,914.80</u> |
| | VAT recoverable - year to 31 March 2024 | <u>£ 11.71</u> | |
| | MC reminded to submit any Parish Clerk expenses. | | |
| 6.2 | (Nov 23 6.3) SS brought along the signatory form for online banking discussed at September's meeting. JV and LM signed the form. SS to set up online banking. | | SS |
| 6.3 | (Nov 23 6.4) N.D.D.C Precept. At the September meeting it was agreed to submit a Precept of £1000, MC has sent the form back to N.D.C.C. Awaiting return of form from N.D.C.C. | | MC |
| 7.0 | <u>Chair's Business</u> | | |
| 7.10 | Zurich Insurance renewal. The quotation was discussed and agreed that the price was good. Payment to be made. | | SS |
| 7.11 | Ring-and-Ride request for donation. Agreed to make a donation of £25. Payment to be made. | | SS |
| 7.12 | Peninsular Transport Consultation. Send details to Chris Harrington for communication. | | MC |
| 7.13 | Devon Association of Local Councils subscription fees. Agreed to continue subscription. Payment to be made. | | SS |
| 7.14 | CPRE The countryside charity request for donation. The meeting discussed if we are already members of CPRE. MC to check with SS and find out what the service provides for us. | | MC |
| 7.15 | Devon Community Resilience Forum conference - March 22nd 2024. Forward details to LC and Parish Councillors as may be of interest. | | MC |
| 7.16 | Listed Places of Worship Grant Scheme. Details to be sent to Mike Matthews. | | MC |
| 7.17 | Meeting date change - NDDC (2nd May 2024). Agreed to move to the second Thursday of the month, 9 th May 2024. MC to ask Sue Bishop to amend booking. | | MC |
| 8.0 | <u>Next meeting</u> The Chair closed the meeting at 19:32, thanking everyone for attending. The next meeting will be held on Thursday 7 th March 2024 at 1830 in the village hall. | | Closed |

Minutes approved by Chair.....

Date

[Signature] 7/3/24