

LOXHORE PARISH COUNCIL MEETING

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Minutes

Date: Thursday 5th September 2024

Venue: Loxhore Village Hall

Present: Jane Vanstone {Chair}
Mike Young {Vice Chair}
Suzie Smith {Councillor}
Rachel Kilham {Councillor}
Malcolm Prowse {Councillor NDDC}
Carole Delve {Parishioner}
Ray Comer {Parishioner}
Maria Collett {Parish Clerk}

Minutes taken by: Maria Collett {Clerk}

The Chair opened the meeting at 18:30.

1. Apologies: Liz Murphy {Councillor}, Andrea Davies {Councillor DCC} & Lynne Challacombe
2. Declarations of interest: None
3. The Chair welcomed Councillor Rachel Kilham to her first meeting after she had volunteered and had been co-opted to the Parish Council.
4. The Chair thanked Carole Delve for her many years of service (22 years) as a Parish Councillor for Loxhore as Carole has now stepped down from the position.
5. The Chair recognised the recent passing of Chris Briars, who had served as the Financial Officer and chair for Loxhore Parish Council. Details of the funeral were shared with meeting attendees.
6. All councillors agreed that the minutes of the previous meeting 11th July 2024 were a true and accurate record of that spoken and written. The Chair signed accordingly.

4.0	<u>Action points from previous meeting dated 5th September 2024</u>	
4.1	1. Byway (31) between Lower Loxhore and four cross ways, work not complete. Will be updated following next survey. (May 2024 4.1) JV reported that this was on hold. JV is waiting on a response from a contact regarding the repairs. New steps from Mill Lane should be completed this week. (July 2024 4.1) No update, JV is trying to source a contractor for installing the two new signposts. (Sept 2024 4.1) JV reported that Phil Delve will complete the work by the end of October.	JV
4.2	(Jan 2023 7.3) Devon County Council is working hard on developing the county's sustainability	

	<p>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>(May 2024 4.2) MC reported that a further meeting has been held, with actions distributed to the team. It was agreed that the Emergency Booklet (once complete) would be published on the parish website, the team were unsure what to do about new residents having access to the booklet in hard copy, when homes change ownership. CD said the booklet could be added to the welcome pack distributed to new residents. MC to provide the booklet to CD when complete. (July 2024 4.2) Next meeting of the Emergency Planning Committee is scheduled for the end of August. Penny Smith will be the lead on this going forward. Booklet to be completed by the committee and distributed. (Sept 2024 4.2) MV reported that the August meeting had been postponed, new meeting date of September 20th. Update at next meeting.</p>	MC
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> <p>(Mar 2024 4.3) MC emailed AD for an update. AD (present at the meeting) was asked why the Heras fencing was replaced with the plastic fencing on 11th of July 2023 if no work was being carried out. AD will speak with the team and provide an answer.</p> <p>(May 2024 4.3) No update on the Heras fencing from AD, hold to next meeting. (July 2024 4.3) AD thought she had sent a response to the Clerk by email, but nothing has been received, AD to resend email on update. (Sept 2024 4.3) Update received from AD, an instruction has been made for the fence to be removed in the next month.</p>	Closed
4.4	<p>(Mar 2024 7.1) Update on enforcement case ref 13692. N.D.C.C Planning contacted for an update, no progress. MC to contact Tracey Blackmore to request an update. (May 2024 4.8) Response from Tracey Blackmore received, a visit by planners is scheduled to take place shortly. MC to request further update prior to next meeting. (July 2024 4.4) MC has requested a further update, no response received yet. (Sept 2024 4.4) Update received since last meeting and forwarded to all Councillors. Retrospective planning application required by NDDC within two months of 19 July 2024 or action may be taken to remove the building.</p>	Closed
4.5	<p>(May 2024 7.8) CD asked what the planning requirements are for building garages. The meeting discussed the potential scenarios and the fact that a garage could be under Permitted Development. CD will contact Malcolm Prowse to discuss further. (July 2024 4.10) No update. MY spoke about general planning scenarios and when enforcement may not be possible on planning disputes if final building inspection had not been completed. (Sept 2024 4.5) The meeting discussed various planning scenarios, including building with listed curtilages. No further action, to be monitored in any future planning applications.</p>	Closed
4.6	<p>Change to website/email address. (July 2024 7.1) MC outlined the reasons and options for changing the Loxhore Parish Council website and email address to a .gov.uk domain using the Approved Registrars scheme. Agreed to investigate further, MC to register interest and discuss with Sarah Brocklehurst when more information has been obtained. (Sept 2024 4.6) MC has registered interest and will be attending an information session in September.</p>	MC
4.7	<p>MY asked if there is a plan for the pothole near to the SWW station to be repaired. CD reported that this is outside of the boundary and on the main road, so could not be repaired by the parish team. CD to report to AD for repair (AD had left the meeting at this point). (Sept 2024 4.7) RK has now taken over the responsibility for potholes and will report this on the potholes website.</p>	RK
4.8	<p>Planning Application 78911, Ferndale Loxhore Barnstaple Devon EX31 4ST, Proposed Domestic Store and Groundworks (Retrospective) (amended description). The meeting discussed the application and no objections were raised. MC to respond on the planning portal. (Sept 2024 4.8) MC responded. Application has been approved.</p>	Closed
4.9	<p>CD informed the council that she is standing down as a councillor after 20 years. MC to contact NDC Electoral Services to begin the elections process for a new councillor. One Parishioner has expressed an interest in becoming a Councillor. (Sept 2024 4.9) CD has now stepped down and RK has been co-opted to the Parish Council.</p>	Closed

5.0	<u>Matters arising from meeting dated 5th of September 2024</u>		
5.1	County Council News. See report attached Annex A		
5.2	District Council News. See report attached Annex B.		
6.0	<u>Finance</u>		
6.1	Treasurers Report 01/04/24 to 04/09/2024	Year to Date	Year to 31 March 2024
	Bank balance 01.04.24	6,133.45	4,914.80
	INCOME		
	N.D.D.C. - Precept	500.00	850.00
	HMRC - VAT refund	0.00	308.33
	Devon C.C. - P3 Partnership	0.00	1,220.00
	Devon C.C. - DCRF Grant	71.88	176.38
	N.D.D.C. - Community Support Group	0.00	0.00
		<u>571.88</u>	<u>2,554.71</u>
		6,705.33	7,469.51
	EXPENDITURE		
	DALC subscription	116.29	75.00
	Clerk's expenses	138.00	213.31
	Insurance	0.00	176.96
	Village Hall - Maintenance grant	150.00	150.00
	B. Gould - upkeep of Parish Burial Ground	200.00	200.00
	Devon CPRE	0.00	0.00
	ND Ring & Ride	0.00	25.00
	Barnstaple Records Office	0.00	50.00
	Citizens Advice	0.00	50.00
	Highway Maintenance Fund	0.00	0.00
	P3 Footpath maintenance	299.00	0.00
	Community Support Group	0.00	0.00
	Sundry Expenses	0.00	384.08
	Vat Paid	0.00	11.71
		<u>903.29</u>	<u>1,336.06</u>
		<u>5,802.04</u>	<u>6,133.45</u>
	Allocated:		
	P3 money	921.00	1,220.00
	Transparency Code Funding	0.00	0.00
	Parish maintenance fund	0.00	0.00
	Highway maintenance fund	2,786.55	2,786.55
	Loxhore Community Support Group	362.60	362.60
	Loxhore Emergency Planning	464.18	184.60
		<u>4,534.33</u>	<u>4,553.75</u>
	Non Ring-fenced Funds	<u>1,267.71</u>	<u>1,579.70</u>

	Parish Council Funds	<u>5,802.04</u>	<u>6,133.45</u>	
	Balance per Bank Account	<u>£5,802.04</u>	<u>£6,133.45</u>	
	VAT recoverable - year to 31 March 2025	<u> </u>	11.71	
	<p>MC reported that she had received thanks from the Loxhore Church for our donation. MC to confirm with LCC how future donations will be made. P3 payment made to Phil Delve. Village Hall payment made. Second part of precept payment will be received shortly.</p>			MC
7.0	<u>Chair's Business</u>			
7.1	MC provided an update on available courses and the DALC AGM.			Closed
7.2	RK confirmed that she is happy to receive LPC communications by email. MC to update email list.			Closed
7.3	MY gave an update on hedges and that they will not be cut for 3 years to encourage wildlife, and how this could affect footpaths, byways and roads. For those with many hedges this could make things difficult with cutting back. It was discussed that it was believed that this related to internal hedges, so footpaths, byways and roads would still need to be kept clear.			Closed
7.4	CD reported that there is no more tarmac, so potholes will now need to be reported on the website for repair. There is a need for more pothole repairers in Loxhore, but the training has put people off in the past.			Closed
7.5	SS asked if Wayland Rogers could have a Devon spade as his is broken and he is happy to keep clearing gullies if one is available to him. CD reported that several are available and will facilitate this for Wayland later this week.			Closed
8.0	<p><u>Next meeting</u> The Chair closed the meeting at 19:17, thanking everyone for attending. The next meeting will be held on Thursday 7th November 2024 at 1830 in the village hall.</p>			Closed

Minutes approved by Chair..... Date