**Minutes of the meeting of Mortehoe Parish Council held in the Council Chamber, The Esplanade, Woolacombe, on Monday 16th September 2019 at 7.00 p.m.**

**Present: Members; D Duffield, (Chairman) D Barron, K Cook, S Woodman, M Wilkinson, O. Bell and J Dicker. Clerks: S Hocking and J Keiff Also Present: 5 members of the public.**

**179/2019 Apologies for absence: Councillors: Davis; Richards and Ley**

**180/2019 Public Speaking Mrs A Smith Re: Planning Application 70438 Erection of Dwelling at Sunnyside House, Sunnyside Road Woolacombe -** Mrs Smith spoke in support of the proposed new house and outlined the principal design features of the property including the preservation of the views of the surrounding properties. Mrs Smith highlighted the need for housing for local families and the close connection of the family to the village and Sunnyside House. She asked for the council’s support for the application. **Mr P Cooper Park Run Co-ordinator at Marine Drive -** Mr Cooper informed members of the success of the event which so far had: 40 events; 3,200 runners; average attendance 140 and the biggest attendance 339. Mr Cooper answered a number of questions from the council and looked forward to working together to help resolve any of the issues identified during the season. *(Members congratulated Mr Cooperon the undoubted success of the event and thanked him for his attendance at the meeting )* **R Philips - Devon and Somerset Fire and Rescue Service -** Mr Philips reported on his attendance at a recent meeting with Mr Howell (Chief of Devon & Somerset Rescue Service)during which many of the issues of concern for the region were put forward. He emphasised the strengths of Woolacombe station and current crewing levels with 3 volunteers currently undergoing training. **P Starbuck – Devon and Somerset Fire and Rescue Service -** Mr Starbuck thanked the council for their support and both he and Mr Philips pointed out some additional points that they felt were important for inclusion in the draft formal response prepared by the council. *(Members thanked both crew members for their help and for the service that they helped provide in the community)*

**181/2019 Police Report Crimes reported August 2019 Mortehoe/Woolacombe & West Down, Includes Mullacott & Bittadon. Violence with Injury 3; Violence without Injury 1; Sexual Offences 2; Burglary Dwelling 1; Vehicle Offences 2; Other Theft 2 ; Criminal Damage 1 ; Public Order Offences 1; Possession of Drugs 2 Monthly Newsletter and Crime Figures –** the clerk reported that the crime figures are now being given in a different format as the newsletter is formulated across the whole Police region. A request for separation of the figures had been submitted so that the council can see what is happening in our own Parish but have been told that this is not possible anymore. *Members expressed great dissatisfaction at the new way of reporting the crimes and felt that this was not acceptable action as there was no way in which any of the communities grouped together could make any meaningful use of the figures. The Council felt that it was very important that individual communities could identify the crimes that were taking place within their community as an important way of both knowing what was going on and helping resolve the issues involved. They felt that there was no excuse for the lack of information and that data that had always been presented should not be difficult to isolate. The clerk as asked to write to the Chief Inspector, and the Police Crime Commissioner to express their dissatisfaction.*  **Incident at the Meadow August 24th -** a group of young people assembled at the Meadow for a party. The Police were called to attend after a report of vandalism of the Pavilion. This involved the breaking of two windows and the destruction of the fence around the building. Mr Ash and the clerk attended early the next morning to make good the damage and broken glass in order that the Pavilion could be used for a children’s party later that day. The damage will cost approx. £350 - £400 to repair. **Police Action**  - the police have indicated that they will be visiting the homes of individuals whose names were put forward at the time although they cannot proceed with any charges as there were no witness statements available. **Damage to Combesgate Toilets** – a new door is required at Combesgate toilets following damage done during the first week in August. *Members agreed that an insurance claim should be submitted for the damage.* **Bank Holiday** **Police Cover -** *Members were concerned at the lack of Police presence in the village during the Bank Holiday weekend and the serious assault that took place in the village centre. It was noted that the ambulance took over three quarters of an hour to attend.*

**182/2019 Declaration of Interests - Planning Application 70416 Marine View South Street Councillor Duffield declared an interest in this application as an adjoining neighbour.**

**183/2019 Minutes: *It was Proposed to APPROVE*** as a correct record and sign the minutes of the Parish Council meeting held on August 19th 2019 at 7 p.m. in the Council Chamber. ***Seconded. PASSED UNANIMOUSLY***

**184/2019 County Council Report – there was no report available this month.**

**185/2019 Planning**

**70214 Construction Of One Slurry Storage Lagoon at Roadway Farm Woolacombe Devon . (Decision already announced)**

**70306 Siting of Shipping Container for storage of agricultural equipment at Vollature Meadows Lee Ilfracombe Devon (**The clerk drew member’s attention to one letter regarding the application.)

Members felt the placing of a metal shipping container in the woods was not in sympathy with its surroundings and were concerned at the visual impact. Members felt that the material for the storage unit should be looked at again and felt that a wooden shed would be more appropriate. ***Proposed REFUSAL. Seconded. PASSED UNANIMOUSLY***

**70353 Installation of roof lights over existing rear extension, New window to rear extension, New patio doors at rear, Replacement of 2 front first floor windows and new front door & installation of flue to existing chimney at 7 Adas Terrace Mortehoe Woolacombe Devon.**

Members had no objections to this proposal. ***Proposed APPROVAL. Seconded. PASSED UNANIMOULSY.***

**70416 Loft conversion including rear dormer at Marine View South Street Woolacombe Devon**

Members had no objections to this proposal. ***Proposed APPROVAL. Seconded. PASSED UNANIMOULSY.***

**70438 Erection of Dwelling at Sunnyside House, Sunnyside Road, Woolacombe.**

Members felt that considerable effort had been made to limit the visual impact of the proposed house to its surroundings. They considered that the development blended to its setting and was in keeping with the conservation area. It was pointed out that the precedent of other new properties in the vicinity had been permitted and voiced full support for the applicant. Member requested that if the application was likely to be turned down under delegated powers, then it should be taken for consideration to the full planning committee. ***Proposed APPROVAL. Seconded. PASSED UNANIMOULSY.***

**70425 Extensions and alterations to dwelling. at Hillside, Western Rise, Woolacombe**

Members had no objections to this proposal. ***Proposed APPROVAL. Seconded. PASSED UNANIMOULSY.***

**Planning Permission Received: None**

**Planning Refusal Received: None**

**186/2019 District Council Report – Restricted Occupancy Properties in Mortehoe -** Councillor Wilkinson informed members that he had suggested a number of dates for possible meeting and was awaiting a confirmation on a date. A number of concerned residents from Europa Park had been in touch. Mr Pedlar has confirmed that the Planning Office will be holding an internal meeting prior to a meeting with Mortehoe**. Enforcement Issues** - Councillor Wilkinson reported that the enforcement officers were currently looking into a number of issues at Europa Park/Tranquillity Heights . These included a separate application for residential units at the site. Separate investigations were also taking place into Rosebank and 9 Woolacombe Rise **C.C.T.V. -** £150,000 has been set aside to improve C.C.T.V systems in North Devon. Most of the funding will be directed towards Barnstaple with the monitoring to be done by the Police. A residue of the funding will be saved for outlying areas to enable them to link into the central network. **A.O.N.B 60th Anniversary Event September 19th –** Councillor Wilkinson will be attending the event with representatives from Beaford Arts and Devon Wildlife Trust making additional presentations. **Relay event of the A.O.N.B Boundary –** it was agreed to discuss local participation at the next meeting. **Issues within the Parish –** Councillor Wilkinson indicated that he would seeking the formal opinion on a number of sites within the Parish . **English Year of the Coast 2021 –** Councillor Wilkinson informed members that the next meeting of the Coastal Communities Group would be held at Southampton and that 2021 had been officially designated as English Year of the Coast. **Willingcott Development** - the application for this development of 107 lodges will be considered at the next Parish Council meeting.

**187/2019 Questions for the National Trust – none**

**188/2019 Correspondence i) Letters from D Harland and Mrs Kay : Re : Parking on the Esplanade -** *Members expressed concern at the parking chaos over the Bank Holiday with widespread violation of all parking regulations causing dangerous access problems in part of the village. It was agreed to discuss the matter further at the next meeting talk to D.C.C. and our County Councillor to discuss the matter further* ***Residential Permits –*** *it was also agreed to raise the matter of residential permits as it would appear that many more permits had been issued than there were spaces available.*  **ii) Letter from Dr J Dodds Re: Woolacombe Health Centre –** *the clerk was asked to write a letter to the practice to raise concerns regarding the long-term future of the health service and other health service provisions within the village.* **iii) From Peter Howard (Winkleigh Parish Council ) and P Jollands (Littleham Parish Council ) on Climate Energy Network .** *Members agreed to sign up for the plan and to publicise the details of the scheme in order to encourage others to participate.* **iv) Rural Bus Services Letter from G. Sables -** *Members supported the initiative and it was agreed to attend the event on October 19th 11.a.m. – 2 in Barnstaple Library if possible.* **v) D.C.C. Highways Conference for Parish Councils Conference 7th October -** *Members suggested that clerk attend this event on behalf of the Council.* **vi) Request from R Zeale Re: Planning Permission Application for Storage Shed at the rear of the Tourist Information Centre -** *Members agreed that the planning application should be put forward by the Parish Council.*

**189/2019 Register of Outstanding Matters -**

**Tourist Information Centre -** During strong winds in August two of the clips holding the gutter up on the front of the building broke. Mr Pettican replaced the clips free of charge for the council after several visits to the site. **Highways –** the following problems have been reported : Road subsidence at Landscape House; Chapel Hill – dangerous rut at side of road: **Road signs**: Caravan sign at bottom of Chapel Hill : Missing 20 mph sign Beach Road: Remains of old post on Chapel Hill; **Pavement** at Narracott and raised drain cover at junction of Beach and Barton Road. **Parking Ticket** – a penalty parking ticket issued to Mr Ash in August has been withdrawn following the submission of an appeal. Mr Ash was picking up litter at the time not far from his vehicle which clearly displayed Council identification.

**90/2019 Proposed Closure of Woolacombe Fire Station - Formal Response Fire Service Confirmation of statement regarding future availability of adjoining stations –** the clerk reported that the authority had written to state that after the proposed cuts there will be 100% availability at other stations saying: “ ***We do assume 100% availability of each remaining appliance. This will be achieved by reinvestment to improve performance where required.”***  After questioning this statement of 100% availability the Fire Service further responded by saying: **“*In terms of the 100% availability, we have a number of other strands of work related to this that are not detailed in the proposals. We have been working on improved duty systems (ways of working) that encompass both hours of work and pay. These are being discussed and negotiated in parallel. We also are continually looking at our on-call recruitment and retention and if these proposals go ahead, have our HR 4Rs policy to support staff and aspects may include potential relocation support. Further general support for availability is shown in the proposals for roving appliances. “***

**Delay in Implementing Possible Closures –** whilst members could see the merit in this suggestion, they recommend that any proposed closures are delayed until this scheme is operational. Members felt that failure to do so would lead to many areas including our own being dangerously exposed and simply hoping that at times of shortages, that “nothing happens” **Meeting with the Chief and Deputy Fire Officer of Devon and Somerset Fire Authority -** Councillor Wilkinson reported on the district council meeting with the Chief and Deputy Fire Officer at North Devon Council with representatives across North Devon communities. It was noted that Ilfracombe, Braunton and Woolacombe were off-run at different times of the day). **Correction of Statement -** Councillor Wilkinson stated that Mr Howell had conceded that the statement in all official documentation regarding mileage from Braunton had been wrong. **Co- Responder Scheme –** it was suggested at this meeting that the Co-Responder Equipment could be gifted back to the community . Members felt that South West Ambulance Service should be contacted to ascertain future provision in the area . **Formal Response -** members suggested a few changes to the draft response prepared by the clerk and agreed to send it to Mr Heaton-Jones, Councillor Davis and all members of the Fire Authority. It was also agreed to send the letter to the local media.

**191/2019 Marine Drive Car Park - Park Run –** a number of suggestions were put forward by both the council, car park attendants and Mr Cooper to improve the operation of the event. It was agreed to hold further meetings in the near future to put into operation before 2020.

**Ticket Tender –** the clerk reported that there had been one submission for the formal tender and one proposal from the car park attendants that terms and conditions of use of the car park should be placed on the rear of the ticket.

***Members proposed the acceptance of the tender from Woolacombe Sands . Seconded . PASSED UNANIMOUSLY.***

**192/2019 Renewal of Parish Council Insurance**

***Members proposed the approval of the renewal of the insurance through Came & Company and their recommendation of Hiscock. They also agreed to renew the insurance on a 3 year term.***

***Proposed APPROVAL. Seconded PASSED UANANIMOUSLY.***

**193/2019 . Audit Report - “** Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been signed/approved in accordance with the Accounts and Audit Regulations 2015: • Section 2 was approved before Section 1. • Section 2 was not signed by the Responsible Finance Officer before approval.

Section 1, Assertion 5 has been incorrectly completed, information received from the smaller authority suggested that a risk assessment, including financial risks, was not approved at a full council meeting during the year. The smaller authority has disclosed that it made proper provision during the year 2018/19 for the exercise of public rights, by answering ‘Yes’ to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered ‘No’ to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering ‘Yes’ to Section 1, Assertion 7, which, on the basis of the above, is not correct. Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2019/20 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer ‘No’ to Assertion 4 of the Annual Governance Statement for 2019/20 and ensure that it makes proper provision for the exercise of public rights during 2020/21

**Note from Clerk -** the points raised mainly concern the order in which documents have been signed and addressing of the risk assessment approval by the council. Measures will be taken during the next year to address these issues . **Exercising of Public Rights** - although the number of days in which the audit was advertised (40) did comply with the regulations, I did omit the first 10 days of July. This will be included next year.

***Members thanked the Responsible Finance Office and Internal Auditor for their work in the preparation of the audit documents.***

**194/2019. Matters Brought Forward with the Consent of the Chairman Invitation to the Bumblebee Trust Speaker-** the clerk was asked to invite this speaker to a meeting in the near future. **Royal Hotel –** members agreed to ask the caretaker of the building to cut the hedge currently obstructing the pavement and loose stones from the nearby wall. **South Street Road Closure -** members were warned that the installation of a new water supply to the Old Scout Hut conversion was likely to lead to a road closure in the area. **Visit England –** have named the North Devon Coast ‘The Adventure Coast’ **School Parking -** concerns were raised regarding the number of vehicles parking on Beach Road at school opening and closure times. It was reported that the head mistress had asked parents to be more considerate and avoid dangerous parking.

**195/2019 Cheques and payments for approval and Signature.**

**The following payments were approved and signed at the meeting. The R.F.O. provided a list of payments in conjunction with bank statements which were also checked and approved at the meeting:**

**17 S Hocking 1,263.64 17 Crown Estate 11,250.00 17 K Ash 1,233.49 17 D Hodges 1,088.77 17 R Walker 1.012.56 17 HMRC 974.66 17 Gordon’s Window 744.00 17 PKF Littlejohn 720.00 17 PLandscape 481.36 17 W & M Lunch Club 321.00 17 J Keiff 311.60 17 National Trust 210.00 17 Odlings/Columbaria 84.00 17 Jewson Ltd 70.18 17 Fircroft Signs 54.00 17 Simpsons 47.46 17 Staples 32.44 17 Vanguard 2,890.80 17 Came & Company 2,214.38 17 Bloom Brothers 1,420.00**

**Part 2**

**Correspondence not requiring discussion is available in the Council Chamber**

**Part 3**

**Confidential Matters**

**196/2019 Affordable Housing -** the clerk informed members that the Heads of Terms Agreement and other legal matters are being negotiated between the Community Land Trust and the National Trust with copies of the emails sent to me. The posters and information for the Community Meeting have been circulated and appear on our web site. ***Members agreed to publicise the event and distribute leaflets.* Wessex Strategic** **Developments** - the clerk informed members that she had been contacted that day by the company to say that they intended to stage a public exhibition regarding their plans and they had had a preliminary meeting with planners.

**197/2019 Mortehoe Cemetery -** the funeral took place in August of Mr John Leaning . As Mr Leaning did not live in the Parish the normal arrangement would be for double fees to be applicable. The undertaker has written the following:

“Mr Leaning and I discussed his funeral a couple of years ago and he took out a pre-arranged funeral plan. We both assumed that as his wife, Gay (who was born, I understand in Woolacombe) is already buried at Mortehoe that this would be sufficient qualification and we included the Parishioner rate fees. I have no further funds available from this funeral and I don't particularly wish to go back to the family. Could you refer this one to the Parish Council, please and see if they are willing to make a concession on this occasion.”

**Members agreed to this request.**

**Request for a bench seat in the cemetery from Mr S Day –** *Members felt that there was insufficient space for any additional benches in the cemetery.*

**198/2019 Mortehoe Car Park - North Devon Council Parking Enforcement –** the clerk informed members that she had received a complaint from the National Trust who have a dedicated space in the car park (we lease the car park from the N.T.) to say that a paying guest at their holiday accommodation has been given a parking ticket. *It was agreed to contact the N.D.C. parking office.*

**199/2019 Pleasure Lawns -** the clerk informed members that a complaint had been received by the owner of a neighbouring property and subsequently, a letter had been sent to Mr Wallis - *It was agreed to write a further letter to remind Mr Wallis of the terms of his lease and duty of care to the owners of adjoining properties following complaints regarding public safety and water leakage.*

**Correspondence to Note:**

1. **‘Everyone’s Tomorrow’ – Newsletter from Senior Council Of Devon**
2. **Devon Senior Voice - Newsletter.**
3. **Health Watch Voices**

**Yours faithfully *Sally Hocking***

***The minutes of previous meetings are available from the Parish Clerk***

***The order of the agenda items may be altered with the consent of the chairman***

**Date of the next meeting: October 21st 2019 Parish Council Meeting at 7.00 p.m.**

**The meeting ended at 8.50 p.m.**