

Minutes of the Annual Parish Meeting, Annual Parish Council Meeting and May Meeting of Clovelly Parish Council held in the Parish Hall Committee Room **at 7.30pm** on Tuesday 9th May 2017

Present: Chair Cllr C West; Cllr T Goulding; Cllr H Nettleton; Cllr S Perham; Cllr P Slee; Cllr A Tucker; Cllr T Wiersma
Mr T Inch, Devon County Councillor elect

Clovelly Annual Parish Meeting

1. Open Forum – an opportunity for parishioners to bring matters of concern or interest to the attention of the Parish Council, no matters were raised
2. Apologies received from Cllrs Davey and Maynard
3. Chair's report and review of the past year, attached as a separate document

Clovelly Annual Parish Council Meeting

The Chair & Vice-Chair will stand down to allow for elections for 2017/18

4. Election of Chair, proposed that Cllr C West is elected Chair for 2017/18: Cllr Wiersma
Seconded: Cllr Nettleton
All in agreement
Cllr West signed a Declaration of Acceptance of office of Chair
5. Election of Vice-Chair, proposed that Cllr J Davey is elected Vice-Chair for 2017/18: Cllr Perham
Seconded: Cllr Goulding
All in agreement
Cllr Davey to sign a Declaration of Acceptance of the Office of Vice-Chair at the June meeting
6. Annual Accounting Statement
The Clerk read the annual accounting statement
Proposed that the accounting statement is accurate: Cllr Nettleton
Seconded: Cllr Tucker
All in agreement
7. Adoption of Annual Accounts and signing of Annual Return
Proposed that the annual accounts be adopted and the annual return sent to Grant Thornton: Cllr Wiersma
Seconded: Cllr Nettleton
All in agreement

Parish assets to be re-assessed, Clerk to contact TDC solicitor for advice

8. Proposed that the minutes of the last Annual Parish Council meeting are an accurate record: Cllr Nettleton
Seconded: Cllr Slee
All those attending the minuted meeting in agreement
9. There were no matters arising from those minutes

The Chair closed the Annual Parish and Annual Parish Council meeting at 7.53pm

Clovelly Parish Council May Meeting

1. There were no declarations of interest

2. Proposed that the Minutes of the meeting held on the 11th April 2017 are an accurate record: Cllr Nettleton
 Seconded: Cllr Slee
 All those attending the minuted meeting in agreement
3. Matters arising from the minutes of the previous meeting
- i) Affordable housing progress report:
 TDC has not registered the planning application yet as the Environmental Report is out of date and some other minor changes to the plans were required; all in hand
 - ii) Bus shelter repair:
 Another pane of glass had been broken since the last meeting; Chair had spoken to PCSO McGovern who advised that the shelter should be left open and the opening not made smaller as suggested at the last meeting
 Proposed that the bus shelter is left open and damaged area tidied: Cllr West
 Seconded: Cllr Wiersma
 Cllr Perham offered to look at the work involved
 - iii) Devon Air Ambulance Landing Lights:
 Cllr Nettleton had met Toby Russell of the Devon Air Ambulance Trust to discuss feasibility of using the playing field for air ambulance landing site
 Cllr Wiersma to investigate grant funding available
 Clerk to send DAAT an expression PC's interest in the project
 - iv) Traffic mirror:
 DCC Highways response to request for traffic mirror: traffic mirrors are not allowed on highway or structures on the highway; suggested that a suitable acrylic traffic mirror could be placed on private property opposite the junction
 Cllr West to discuss with Clovelly Estate
 - v) Land Registry search:
 Initial LR search inconclusive, PC to seek further advice as item 7 of the APCM above
4. Correspondence
 Torridge District Council: One Step Programme
 Channel 4 Village of the Year – Clovelly Estate will enter Clovelly for the competition and agreed that any prize money would go to the Clovelly Lifeboat Station
5. Accounts
 Balance at 04.05.17: £12,109.47 (£4,838.47 & £7,271.00, AH grant un-cleared chqs)
 This balance includes the first 17/18 Precept instalment of £2,250.00
- i) Accounts to pay:
 Clerk's salary, May £159.84 & £6.60 postage
 Dillon Accountancy for internal audit of annual accounts £85.00
 Mr Scott of DA will no longer be able to do this work for the PC as he is retiring;
 Clerk to send the thanks of the Parish Council to Mr Scott for his work
 Community First Trading PC insurance £191.77
 D Wilson (AH) architectural services £1980.60
 This chq replaces cancelled chq 00087 for £3,600.00
 Proposed that these accounts are paid: Cllr Perham
 Seconded: Cllr Nettleton
 All in agreement
6. Highways
 June 7th B3237 & T515 closed; Seaweed Festival
 July 16th B3237 & T515 closed; Maritime Festival
7. Planning Applications received from Torridge District Council for comment
 1/0389/2017/FUL, proposed livestock building, Stitworthy Farm, Higher Clovelly
 1/0390/2017/FUL, proposed livestock building 2, Stitworthy Farm
 No comment sent

8. Reports from Parish, District and County Councillors

DCC Councillor elect Mr Tony Inch:

Mr Inch had not yet signed his acceptance of office as councillor after the elections held on May 4th and did not yet know what committees he will join

He advised that TDC councillors have funding available that may assist a landing lights project

If planning applications are called in by District Councillors then decision is made by the Committee rather than planning officers

Cllr Tucker:

Should dogs be kept on a lead in 30mph area?

Clerk advised that instances of dog fouling should be reported to Torridge District Council; this can be done on-line or by phone or letter and the report can be anonymous if necessary

Cllr Goulding:

Hole in the road and smell by manhole cover - by the Quay Shop

Cllr Wiersma advised that any such problems should be reported on line at

<https://new.devon.gov.uk/roadsandtransport/report-a-problem/>

Cllr Goulding said that there were no street lights between the car park and Underdown and this has caused problems; Clovelly Estate thought that this may be the responsibility of DDC or TDC

As it is not public highway or land owned by one of the authorities CPC believe that it is the responsibility of CE to provide lighting; Clerk to write to the Estate

9. Items not already on the agenda, at the discretion of the Chair – no items raised

10. Date and time of next meeting – 13th June 2017 7.30pm

The Chair thanked all for attending and closed the meeting at 8.40pm