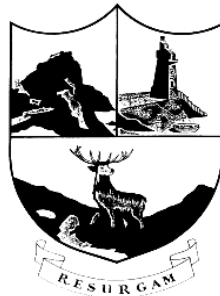


***LYNTON AND LYNMOUTH
TOWN COUNCIL***



COUNCIL MEETING

***THURSDAY
30th March 2006***

***Town Hall
Lee Road
Lynton
North Devon EX35 6HT***

Tel : 01598 752384

LYNTON AND LYNMOUTH TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD AT THE TOWN HALL,
LYNTON ON THURSDAY 23rd FEBRUARY 2006 AT 2.30pm

PRESENT:

Councillors: T Parker (Town Mayor)
Mrs C G Bowden
Mrs S Hibbert
B J Howells
C Lethaby
B J Peacock
T Prosser
Mrs E Rodway
Mrs C F Sim
B Windsor

Officer: Town Clerk

Apologies: Apologies were received from Councillors B Hobbs and J Travis

The meeting opened with Prayers led by Councillor Mr B Peacock

PUBLIC QUESTION TIME

Prior to the commencement of the formal Council meeting The Mayor adjourned the meeting to enable members of the general public to ask questions of the Council.

There were no questions asked by members of the general public present at the meeting. The Mayor read out a letter from a member of the public who was unable to attend the meeting, dealing with the damage caused by the goats from the Valley of Rocks forays into Longmead.

The Town Clerk advised members of the present position in that the Town Council's portion of the fence was complete, and that Exmoor National Park had agreed to install their fence around the picnic area at the same time as the cattle grids were being constructed. Pressure from members of the public had caused them to revise their time table and they had now undertaken to install their fence as soon as possible.

The Town Clerk had continued to apply pressure to the County Environment Department to install the cattle grids as soon as possible and they were intending to install these during April 2006.

In answer to a question from a Councillor, Councillor Rodway advised Councillors that the goats had been driven back into the Valley of Rocks every day for the previous week.

The Town Clerk undertook to continue to pressurise the County Environment Department to ensure that the cattle grids were installed as soon as possible.

RESOLVED

That the present position be noted and the Town Clerk continue to apply pressure for the installation of the cattle grids and the erection of the fence enclosing the picnic area.

The Mayor reconvened the meeting.

250/05 MINUTES

The Minutes of the Council Meeting held on the 26th January 2006 copies of which had been previously circulated.

The Mayor requested members approval to bring forward agenda item 10 Police Report to this point in the meeting.

251/05 POLICE REPORT

The Mayor welcomed Sergeant Sean Harris to his first meeting of the Town Council. PC Bourne advised members of the current crime figure statistics which were 20 in 2005, 17 in 2006 (a drop of 3 incidents). He reported that:

- the Street lining had been done
- the 3 officers based at Lynton were now trained in the use of a speed gun and were using this training to resolve the speeding problem at Barbrook where speeds well in excess of the speed limit of 30 mph had been recorded. It was suggested that a graduated reduction in speed from 60mph to 40mph, to 30mph might help.

In response to questions from Councillors, PC Bourne undertook to ascertain whether:

- a scarecrow during the scarecrow festival, could be erected with a speed gun.
- Undertook to investigate complaints of speeding cars in the valley of Rocks (complaint made by dog walkers).
- He advised members in response to a question, that they had already met with the farmer who had caused problems in a previous year with the closure of a gate across a road and had received an undertaking that this would not happen again.

The Mayor thanked Sergeant Harris and PC Bourne for attending and for their report.

252/05 MATTERS ARISING FROM COUNCIL MINUTES

Council Minute Number 224/05 Estates & Amenities Committee 11th January 2006 minute number 207/05 Matters for Recommendation item (i) Town Clerks Report – apprentice.

RESOLVED

The Town Clerk place this on the Decision Register

Council Minute Number 224/05 Policy & Finance Committee 18th January 2006 minute number 212/05 Matters for Recommendation item (m) Town Clerks Report

– It was noted that the question of the siting of the sweepers hut had been discussed at the JCC Committee meeting and would be on the agenda for Policy & Finance committee in March.

Council Minute number 230/05 Enquiries and report of the County Councillor.

RESOLVED

That this minute be amended to read '*Councillor Davis undertook to take up these two issues*'.

253/05 COMMUNICATIONS

There were no communications

254/05 OUTSTANDING BUSINESS

There was no outstanding business

255/05 COMMITTEE REPORTS

RESOLVED:

That the open reports of the following committees, having been circulated, be received and noted and the recommendations contained therein adopted, subject to any matters annotated.

Special Council Meeting 24th January 2006

Minute Numbers 216/05 to 219/05

Estates & Amenities Committee 8th February 2006

Minute numbers 236/05 to 240/05

Minute Number 238/05 Matters for Recommendation (b) Valley of Rocks – Position Statement item (ii) Recommendation 3.

Councillor E Rodway declared a prejudicial interest in the Valley of Rocks as she is the commoner. She left the room and did not take part in the debate or vote.

RESOLVED

That this recommendation be amended to read '*The Mayor, Deputy Mayor and Town Clerk to meet representatives from the Friends of the Goats to discuss current issues*'.

Minute Number 239/05 Matters under Delegated Power (1) Planning Application ref 62/41/06/002LB Churchill House, Church Hill, Lynton

RESOLVED

That the declaration of prejudicial interests be amended to read '*Councillor Mrs C Sim declared a prejudicial interest in Churchill House, Church Hill, Lynton as the applicant is a personal friend. She left the room and did not take part in the debate or vote*'.

Personnel Committee 8th February 2006

Minute Number 241/05

Policy & Finance Committee 15th February 2006

Minute Numbers 242/05 to 248/05

Minute number 244/05 Matters for Recommendation item (c) Finger Posts.

Mrs C Bowden declared a prejudicial interest in this matter as she works for a retailer. She left the room and did not take part in the debate or vote.

Mrs C Sim declared a prejudicial interest in this matter as she is a retailer in Lynton. She left the room and did not take part in the debate or vote.

8 Councillors having signed the necessary document (attached to these minutes) it was

RESOLVED

The recommendation of Policy & Finance Committee 18th January 2006, minute number 212/05 Matters for Recommendation item (g) finger posts as confirmed at full Council on the 26th January 2006 Minute Number 224/05 be amended to read *and any other business subject to a decision of the Council*'.

Minute Number 244/05 Matters for Recommendation item (e) Youth Dance Project – grant application

Councillor Mrs Bowden wished it to be noted that had she been at the Committee she would have declared a prejudicial interest in this matter as she is the Chairman of the Lyn Youth Group.

Minute Number 246/05 Matters under Delegated Powers (b) Seasonal Undertakings (1) Cheques be re-numbered to 246/05 (c) and planning applications be re-numbered to 246/05 (d)

Personnel Committee 15th February 2006

Minute Number 249/05

256/05 REPORTS FROM OTHER COMMITTEES

There were none.

257/05 MOTIONS

There were no notices of motions

258/05 QUESTIONS

There were no questions pursuant to standing Order Number No. 24

259/05 ENQUIRIES AND REPORT OF THE DISTRICT COUNCILLOR

Printed as per copy of the District Councillors report - I am sorry that I am not able to be present. This is due to the fact that I am away attending a funeral.

This is a shorter report than usual because I have spent most of the day trying to sort out some problems regarding Hobbs Yard before the transfer of the property to Magna Housing, which has to be completed by the end of the month if the project is to receive the Housing Corporation money. Hopefully the problems are all now dealt with now and the deal can go through in time.

Two bits of good news. Firstly following my report to Estates that the National Park had agreed to take a 25-year lease on the ground floor of the Pavilion, with a view to having a large visitor centre there, I am now pleased to report that at a meeting on Tuesday February 14th the Executive of the District Council agreed to the granting of a lease on the whole building to an applicant, with the ground floor of the site being sub let to the National Park for 25 years. Furthermore the capital funds resulting from the lease of the Pavilion would be ring fenced for projects within Lynton and Lynmouth and used in consultation with the Community Development Trust. I know that our community has been eager to see the National Park return to Lynmouth so this is really welcome news. What is more the new National Park Visitor Centre should be approximately double the size of the old one so it will in itself be an additional attraction for Lynmouth. One word of warning. There are still several hurdles to be jumped! Not least the acquiring of planning permission needed for the building works at the site.

Secondly the District Council has received funding from the Government to make it possible from April 1st for all over-60s, and all disabled people, living in North Devon to travel free on buses throughout North Devon and indeed all parts of Devon except East Devon (where the District Council has not decided to join the scheme). I really welcome this important initiative which will be particularly important for Lynton and Lynmouth, given that it is so far from large towns, as it will make it possible for our local elderly people and all the disabled to use buses much more regularly. It will also have an important environmental benefit by encouraging these people to use the bus rather than the car.

RESOLVED

The Mayor write to Councillor Travis thanking him for the work he had done in ensuring that the local needs housing schemes at Hobbs Yard and Artline Building had proceeded in time to enable them to take advantage of available grants.

260/05 ENQUIRIES AND REPORT OF THE COUNTY COUNCILLOR

In response to two enquiries from Councillors, Councillor Davis reported that:

- litter and waste on roads deposited by farm work activities was a matter for the District Council and not the County Council, but in her role as District Councillor and in the absence of Councillor Travis,, she would take this matter up.
- She had not yet received an answer to the Councillors question regarding the possibility of putting sugar in salt to increase its efficiency on icy roads.

Councillor Davis then reported:

- **Council Tax** Following a Government grant for Devon £50 per person below the average for counties, the new budget will be part funded by a 4.9% increase in Council Tax (£0.78 per week on average Devon bill), increases in charges for some services and over £15 million in spending reductions in other area. The Governments new grant for Devon is just 3.5% higher than last year and in real terms will be more than swallowed up by a forecast 14% hike in road maintenance (driven up by rising prices for oil, steel, cement etc.), Energy costs for street lighting, landfill tax and the increasing need for social services from a growing population of elderly. The new budget for Devon comes into effect from the 1st April and will comprise £394.4 million for non-school services such as roads, street lighting, libraries, public services, Trading standard, supported housing etc., and £318.4 million for schools funded entirely by the dedicated schools grant.
- **People with Learning Disabilities.** DCC have a new web site specifically tailored for people with learning disabilities, it is friendly user and created using the skills of people with learning disabilities as a one stop information shop.
- **Downstream Bridge.** The first significant impact on the public will be in the next few weeks when a section of the new road will be opened bypassing Sticklepath Hill and re-emerging on the roundabout at Seven Brethren. This diversion will enable the two old railway bridges at the bottom of Sticklepath Hill to be demolished.
- **Station Hill** now completed.

- Councillor Davis emphasised the problem caused by fly tipping in the County. North Devon District Council had now undertaken to put wheelie bins back in lay-bys on major link roads which had been removed by Devon County Council and the waste recycling team will be re-launching the “keep North Devon tidy” campaign. North Devon District Council are strictly enforcing the anti litter legislation.
- The County Councillor made further comments regarding the possibility of litter picking in Lynton as part of the North Devon Volunteer Agency.
- Commented on the concerns that Station Hill Wall, although re-built, had not been protected by a crash barrier.
- The litter problem caused by the recycling activities undertaken by South Molton would be addressed when the new contract was negotiated.

261/05 REPORT OF THE COMMUNITY DEVELOPMENT TRUST REPRESENTATIVE

Councillor Mrs Bowden had been prevented from attending the last meeting of the Community Development Trust as she was attending to family business but Councillor Mrs Hibbert (acting Chairman of the Trust) reported that the long standing problems associated with the financing for the Lifelong Learning Centre were now almost cleared. A meeting was being organised by North Devon District Council with the County Council to deal with future years and Councillor Mrs Hibbert recorded the appreciation of the Community Development Trust for the works done by Councillors Travis and County Councillor Davis in their roles as representatives of the Exmoor National Park to secure the future of the Pavilion.

262/05 REPORT OF TOWN CLERK

The Town Clerk:

- Tabled for members information, the agenda for the Exmoor Local Access Forum due to be held on the 1st March 2006 at 6pm and requested that all members attend where possible.
- Tabled an introductory letter from Jane Laycock, North Devon Volunteer Development Agency.
- reminded members that the JCC Minutes which had been circulated for comment by members of the JCC and for information for Councillors who are not members of the JCC, contained an item dealing with the programme for changing car parking charges of North Devon District Council which would prevent the charges coming into effect until possibly June. It was noted that the Town Council had undertaken to reconsider their car parking charges should North Devon District Council make no changes.
- He advised members that the issue of charging for the kitchen attached to the main hall and the price to be charged for wedding ceremonies would be on the Estates & Amenities Agenda for March but requested members give some thought to this in advance of the meeting.
- Requested members views on the future of the two wooden tables and the glass cabinet removed from the old white room. Members requested that the tables be re-used if possible but that the glass cabinet be disposed of.
- Members discussed the preferred option for the Jubilee Room floor after the re-decoration works and it was

RESOLVED

That the Jubilee Room floor be restored as parquet flooring.

Questions to the Town Clerk:

- In response to a question from a Councillor the Town Clerk outlined the current position on the footpath adjacent to Lydiate Lodge whereby a report would be prepared by Devon Social Services for consideration at the Annual Parish Meeting. It was the intention to ensure that the future of the path as a public footpath was protected.

263/05 REPORTS OF ANY OTHER COUNCILLORS

There were no reports from any other Councillors

264/05 ANY OTHER URGENT BUSINESS

There was no urgent business

265/05 EXMOOR NATIONAL PARK PLANNING RECOMMENDATIONS

There were none

PART 2

The Chairman moved:

That pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as subsequently amended, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of information which, in the opinion of the Council, would be prejudicial to the public interest and/or is of a confidential nature

266/05 CONFIDENTIAL COMMITTEE REPORTS

Confidential Minutes of Personnel Committee 8th February 2006

Minute Number 241/05

Confidential Minutes of Policy & Finance Committee 15th February 2006

Minute Number 248/05

Confidential Minutes of Personnel Committee 15th February 2006

Minute Number 249/05

The meeting closed at 5.05pm

Chairman

LYNTON AND LYNMOUTH TOWN COUNCIL

MINUTES OF THE MEETING OF THE ESTATES AND AMENITIES COMMITTEE HELD IN THE COUNCIL CHAMBER AT THE TOWN HALL LYNTON ON WEDNESDAY THE 8TH MARCH 2006 AT 6.30PM

- Present:** Councillors
C Lethaby (Chairman)
Mrs C Bowden (Vice Chairman)
Mrs S Hibbert
B Howells
T Parker
B J Peacock
T Prosser
Mrs C F Sim
J Travis
- Mrs E Rodway (although not on this Committee)
- Officers:** Town Clerk and Town Council Secretary
- Apologies:** Councillor B Hobbs

267/05 MINUTES

Resolved that the minutes of the Estates and Amenities Committee held on the 8th February 2006, copies of which had been previously circulated, be confirmed as a true and correct record, and signed by the Chairman.

268/05 MATTERS FOR INFORMATION

The following items of correspondence and/or reports were noted by committee

- a. **Devon InTouch Monthly News Round-up**
Available for members in the general office.
- b. **Planning decisions**
Ref: 62/41/05/033LB Chapel Hill, Barbrook, Lynton
Listed Building consent for various works including staircase, removal of screen partition, insertion of conservation roof lights, flue and chimney (Part retrospective) (Listed Building)
PERMISSION GRANTED

269/05 MATTERS FOR RECOMMENDATION

- a. **Town Hall - Internal Refurbishment/ Position Statement**
 - i. **Kitchen**
Councillor Parker reported that the kitchen was being fitted and although there had been one or two minor hitches, work was progressing to

completion. He reported that he had received a letter from Mr Ken Troup suggested holding an opening dinner. Councillors asked:

- the position with regard to odours from cooking and were informed that an extractor had been installed to deal with this.
- If there was any waste disposal system to which Councillor Parker informed them that no provision had been made.
- Councillor Lethaby was concerned about the levels of the floor in between the kitchen and the serving area but was assured that this had been taken into account by the kitchen suppliers/fitters.

ii. Lift

The Town Clerk reported that he had been informed that English Heritage had forwarded their recommendation for approval of planning permission to the Government Office South West.

iii. Railings

Councillor Parker reported that he had taken levels and the railings were now being removed with new ones being constructed. Councillors enquired the position with regard to car parking on the forecourt and the railings and the possibility of placing flower tubs.

Councillor Mrs S Hibbert declared a prejudicial interest in the placing of flower tubs as she is a member of the Lyn in Bloom Committee. She left the room and did not take part in the debate or vote.

The question of free standing flowering tubs was discussed and it was

RECOMMENDED

Free standing flower tubs be placed between the railings on the town hall forecourt but not attached to the railings and a suitable watering system installed.

The question of tying banners to the new railings was discussed as was the possibility of a new notice board, however the Town Clerk pointed out to members that the erection of a new notice board would require planning permission. It was

RECOMMENDED

That the matter of banners being placed on the Town Hall railings be looked at again once the railings were erected.

iv. Jubilee Room – Flooring

Councillor Parker informed members that he was meeting a contractor on site to look at the floor and discussed the possibilities. He would come back to Policy with a quotation to reinstate the floor. Councillor Howells asked if quotations to carpet the floor had been obtained and was informed that it was a Council Resolution that the floor be reinstated if possible.

v. External Paintwork

The Town Clerk informed members that the Town Hall external paintwork would need re-doing in the very near future, it had previously been painted 5 to 6 years earlier. Councillors enquired if there was any sort of paint that would last longer .

RECOMMENDED

The Town Clerk to look into the possibility of longer lasting paint and come back with quotations.

b. Valley of Rocks - Position statement

i. Management Group

The Town Clerk informed members that he was arranging another meeting of the Management Group.

ii. Fencing/Cattle Grids

Councillor E Rodway declared a prejudicial interest in the Valley of Rocks fencing/cattle grids and erection of grazing animals signs as she is the commoner. She left the room and did not take part in the debate or vote.

The Town Clerk reported that the Town Council's contract for the fencing had been completed and that the Exmoor National Park were bringing forward their plans for fencing their area. However with regard to the cattle grids he had been informed that construction would not start until mid June. Councillors felt that this was totally unacceptable and stated that this area could not be disrupted during the height of the season. The goat incidents of goat intrusion were increasing and it was felt that pictorial evidence of goat intrusion may be of assistance. It was felt that the problem with the goats could worsen when the Exmoor National Park fenced in their area. At this point

Councillor J Travis declared a personal interest as he is a member of the Exmoor National Park Authority.

Considerable discussion took place over the problem with the goats and the fencing and cattle grids and it was eventually

RECOMMENDED

1. The Town Clerk write to the Chief Executive of Devon County Council expressing the Council's concern over the delay with regard to the cattle grids and also asked Devon County Councillor Andrea Davis to follow this matter up.
2. A progress report on the position of the cattle grids to be brought back to Policy & Finance.
3. Members of the public affected by goat damage be asked to take as much visual evidence as possible and if they are having serious problems to ring Councillor Mrs Rodway who would come and drive them away.

iii. Erection of Grazing Animal Sign

The Town Clerk had nothing further to report on this matter as he was still waiting for information.,

iv. Bracken Burning – Valley of Rocks Cricket Pitch

The Town Clerk had received a letter from Lynton & Lynmouth Cricket Club that they intended to burn the bracken around the cricket pitch area on Monday 13th March weather permitting. They had informed the Fire Brigade and spoken to English Nature who confirmed they did not need any permissions

c. Preparation of Lottery Bids – Position Statement

i. Holman Park

A meeting of the Holman Park Group had been arranged for the 20th March.

ii. Valley of Rocks

1. Access Area

The Town Clerk reported that he had received a price for the Valley of Rocks car park, to include coach spaces, which came to £86,000 of which £42,000 was for the green tarmac.

RECOMMENDED

A landscape architect be instructed to prepare a scheme to enable a full bid to be made for lottery funding.

2. Meadow Land Project

Proceeding

3. Wringcliffe Bay

Proceeding

iii. Town Hall

Councillor Parker reported that a meeting of the internal refurbishment Group had been held when ideas were discussed. Another meeting was to be held to progress these matters.

iv. Pavilion

This item to be removed from the agenda in future as it was now being dealt with by the Exmoor National Park Authority in their lottery bid.

d. Parking on Foreshore

The Town Clerk informed members that this would be an agenda item for the Annual Parish Meeting.

e. Lynmouth - Suggestions required for alternative site for road sweepers hut

The question of an alternative site for the road sweepers hut was discussed and members were informed that it needed to be adequate to store up to 40 bags or rubbish along with his equipment. 3 possible sites were suggested (1) by the putting hut (2) adjacent to the electricity sub station (3) in the Esplanade car park. Members also asked if there were any alternative rubbish bins available as the sea gulls and Jackdaws took rubbish out of the existing bins.

RECOMMENDED

The Town Clerk to consult with the road sweeper and come back to Policy & Finance with his findings.

f. Farmers Market 7th October 2006 – Possible of use of Town Hall Forecourt.

A request had been made from the organisers of the Farmers Market to hold their monthly market on the Town Hall Forecourt as they had foregone their usual booking of the Town Hall in favour of the Lynton & Barnstaple Railway Company.

RECOMMENDED

1. Agreement in principal subject to consultation with the Lynton & Barnstaple Railway Company.

2. The matters to be brought back to Policy & Finance Committee.

g. Decision Register

Previously circulated to members

- **Lynbridge Car Park** - Councillor Parker reported that he was holding a meeting with engineers.
- **LACT car park display boards** – Councillor Howells asked the present position and Councillor Hibbert informed him that the working group had made recommendations to Mr McGowan and the work was now in hand.

- **Manor Grounds**, Stone dedication

RECOMMENDED

This item be put on the agenda for the Estates & Amenities meeting in April.

- **Zig Zag Footpath** – members asked the present position with regard to the trees and the Town Clerk informed the meeting that arrangements were being made for a contractor to remove them. With regard to the trees on the pavilion, this matter was still ongoing. Members felt that when trees were cut down, especially Monterey pines these should be replanted.

RECOMMENDED

Possible sites for replanting to be placed on the agenda for the next meeting of the Estates & Amenities Committee.

- **Workforce Apprentice** – the Town Clerk informed the meeting that some preliminary enquiries had been made.
- **Decision Register** – members requested a further column on the decision register as a position statement and the Town Clerk confirmed this would be on the decision Register for the next meeting of Estates & Amenities.
- **Finger Posts** – Councillor Hibbert reported that she hoped these would be up in time for Easter.
- **Crest on tie/scarf** – Councillor Peacock confirmed he would chase this matter up.

h. Town Clerks Report

The Town Clerk reported:

- The Town Council secretary had been appointed as facilitator to the MCTI and had requested permission to use the Council Offices as a base. Councillors felt this work should be kept separate and it was

RECOMMENDED

This matter be placed on the agenda for the next Policy & Finance meeting to consider.

- The 2 tables from the old kitchen had been re-homed within the Town Hall and the glass cabinet sold.
- A letter had been received from Anne Combes requesting a letter of support for a youth project.

RECOMMENDED

A letter of support be sent to Anne Combes in respect of the youth project.

Councillor Hibbert mentioned that the question of the Town Council Secretary using the offices in her capacity as facilitator to the MCTI would only be on a casual basis. Councillor Howells asked the Town Clerk to look into the possibility of making the rubbish bins bird proof.

The Town Clerk was requested to ask the work force to put out more benches especially along Torrs Road.

Councillor Travis reported on the problems with the lighting in Cross Street Car Park and the Town Clerk informed him that this matter was being dealt with.

270/05 MATTERS UNDER DELEGATED POWERS

1. Planning

Councillor Travis reminded members that in all planning matters should he obtain additional information on applications when attending Exmoor National Park Planning Committee this may necessitate him changing his views.

Ref: 62/41/06/004 15 Park Gardens, Lydiate Lane, Lynton

Erection of first floor rear extension, balcony and bridge link to garden

RECOMMENDED

Approval

271/05 ANY OTHER URGENT BUSINESS OF WHICH PRIOR NOTICE HAS BEEN GIVEN AND WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

Councillor Bowden informed the meeting that she had attended a meeting of the Patient Forum Group to view plans of the new hospital and would be reporting further at Full Council and the Annual Parish Meeting.

The meeting closed at 8.17pm

Chairman

LYNTON AND LYNMOUTH TOWN COUNCIL

MINUTES OF THE MEETING OF THE POLICY AND FINANCE COMMITTEE MEETING HELD AT THE TOWN HALL, LYNTON ON WEDNESDAY 15TH MARCH 2006 AT 6.30pm

Present: Councillors
Mrs S Hibbert (Chairman)
Mrs E Rodway (Vice Chairman)
Mrs C Bowden
B Howells
C Lethaby
T Parker
B Peacock
J Travis
B Windsor

Also in attendance: Councillor T Prosser

Officers: The Town Clerk and Town Council Secretary

Apologies: apologies were received from Councillor B Hobbs

272/05 MINUTES

RESOLVED: That the Minutes of the meeting of the Committee held on the 15th February 2006, a copy of which had been previously circulated, be confirmed and signed by the Chairman as a true and correct record.

273/05 MATTERS FOR INFORMATION

- a. **Devon Association of Parish Council Newsletter March/April 2006**
Available in the general office.
- b. **South West Coast Path – Possible changes to the route of the SW Coast Path Nature Trail on Exmoor.**
Plans and details available in the general office.
- c. **Rural Housing Project – Spring 2006 newsletter**
Available in the general office.
- d. **Devon County Council – Village Green March 2006**
Available in the general office
- e. **PLANNING DECISIONS**
None

274/05 MATTERS FOR RECOMMENDATION

a. Preparation of Lottery Bids – Position Statement

i. Holman Park

The Town Clerk reported that a meeting was due to be held on Monday, after that he hoped to be able to send on the draft proposal to the lottery consultant. Councillor Bowden asked for her apologies to be submitted for the meeting.

ii. Valley of Rocks

1. Access Area

2. Meadow Land Project

3. Wringcliffe Bay

Nothing further to report on these projects to date.

iii. Town Hall

Nothing further to report.

iv. Pavilion

This item to be removed from the agenda in future as per the recommendations from Estates & Amenities 8th March 2006.

A discussion took place with regard to the position of the Exmoor National Park in submitting their lottery bid to include the Pavilion.

b. Siting of Sweepers Hut

The siting of the sweepers hut was discussed again and it was considered that a suitable wooden hut would be required (supplied by NDDC); Possible sites were identified and it was

RECOMMENDED

The Town Clerk to talk to the road sweeper to discuss preferred possible sites.

c. Manor Grounds – Request to use Manor Grounds for support caravan for sponsored walk for Guide Dogs for the Blind.

A request had been received to park a support caravan overnight from the 23rd/24th August on Manor Grounds with regard to the sponsored walk for Guide Dogs for the Blind.

RECOMMENDED

Permission be granted for the over night parking of the support caravan on the 23rd/24th August 2006.

d. JCC Minutes

As previously circulated, members were asked for their comments. The following recommendations were made:

- Although the date for the next JCC meeting had been agreed, there was no mention of the JCC meeting date being put on the calendar as requested.
- It had been suggested that the toilet facilities would only be cleaned once a day and it had been stressed by the Town Council that 2 cleans a day were essential.

e. Town hall Charges – hire of kitchen

Discussion took place with regard to the newly fitted kitchen and the possibility of charging for the use of the kitchen as a whole or just particular appliances etc. It was felt that due to the high standard of equipment and cleanliness required, a substantial cleaning deposit would be needed, which would be returnable at the end of the event provided the kitchen was left in a clean and tidy condition. It was

RECOMMENDED

1. A sub committee be formed comprising Councillors B Peacock, T Parker, B Howells and C Lethaby.
2. Councillor Peacock to enquire from Filleigh Village Hall the charging scale for their kitchen.
3. A substantial cleaning deposit be required for all bookings
- 4 The matter be placed on the agenda for the next meeting of Policy & Finance Committee.

f. Town Hall Charges – hire for weddings

Discussion took place as to the possibility of a sliding scale of charges for the 4 rooms licensed to hold weddings, the need to produce a brochure etc.

RECOMMENDED

The sub committee as above, comprising councillors B Peacock, T Parker, B Howells and C Lethaby to look into this matter and report back to Council.

g. Decision Register

As previously circulated to members:

- **Crest on tie/scarf** Councillor Peacock reported that the lady who was doing this work had experienced problems with her computer but she hoped to be able to send some samples within the next 2 to 3 weeks.
- **Lynbridge Car Park** Councillor Parker had attended a meeting with the engineers who were coming back in approximately 3 weeks time with costings.
- **General Signposting – Tourism** Councillor Howells asked the present position and Councillor Hibbert informed him that the new finger posts had been ordered. Once these were erected it was proposed that Councillors Hobbs, Howells and Peacock make an inspection of the remaining signs.
- **Manor Ground – Stone Dedication** to be placed on the agenda for the next meeting of Estates & Amenities Committee.
- **Workforce Apprentice** The Town Clerk looking into this item.

h. Town Clerk's Report and Questions

The Town Clerk reported:

1. **Caretaker** The Town Hall caretaker Mr Brian Bament was scheduled to go into hospital on the 28th March. Members wished him well.
2. **Annual Parish Meeting** The Town Clerk reported that the annual leaflet would be delivered to all households next week. He mentioned that abbreviated notices of the agenda were being put up and agenda items included Lydiate Lodge Footpath, Parking on the Manor Foreshore and Lynton Cottage Hospital.

Councillor Bowden reported that final decision from the Strategic Committee with regard to the future of the hospital would be known on April 24th.

3. **Licensing Application** Due to the new licensing system, the Town Clerk was applying for a liquor licence to run on similar terms as the theatre licence which would cost around £190. However members felt a more comprehensive licence was required to extend Saturday nights.

RECOMMENDED

A more comprehensive license be applied for which would cover extending the bar hours/town hall opening hours over a Saturday night.

4. **Trees over Esplanade Car Park** Final confirmation was being sought and it was hoped these trees would be removed before Easter.

Bus Service Councillor Travis reported that First Bus had lost the contract to operate the service between Lynton and Barnstaple however the route had not lost the County Council subsidy and was being taken over by T W Coaches of South Molton. He was under the impression that the service would remain virtually unchanged. Councillor Howells enquired if T W Coaches would be using coaches or buses and was informed it would be a bus.

Pavement bottom of Lynmouth Hill Councillor Prosser asked the present position with regard to the reinstatement of the footpath at the bottom of Lynmouth Hill and the Town Clerk informed him he would chase up this matter again.

275/05 MATTERS REFERRED FROM ESTATES AND AMENITIES

a. Progress report on cattle grids

The Town Clerk reported that due to pressure the latest position, subject to agreement of the Council, was that work could start mid April and be completed by the Whitsun Holiday. Members were pleased with this time scale but felt the work should not be started before Easter unless sufficient provision was made for cars to travel up and down the Valley.

b. Jubilee Room – Flooring

Councillor Parker had met a flooring contractor in the Jubilee Rooms who was going to work out a price. Councillor Parker reported that this would not be a cheap option as a verbal indication of prices so far was approximately £25 per square meter for sanding, floor sealer etc., with £80 per square meter for replacement flooring.

c. Lynmouth – Alternative sites for road sweepers hut

As previously discussed.

d. Farmers Market 7th October 2006 – Possible use of Town Hall Forecourt.

The Town Clerk waiting to hear from Lynton & Barnstaple Railway Company.

- e. **Position of Town Council Secretary in her capacity as MCTi Facilitator.**
With members approval, the Chairman moved this item to the end of the meeting.

276/05 MATTERS UNDER DELEGATED POWERS

a. **FINANCIAL STATEMENT –**

The Financial Statements for February 2006, circulated with the agenda, were considered by Councillors

RESOLVED:

That the Statement, a resume of which is as follows be received be approved.

OPENING CREDITS	£313,340.77
TOTAL RECEIPTS	£ 16,162.54
TOTAL PAYMENTS	£ 24,184.51
CLOSING BALANCE	£305,318.80

b. **SEASONAL UNDERTAKINGS**

The statement of income for February 2006 was tabled and considered at the meeting.

RESOLVED

That the report be noted.

c. **CHEQUES**

A List of the cheques was tabled for member's consideration.

The cheques were signed at Committee.

RESOLVED:

That the action of the Councillors in signing the cheques in accordance with the list circulated, be approved and the cheques be passed for payment. A copy of the list of cheques paid be attached to the signed minutes

d. **PLANNING APPLICATIONS**

There were none

277/05 ANY OTHER URGENT BUSINESS OF WHICH PRIOR NOTICE HAS BEEN GIVEN AND WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

None

PART 2

EXCLUSION OF THE PUBLIC AND PRESS

The Chairman moved

That pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as subsequently amended, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of information which, in the opinion of the Council, would be prejudicial to the public interest and/or is of a confidential nature

278/05 MATTERS FOR RECOMMENDATION

- a. RDA Workshops**
- b. Manor Grounds – Manor House Residential Home**
- c. Visit of HRH Princess Anne**
- d. Position of Town Council Secretary in her capacity as MCTi Facilitator.**

The meeting closed at 8.45pm

Chairman