

***LYNTON AND LYNMOUTH
TOWN COUNCIL***



Q
QUALITY TOWN COUNCIL

COUNCIL MEETING

***THURSDAY
24TH JUNE 2010***

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

Tel : 01598 752384

LYNTON & LYNMOUTH TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER AT THE TOWN HALL, LYNTON ON THURSDAY 27TH MAY 2010 AT 2.30PM

PRESENT: **Councillors:**
Mrs C B Bowden (Elected Mayor at meeting)
D Bishop
D George
J Gurney
Mrs S Hibbert
B J Howells
T Parker
B Peacock
Mrs E Rodway
K Troup

Officers: Town Clerk and Town Council Secretary

Apologies: Apologies were received from Councillors Dr J Frankish and Mrs J Mills also County Councillor Mrs A Davis.

Members were informed that Councillor Mills had been called away as her mother had been taken ill and Councillors expressed their support for Mrs Mills at this very trying time.

The meeting opened with prayers led by Councillor B Peacock

PUBLIC QUESTION TIME

Prior to the commencement of the formal Council Meeting, the meeting was adjourned to enable members of the general public to ask questions of the Council. There were no members of the public present and the meeting was reconvened.

001/10 ELECTION OF MAYOR

Councillor B Peacock (retiring Mayor) thanked members for their help and support over the two years he had been Mayor, He felt that a lot had been achieved in that time and he had enjoyed visiting other Councils and attending their various events. He thanked in particular his wife Brenda, who had supported and helped him throughout his term of office. He felt that members of the public should attend a Council Meeting to fully understand the work and commitment of his fellow Councillors. He also thanked his Deputy Mayor Mrs Christine Bowden for all her help and wise counselling and also Mrs Suzette Hibbert for her enthusiasm for Lynton & Lynmouth in her role as representative on Exmoor National Park and as a North Devon Councillor. He went on to thank the outside workforce and the office staff for all their help during his two years in office and in particular he thanked the Town Clerk.

It was proposed and seconded that Councillor Mrs C Bowden be elected to the office of Town Mayor for the ensuing municipal year.

There being no other nominations it was

RESOLVED

Councillor Mrs C Bowden be elected Town Mayor for the ensuing municipal year. Before making the Declaration of Office, Councillor Mrs Bowden thanked Councillors for the confidence shown in appointing her and pledged to do her utmost for Lynton & Lynmouth. She then thanked Councillor Peacock for his work over the last two years, reminding members that he reluctantly became Mayor two years ago, but had done a wonderful job, ably supported by his wife Brenda. She then made the Declaration of Office and informed members that her consort would be her husband but also invited Councillors to accompany her to events if they would wish to. The Mayor undertook to regularly update members on the various functions and events she attends on behalf of Lynton & Lynmouth Town Council.

002/10 ELECTION OF DEPUTY TOWN MAYOR

It was proposed and seconded that Councillor Mrs S Hibbert be elected to the office of Deputy Town Mayor for the ensuing municipal year. It was also proposed and seconded that Councillor T Parker be elected to the office of Deputy Town Mayor for the ensuing municipal year. A confidential vote took place in the room and it was

RESOLVED

Councillor Mrs S Hibbert be elected as Deputy Town Mayor for the ensuing municipal year. Councillor Mrs Hibbert thanked members for their support and took the Declaration of Office of Deputy Mayor.

003/10 MINUTES

RESOLVED

The Minutes of the Council Meeting held on the 29th April 2010, copies of which had been previously circulated be confirmed as a true and correct record and signed by the Chairman.

With members permission, the Mayor moved agenda item 12 Police report to this point in the meeting.

004/10 POLICE REPORT

PC Mark Hendry reported 10 crimes for this period as opposed to 11 for the same time last year, these comprised 3 accounts of theft from car park machines, 3 burglaries, 2 thefts from unlocked motor vehicles, 1 shoplifting and 1 domestic criminal damage. He passed on the thanks of PCSO Grace Cleverdon for the fun day at Holman Park and went on to explain the staffing levels for the summer. Following an advertisement only 1 volunteer for the post had been received but the volunteer was unable to be released from his present duties. Therefore PC Jefford would be joining the Police team covering this area from the 15th June to the 15th September. Members concerns with regard to the opening hours was discussed and although no decision had yet been made, members expressed their wish that the office remain open 5 days a week. PC Hendry took on board the comments made by Councillors but was unable to make any comment. There were no questions and the Mayor thanked PC Hendry for his report and all he did for Lynton & Lynmouth.

005/10 MATTERS ARISING FROM COUNCIL MINUTES

276/09 Matters arising from Council Minutes, Major Incident Plan – Councillor Hibbert reported that Councillor Frankish was still away and that she would be away once he returned. Therefore no meeting had been held. It was

RESOLVED

The matter of a major incident plan be placed on the Decision Register and a meeting held when all parties had returned.

006/10 COMMUNICATIONS

Communications had been received from (1) North Devon Council reference Lynbridge Car Park (2) Mrs Rodway reference the goats (3) LLAMA reference a request for a grant. It was

RESOLVED

The communications received from (1) North Devon Council reference Lynbridge Car Park (2) Mrs Rodway reference the goats (3) LLAMA reference a request for a grant be discussed under item 23 of the agenda, any other urgent business.

007/10 OUTSTANDING BUSINESS

There was none

008/10 COMMITTEE REPORTS

RESOLVED:

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

Estates & Amenities Committee

12th May 2010

Minutes 230/09 – 234/09

Minute 232/09 Matters for Recommendation, item 8 Parking Signs for Holman Park Councillor Howells reminded members that the Traffic Management Group in the past, had requested the speed limit be reduced to 20mph to no avail. Members discussed this matter and felt that new legislation may make a difference, the question of providing a petition to make the area in the Valley of Rocks and also Lee Road a 20mph area was discussed as was the possibility of speed bumps and the question of speed limits on unfenced roads etc. It was also pointed out that James Anstee had agreed to relocate the 30mph sign on Countisbury Hill but this had not been done to date. The question of road signs was discussed and it was pointed out that County Councillor Mrs Davis had done a survey of these. It was

RESOLVED

- The Town Clerk write to James Anstee reminding him of his agreement to relocate the 30mph sign on Countisbury Hill.
- The Town Clerk to bring back to Estates & Amenities Committee proposed wording for a petition.

Minute 232/09 Matters for Recommendation, item 10 Decision Register. Councillor Parker informed members that it was impossible to bring back a price for the proposed handrail outside the TIC until the configuration was known. He had been trying to contact the Historic Building Officer of Exmoor National Park but this gentleman was unwell and until a meeting had been held no figures could be put forward. It was

RESOLVED

Councillor Parker to progress this matter when the Historic Building Officer of Exmoor National Park was back to work.

Minute 232/09 Matters for Recommendation, item 11 Town Clerks Report In answer to a query as to why the Manor Play area was not open, the Town Clerk informed members that MATTA products (Play Surface) had not yet completed the installation. The Town Clerk reminded members that delays had occurred due to shortage of Town Council Staff and atrocious weather

Policy & Finance Committee

19th May 2010

Minutes 235/09 – 242/09

Minute 237/09 Matters for Recommendation (a) Final Accounts for 2009/10 A copy of the final accounts for 2009/10 with amendments had been circulated to members with their agenda for approval. The retiring finance officer presented these accounts and informed members that this was the 14th and last time he would be doing so. It was

RESOLVED

1. The Accounting Statement be approved and signed.
2. The Annual Governance Statement be approved and signed.
3. A special vote of thanks be recorded to David Brooks, retiring finance officer.

Minute 237/09 Matters for Recommendation (d) goats item ii opinion of retired vet S N Clayton Councillor Rodway informed members that Mr Clayton had retired from his practice only but was still a practicing vet for the goat society.

RESOLVED

The word 'retired' be removed from any context with Mr S N Clayton.

Minute 237/09 Matters for Recommendation (e) Storage of archive paperwork Councillor Gurney considered it would be the Barnstaple Record Office who would advise on storage and not the Barnstaple Museum.

RESOLVED

Minute 237/09 Matters for Recommendation (e) storage of archive paperwork to read '..... *Barnstaple Record office to obtain their advice on storage.*'

Minute 237/09 Matters for Recommendation (i) Town Clerks Report (5) Quality Status In answer to a question the Town Clerk briefly explained the process to obtain the Quality Status that had been awarded to the Town Council for the second time, the status was not just awarded but had to be earned and lasted for four years.

009/10 REPORTS FROM OTHER COUNCIL COMMITTEES

There were none

010/10 MOTIONS

There were no motions.

011/10 QUESTIONS

There were no questions.

012/10 COMMITTEES 2010/11

The Town Clerk reminded members that at the moment all members served on all Committees.

RESOLVED

That the current practice of all members serving on all Committees be continued as members felt it gave them greater understanding of Town Council business, which in turn lead to a more efficient use of time at full Council.

013/10 COMMITTEE TIMETABLE 2010/11

A copy of the proposed Committee Meeting timetable for 2010/11 had been circulated to member with their agenda. It

RESOLVED

1. The draft Committee timetable as tabled be adopted.
2. A copy of the meeting timetable be attached to these minutes.
3. Councillor Gurney submitted his apologies for the Estates & Amenities meeting on the 8th June 2010.

014/10 REPRESENTATIVES ON OUTSIDE BODIES

A list of representatives on outside bodies had been circulated to members with their agenda and was approved subject to the following comments:

NAME OF BODY	COUNCIL REPRESENTATIVES
Exmoor Assoc. of Parish Councils	Mrs S Hibbert with Town Clerk as Substitute
Joint Consultative Group	The Mayor, Deputy Mayor, Chairman of Policy and Finance Committee and Chairman of Estates and Amenities plus 2 Councillors. (Councillors J Frankish and B Howells)
RESOLVED	Council representatives on the JCG be placed on the agenda for Policy & Finance Committee to consider.
Lyn Tourist Information Centre	D George
RESOLVED	The Town Clerk to write to the TIC informing them that Councillor George was the Council's representative
ENP and Parish consultative Group	J Gurney and Mrs E Rodway
Traffic Management Group	Mrs S Hibbert, B Howells, D Bishop, J Gurney
Lyn Valley Society	Mrs J Mills
Hollerday Hill Management Group	Mrs S Hibbert/B Peacock/ J Gurney, P Holsgrove/Ms Ione Wilcox (ENP) and Mr J Jackson, should he wish to continue
Harbour Advisory Group	B Howells, T Prosser and all users of the harbour.
V of R Management Group	B Peacock/J Gurney/J Frankish, P Holsgrove. Mrs E & J Rodway and representatives from Exmoor National Park (Ms S Bryan), DEFRA, English Nature and a representative on behalf of the goats(Dr E Drewe), Dr Ridsdale, D Bishop, Mrs C Gold,
RESOLVED	Membership of this Group to be reviewed and the item be placed on the agenda for Estates & Amenities committee to consider. Councillor J Gurney to remain as chairman of this Group
Holman Park Group	Mrs C Bowden/D George/J Frankish/B Peacock
Renewable Energy Group	T Parker
RESOLVED	Councillor Hibbert to inform Councillor Parker when appropriate for him to attend meetings.

Town Hall working Party

B Howells/J Frankish/B Peacock//Mrs C Bowden and Mrs M Chubb, T Parker, B Hobbs and T Prosser.

RESOLVED

Councillor B Peacock to stand down as chairman of this Group, Councillor Parker to take Chair until a meeting is called to elect a new chairman.

Wedding Group

Mrs C Bowden/B Howells/B Peacock/Mrs J Mills/J Frankish

015 /10 NORTH DEVON COUNCIL

Report of the North Devon Councillor

You will all have read the minutes of NDC last executive meeting. They tell a limited amount of why the executive recommended the inevitable closure of Lynbridge Car Park but I have to report that the members went to a lot of trouble to give the residents of Lynbridge who attended and myself the opportunity to speak and raise all our concerns. They also showed a willingness to find a way forward and it is now up to us to try to find the ways and means to show them how important it is for both villages that a solution is found. Tonight Bernard and myself will again meet with members of the Lynbridge Car Park Association and as I shall not be able to attend the next meeting of the executive I shall hand over to Andrea Davis who has promised to join the Lynbridge residents at that meeting.

Unsurprisingly most communications from our acting chief executive are about new government guidelines and expenditure reviews. The talk is of more power directed to local elected councils and away from Whitehall and empowering local communities making us all financially more responsible. I feel I have heard this all before and wonder how this responsibility will be borne in the light of budget cuts and severely reduced government grants.

Questions to the North Devon Councillor

There were no questions for the District Councillor.

016/10 REPORT OF THE DEVON COUNTY COUNCILLOR

In her absence the report of the County Councillor was tabled as follows:

Tell Us Once Project - Devon has been selected by the DWP as an early adopter for the 'Tell Us Once' project - this is a government initiative which enables informants to give their consent for the registration service to share information about the deceased to other local authority and government departments. This service saves the informant an average of 8 phone calls or letters to cancel these services. For the departments receiving the information it means that they are informed the day that the death is registered and are able to stop payments, services etc resulting in quite substantial efficiency savings and resources. Devon County Council registration service are leading the project and are working in conjunction with internal departments and the district council departments that will benefit from the project. The implementation is expected to be complete by the end of June 2010 with the expected date of 'go live' being 1st July 2010. Staff in both the registration service and other departments are extremely excited about this project and are looking forward to working in partnership to offer this beneficial service to the people of Devon.

Local Government Review - You may have heard that the Exeter Unitary is definitely off; this means that for the first time in three years Local Government in Devon can move forward as all uncertainty about the future is now removed.

Breaking the pattern of domestic violence - A groundbreaking course introduced in Devon nearly ten years ago has helped hundreds of female victims of domestic abuse in the county to change their lives. To date, more than 800 women have taken part in the Pattern Changing programme which aims to help them break the cycle of abuse and move on to a better way of life. Two hundred women a year are now referred to the courses across Devon to understand the problems of abuse and the effect it has on the whole family. The courses help women set realistic goals and build the self confidence and assertiveness they need to develop new patterns of behaviour. In order to be accepted on to the Pattern Changing course, participants will have been in an abusive relationship and this may also include abuse from childhood. They will be able to understand that they are in a cycle of abuse and will have the determination to want to change. The course lasts for 14 weeks and covers topics such as:

- Family roles and abuse, and why it is so hard to leave
- Feelings including guilt, fear and anger
- Assertiveness skills
- Goal setting

Devon County Council pledges commitment to broadband investment

Devon County Council is investing in improving broadband services for the rural community to help boost the local economy and improve services to business. A recent Devon County Council survey, the first of its kind in the country, showed poor access to ICT was acting as a constraint on many rural businesses, affecting their growth and turnover. A high-speed and reliable broadband service is now considered as essential as utilities such as phones, electricity and gas but the survey shows hundreds of businesses have no broadband service, let alone Next Generation access. 75 per cent of firms in the business survey said that faster broadband would help them achieve greater profits and growth. The council is looking at which areas would benefit most from targeted investment using strict economic criteria. It is based on a balance between demand and turnover and aimed at those areas suffering from very slow connectivity. The work, which is still ongoing, has identified key clusters, which are now the subject of a detailed analysis and investment planning.

Questions to the Devon County Councillor

1. Members were concerned at the state of pavements in Lynton and Lynmouth and the Town Clerk informed them that he had received a letter of complaint with regard to the pavement outside the chemist in Lee Road.
2. 'A' Boards were still littering the Villages
3. Bus Service – members expressed concern that 2 buses leave Lynton on Tuesday and Fridays at 9.45am but neither start at Lynmouth.

017/10 REPORT OF THE COMMUNITY DEVELOPMENT TRUST REPRESENTATIVE

The walk and cream tea organised in Brendon was a great success and raised £184 for Middleham and so with that and a cheque for £250 from the Lyn Valley Society we shall be able to keep the gardens tended and tidy for the summer. We have two new information boards which will be erected shortly and I am hoping the information that we have a collecting box at the Lynmouth Village Stores will bring more of this very necessary funding.

At a meeting held by the trust last Monday I reported that County Council had still not signed the lease for the library but that NDC had increased the rent the trust pay them for the whole of the Market Hall! I am relieved to say this is far from onerous but is an increase all the same. The Spanish students will be using the IT centre again for three weeks during the summer. Other projects are moving forward satisfactorily.

018/10 REPORT OF THE TOWN CLERK

The Town Clerk reported that the water was now on and running in the Cemetery.

Questions to the Town Clerk

1. A complaint had been received that the toilets outside the Town Hall were smelling. Town Clerk to look into the matter.
2. Town Clerk to chase the question of weed spraying.
3. The legal implications of Lynbridge Car Park were briefly discussed but the Town Clerk informed members that he had no exact knowledge to be able to advise them.

019/10 REPORTS FROM OTHER COUNCILLORS

Harbour Group – Councillor Howells informed members that two meetings of the harbour users Group had taken place. He was very pleased with the ‘no rafting sign’ that had been requested by the harbour users as a replacement sign. Members discussed the harbour generally.

020/10 ANY OTHER URGENT BUSINESS

1. North Devon Council reference Lynbridge Car Park

A letter had been received from North Devon Council requesting a contribution of up to £50,000 towards the repair costs for Lynbridge Car Park. Councillors discussed the implications of this request. After much discussion it was

RESOLVED

- £30,000 be offered from the agency budget for car park enhancement which had been put aside for the resurfacing of Lynbridge Car park once the Exmoor National Park information Centre had relocated.
- A Town Council contribution of £5,000 be made from the Valley of Rocks Enhancement Fund.
- The Town Clerk to write to North Devon Council explaining that should any further amounts be taken from the agency budget it would severely affect the ability of the Town Council to maintain agency properties.

2. Mrs Rodway reference the goats

Councillor Mrs Rodway, in her capacity as grazier of the Valley of Rocks, tabled a letter she had received from Jenny Schmidt MRCVS, a local vet. In this latter Ms Schmidt suggested that the goats in the Valley may have Johne’s Disease and outlined action that needed to be taken immediately. Councillor Rodway remained to answer specific questions from Councillors in her capacity as grazier and informed members that she had disposed of one dead goat already at her own expense.

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

Members discussed the possible implications of the disease but the Town Clerk reminded them that they were not experts and needed to get qualified veterinary advice. After much discussion on the possibilities of spreading the disease, dangers to dogs, walkers etc., it was

RESOLVED

- The Town Clerk contact Rachel Forster of Market Vets, South Molton who had been involved in the last roundup, to get her advice.
- The fencing for the round up be erected immediately and the goats fed with a view to a possible round up on the 3rd June.
- The Town Clerk to liaise with Councillors Bowden, Gurney, Peacock and Rodway to keep them informed of progress.

- Lee Abbey to be informed.
- Councillor Rodway to be reimbursed for any expenses concerning the goats on producing the necessary invoices.

3. LLAMA request for a Grant for 2010 Music Festival

An application from LLAMA for a grant for the 2010 music festival had been received with a request that due to shortage of funds, this grant be paid in advance of the festival. Members discussed this application and it was

RESOLVED

A grant of £750 (the same as last year) be paid out of Committee to LLAMA for the 2010 music festival.

PART 2

The Chairman moved that

In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are temporarily excluded and they be instructed to withdraw.

021/10 CONFIDENTIAL COMMITTEE REPORTS

Full Council
Minute 289/09

29th April 2010

Confidential Policy & Finance Committee 19th May 2010
Minutes 241/09 – 242/09

Meeting closed at 5.45pm.

Chairman

MEETING TIMETABLE – 2010/2011

2010

JUNE

8th Estates & Amenities (*note change of day to accommodate Sir George Newnes Celebrations*)
16th Policy & Finance
24th Full Council

JULY

14th Estates & Amenities
21st Policy & Finance
29th Full Council

AUGUST

12th August Council

SEPT

8th Estates & Amenities
15th Policy & Finance
30th Full Council

OCT

13th Estates & Amenities
20th Policy & Finance
28th Full Council

NOV

10th Estates & Amenities
17th Policy & Finance
25th Full Council

DEC

1st Estates & Amenities
8th Policy & Finance
16th Full Council

2011

JAN

12th Estates & Amenities
19th Policy & Finance
27th Full Council

FEB

8th ENP Annual Liaison Meeting
9th Estates & Amenities
16th Policy & Finance
24th Full Council

MARCH

9th Estates & Amenities
16th Policy & Finance
24th Annual Meeting of the Parish
31st Full Council

APRIL

13th Estates & Amenities
20th Policy & Finance
28th Full Council

MAY

11th Estates & Amenities
18th Policy & Finance
26th Full Council

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 TUESDAY THE 8TH JUNE 2010 AT 6.30pm

Present: **Councillors**
D Bishop (Chairman, elected at the meeting)
B J Peacock (Vice Chairman, elected at the meeting)
Mrs C G Bowden
J Frankish
B J Howells
Mrs J Mills
T Parker
Mrs E Rodway
K Troup

Officers: Town Clerk and Town Council Secretary

Apologies: Apologies were received from Councillors D George, J Gurney and Mrs S Hibbert

022/10 ELECTION OF CHAIRMAN

It was proposed and seconded that Councillor B Peacock be elected Chairman of this Committee for the ensuing municipal year.

It was also proposed and seconded that Councillor D Bishop be elected Chairman of this Committee for the ensuing municipal year.

A show of hands followed the nominations and it was

RECOMMENDED

Councillor D Bishop be elected as Chairman of this Committee for the ensuing municipal year.

Councillor Bishop thanked members for the trust placed in him.

023/10 ELECTION OF VICE CHAIRMAN

It was proposed and seconded that Councillor B Peacock be elected Vice Chairman of this Committee for the ensuing municipal year, there being no other nominations it was

RECOMMENDED

Councillor B Peacock be elected to act as Vice Chairman for this Committee for the ensuing municipal year

024/10 MINUTES

Resolved that the minutes of the Estates and Amenities Committee held on the 12th May 2010, copies of which had been previously circulated, be confirmed as a true and correct record, and signed by the Chairman.

025/10 MATTERS FOR INFORMATION

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

1. **Exmoor National Park, representations on:**
 - i. Ref: 62/41/10/006 Little Plantation, Crosscombe, Lynton
 - ii. Ref: 62/43/10/002 Woody Bay Station, Parracombe
- For members information only.

2. **Ifracombe & District Crime Prevention Panel – Meeting Tuesday 22 June 2010.**
Copy of Minutes of previous meeting in the general office for members should they wish to read same.
3. **Forestry Commission – Larch Dieback**
Copy letter circulated to members with their agenda and a copy given to the foreman of the outside workforce.
4. **Policing Your Neighbourhood**
Available in the general office for those members who had not received one.
5. **Planning Decisions**
None

026/10 MATTERS FOR RECOMMENDATION

1. **Lee Abbey – suggestions for proposed method of consultation for future development proposals.**

The Town Clerk introduced Mr Jonathan Woolvern, Estates Manager at Lee Abbey and briefly outlined the history for his attending this meeting.

With members permission the Chairman suspended Standing Orders to enable Mr Woolvern to address the meeting.

Councillor Parker expressed a prejudicial interest in this matter as his wife works for Lee Abbey but stayed to hear the address from Mr Woolvern. He then left the room and did not take any part in the debate or vote thereon

Mr Woolvern thanked members for allowing him to address the meeting and went on to explain that Lee Abbey were looking for a way to involve the community in the future plans for Lee Abbey scheduled to take place over the next 5 to 10 years. Members discussed various options with him including a regular article in the Lyn Valley News outlining the events and day to day workings at Lee Abbey, the possibility of either a presentation to Council or an open day in the Town Hall to explain to the wider public any future proposals.

The Chairman resumed Standing Orders and thanked Mr Woolvern for addressing the meeting.

It was

RECOMMENDED

A representative of Lee Abbey be invited to a meeting of Councillors to give a presentation on their long term plans, this meeting to be extensively publicised to allow members of the public to attend should they so wish.

2. **PA System, Town Hall**

A copy of a letter from Lyn Lions requesting that the PA system be used only in the Town Hall and not removed from the premises had been circulated to members with their agenda.

RECOMMENDED

In accordance with the wishes of the Lyn Lions, the PA system be used only in the Town Hall and not removed from the premises

3. **Snowball Path**

A copy letter from Mr & Mrs A Allen with regard to the overhanging trees etc., had been circulated to members with their agenda. The Town Clerk informed members that he had spoken to the outside Works Foreman who had expressed concern at the amount of timber that would need to be removed from the site. After some discussion members

RECOMMENDED

The matter be referred to the Hollerday Hill working party to come up with suggestions for Council to consider, including a 3 to 5 year programme to clear the Sycamore trees.

4. Valley of Rocks:

i. letter from Ms Mandy Stubbs reference Goats

ii. email from Mr N Clayton reference goats

Copies of both these items of correspondence had been circulated to members and were being dealt with, Councillor Rodway pointed out that Mr Clayton was not a retired vet, but still in practice and was very knowledgeable about goats. Considerable discussion then took place with regard to goat welfare, the suitability of Surrey Wildlife Trust etc., and the Town Clerk reminded members that a resolution had been made with regard to the proposed round up and cull and/or distribution of goats. He also reinforced assertions he has received from the DEFRA vet that once the goats had left the Valley they were the responsibility of the keeper i.e. the place to which they were sent. The Town Clerk informed members that goats had already been gathered in the pens and the following day sick goats would be destroyed and tested for Johnes's Disease with blood samples, carcasses and dung samples being sent to Star cross for analysis, the results of which would come directly to the Town Clerk and he briefly outlined the time scale. It was

RECOMMENDED

The Town Clerk to contact DEFRA vet to obtain written confirmation that once the goats had left the Valley they were the responsibility of the new keeper from then on.

5. Proposed wording for petition against speeding in the Valley of Rocks (referred from full Council)

The Town Clerk had circulated to members with their agenda a note of the suggested wording for a petition. Members were in agreement with this wording but requested that it cover other areas of Lynton & Lynmouth and not just the area outlined in the proposed petition. Members also discussed the possibility of involving the Traffic Management Group and after discussion it was

RECOMMENDED

i. The matter be placed on the agenda for Policy & Finance Committee with members bringing back further areas to be covered in this petition but to include the A39 Lynmouth, Barbrook, Lynbridge etc.

ii. Minutes of the Traffic management Group meeting to be circulated to members when received by the Town Clerk.

6. Town Hall Bar – referred from Estates & Amenities 12.05.10

The Town Clerk reminded members that this item was on the decision register and it was

RECOMMENDED

The item be left on the decision register for the Town Hall Management Group to discuss, obtain prices and report back when they had formulated a plan.

7. Bottom Meadow – relocation of dog waste bins

Following a recommendation that one of the dog waste bins from the Tennis Courts be relocated to Bottom Meadow Car park the Town Clerk had liaised with the outside works foreman who had informed him that these bins were the heaviest used. He had pointed out that there was a dog waste bin on North Walk beside a normal rubbish bin and this bin could be relocated. It was

RECOMMENDED

The dog waste bin on North Walk be relocated to Bottom Meadow Car Park.

8. Decision Register

- Rhododendron Work – It was reported to the Town Clerk that there were still rhododendrons in flower in the Valley. Town Clerk to look into this report.
- Town Hall Security/Old Police Cells – Town Clerk had contacted the Structural Engineer.
- Old Cemetery Tree Sculptures – Councillor Mills had obtained a price.

RECOMMENDED

- i. This item be placed on the agenda for Policy & Finance Committee.
- ii. An article be placed in the Lyn Valley News, explaining the idea and asking for suggestions for sculptures.

9. Town Clerk's report and Questions to the Town Clerk.

The Town Clerk reported:

- i. He had received a request from the Lyn Lions to use Manor Grounds and the Foreshore for parking on the day of the Raft Race.

RECOMMENDED

Permission be allowed for parking on the Manor Grounds and Foreshore on the day of the Raft Race being 24th July 2010.

- ii. He had received an email requesting permission to hold a family barbeque on Lynmouth beach

RECOMMENDED

Permission be granted.

- iii. A letter had been received from Bognor Regis Classic Car Tour who were holding their tour next year on the 2nd April and wanted to use the Town Hall for a cream tea and requested designated parking in Cross Street Car park for approximately 50 cars. After discussion it was

RECOMMENDED

The Town Clerk write stating that a nominal charge of £1 per car would be made and offering any help necessary to promote this event locally.

Questions to the Town Clerk:

- i. In answer to a query reference the children's play area on Manor Grounds, the Town Clerk informed members that Matta would be dealing with this.
- ii. In response a complaint about the weeds in the twin villages, the Town Clerk informed members that the changed weed killer now used by the Highways dept. had not worked and he would contact them with regard to this problem.
- iii. Problems with the sprinkler system/pump on Manor Grounds was being dealt with.
- iv. Members complained once again about the 'A' boards, the Town Clerk to chase for the removal/restrictions of same.
- v. A loose brick on the steps to Maybridge was reported.
- vi. Representative from North Devon Council were meeting the Town Clerk the following day reference the problem with smell etc., in the town hall toilets. It was noted that the baby changing facilities were of poor quality.

027/10 MATTERS UNDER DELEGATED POWERS

a. Planning

1. Ref: 62/41/10/015 High Tops, Bakers Court, Lee Road, Lynton

Proposed change of use of office to additional living accommodation for flat above, together with replacement of external door with window.

Councillor T Parker declared a prejudicial interest in this application as he drew the plans. He left the room and did not take any part in the debate or vote thereon

RESOLVED

To recommend approval

2. Ref: 62/41/10/016 – 9 Cross Street, Lynton

Proposed conversion of barn to 1 no. holiday unit.

RESOLVED

To recommend approval

3. Ref: 62/41/10/017 – Vanilla Pod Café, 10-12 Queen Street, Lynton

Proposed enclosure of rear courtyard to provide additional prep/store room together with 2 no. roof lights.

RESOLVED

To recommend approval

4. Ref: 62/41/10/018 – 37 Lee Road, Lynton

Lawful development certificate for the proposed use of part of dwelling house by paying guests.

RESOLVED

To recommend approval

5. Ref: 62/41/10/019 Stockwater Farm, Barbrook, Lynton

Proposed conversion of barn to 1 no. local needs affordable dwelling.

Councillor Mrs C Bowden declared a prejudicial interest in this application as the applicant is a client of her son who drew the plans. She left the room and did not take any part in the debate or vote thereon

RESOLVED

To recommend approval

028/10 ANY OTHER URGENT BUSINESS OF WHICH PRIOR NOTICE HAS BEEN GIVEN AND WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

None.

PART 2

The Chairman moved that

In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are temporarily excluded and they be instructed to withdraw.

029/10 MATTERS FOR RECOMMENDATION

1. Email from Ray Werner

The meeting closed at 8.25pm

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 16TH JUNE 2010 AT 6.30PM

Present: Councillors

B J Howells (Elected Chairman at the Meeting)
T Parker (Elected Vice Chairman at the meeting)
D Bishop
Mrs C G Bowden
D George
J Gurney
Mrs J Mills
B J Peacock
Mrs E Rodway
K Troup

Officers: Town Clerk and Town Council Secretary

Apologies: Apologies were received from Councillor Mrs S Hibbert

Before the meeting commenced the Mayor informed Councillors that her scheduled knee operation had been cancelled at short notice although the Town Clerk had been informed that he would be going into hospital for a knee replacement the following Monday. He envisaged he would be away from full time duties at the office for approximately 4 weeks and Councillors wished him well.

030/10 ELECTION OF CHAIRMAN

It was proposed and seconded that Councillor B Howells be elected Chairman of this Committee for the ensuing municipal year, there being no other nominations it was

RECOMMENDED

Councillor B Howells be elected as Chairman of this Committee for the ensuing municipal year.

031/10 ELECTION OF VICE CHAIRMAN

It was proposed and seconded that Councillor T Parker be elected Vice Chairman of this Committee for the ensuing municipal year, there being no other nominations it was

RECOMMENDED

Councillor T Parker be elected to act as Vice Chairman for this Committee for the ensuing municipal year

032/10 MINUTES

RESOLVED: That the Minutes of the meeting of the Committee held on the 19th May 2010, a copy of which had been previously circulated, be confirmed and signed by the Chairman as a true and correct record.

033/10 MATTERS FOR INFORMATION

a. Village Green June 2010

Available for members in the general office

b. North Devon Council – mandatory Conditions for Premises Licence

The Town Clerk briefed members on the mandatory conditions and stated that a copy of these would be sent out with future booking applications for the Town Hall. In answer to a question with regard to the DPS he reminded members that Jock Lethaby was the DPSA for the Town Hall at the moment but Rod Pye would commence training in the near future.

034/10 MATTERS FOR RECOMMENDATION

a. MAPLE Food Festival – charges for using the Town Hall during festival

Councillor T Parker declared a prejudicial interest in this matter as he is a member of MAPLE. He left the room and did not take any part in the debate or vote thereon
Councillor B Howells declared a prejudicial interest in this matter as he is the Council's representative on the MAPLE committee. He left the room and did not take any part in the debate or vote thereon

The Mayor took the Chair for this item

A request had been received from MAPLE for the use of the Town Hall for last year's food festival free of charge. Members discussed this matter and felt that as it brought trade into the area it was

RECOMMENDED

No charge by made to MAPLE for the use of the Town Hall for the 2009 food Festival

Councillor Howells resumed the Chair

b. Web Site – quotations

The Town Clerk informed members that he had contacted two further companies who prepared web sites but had only heard back from one company. Members discussed the various options of other sites and were encouraged to look at the sites of the other Councils. After discussion it was

RECOMMENDED

Due to time restraints, the Town Clerk to negotiate with the one company who had quoted unless a further quote was receive from any of the other two companies approached and to come back to July Policy & Finance with a précis of what action he had taken

c. Police Front Office

A copy of an email from the Police stating that the matter of manning the front office had been deferred was circulated to members with their agenda. Councillor Gurney informed members that he had been told the office opening hours would be changed to 15 hours a week, Monday to Friday (ie open 3 hours a day) but this was not substantiated and it was

RECOMMENDED

The Police representative be asked to elaborate when attending full Council.

d. Decision Register

- Town Council Terrier – Budget provision to be made when the financial position of the Council is known
- Hand Rail outside TIC – Councillor Parker had spoken to Exmoor National Park's Listed Building Officer who advised contacting North Devon Council for the criteria required for disabled access. It was

RECOMMENDED

Councillor Parker carry on with his investigations and after a meeting of the Town Hall Management Group, report back to members with costings etc.

- Bar – It was confirmed that the Lyn Lions would not be making any contribution to a new bar.
- Use of Jubilee Room as a drop in centre – deferred as another possible venue was being explored.
- Major Incident Plan – Councillor Gurney to join this group and Councillor Peacock to come off.
- Storage of Archive Paperwork – ongoing and would be long term exercise.

e. Town Clerk's report and Questions to the Town Clerk

The Town Clerk reported:

- i. A report would be brought to the next meeting of Policy & Finance Committee regarding the adoption by the Council of electronic banking and the implications of making payments on-line including a Council credit card. The Town Clerk was giving advance notice to Councillors as he felt they might like to think through their reactions to this prior to being presented with a report.

ii. Goats – position report.

Councillor Mrs E Rodway declared a prejudicial interest in this matter as she is the grazier in the Valley of Rocks. She left the room and did not take any part in the debate or vote thereon

The Town Clerk informed members that following blood samples, dung samples and carcasses being sent to Star Cross Veterinary Centre all the preliminary signs suggested that the goats were not suffering from Johne's Disease but showed signs of a very large number of worms and a rare liver fluke. The preliminary results did not give the Council reason to cancel the proposed roundup and relocation of goats due to commence on the 29 June. This would entail all the goats being rounded up and TB tested, they would remain in the pen for 3 days when they would be re-tested and treated for Liver Fluke, Worms etc.

- He asked members to consider which veterinary practice they wished to use and reminded them that last year they had used Market Vets in conjunction with Diana Lewis of the North Devon Animal Ambulance Trust who had obtained funding for the treatment. Councillor Mrs Rodway in her capacity as grazier had asked her vets Charter Vets to treat sick goats. He also informed members that the Surrey Wildlife Trust's own vet would be in attendance. Discussion took place as to which veterinary practice to use, the time limit on drugs used etc and it was

RECOMMENDED

Market vets and Diana Lewis be asked to attend and treat the goats during the June roundup.

- The Town Clerk also informed member that he had contacted Buttercups Goats Charity, a charity dealing with domestic goats, regarding inaccurate information on their web site and explained the history to them. They had offered to try and help with the funding of Veterinary fees etc.
- Confirmation from DEFRA had been received in writing that once the goats left the Valley they were the responsibility of the keeper and no further action could be taken against the Council.
- The logistics of the round up were discussed and it was

RECOMMENDED

- The Town Clerk would attend the roundup and would be in overall charge when it came to decision making.
- Councillor Gurney to be in charge of the actual roundup and all people helping with the roundup to be fully aware that he was in charge.
- No reports had been received with regard to post-mortem results etc., but the Town Clerk would circulate these to members when they were received.

iii. The Town Clerk informed members that the Quality Council Status certificate had arrived.

Questions to the Town Clerk

- i. Manor Ground play equipment surfacing had been replaced and the play area was open.
- ii. Hollerday Hill Footpath was in a bad condition and needed attention, members reported rock fall, drain blocked etc.

RECOMMENDED

This item be placed on the agenda for Estates & Amenities Committee to consider.

- iii. It was also reported that hedgerows on the roads were overgrown and the Town Clerk would report this.
- iv. In answer to a query as to why Watersmeet Road was to be closed members were informed that the road had actually been opened after resurfacing.

035/10 MATTERS REFERRED FROM ESTATES AND AMENITIES

a. Speed Restrictions – revised wording for petition

The Town Clerk briefly outlined the present position and it was

RECOMMENDED

The petition to ask for 20mph speed restrictions to be introduced in the area between Barbrook and Countisbury Hill (via the A 39), and all the area between Barbrook and Lee Abbey via the valley of Rocks, and Fountain Cross and all Lynmouth via Lynmouth Hill and Lynton including Castle Hill through to the Longmead. A draft then to be sent to the Traffic Management Committee and Highways Department.

b. Tree Carvings in the Old Cemetery

Councillor Mills updated members on the position with regard to the tree carving in the Old Cemetery including an article being placed in the Lyn Valley News stating what was proposed and asking for suggestions or objections. The work to go ahead being funded by the Lyn Valley Society.

036/10 MATTERS UNDER DELEGATED POWERS

a. FINANCIAL STATEMENT

The Financial Statement for May 2010 was tabled and after discussion on the details of the report it was

RESOLVED:

That the financial statement, as attached to the signed copy of the minutes be approved.

b. SEASONAL UNDERTAKINGS

The statement of income for May 2010 was tabled and it was **RESOLVED**
That the report be noted and a copy attached to the minutes.

c. CHEQUES

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

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.

d. PLANNING APPLICATIONS

i. Ref: 62/41/10/020LB – 1 Castle Heights, Lynton

Proposed removal of single glazing to lower section of conservatory windows and replacement with double glazing.

*Councillor T Parker declared a prejudicial interest in this matter as he drew the plans. He left the room and did not take any part in the debate or vote thereon
Councillor K Troup declared a prejudicial interest in this matter as was a consultee. He left the room and did not take any part in the debate or vote thereon*

RESOLVED

To recommend approval

ii. Ref: 62/41/10/021 – 19 Rock Avenue, Lynton

Proposed two storey extension together with the demolition of existing shed.

RESOLVED

To recommend approval

d. RENTAL INCOME

Dealt with as a confidential item

037/10 ANY OTHER URGENT BUSINESS OF WHICH PRIOR NOTICE HAS BEEN GIVEN AND WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

i. LLAMA music Festival 2010

The Town Clerk had received complaints with regard to the music festival and members discussed these in detail along with other complaints received by Councillors. These included:

- Parking
- Camping
- Bus/transport
- Lack of stewards
- Illegal raves
- Apparent drug taking
- Litter
- Theft
- The Police station being closed

Members considered that an informal meeting between representatives from LLAMA, the Police, Lee Abbey, Traders Association etc., should be arranged for July to enable a discussion to take place when the matter was still fresh in people's minds. It was

RECOMMENDED

- The question of Parking Motor cycles in Lynmouth be put on the agenda for Estates & Amenities Committee to consider.
- The Town Clerk to contact the Police asking for dates in mid July for a de-briefing meeting with constructive feed back.

PART 2

The Chairman moved that

In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are temporarily excluded and they be instructed to withdraw.

038/10 MATTERS UNDER DELEGATED POWERS

e. Rental Income

The meeting closed at 8.17pm

Chairman

LYNTON & LYNNMOUTH TOWN COUNCIL

FINANCIAL STATEMENT - MAY 2010

Cash Balance as at 30th April 2010

£150,684.69

Receipts		
Bank Interest	4.15	
Down Hill Dice	1,706.02	
Cinema fees	109.00	
Car Park Takings	26,874.63	
Car Park Season Tickets	1,164.00	
Market Takings	4,949.00	
Verandahous Rents	4,075.00	
Aliments	110.00	
Meeting Fees	843.75	
Miscellaneous	100.00	
Prize (1st Instalment)	11,375.00	
Parish Grant (1st Instalment)	1,235.00	
Total Receipts		56,517.02

Payments		
May Payments (Cheques 7188 to 7216)	12,114.49	
April Balance (net)	10,478.47	
Travel Trust 7th Direct Debit	415.00	
Impact Payment (Cheque 7218)	150.00	
Bank Charges	95.50	
Petty Cash payments	68.22	
Total Payments		25,773.68

Closing Cash Balance 31st May 2010 £166,433.73

Bank Reconciliation

Balance as per Bank Statements		
Current Account	37,748.82	
Parish Interest	110,556.55	
Street Lane Investment Account	200,000.00	
	<u>368,305.37</u>	
Add receipts not banked	7,229.02	
Less unpresented cheques	<u>(5,280.79)</u>	
Bank Balance	369,248.61	
Minor Funds	175.00	
Petty Cash	65.12	
		£369,488.73

N.B. the closing cash balance includes committed funds and other liabilities
 This is a general document required for audit purposes and does not indicate the amount of money the Town and Parish Councils have available for capital services as it takes no account of liabilities (conditions and assets (debts) and other budgeted income and expenditure. That information is contained in the Council's capital documents and annual budget.

LYNTON & LYNNMOUTH TOWN COUNCIL
STATEMENT OF SEASONAL UNDERTAKINGS
INCOME - MAY 2010

May 2009	May 2010		Cumulative Income 2009/10	Cumulative Income 2010/11	% Variance
£	£		£	£	
		Agency Car Parks			
4,477	3,545	Down Street	8,015	6,744	-16
5,216	4,198	Bolton Meadow	9,801	8,182	-17
8,420	6,684	Leppanose	15,415	11,798	-19
4,347	4,623	Lower Lyndale	8,420	7,988	-5
2,756	1,924	Upper Lyndale	2,017	1,221	-16
3,047	1,110	Walswood	5,530	4,159	-25
28,012	22,028		53,268	44,585	-16
		Annual Total 2009/10 & Target 2010/11	243,819	240,000	-2
		Season Tickets			
848	497	Adult	7,100	7,200	+9
69	54	Widely	130	100	-22
3,715	2,277	Four Day	1,463	2,025	39
878	531	20 Adult	700	571	-22
5,010	3,259	Total	11,420	10,778	-6

LANTON & LYNNHURST TOWN COUNCIL
STATEMENT OF SEASONAL UNDERTAKINGS

INCOME - MAY 2010

May 2009	May 2010		Cumulative Income 2009/10	2010/11	% Variance
£	£		£	£	
		Agency Car Parks			
4,477	3,164	Three Street	8,015	6,764	-16
5,216	4,104	Bolton Meadow	9,861	8,182	-17
8,420	6,684	Leppanace	15,418	13,768	-10
4,347	4,023	Lower Lyndale	8,420	7,988	-5
2,956	1,924	Upper Lyndale	5,017	3,221	-36
3,047	1,110	Waterwheel	5,590	4,150	-25
28,012	22,029		53,265	44,585	-16
		Annual Total 2009/10 & Target 2010/11	143,819	240,000	-42
		Season Tickets			
848	452	Annual	7,100	7,200	-1
69	54	Weekly	130	100	-22
5,115	2,227	Full Day	1,461	2,625	30
678	531	20 Hour	706	571	-20
5,010	3,250	Term	11,420	10,776	-6
		Actual Total 2009/10 & Target 2010/11	36,125	32,500	-10
		Leura Car Park			
2,341	2,313	Valley of Rocks	4,321	4,610	-7
141	0	Main Entrance	111	0	
		Actual Total 2009/10 & Target 2010/11	30,633	21,000	+42
		Lower National Park			
565	555	Picnic Area	1,155	1,157	-2
		Minor Pathing Ground			
1,434	255	Ice Cream	2,491	2,811	-11
221	169	Soft Drinks etc.	353	325	-10
157	97	Tea/Coffee	269	178	-33
3,211	2,585	Other	5,100	5,181	-1
4,708	4,066		8,161	8,455	-4
		Actual Total 2009/10 & Target 2010/11	40,340	40,000	-1

NOTES

1. All income shown net of VAT
2. Annual season tickets sold in March are included in the following year's accounts
3. Ice cream and soft drinks shown as gross sales
4. Closed Friday 10th April 2009, and April 2010.
5. Details of Picnic Area for information only - shown net of VAT