

***LYNTON AND LYNMOUTH  
TOWN COUNCIL***



***Q***  
QUALITY TOWN COUNCIL

***COUNCIL MEETING***

***THURSDAY  
25TH MARCH 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 25TH FEBRUARY 2010 AT 2.30PM

PRESENT: Councillors:  
Mrs C B Bowden (Deputy Mayor)  
D Bishop  
D George  
J Gurney  
Mrs S Hibbert  
B J Howells  
Mr T Parker  
Mrs E Rodway  
K Troup

**Officers:** Town Clerk and Town Council Secretary

**Apologies:** Apologies were received from Councillors B Peacock, Dr J Frankish and Mrs j Mills.

**Also in Attendance:** County Councillor Mrs A Davis

The meeting opened with prayers led by Councillor J Gurney

### **PUBLIC QUESTION TIME**

Prior to the commencement of the formal Council Meeting, the Deputy Mayor welcome Councillors and adjourned the meeting to enable members of the general public to ask questions of the Council. There were no members of the public present but before reconvened the meeting, the Deputy Mayor expressed the sincere sympathy of the Council to Mr Phil Holsgrove and his family at the very sad loss of his father Archy who had been a former Council employee. The flag had been flown at half mast as a sign of respect and the Deputy Mayor would be attending the funeral as the Council's representative.

### **209/09 MINUTES**

#### **RESOLVED**

The Minutes of the Council Meeting held on the 28th January 2010, copies of which had been previously circulated be confirmed as a true and correct record and signed by the Chairman.

### **210/09 MATTERS ARISING FROM COUNCIL MINUTES**

**Minute 180/09 Committee Reports Policy & Finance Committee 20th January 2010**

**Minute 199/09 Matters for Information (b) Natural England – Phytophthora Control**  
Councillor Gurney to write an article for the Lyn Valley News.

**Minute 186/09 Report of North Devon Councillor Hibbert** reported that a status sign for Lynmouth Beach would not be erected.

**Minute 189/09 Report of Town Clerk (3) Standards Committee Questionnaire** The Focus Group had received a poor uptake and Councillor Hibbert explained in more detail.

*With members permission the Mayor moved agenda item 11 Police Report to this point in the meeting.*

### **211/09 POLICE REPORT**

PC Martin Beck apologised for not being able to attend the January Council meeting but he was attending his grandmothers funeral.

He went on to report:

- Crime figures for the period included theft from a pub, 2 broken windows and 2 cases of domestic violence.
- A drugs raid had taken place during the summer but only just come to Court and he was pleased at the outcome. He felt that this raid had explained the reduced cases of drug related incidents at this year's music festival.
- He also commented on the gritting of roads in the area.
- A counter terrorism evening had been held in the Town Hall which he felt had been a great success and those members that had attended were full of praise for the vent. Members generally thought that this event had been very well presented.
- Traffic Management meeting to be held next week.
- The Youth Club were having problems part funding and part with the building. The youth club was now closed but he had attended a meeting with Devon Youth Services and plans were going ahead to hopefully re-open in September.
- PC Beck was looking for support of the Council to hopefully install a police box/telephone in Lynmouth subject to funding, planning etc., and showed members the type of box he envisaged.
- With regard to the youth congregating on the Town Hall steps and smoking and spitting etc., a no smoking sign had been erected which meant that anyone caught smoking etc., could now be prosecuted as this was a three sided building.

*County Councillor Mrs A Davis joined the meeting and apologised for being late*

Members discussed PC Beck's report in particular the question of the Counter Terrorism and felt that it brought to mind how vulnerable the community were.

### **RESOLVED**

- The Council fully support PC Beck in his endeavours to prove a Police Telephone box in Lynmouth
- The question of a strategy plan in the case of a major incident be placed on the agenda for March Policy & Finance to consider. PC Martin Beck to give the Town Clerk the names of the people who gave the presentation.

### **Questions**

Once again, although not able to attend the counter terrorism evening, members expressed their thanks to PC Beck on an excellent evening.

- In answer to a question, PC Beck assured members that the 4x4 vehicle was only temporarily removed from the area during the snow and was once again back.  
The Deputy Mayor thanked PC Beck for his report and he left the meeting.

### **212/09 COMMUNICATIONS**

There were none

## **213/09      OUTSTANDING BUSINESS**

There was none

*With members permission the Deputy Mayor suggested the Town Clerk remain seated due to back problems*

## **214/09      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**

**10th February 2010**

#### **Minutes 195/09 – 199/09**

**Minute 196/09 Matters for Information (g) Chivenor Search & Rescue** – Councillor Hibbert reported that the Petition forms had been delivered to Downing Street.

### **Personnel Committee**

**10th February 2010**

#### **Minute 200/09**

### **Policy & Finance Committee**

**17th February 2010**

#### **Minutes 201/09 – 208/09**

**Minute 203/09 Matters for Recommendation (b) Lessons from the Great Freeze 2010** Councillor George confirmed that he had completed and sent of the questionnaire.

**Minute 203/09 Matters for Recommendation (d) Holman Park** – A Councillor was under the impression that this matter was to go before the Traffic Management Committee before a letter was sent to the Football Club. The Town Clerk explained that a letter had been sent to the Football Club with the possibility of further discussion should there be a problem.

**Minute 203/09 Matters for Recommendation (e) Town Council Web Site** – Councillor Parker confirmed that after investigation with regard to the possible other implications needed with regard to a web site in the case of Quality Council Status, these implications were discretionary and not mandatory.

**Minute 203/09 Matters for Recommendation (f)** the Town clerk informed members that North Devon Council would support the purchase of a Blackberry for £15.00

**Minute 203/09 Matters for Recommendation (i) town Clerks Report, questions to the Town Clerk (3) Zig Zag Lights** – The Town Clerk to write to Mr Allen thanking him for his support and explaining why no money is available to pay for the further lighting.

**Minute 204/09 Matters referred from Estates & Amenities (a) Report from the Town Hall Management Group (1) Hand rail outside the TIC** members found this confusing although the recommendation was correct.

**Minute 204/09 Matters referred from Estates & Amenities c) Valley of Rocks ESA Agreement** The Town Clerk confirmed that a statement of income and expenditure would be sent top Mrs Rodway prior to the meeting of Policy & Finance for her comment.

## **215/09      EXMOOR FORUM**

Copy letter had been forwarded to members with their agenda and councillor Hibbert informed members she would be attending.

## **216/09      REPORTS FROM OTHER COUNCIL COMMITTEES**

There were none

## **217/09 MOTIONS**

There were no motions.

## **218/09 QUESTIONS**

There were no questions.

## **219/09 NORTH DEVON COUNCIL**

### **Report of the North Devon Councillor**

Once again I am reporting on another tortuous budget meeting and I suppose at this time of political uncertainty we have to expect it. My concern has been the appearance of the agency, as a money saving item, in the figures. I am assured that no decision has been taken and discussions are going well but it does raise a question about the honesty of the published figures. There are obviously going to have to be cuts in most services and I would just mention that some savings will come from not replacing staff in the civic centre. Obviously some grants have been cut but I think the worry is that our theatres, the North Devon Festival and tourism generally is really going to feel the difference. North Devon + has had a cut at a crucial time in its development and I had been hoping they would spend more on tourism than they have in the past! Parish grants and discretionary rate relief will be cut in 2012.

As you know I was very supportive of an outreach worker from BPAG being made available in Lynton. I understand Julie Evely feels she has been making a difference by helping people in diverse ways, from finding the cheapest electricity supplier, checking that correct benefits are being received and finding a charity to replace a rotten window and repair a leaking roof. I understand BPAG are looking for more funding to take the outreach initiative through next year and looking at the economic situation I hope they are successful.

### **Questions to the North Devon Councillor**

1. Members enquired the position with regard to the present road sweeper.  
*Councillor J Gurney declared a personal interest in the subject of the road sweeper as he is a tenant of his employers.*  
Members enquired if the road sweeper worked to a pattern and the Town Clerk was requested to find out.
2. A complaint was made once again with regard to dog fouling. The provision of more dog bins was discussed as were notices requesting owners to keep their dogs on a lead.

## **220/09 REPORT OF THE DEVON COUNTY COUNCILLOR**

Devon County Councillor – Cabinet member for Children’s health and Wellbeing, Exmoor National Park member

**Energy saving for Devon’s Street lights** Plans to reduce Devon’s street lighting power bill and curb pollution across the County will take a step forward in coming months. The new policy to cut carbon and save money will reduce the energy use of almost 9,000 street lights over the next six months. Devon County Council is currently responsible for nearly 75,000 street lights, costing £2.2 million in electricity and producing nearly 20,000 tonnes of CO<sub>2</sub> every year. The changes form part of the Council’s carbon reduction and management strategy, and will contribute to their goal to make Devon greener as well as helping to tackle the cost of rising energy bills. Carbon emissions reduction measures for street lighting now being put into action across Devon include:

- Phased part-night lighting in residential areas. This will mean that the hours some streetlights are on will be changed from all-night long to lighting between dusk and 12:30am and again from 5:30am until dawn.

- Main road lighting and areas of high night-time activity, such as town centres, will remain lit all night, but consideration will be given to dimming lighting where possible.

It is expected that energy consumption and cost and carbon emission will be reduced by a third by the end of the programme. The conversion of lighting across the County from all-night to part-night operations will be carried out over a five year period, and will initially be included as part of planned maintenance and upgrades to keep costs to a minimum. As the programme rolls out the County Council are continuing to work with Devon and Cornwall Police to ensure that consideration of crime, disorder and road safety in residential areas are taken into account at every stage.

Seven thousand potholes repaired in the past two weeks Over 7,000 potholes have been repaired in the past two weeks by twenty-six teams of specialist gangs working across the county. The recent spell of severe weather has caused a significant increase in potholes on the county's roads. This coupled with last year's winter – the worse Devon had experienced in 30 years - has led to the county's road surfaces suffering. Potholes happen when roads become brittle which can result in cracking, chippings can loosen. Water gets into these weakened areas and the process of freezing and thawing causes a pothole. Nearly 50,000 potholes have been repaired since April 2009 and it is expected that the repair bill will exceed that of last year, which was around £11 million over and above that of a normal winter.

Drivers are also being warned to take extra care to avoid potholes on all roads and particularly those they use regularly, until defects have been repaired. This is especially important in hours of darkness and when wet as holes filled with water may be deceptive. Members of the public are encouraged to help the County Council identify potholes by either reporting any they see online at [www.devon.gov.uk/pothole](http://www.devon.gov.uk/pothole) or by phoning 0845 155 1004 on weekdays between 8am and 8pm or on Saturdays between 9am to 1pm.

Devon county councillors to freeze allowances for second year

Allowances for county councillors in Devon are set to be frozen again. The incoming Conservative administration froze basic allowances when they took control of County Hall last June. They also axed a raft of special responsibility payments for members, and council leader John Hart and his deputy, John Clatworthy, reverted to the rate that the leader and deputy leader were being paid in 2005. Meanwhile Devon County Council's chief executive Phil Norrey has revealed that he has taken a pay cut of five per cent in his annual salary. Dr Norrey was being paid £157,000 and this has now been cut to £149,000.

### **Speeds reduced on North Devon Link Road**

Devon County Council's biggest ever road safety campaign has helped reduce traffic speeds on the A361 North Devon Link Road. The majority of drivers on the A361 are now travelling below the national speed limit, and according to survey figures from October 2009, the average speed of all vehicles on the North Devon Link Road was less than 60mph. The Devon Country Mile project has trialled a number of initiatives since it launched in 2008 to improve road safety on rural roads, specifically in the area between Exeter and Barnstaple, bordered by the A361, the A377 and the A396. Traffic sensors embedded in the A361 have been providing detailed information on the types of vehicle, as well as their following distance and speed on the road. The sensors have helped police and the Devon and Cornwall Safety Camera Partnership identify the specific times of the week where motorists are exhibiting risky driver behaviour. This has helped police target their resources, and provide more enforcement from the new police observation platforms. A study in October 2008 revealed that 78% of car drivers on the A361 were either driving too fast or too close to the vehicle in front.

However, speeds recorded from more than 3.5 million vehicles travelling on the North Devon Link Road in the eastbound direction at Ashmill between June 2008 and October 2009 have shown that motorists are now driving slower on the A361. The number of vehicles travelling between 65mph to 70mph reduced by 2.4%, whereas more vehicles were travelling below the national speed limit. Those driving between 45mph to 50mph increased by 2.2%, and traffic driving at 50mph to 55mph also increased by 2.2%. The results reflect the investment of half a million pounds of safety improvements on the North Devon Link Road, providing better speed limit signs and road markings.

#### **Lowest ever council tax increase for Devon County Council**

The increase for 2010/11 will be just 1.98 per cent. The £1.2 billion budget will mean a Band D council taxpayer will be asked for just £21.69 more this year to fund county services. Among the spending increases is an extra £2.92 million to care for Devon's most vulnerable children. The increase in spending will go to support children in care and children on a Child Protection Plan. There will also be £2.7 million more for adult and social care. And an extra £2.25 million will go on highways following Devon's worst winter for 30 years which inflicted huge damage on the county's roads. Spending on education will be protected with over £378 million going direct to Devon's schools with £2.8 million extra to support the most deprived pupils and £2 million being spent on supporting small rural schools facing high Broadband charges. The budget also ensures vital investment in Devon's economy to help the county battle out of recession. £350,000 is being set aside to match European funding to pump prime economic initiatives.

#### **New accessible minibus for our area**

Ilfracombe & District Community Transport Association is celebrating after successfully securing £28,000 funding towards a new accessible minibus for use in the Ilfracombe area. The minibus, which is the third vehicle of its kind for the association, is the result of money allocated by Devon County Council's 'Investing in Devon' Programme - money generated from the proceeds of the sale of Exeter Airport. The 16-seater vehicle, which cost £43,000 in total, is wheel-chair-accessible and will be used to transport people unable to use public transport to go shopping and attend medical appointments. The extra capacity the new vehicle will bring will also allow the service to take people to social and leisure trips. People of all ages are eligible to use the service, which covers from Woolacombe to the west through the coastal area and inland villages to Combe Martin, Lynton and Lynmouth to the Somerset border. When the minibuses are not in use on regular services, they are available for private hire. For more information about the service contact Joan Miller on 01271 86342

**Unitary decision.** County Councillor Davis briefly outlined the implications of the affect on North Devon and discussed the various points raised by members.

#### **Questions to the Devon County Councillor**

Members enquired the position with regard to the Street Lights in the area and were informed that this was an agenda item for the next meeting of Estates & Amenities Committee.

1. Once again members complained about the state of the pavement outside the Indian Restaurant and guns Gallery. The Town Clerk to prepare a list of identifiable problem pavements for County Councillor Davis.
2. Mud and the condition of the A39 Kentisbury Road was once again commented on.

## **221/09 REPORT OF THE COMMUNITY DEVELOPMENT TRUST REPRESENTATIVE**

Councillor Hibbert reported:

During a meeting of the Trust last Monday the resignation of James Tucker as a director was greeted with disappointment. It is hoped he will be able to advise us in some instances in the future perhaps staying in touch as a member. Ian Rigby reported that as further surveys were carried out on the East Lyn Hydro Project the cost of the scheme continued to spiral. Paul Hollis continues to look for more funding to cope with this extra cost. I believe I omitted to report that a new director joined us at the AGM. Phil Taylor is already working on village promotion.

## **222/09 REPORT OF THE TOWN CLERK**

### **Report of the Town Clerk**

JCG – No mention of the agenda about the renewal of the Agency Agreement. A pre-meeting to be held at 9am on the 3 march. As Councillors Howells and Peacock would be unable to attend this meeting, Councillor Parker to attend in their stead.

1. A message of thanks had been received from Councillor Windsor for the card and flowers.
2. Pathfinder Centre had agree to update the Town Council's web site until such time as they are asked to pay a maintenance fee. In the meantime the Town Clerk was looking into a setting up a simple web site.

### **Questions to the Town Clerk**

1. The Town Clerk confirmed that at least one of the putting greens would be open for Easter.
2. A decision on Barbrook toilets would be made after ratification of the minutes at this meeting.

## **223/09 REPORTS FROM OTHER COUNCILLORS**

Councillor Rodway read a report from the Lyn Valley Society, a copy of which is attached to these minutes.

## **224/09 ANY OTHER URGENT BUSINESS**

There was none

*Councillor Hibbert left the meeting to attend the Exmoor National Park Forum Meeting.*

## **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.

## **225/09 CONFIDENTIAL COMMITTEE REPORTS**

**Personnel Committee**  
**Minute 200/09**

**10th February 2010**

**Policy & Finance**  
**Minute 207/09 – 208/09**

**17th February 2010**

Meeting closed at 4.09pm.

Chairman

## THE LYN VALLEY SOCIETY

### Minutes of the meeting held on Wednesday 3<sup>rd</sup> February 2010.

There were eleven members present and apologies from Ken Sale.

Minutes of the meeting on 2<sup>nd</sup> December 2009. Agreed and signed.

Matters Arising. No progress on the Grittans Drive project. Basketball Nets. Elizabeth will check with the Council whether these have been repaired.  
Christmas Card sales. The final amounts have been collected - £13 more from LYNDOUTH and £91 from Lynton Post Offices, Prison Cell. The Council are awaiting the results of testing urine samples from the selling to assess the safety of it's.

Chairman's Report. Tim said that we should expand the Society's interests and boost the membership. He asked for ideas on how to do this. Following a discussion it was agreed that we need to do different fund raising events, and not just the Bookshop and Treble Chance, but the few members we have can't do much more than they do. Ken Atrop has seen work produced by Norma Ley - a collection of printed photographs on CD/DVD - and he suggested that these would probably sell. He will ask Norma if she will come to our next meeting to show how this is done. Marcia has received a letter from Grace Ulewanton (PUSO) asking us to take part in the May Day Evening event at Holman Park (Friday 21<sup>st</sup> May 6-9pm), and this could be a fund raising chance for us. It was agreed that we will do a coconut shy and a game for young children - Marcia will inform Grace about this.

Secretary's Report. Correspondence. Letter from Grace Ulewanton as discussed above. Letter sent to Gordon and Evelyn Porter - thanks for storing books at the Cinema.

Treasurer's Report. The bank balance is £2769 - this includes £192 from the Joyer collection tube - and the Halifax remains £9462. The combined Standard Life accounts total £83531. The bookshop sales for Dec were £136 and for the current year £6102 (£5855 net). The Treble Chance membership is 201.

Bookshop Report. The amount available for distribution is £2776 (including £450 for Grittans Drive). There are no requests for books this month. Jill confirmed that the shop opens again on Saturday 13<sup>th</sup> Feb.

Other Business. Marcia explained what was discussed at a recent Refurbishment Group meeting that she and Martin attended. Major projects still in need of attention are the Ginn's toilets, the fabric on windows, doors and stonework, and other smaller adjustments to fire doors etc. The main project for funding is now the lift and because of the large amount needed it was decided to create a website for an appeal to the general public.

There being no further business, the meeting closed at 8.10pm

## LYNTON AND LYNMOUTH TOWN COUNCIL

### MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE MEETING HELD AT THE TOWN HALL, LYNTON ON WEDNESDAY 3RD MARCH 2010 AT 6.30PM.

**Present:**                   **Councillors**  
Mrs C B Bowden     (Deputy Mayor)  
J Gurney  
Mrs S Hibbert  
Mrs E Rodway

**Officers:**                Town Clerk

**Apologies:**            Apologies were received from Councillors B Peacock, Mrs J Mills, B Howells, T Parker, D Bishop

#### **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 public are temporarily excluded and they are instructed to withdraw.

#### **226/09            MATTERS FOR RECOMMENDATION**

1.   **Finance Officer – Arrangements for Takeover**
2.   **Lower Lyndale Car Park – Part Time Seasonal Attendant**
3.   **Outside Workforce - Vacancy**

The meeting closed at 7.07 pm

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 10TH MARCH 2010 AT 6.30pm

**Present:**

<b>Councillors</b>	
J Gurney	(Chairman)
D Bishop	(Vice Chairman)
Mrs C G Bowden	
Mrs S Hibbert	
B J Howells	
Mrs J Mills	
T Parker	
Mrs E Rodway	
K Troup	

**Officers:** Finance Officer and Town Council Secretary

**Apologies:** Apologies were received from Councillors J Frankish, B Peacock, D George and the Town Clerk

#### **227/09 MINUTES**

Resolved that the minutes of the Estates and Amenities Committee held on the 10th February 2010, copies of which had been previously circulated, be confirmed as a true and correct record, and signed by the Chairman.

#### **228/09 MATTERS FOR INFORMATION**

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

- a. **Village Green March 2010**  
Available for members in the general office
- b. **Devon Association of Parish Councils – Newsletter March/April 2010.**  
Available for members in the general office
- c. **Street Collection Permit – Royal British Legion Poppy Appeal – Sunday 7th November to Saturday 13th November 2010 (inclusive)**  
For members attention
- d. **Devon County Council – Eco Driving Competition**  
Entry form sent to members with their agenda.
- e. **Devon County Council – Highways Maintenance Surgery at The Ilfracombe Centre, Monday 15th March from 10am to 2pm.**  
The Finance Officer briefly outlined the aims of this surgery.
- f. **Planning Decisions**
  - i. **Ref: 62/41/09/009 – No 1 Belle Vue Avenue, Lynton**  
Demolition of garage and erection of building to provide two units of local needs affordable housing accommodation (1 x 1 bed unit) and (1 x 2 bed unit). As per amended and additional plans 29.05.09. (Full).

**CONDITIONAL PERMISSION GRANTED**

ii. **Ref: 62/41/09/030 – 10 Queen Street, Lynton**

Change of use from retail (A1) to café/restaurant (A3) forming an extension to café at 12 Queen Street. (Retrospective). (Full)

**CONDITIONAL PERMISSION GRANTED**

iii. **Ref: 62/41/09/031 Seawood Hotel, North Walk, Lynton**

Proposed single storey extension together with the removal of a fish pond to increase the area of external terrace (Full)

**CONDITIONAL PERMISSION GRANTED**

iv. **Ref: 62/41/09/032LB Seawood Hotel, North Walk, Lynton**

Listed Building Consent for a single storey extension and internal works to upgrade bathrooms, together with the removal of a fish pond to increase the area of external terrace. (Listed building).

**LISTED BUILDING CONSENT GRANTED**

**229/09 MATTERS FOR RECOMMENDATION**

1. **Possible use of Jubilee Room as ‘Drop in Centre’ – report tabled by Councillor Troup at Policy & Finance Committee 16.02.10**

Members discussed in detail the possible use of the Jubilee Room as a drop in centre including the financial implications, health and safety issues, management and supervision of same. It was felt that this was a very good idea which could benefit the community and it was

*Councillor Mrs Hibbert joined the meeting and apologised for being late*

**RECOMMENDED**

1. A working party comprising councillors T Parker, K Troup and Mrs J Mills be set up to look into the possibility of setting up a drop in centre.
2. A list of when the Jubilee room was not in use be brought back to Policy & Finance Committee.

2. **Report from Ray Werner on Lynton Feral Goats – October 2009**

A copy of the report had been circulated to members with their agenda. Members were concerned at receiving the report so late as they felt unable to comment on its contents. They briefly discussed the various points. It was

**RECOMMENDED**

Ray Werner be invited to attend a meeting of the Valley of Rocks management Group when he is next down. The meeting to be arranged around his visit.

**Street Lighting – Schedule when lights will be on**

A plan showing the proposed switching off of street lights was tabled and it was

**RECOMMENDED**

A working group comprising Councillors D Bishop, B Howells and T Parker look into the Street Lighting and report back to Policy & Finance Committee.

4. **Decision Register**

The decision register was considered by Councillors and the following amendments made:

- Holman Park – Matters were moving forward, an offer of help with grant applications had been received, Rumours of the airport money being in jeopardy were only rumours. Following a recommendation from the JCG the ownership of Holman Park had reverted back to the Council; New basket ball nets were needed

and this was to be placed on the agenda for next meeting of Policy & Finance Committee. Outside works foreman to be asked to padlock the gents toilets.

- Replacement Trees – Councillor Hibbert uncertain but it will be June before any money available.
- Rhododendrons – second respray done
- Hydro Electric project – Councillor Hibbert was sad to report that Renewable South West had run out of money and went on to explain the various implications. Councillor Gurney would be taking a video of the river before, during and after flood for extraction purposes.
- Town Hall Security Work – meeting to be arranged between structural engineer, builder and Town Council's foreman.
- Sir George Newnes Medal Board – under construction
- North Walk – land to the landward side of North Walk – unable to contact present owner.

## 5. Town Clerk's report and Questions to the Town Clerk.

**In the absence of the Town Clerk, the Finance Officer reported:**

1. An email had been received from Exmoor National Park requesting permission to join in with North Devon on a beach clean for the 20 March 2010. As a deadline for advertising had been needed, consultation with the deputy mayor had lead to permission being granted.
2. The Town Clerk was progressing well after having a hip operation. Members sent him their best wishes.

**Questions to the Town Clerk:**

1. Councillor Mills asked if the photographs of the goat shelters to be provided by Surrey Wildlife Trust had been received. Town Council secretary to check.
2. In answer to a query when the harbour would be scraped, members were informed this would be done on the following Monday.
3. Members requested that the Town Clerk contact the Exmoor National Park Ranger and ask if a clean up, similar to the one taking place on the beach, could be organised in the Valley of Rocks before the overgrowth became too high.

## **230/09 MATTERS UNDER DELEGATED POWERS**

### **a. Planning**

Councillor Mrs S Hibbert reminded members that in all planning matters should she obtain additional information on applications when attending Exmoor National Park Planning Committee this may necessitate her changing her views.

#### **1. Ref: 62/41/10/006 Little Plantation, Croscombe, Lynton**

Proposed erection of an agricultural building (457 sqm) with associated collecting yard and access track

**RESOLVED**

Approval be granted

#### **2. Ref: 62/41/10/007LB Flat 9 Castle Heights, Castle Hill, Lynton**

Listed Building Consent for the installation of a new roof light

*Councillor K Troup declared a prejudicial interest in this item as he is a neighbour of the applicant. He left the room and did not take any part in the debate or vote thereon*

**RESOLVED**

Approval be granted

3. **Ref: 62/41/10/008 Myrtleberry, Lynmouth**  
Proposed two storey extension and alterations to dwelling together with the formation of balcony to third floor.  
*Councillor J Gurney declared a prejudicial interest in this item as he is a neighbour of the applicant and an employee of the National Trust. He left the room and did not take any part in the debate or vote thereon*  
*Councillor D Bishop took the Chair for this item*  
**RESOLVED**  
Approval be granted
4. **Ref: 62/41/10/009 Moonfleet, Station Hill, Lynton**  
Lawful development certificate for the proposed erection of a conservatory.  
**RESOLVED**  
Certificate be granted
5. **Ref: 62/41/10/010 Woolhanger Manor, Parracombe**  
Lawful development certificate for the proposed use of the land and building at Woolhanger Manor as a business conference and training centre pursuant to permission 62/41/87/013 granted on 05/05/87.  
**RESOLVED**  
Councillors were not inclined to comment on this application as they felt they were not qualified to make any decision.
6. **Ref: 62/41/10/011 Moonfleet, Station Hill, Lynton**  
Proposed erection of timber decking  
**RESOLVED**  
Certificate be granted

**231/09 ANY OTHER URGENT BUSINESS OF WHICH PRIOR NOTICE HAS BEEN GIVEN AND WHICH THE CHAIRMAN CONSIDERS TO BE URGENT**

There was none.

The meeting closed at 8.51pm

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 17TH MARCH 2010 AT 6.30PM

**Present: Councillors**

B J Howells (Vice Chairman)  
D Bishop  
Mrs C G Bowden  
Dr J Frankish  
Mrs S Hibbert  
Mrs J Mills  
T Parker  
B J Peacock  
Mrs E Rodway  
K Troup

**Officers:** Finance Officer and Town Council Secretary

**Apologies:** Apologies were received from Councillors D George, J Gurney and the Town Clerk.

#### **232/09 MINUTES**

**RESOLVED:** That the Minutes of the meeting of the Committee held on the 17th February 2010, a copy of which had been previously circulated, be confirmed and signed by the Vice Chairman as a true and correct record.

#### **233/09 PRESENTATION ON YOUTH PARTICIPATION by PC Martin Beck and Sara Parkin (Area Youth Worker for Devon Youth Services).**

PC Martin Beck opened the presentation by thanking the Council for inviting them. He went on to explain that the Youth Forum had been set up to divert the young people from crime and to instil in them a sense of belonging and respect for the community they lived in, by involving them in parish activities. Sara Parkin expanded on the aims of the Youth Forum and introduced a Young Advisor called Robbie who had come with them to this presentation. Robbie explained what his role was and there then followed a question and answer session. Members felt that the presentation was very informative and pledged any support they could to further the aims of this forum.

The Vice chairman thanked PC Martin Beck, Sara Parkin and Robbie for their presentation.

#### **234/09 MATTERS FOR INFORMATION**

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

**a. North Devon Council – Local Government Review**

Copy letter sent to members with their agenda

**b. Devon & Cornwall Constabulary 4 x 4 Vehicle – letter of response**

Copy of letter assuring Councillors that the 4 x 4 vehicle would be remaining in the area, sent to members with their agenda.

**c. Devon County Council – Future of Lydiate Lodge**

Copy of a letter received from Devon County Council in response to a letter from the Council asking for assurance that Lydiate Lodge would remain a care home had been circulated to members with their agenda. This letter was discussed but some members felt they were unable to comment fully as they had not seen previous correspondence, however it was felt that it did not give the assurances requested. Therefore it was

**RECOMMENDED**

The Town Clerk write back to Devon County Council asking for local involvement in the future of the Home and how Devon County Council would propose to achieve this.

**235/09                    MATTERS FOR RECOMMENDATION**

**a. Town Hall – quotations for condition survey**

Two quotations had so far been received with a further one expected. Members questioned the qualifications of the surveyors and it was

**RECOMMENDED**

The matter be deferred to next meeting of Policy & Finance when it was hoped the third quotation would have been received.

**b. Authorisation for new Finance Officer to sign cheques etc.**

**RECOMMENDED**

Mr Andrew Giles, the new finance officer, be given authority to sign cheques and bank transfers on behalf of the Council.

**c. Valley of Rocks – Income and Expenditure schedule attached (referred from P&F 17.02.10)**

Councillor Mrs Rodway had requested this item be placed on the agenda and briefly outlined the fact that she wanted members to know how much ESA monies she received as grazier.

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

Members had received a copy of the income and expenditure relating to the Valley of Rocks with their agenda. The Finance Officer explained that the ESA agreement lasted for 10 years and that an annual payment of £2860 was received of which 20% went to the Town Council and 80% went to the grazier. In addition, grants were applied for through Natural England in relation to rhododendron works, fencing, bracken control etc. These grants work, once approved by Natural England, were paid for by the Council but reclaimed from Natural England.

Members discussed the implications of the ESA agreement and also the works that Mrs Rodway did in looking after the welfare of the goat herd in the Valley. It was pointed out that it was not in the terms of the ESA that she look after the goats but as a member of the Friends of the Goats this had fallen to her to see to. As she was tending to the goats on welfare issues she was incurring costs and it was

**RECOMMENDED**

The Town Clerk write to the grazier thanking her for the work done with regard to the goats and requesting she supply a diary/list of expenses etc., that she had spent with regard to the goats to see if the Council can give any financial help.

**d. Major Incident Plan (referred from Full Council 25.02.10)**

Councillor Hibbert had attended an emergency support programme presented by the Environment Agency and had brought back literature for members. It was discussed in detail and members

**RECOMMENDED**

- Major Incident plan be placed on the Decision Register
- Working party comprising Councillors B Peacock, Mrs S Hibbert, J Frankish, T Parker and the Town Clerk be set up to liaise with the emergency services etc.

**e. North Devon Council – Policy on Street Collection Permits**

Copy letter sent to members with the agenda explaining that due to policy change do the Council still wish to be notified of future street collection permits granted. Members discussed the matter and it was

**RECOMMENDED**

The Council still to be notified of all permits granted but would make no comment.

**f. Funder Zone Ltd – request to install pirate themed adventure golf course in Lynmouth.**

Members discussed this request and it was

**RECOMMENDED**

The request to install a pirate themed adventure golf course in Lynmouth be refused.

**g. Holman Park – Parking Enforcement on match days**

An email had been received from the Football Club stating that they would be willing to put out A Boards if these were supplied by the Council. Members discussed the proposals but felt that A Boards may not be the correct type of notice as they would obstruct pavements and also may blow away in high winds. It was

**RECOMMENDED**

- The Town Clerk obtain a price for 2 A Boards
- The Town Clerk discuss with the outside works foreman possibly other designs of signs.

**h. Exmoor National Park – Community Carbon Projects in Exmoor National Park, Call for Proposals**

A copy of the proposals had been sent to members and after discussion it was

**RECOMMENDED**

- An article be placed in the Lyn Valley News
- A working party of Councillors J Frankish, T Parker, B Howells and B Peacock be set up to look into this project.
- The matter be placed on the agenda for the Annual Meeting of the Parish.

**i. Decision Register**

As attached to the agenda for members attention.

**j. Town Clerk's report and Questions to the Town Clerk**

In the absence of the Town Clerk, the Finance Officer reported:

- i. The Town Clerk thanked members for their card and good wishes and was progressing.
  - ii. A letter had been received offering assistance in setting up a new web site now that Pathfinders had closed. It was

**RECOMMENDED**

- The Town Clerk take steps immediately to secure the domain name.
- This matter be placed on the agenda for next meeting of Policy & Finance to discuss.

**Questions to the Town Clerk**

- i. The whereabouts of the Deeds for Hollerday Hill were enquired. Town Clerk to look into when he returns to the office.
- ii. A query had been raised with regard to dog bins in Bottom Meadow car park and it was

**RECOMMENDED**

The matter of dog litter bins be placed on the agenda for the next meeting of Estates & Amenities Committee to consider, members having previously been sent a plan showing the distribution of dog litter bins in the village.

**236/09            MATTERS REFERRED FROM ESTATES AND AMENITIES**

**a. Jubilee Room – usage**

A schedule of when the Jubilee Room was not in use was tabled and members discussed the possibility of a drop in centre. It was

**RECOMMENDED**

- 2 morning and 2 afternoon sessions be considered.
- The working party comprising councillors T Parker Mrs J Mills and K Troup meet before full Council and come back with their recommendations.
- Councillor J Frankish to endeavour to enlist the help of the league of Friends in the running of the proposed centre.

**b. Street Lighting – Schedule when lights will be on**

The sub committee set up to look into the schedule had met and presented their recommendations to members. It was

**RECOMMENDED**

The recommendations of the sub committee be accepted.

**c. Holman Park – purchase of new basket ball nets**

As no prices had been received for these nets the matter be deferred to next meeting of Policy & Finance Committee.

**237/09            MATTERS UNDER DELEGATED POWERS**

**a. FINANCIAL STATEMENT**

The Financial Statement for February 2010 was sent to members with their agenda 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 February 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.  
Members discussed the cost of the new heating system for the Town Hall.

**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.

The total cost of the heating for the Town Hall be made available at the Annual meeting of the parish.

**d. PLANNING APPLICATIONS**

*There were none.*

**e. RENTAL INCOME** (it is likely that the chairman will move this be treated as a confidential item)

**238/09 ANY OTHER URGENT BUSINESS OF WHICH PRIOR NOTICE HAS BEEN GIVEN AND WHICH THE CHAIRMAN CONSIDERS TO BE URGENT**

There was 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.

**239/09 MATTERS UNDER DELEGATED POWERS**

**e. Rental Income**

**The meeting closed at 9.07 pm**

**Chairman**

**LYNTON & LYNMOUTH TOWN COUNCIL**

**STATEMENT OF SEASONAL UNDERTAKINGS**

**INCOME - FEBRUARY 2010**

Feb 2009	Feb 2010		Cumulative Income		%
			2008/09	2009/10	
£	£		£	£	Variance
		<b>Agency Car Parks</b>			
657	585	Down Street	31,725	30,376	+5
844	692	Bottom Meadow	19,177	17,867	+6
1,356	1,172	Leppanrove	16,879	15,237	+3
1,791	1,723	Lower Lyndale	30,866	31,181	-1
456	283	Upper Lyndale	6,710	6,576	+4
112	121	Water Street	9,183	11,548	-17
4,288	4,467		194,132	232,258	-20
		Actual Total 2008/09 & Target 2009/10	204,167	220,000	+8
		<b>Season Tickets</b>			
0	0	Annual	7,708	8,255	-5
0	0	Weekly	3,320	3,882	-10
10	0	Full Day	15,167	17,500	-7
2	2	24 Hour	7,897	8,256	-11
12	0	Total	24,092	32,641	-16
		Actual Total 2008/09 & Target 2009/10	36,293	32,500	+9
		<b>Town Car Park</b>			
0	507	Valley of Rocks	15,801	19,605	-16
0	0	Market Forecourt	1,272	7,413	-17
		Actual Total 2008/09 & Target 2009/10	16,999	16,500	+1
		<b>Bussey National Park</b>			
0	0	Picnic Area	2,056	4,516	-111
		<b>Manor Putting Green</b>			
0	0	Ice Cream	11,447	12,142	-15
0	0	Soft Drinks etc	1974	1,981	+4
0	0	Tennis	925	972	-17
0	0	Printing	21,713	24,245	-14
0	0		26,044	40,340	+12
		Actual Total 2008/09 & Target 2009/10	36,164	37,500	+14

**NOTES**

1. 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. Grand Friday 10th April 2009, 21st March 2009 (No tickets in 2008/09)
5. Details of Picnic Area for information only. Shown net of VAT

**LYNTON & LYNNMOUTH TOWN COUNCIL**

**FINANCIAL STATEMENT - FEBRUARY 2010**

<b><u>Cash Balance as at 31st January 2010</u></b>		<b><u>€463,272.40</u></b>
<b>Receipts</b>		
Bank Interest	9.34	
Town Hall Fees	590.50	
Car Hire Fees	379.00	
Car Park Season Tickets	3,322.00	
Car Park Donings	5,827.65	
Museum & Arts Centre	2,770.00	
Town Hall Chairs donations	636.00	
Rural Payments Agency - 1.000.00	2,508.91	
Comms National Park Grant	742.96	
Sales of Surplus	16.20	
<b>Total Receipts</b>	<b>16,458.63</b>	
<b>Payments</b>		
February Payments (Cheques) 31/02 to 7/1/11	10,711.37	
February Salaries (est)	8,494.46	
British Telecom Finance Debt	238.38	
Total Lincs 716 - Direct Debit	196.62	
Party Cash payments	9.83	
<b>Total Payments</b>	<b>19,591.46</b>	
<b><u>Closing Cash Balance 28th February 2010</u></b>		<b><u>€468,139.57</u></b>
<b>Bank Reconciliation</b>		
Balance as per Bank Statements		
Current Account	31,179.59	
Prepaid Interest	259,541.63	
Short Term Investment Account	200,000.00	
	<u>490,721.62</u>	
Add receipts not banked	105.00	
Less unpresented cheques	<u>(1,687.05)</u>	
<b>Bank Balance</b>	<b>468,039.57</b>	
Minor Cash	7.00	
Party Cash	<u>10.00</u>	
		<b><u>€468,139.57</u></b>

**N.B. the closing cash balance includes committed funds and other liabilities.**

This is a control statement prepared for audit purposes and does not indicate the amount of money the Town and District Councils have available for capital schemes as it takes no account of liabilities (provisions) and assets (debtors) and other budgetal income and expenditure. That information is contained in the Council's capital programme and annual budget.