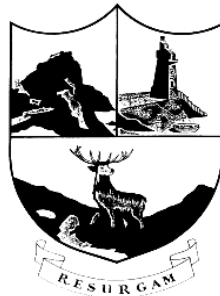


***LYNTON AND LYNMOUTH  
TOWN COUNCIL***



***COUNCIL MEETING***

***THURSDAY  
27th July 2006***

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

***Tel : 01598 752384***

**LYNTON AND LYNMOUTH TOWN COUNCIL**  
**MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD AT THE TOWN HALL,**  
**LYNTON ON THURSDAY 28th JUNE 2006 at 2.30pm**

**PRESENT:**

**Councillors:**

Mrs S Hibbert (Town Mayor)  
Mrs C G Bowden  
B Hobbs  
B J Howells  
T Parker  
T Prosser  
Mrs E Rodway  
Mrs C F Sim  
J Travis  
B Windsor

**Officers:** Town Clerk

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

**Apologies:** Apologies were received from Councillors C Lethaby and B Peacock

The meeting opened with Prayers led by Councillor Mrs C Bowden

**PUBLIC QUESTION TIME**

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

There were no members of the public present but Councillor T Parker opted to question the Council as a member of the public.

Councillor Parker asked whether the Council were aware that the goats had been seen walking across the newly installed cattle grids and jumping over the fence in at least one spot. In answer the Town Clerk replied that he had been advised that the goats were able to walk across the cattle grid although at the moment, this did not seem to be causing a problem. He acknowledged that It was essential that the Town Council monitored the situation and took action as soon as it was necessary. It would also appear that the goats were able to circumvent the fence in two areas and the fencing was being improved to attempt to prevent this.

**RESOLVED**

That the matter be placed on the agenda for Estates & Amenities Committee for a discussion of the present position. The Town Clerk to ensure that the Friends of the Goats were aware that this would be on the agenda.

The Mayor reconvened the meeting.

**041/06 MINUTES**

**RESOLVED:**

The Minutes of the Council Meeting held on the 25th May 2006, copies of which had been previously circulated be confirmed as a true and correct record and signed by the Chairman subject to the following points.

**042/06 MATTERS ARISING FROM COUNCIL MINUTES**

**Minute 009/06 Report from Other Committees**

**RESOLVED**

It be noted that the secretary of the tourism group was Ms C Hughes.

**Minute 104/06 Membership of outside bodies**

It was noted that Councillor Mrs C Bowden was no longer the Town Council's representative on the Community Development Trust.

**RESOLVED**

As there were several members of the Town Council on the Community Development Trust, it was resolved that Councillor T Parker take on the responsibilities to report back to Council.

*With members permission the Town Mayor moved agenda item 10 "Police Report" to this point in the meeting.*

**043/06 POLICE REPORT**

PC Bourne informed the meeting that there had been 9 recorded crimes during the last 30 days, which was an increase of one over the same period in the previous year. However, the running total of crimes reported for the year so far was 62 as against 86 the previous year. It was noted that Lynton & Lynmouth were still short of one police officer as his secondment to Ilfracombe had been extended to 6 months. It was also noted that PC Beck would also be in Ilfracombe for 3 weeks although he would be back on the 17th July.

In answer to a question PC Bourne stated that at the moment PCSO's were not designated to serve in Lynton.

Further comments were made regarding the seemingly over zealousness of the traffic warden and the failure of motorists to stop at Directions Corner.

**RESOLVED**

- The Mayor write to the Chief Constable expressing the Town Council's considerable concern at the temporary loss to Lynton & Lynmouth of two serving police officers.
- The Question of people's failure to stop at the sign on Directions Corner be directed to the traffic management group for the possible installation of a flashing reminder.

The Mayor thanked Constable's Bourne and Beck for attending the meeting.

**044/06 COMMUNICATIONS**

There were no communications

**045/06 OUTSTANDING BUSINESS**

There was no outstanding business

**046/06 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.

**Special Council Meeting                      1st June 2006**

**Minute 024/06**

**RESOLVED**

That these minutes be noted

**Estates and Amenities Committee                      14th June 2006**

**Minutes 025/06 – 031/06**

**Minute 029/06 Matters for Recommendation (a) Town Hall Internal Refurbishment/Position Statement (iii) Licensing Application**

In answer to a question, the Town Clerk confirmed that the granting of the licence to the Town Hall meant that special event notices were now not normally required. Should they be required because functions wanted to operate outside the licensing hours, then the Town Hall would be limited to 12 per annum.

**RESOLVED**

This be noted

**Minute 029/06 Matters for Recommendation (a) Town Hall Internal Refurbishment/Position Statement (iv) Lynton & Barnstaple Railway.**

It was noted that the meeting had not yet been held but would be called immediately after the minutes were adopted by Council.

**RESOLVED**

This be noted

**Minute 029/06 Matters for Recommendation (b) Valley of Rocks – Position Statement (iii) Erection of Grazing Animal Signs.**

**RESOLVED**

It be noted that the grazing animal signs are in place and the ponies are grazing the Valley.

**Minute 029/06 Matters for Recommendation (c) Preparation of Lottery Bids – Position Statement (i) Holman Park.**

**RESOLVED**

The Town Clerk obtain a copy of the deeds for Holman Park and pass them on to the Holman Park Working Group.

**Minute 029/06 Matters for Recommendation (i) Town Clerks Report and questions to the Town Clerk (1) Town Clerks Report (iii)**

**RESOLVED**

The Town Hall Working Party be asked to meet as soon as possible to consider the pricing structure and improvements that could be made to the Town Hall's 'Wedding package'.

**Minute 029/06 Matters for Recommendation (i) Town Clerks Report and questions to the Town Clerk (2) Questions to the Town Clerk (iii)**

**RESOLVED**

That the Town Clerk expedite the obtaining of estimates for work to the Manor Grounds shelter window.

**Policy & Finance Committee      21st June 2006**

**Minutes 032/06 – 040/06**

**Minute 036/06 Matters for Recommendation (f) Exmoor National Park planning consultation letter – Old Methodist Church, Lee Road, Lynton**

**RESOLVED**

That it be noted that the meeting adjourned to allow members to visit the site of the Old Methodist Church, Lee Road, Lynton.

**Minute 036/06 Matters for Recommendation (h) Town Clerks Report and Questions to the Town Clerk – Parking Manor Foreshore**

An amendment to this minute was put that

‘the Town Clerk, the Mayor and Deputy Mayor to meet to arrange what days be used to replace those days already lost due to poor weather for parking on the Manor Foreshore and that a further 17 days be identified to maximise the use of the Foreshore for parking’.

After discussion, the amendment was withdrawn and it was

**RESOLVED**

That a Special Council Meeting be held on the 7th July at 6.30pm to enable a full discussion to be made.

**Personnel Committee**

**21st June 2006**

**Minute 041/06**

**047/06      REPORTS FROM OTHER COMMITTEES**

There were none

**048/06      MOTIONS**

There were none

**049/06      QUESTIONS**

There were none.

**050/06 REPORT AND QUESTIONS OF NORTH DEVON DISTRICT COUNCILLOR**

**1. Report of the District Councillor**

The District Councillor concentrated on updating Town Councillors on his role as the holder of the Environment Port Folio for North Devon District Council. The District Council have undertaken to increase the supply of renewable energy to 35 megawatts and it was felt a considerable amount of this could be generated from Lynton & Lynmouth especially if the output from the Marine Current turbine farm was taken into account.

There was also a need to progress the suggested Hydro Electricity projects on the East Lyn, Lynbridge and Barbrook.

Councillor Travis reminded Councillors that should these schemes proceed then there was an opportunity for the promotion of Lynton & Lynmouth as a renewable energy centre with the subsequent effect on tourism.

**2. Questions of the District Councillor**

In answer to a question from a Councillor concerning the bus route, he confirmed that he had been working with Councillor Andrea Davis (Devon County Councillor) to improve to existing service by more buses to Lynmouth and a better service from Lynton via Barnstaple to the Railway Station.

**051/06 REPORT AND QUESTIONS TO THE DEVON COUNTY COUNCILLOR**

**1. Report of the Devon County Councillor**

- The County Councillor presented her report which added to the comments already made by Councillor Travis (District Councillor) on the work they had been jointly pursuing to improve the bus service. This included the link to the Railway Station, signage at Barnstaple Bus Station and a better bus service to the Hospital. Councillor Davis also asked for feedback on the performance of TW Coaches, the new operatives on the 309/310 route.
- The Town Council was advised that £625,000 had been obtained to improve the junction at Easterclose to Berrydown Cross.
- Finally, Councillor Davis discussed the implications of the £6,000 that each County Councillor had to spend on local issues within their wards.

**RESOLVED**

- The subject of schemes to be introduced under '£6,000 fund' be discussed at the next Estates Committee.
- Copies of all letters regarding Highway issues be passed to the County Councillor for her information.

**2. Questions of the Devon County Councillor**

- In answer to a question, Councillor Davis confirmed that the hedgehog escape ramps within the new cattle grids in the Valley of Rocks were correctly installed.
- She accepted that there were concerns regarding the re-opening of the footpath adjacent to Lydiate Lodge and undertook to progress that within the County Council.
- The question of resurfacing of Lynmouth Hill to be the subject of a letter from the Town Clerk.

- She undertook to pressure the County Council to finalise their work on North Walk and to paint the iron metal work on bridges as these were becoming rusty.

**052/06 REPORT OF THE COMMUNITY DEVELOPMENT TRUST REPRESENTATIVE**

It was reported that a letter had been received by the Community Development Trust from the Chief Executive at North Devon District Council assuring them that he was pushing for a meeting to resolve the outstanding issues regarding the rent with the County Council and Pathfinder Trust.

**053/06 TOWN CLERK**

**1. Report of the Town Clerk**

The Town Clerk reported that he had that day received a letter advising the Town Council that they had been successful in obtaining a place on part 2 of the Ebase Renewable Energy project

**2. Enquiries of the Town Clerk**

There were none

**054/06 REPORTS OF ANY OTHER COUNCILLORS**

**Exmoor National Park Consultative Forum**

Councillor Hibbert reported briefly on the Exmoor National Park Consultative Forum which she had attended together with Councillors Parker and Travis. Concern was expressed that the questionnaire regarding information centres did not have a category for the Lynmouth Centre which had been temporarily closed and relocated from Lynton & Lynmouth to Blackmoor Gate. Councillor Hibbert had raised this issue with Exmoor National Park and Councillor Travis undertook to do so outside the meeting. Briefly, it was noted that:

- more Devon representatives were needed on the 'Visit Exmoor Forum Meetings',
- that there was a promotional budget of £120,000 for Exmoor to encourage tourism,
- No money was available for projects within Conservation Areas,

**RESOLVED**

That the Town Clerk write to Exmoor National Park regarding the situation with the information centre.

**Two Moor Ways**

Councillors Mrs S Hibbert (Town Mayor) and T Parker had attended the celebration of the Anniversary of the opening of the Two Moor Ways at Ivybridge.

**055/06 EXMOOR NATIONAL PARK PLANNING RECOMMENDATIONS**

There were none that had not been reported to committee

**056/06 ANY OTHER URGENT BUSINESS of which prior notice has been given and which the Chairman considers to be urgent.**

There was none

**EXCLUSION OF THE PUBLIC AND PRESS**

The Chairman moved:

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

**057/06 CONFIDENTIAL COMMITTEE REPORTS**

**Confidential Special Council Meeting**  
**Minute number 024/06**

**1st June 2006**

**Confidential Policy & Finance Committee**  
**Minute Number 040/06**

**21st June 2006**

The meeting closed at 4.12pm

Chairman

## LYNTON AND LYNMOUTH TOWN COUNCIL

MINUTES OF THE SPECIAL MEETING OF THE TOWN COUNCIL HELD AT THE TOWN HALL, LYNTON ON FRIDAY 7TH JULY 2006 AT 6.30pm

### PRESENT:

#### Councillors:

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

**Officers:** Town Clerk

**Apologies:** Apologies were received from Councillors C Lethaby and J Travis.

### **058/06 MANOR GROUNDS FORESHORE – PARKING**

*The Mayor requested that with members permission, Standing Order 30 should be suspended to enable members to remain seated during the discussion.*

The Mayor reminded members that there had been a lot of discussion already with regard to parking on Manor Grounds and that it would not be helpful to re-visit these discussions.

It was proposed and seconded that in response to the consensus view at the Annual Meeting of the Parish in March 2006, that a further 17 days be identified to enable the number of days for parking on the Manor to be 28.

Councillor Parker spoke in support of the proposition justifying the proposals by the economic difficulties currently being suffered by traders within Lynmouth and Lynton.

It was noted that some residents held opposing views to the proposition and that concerns had been expressed regarding the safety of children playing on the Manor and that the view across the Manor would become a “sea of metal”.

Members consensus view was that should the proposition become a resolution of the Council, the 28 days parking should not be en bloc but should be spread throughout the summer. It was

**RESOLVED**

That in response to the concerns expressed at the Annual Meeting of the Parish held in March regarding the local economy, we open the Manor Foreshore for parking for a further 17 days during the holiday period bringing the total number of days parking on the Manor Foreshore this year to 28.

Councillors Mrs Bowden, Hobbs, Prosser, Howells, Mrs Sim, Parker and Windsor voted in favour of the resolution.

Councillors Mrs S Hibbert (Mayor), Mrs Rodway and Peacock voted against.

It was further

**RESOLVED**

That the Town Clerk and members of his staff decide on the days to open in liaison with Mrs S Hibbert (Mayor) and B Hobbs (acting deputy Mayor). It was noted that Council's preference was to open every Sunday but not more than three successive days if it could be avoided.

There were two abstentions to this resolution.

The meeting closed at 7.10pm

Chairman



- e. **Street Naming and Numbering – Residential development at Hobbs Yard, Burvill Street, Lynton**

To note that the development at Hobbs Yard official name will be ‘Hobbs Yard’

- f. **Planning**

**Ref: 62/41/06/006 Land adjacent to 24 Crossmead, Lynton**

Application for the variations of condition 2 (details of slate sample), condition 3 (details of natural stone), condition 11 (details of front boundary treatment) and condition 14 (details of garage space and access) of application 62/41/02/041 (details of garage space and access) of application 62/41/02/041 for the erection of a dwelling house and garage (Alteration/Lift Condition)

**CONDITIONAL PERMISSION GRANTED**

**Ref: 62/41/06/007 High Tallet, Normans Cleave, Lynton**

1. Erection of single storey extension 2. Erection of garage following earthworks (Full)

**PERMISSION REFUSED**

**Ref: 62/41/06/008 The Rising Sun Hotel, Mars Hill Way, Lynmouth**

Application for variation of condition 2 (details of slate sample) and condition 4 (details of chimneys) of application 62/41/04/07 (various external alterations including new roof extension over existing courtyard and rear buildings) and the alteration of roof layout over boiler room and staff bedroom 4 (alteration/lift condition)

**CONDITIONAL PERMISSION GRANTED**

**Ref: 62/41/06/009LB The Rising Sun Hotel, Mars Hill Way, Lynmouth**

Listed Building consent application for variation of condition 2 (details of slate sample) and condition 4 (details of chimneys) of application 62/41/04/07 (various external alterations including new roof extension over existing courtyard and rear buildings) and the alteration of roof layout over boiler room and staff bedroom 4 (Listed Building)

**LISTED BUILDING/CONSERVATION AREA CONSENT GRANTED**

**Ref: 62/41/06/012LB The School House, Market Street, Lynton**

Erection of Porch (Listed Building)

**LISTED BUILDING/CONSERVATION AREA CONSENT GRANTED**

**Ref: 62/31/06/010 48 Lee Road, Lynton**

Certification of Existing Lawful Use or Development for the use of the ground floor as a domestic garage.

**CERTIFICATE GRANTED**

**Ref: 62/41/06/011 Highmead, Furzehill, Lynton**

Certificate of Lawful Use or Development of occupation of the dwelling house without compliance with condition 1 attached to application NE319 (agricultural workers occupancy restriction)

**CERTIFICATE GRANTED**

**061/06      MATTERS FOR RECOMMENDATION**

**a.      Town Hall - Internal Refurbishment**

**i.      Painting of front elevation**

The Town Clerk advised members that he had only managed to obtain one quotation from the contractors invited to tender for painting of the front elevation of the Town Hall.

**RECOMMENDED**

1.      The Town Clerk's comment be noted
2.      The tender be forwarded for consideration by Policy & Finance Committee.

**ii.     Jubilee Room Floor**

The Town Clerk advised members that he had been unsuccessful in obtaining further quotations for the renovation of the parquet floor in the Jubilee Room.

**RECOMMENDED**

1.      That quotations be obtained for covering the floor with a durable, quality carpet.
2.      That the possibility of renovating the parquet floor be re-considered at a later date.

**iii.    Parking - Town Hall Forecourt**

The Town Clerk advised members that the limitation of parking on the Town Hall Forecourt had been included in the Off Street Parking Notice for the current year and that the Town Council were now in a position to take enforcement action against parking infringements.

**RECOMMENDED**

That signs be placed at the entrance to the Town Hall Forecourt, of a design to be approved by the Mayor and Town Clerk, indicating that parking was available for users of the Town Hall only.

**iv.     Chairs**

The Town Clerk reminded Councillors that this had been placed on the agenda at the request of Councillors following the granting of a wedding licence. It was noted that there would considerable cost in renovating the chairs and it was

**RECOMMENDED**

That the question of purchase of additional chairs be considered again by Council when the annual budget were prepared.

**b.      Preparation of Lottery Bids – Position Statement**

**i.      Holman Park**

**ii.     Valley of Rocks**

1.      **Access Area**
2.      **Meadow Land Project**
3.      **Wringcliffe Bay**

The Town Clerk briefly updated members on the present position on the work being carried out by the Lottery Consultant. It was noted that a draft of the submissions was with the Town Clerk for amendment, this would then be passed to the working parties involved with the development of schemes for the areas and brought for members approval to the September Committee cycle

**iii. Town Hall**

During discussions on the possibility of a lottery bid for the Town Hall, members requested that the Town Hall working party consider the possibility of encouraging visitors to the Town Hall as it was a public building of architectural significance.

**RECOMMENDED**

- The report be noted
- That the question of encouraging visitors to the Town Hall be considered by the Town Hall working party.

**c. LLAMA Festival**

Members considered what steps could be taken to assist the Lynton & Lynmouth Arts & Music Association's organisation for the annual festival.

**RECOMMENDED**

The Town Clerk write to the organisers of the music festival requesting they contact the Town Council when they were organising the event for 2007 to enable the Town Council to assist where possible with parking arrangements etc.

**d. Barnstaple Town Council – Environment School. In house training session on the Clean Neighbourhoods and Environment Act 2005. Castle Centre, Barnstaple 21st July 2006.**

A copy of the in house training session on the Clean Neighbourhoods and Environment Act 2005 had been sent to members with their agenda.

**RECOMMENDED**

Councillors Hobbs, Prosser and Mrs S Hibbert attend together with the Town Clerk.

*At this point Councillor Mrs C G Bowden joined the meeting*

**e. Exmoor National Park – Permitted Paths**

The Town Clerk briefly outlined the details of the permitted path agreement, copies of which had been attached to the agenda. Members expressed reservations on the accuracy of the line of the footpath shown on the attached plan.

**RECOMMENDED**

1. That the signing of the permitted paths agreement be approved in principal subject to confirmation of details of the line of the tracks to Policy & Finance.
2. The date of the termination of the agreement to coincide with the finish date for the Environmentally Sensitive Area Agreement in the Valley.

“The Town Clerk undertook to provide members with a copy of the higher Level Environmental Stewardship Scheme”

**f. Goats. Position after installation of cattle grids and stock fence.**

*Councillors Mrs E Rodway declared a prejudicial interest in this item as she is a commoner in the Valley. However, she was asked to remain at the meeting as she had speciality knowledge that was important to arriving at a proper decision.*

The Town Clerk indicated that the installation of the fencing and cattle grids was substantially complete with just minor works to be completed to the fences at the Lee Abbey end and between North Walk and Ruddy Ball. It was noted that although goats had been seen crossing the cattle grids, there had been no complaints regarding problems.

In answer to questions, he advised members that he had not yet managed to find a reasonable solution to the problems with the gate on North Walk not closing.

**RECOMMENDED**

1. No further action be taken regarding the goat population until such time as a problem occurred.
2. The Town Clerk continue to progress the problem with the gates on North Walk and report back to Committee within one month.
3. A 'please close the gate' sign be placed on all gates.

**g. County Councillors Discretionary Fund. Identification of sports projects to be submitted to County Councillor A Davis for inclusion as part of her discretionary fund.**

The Town Clerk reminded members that the County Councillor had a discretionary fund (£5000 for the parishes within her area) and was looking for advice on schemes which could be speedily implemented.

Schemes identified by Councillors were:

1. A swing in Bottom Meadow Car Park for use by children attending the playgroup.
2. Money for painting the railings within Lynton & Lynmouth.

**RECOMMENDED**

County Councillor Mrs Davis be asked to fund the installation of a swing on Bottom Meadow Car Park for use by children attending the playgroup.

**h. Electoral Registration – House to house enquiries.**

The Town Clerk advised members that he had received a letter from the Electoral Registration Department of North Devon District Council asking for assistance in carrying out house to house enquiries on the introduction of a new Electoral Registration bill in, probably, October 2006. He indicated that although additional money would be available, he would not be interested in taking on this additional work.

**RECOMMENDED**

The Town Clerk write to the Electoral Registration Department advising them that he was not interested in carrying out the additional work but would place an advert in the Lyn Valley News on their behalf should they so wish, seeking suitable canvassers.

*At this point Councillor T Parker joined the meeting*

**i. Village Sign - Location**

Members agreed the principal of erecting village signs but felt that consideration should be given to the erection of a third sign at the entrance to Barbrook.

**RECOMMENDED**

That the Town Council approve the erection of 'village signs' on:

- the flower bed, Riverside Road, Lynmouth
- the flower bed at the top of Castle Hill
- at Barbrook on the grass verge opposite the petrol station

**j. Decision Register**

Members considered the items on the decision register and updated the actions that had been taken.

In particular they discussed;

1. the implications of the estimate received by Councillor Parker for reconstruction works to Lynbridge car park
2. the costings for weddings with the Town Hall.

**RECOMMENDED**

1. The costings for Lynbridge car park be considered as a confidential item at Policy & finance Committee on the 19th July 2006.
2. Costings for weddings within the Town Hall be placed on the Decision Register and Councillors Prosser and Bowden join the working party.

**k. Town Clerks Report and questions to the Town Clerk.**

**1. Town Clerks Report**

- i. A letter had been received from the working party for Holman park seeking the Council's approval to a musical event in Holman Park in September.
- ii. Bins, Lynmouth – Councillors considered the design of bins suggested by North Devon District Council for introduction at Lynmouth.
- iii. Raft Race/use of Lower Lyndale car park by Lions.

**RECOMMENDED**

- i. The Town Council indicate their agreement in principal to a musical event in Holman Park subject to the group consulting with local residents.
- ii. The suggestion of bins be considered by Policy & Finance Committee to enable Councillors time to think through the implications. The discussion at Policy & Finance Committee to include the possibility of erecting "*Do not feed the seagulls*" signs on both the Esplanade and by the ice cream kiosk at the top of Riverside Road.
- iii. Approval be given to the Lions for the use of lower Lyndale Car Park from 4pm onwards for the assembly of the raft race contestants.

**2. Questions of the Town Clerk**

There were no questions

**062/06 MATTERS UNDER DELEGATED POWERS**

**a. PLANNING**

**Ref: 62/41/06/020 Waterloo House, Lydiate Lane, Lynton**

Proposed change of use to part conversion of property to separate dwelling.

**RECOMMENDED**

That the application be approved

**Ref: 62/41/06/021LB Waterloo House, Lydiate Lane, Lynton**

Listed Building consent to convert part of property into a separate dwelling.

**RECOMMENDED**

That the application be approved

**Ref: 62/41/06/022LB Lee Abbey, Lynton**

*Councillor Mrs E Rodway declared a prejudicial interest in this matter as she is a neighbour to Lee Abbey. She left the room and did not take any part in the debate*

*Councillor Mr T Parker declared a prejudicial interest in this matter as his wife is employed by Lee Abbey. He left the room and did not take any part in the debate or vote thereon*

Listed Building Consent for the alteration and extension to existing garage/workshop in association with provision of youth support accommodation.

**RECOMMENDED**

That the application be approved

**Ref: 62/41/06/023 Lee Abbey, Lynton**

*Councillor Mrs E Rodway declared a prejudicial interest in this matter as she is a neighbour to Lee Abbey. She left the room and did not take any part in the debate*

*Councillor Mr T Parker declared a prejudicial interest in this matter as his wife is employed by Lee Abbey. He left the room and did not take any part in the debate or vote thereon.*

Alteration and additions to existing garage/workshop in association with provision of youth support accommodation.

**RECOMMENDED**

That the application be approved

- b. Works to Trees, Lynton Conservation Area – Crown Hotel, Market Street, Lynton**

**RECOMMENDED**

That the application be approved

**063/06 ANY OTHER URGENT BUSINESS OF WHICH PRIOR NOTICE HAS BEEN GIVEN AND WHICH THE CHAIRMAN CONSIDERS TO BE URGENT**

There were none

The meeting closed at 7.57pm

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 19TH JULY 2006 at 6.30pm

- Present:** Councillors  
T Parker (Chairman)  
B J Howells (Vice Chairman)  
Mrs CG Bowden  
Mrs S Hibbert  
B Hobbs  
B Peacock  
Mrs E Rodway  
B Windsor
- Officers:** Finance Officer
- Also in Attendance:** Councillor T Prosser (although not a member of this Committee)
- Apologies:** Councillor C Lethaby and J Travis

### 064/06 MINUTES

**RESOLVED:** That the Minutes of the meeting of the Committee held on the 12th June 2006, a copy of which had been previously circulated, be confirmed and signed by the Chairman as a true and correct record.

### 065/06 MATTERS FOR INFORMATION

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

- a. **Devon County Council – InTouch Monthly News Round-up July 2006.**  
Available for Councillors to inspect in the general office.
- b. **PLANNING DECISIONS**  
**Ref: 62/41/06/014 Land Situated at Park Farm, Lynton**  
Erection of 2 No 300mm radio dishes and ground based equipment cabinet to existing Airwave MM02 mast and compound (Full).  
**CONDITIONAL PERMISSION GRANTED**  
**Ref: 62/41/06/015 Hobbs Yard, Burvill Street, Lynton**  
Amendments to approved application 62/41/05/032 (for the erection of 5 affordable local needs units) including raising the height of 3 units to 6m from 5.4m (without complying with condition 18) and amending the lean-to element of unit 4 from pitched to a flat roof (renewal).  
**CONDITIONAL PERMISSION GRANTED**

**066/06      MATTERS FOR RECOMMENDATION**

**Town Hall**

- i. Charges for Hire of kitchen**
- iii. Charges for Hire for Weddings**

*The Town Hall Working party tabled a report setting out a suggested charging structure for use of the kitchen for weddings.*

**RECOMMENDED**

That this be discussed at the next full council meeting

- iv. Book Shop – Suggestions for revised income agreement**
- RECOMMENDED**

A revised income agreement on the basis of 60/40 split be accepted

- v. Estimate of costs for construction of lift and toilets for the disabled.**

**RECOMMENDED**

A Special Council Meeting be held once the Town Clerk was in possession of all the necessary estimates of costs.

**b. Accounts for year ended 31st March 2006.**

- i. Final Accounts 2005/06**
- ii. Audit Annual Return**
  - (a) Statement of Accounts**
  - (b) Statement of Assurance**

The Finance Officer took members through the draft statement of accounts, which was an extract of figures from the Final Accounts (point i above) and highlighted the main points of the Statement of Assurance.

**RECOMMENDED**

- i. That the Final Accounts for 2005/06 be approved and adopted.
- ii. That the Statement of Accounts, a draft of which had been circulated with the agenda, be approved and signed by the Mayor following formal adoption at July Council.
- iii. The Statement of Assurance by signed by the Mayor following formal adoption at July Council.
- iv. A statement of the Annual Accounts and Summary Statement of Assurance be attached to the July Council minutes.
- v. A review of fund balances and the current years budget be placed on the agenda for the September meeting of the Policy & Finance Committee.
- vi. Proposals for work on the Longmead Cemetery be put on the agenda for the September meeting of the Estates & Amenities Committee.

**c. Local Government White Paper – Local Government Restructuring**

Members had received a copy of this letter prior to the meeting and the Finance Officer tabled a copy of the Town Clerks draft reply.

**RECOMMENDED**

That the Town Clerks draft reply be accepted subject to the addition of a note highlighting the present arrangement for maintenance of some of the Devon County Council's footpaths by this Council's work force.

**d. North Devon District Council – Training Upon the Code of Conduct, Tuesday 5th September 2006.**

**RECOMMENDED**

Members to contact the Town Clerk within the next 7 days if they wish to attend

**e. Decision Register**

Circulated with the agenda and noted

**RECOMMENDED**

1. The problem with the lights on the Manor be addressed as a matter of urgency
2. South West Water/sewerage – a letter be sent to Nick Harvey MP together with copy of correspondence and meetings with South West Water, asking him to put pressure for the matter to be resolved.

**f. Town Clerk's Report and Questions to the Town Clerk**

**1. Report of the Town Clerk**

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

- i. Street Collection for the Children's Hospice South West (North Devon Mini Tour 2006) 28th August.
- ii. Closure of Footpath 41, Lynmouth from Lyndale Bridge to Tors Road Footbridge, 21st August to 23rd August 2006.
- iii. Exmoor National Park Workshop – Achieving a Sustainable Economy for Exmoor – 1st August 2006.

**RECOMMENDED**

- i. Permission be allowed for the Street Collection for Children's Hospice South West (North Devon Mini Tour 2006) on the 28th August 2006.
- ii. The Town Clerk to request that the closure of footpath 41 Lynmouth from Lyndale Bridge to Tors Road Footbridge be deferred until after the holiday season
- iii. Exmoor National Park Workshop – members to confirm with the Town Clerk within the next few days if they wished to attend.

**2. Questions of the Town Clerk**

In the absence of the Town Clerk, members asked the Finance Officer the following questions:

- i. It was reported that the Church Clock was not working properly.
- ii. Works to the road on Hollerday Hill by Western Power Distribution. Members reported that during work on Hollerday Hill by Western Power, soil removed from the trench had been placed on the roadside preventing parking in three parking spaces.
- iii. The possibility of barrier systems for the car parks was discussed
- iv. Members discussed the lack of dropped kerbs around Lynmouth to allow easy access for mobility vehicles.

**RECOMMENDED**

- i. The Town Clerk to investigate why the Church Clock is not working properly and consider whether a service may be required.
- ii. The Town Clerk to write to western Power Distribution requesting they remove this soil and liaise with the Town Clerk over future works.
- iii. The Town Clerk to investigate the use of barrier systems for car parks.

- iv. The Town Clerk to look into the possibility of more dropped kerb in Lynmouth.
- v. The Town Clerk be asked to chase up the refixing of the Crossmead street sign which has been tied up with string for some time

**067/06            MATTERS REFERRED FROM ESTATES AND AMENITIES**

**1. Jubilee Room – Carpet**

After discussion it was

**RECOMMENDED**

That in the interest of safety and as a temporary measure, the Jubilee Room floor should be sheeted with hardboard and suitable quality dark red carpet be laid at a cost in the region of £1,000, quotations to be considered at full council. The long term aim still being to reinstate the parquet flooring.

**2. Lynmouth Esplanade – Litter bins and erection of warning signs.**

**RECOMMENDED**

The Mayor and Town Clerk to deal with this matter.

**3. Raft Race**

A copy of a letter from the Lions with reference to the Raft Race had been circulated to members with the agenda. It was

**RECOMMENDED**

That in the interest of safety a donation of £300 be made to the Lions to cover the cost of scaffolding on May bridge but the Town Clerk seek to get this cost reimbursed by Devon County Council.

**4. Town Hall Partial external redecoration**

The Chairman moved that this item be dealt with as a confidential item.

**5. Lynbridge Car Park – Renovation costs and future maintenance**

The Chairman moved that this item be dealt with as a confidential item.

**068/06            MATTERS UNDER DELEGATED POWERS**

**a. FINANCIAL STATEMENT –**

The Financial Statements for June 2006, circulated with the agenda, was considered by Councillors

**RESOLVED:**

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

OPENING CREDITS	£304,082.92
TOTAL RECEIPTS	£ 47,435.39
TOTAL PAYMENTS	£ 44,585.03
CLOSING BALANCE	£306,933.28

**b. SEASONAL UNDERTAKINGS**

The statement of income for June 2006 circulated with the agenda, was considered by Councillors

**RESOLVED**

That the report be noted.

**c. CHEQUES**

A List of the cheques for signature was tabled for member's consideration and the Town Clerk answered questions on the details of some of the cheques.

The cheques were signed at Committee.

**RESOLVED:**

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

**d. PLANNING APPLICATIONS**

**Ref: 62/41/06/024 The Old Coach House, Lynton**

Construction of two garden sheds within the residential curtilage

**RECOMMENDED**

Approval be granted

**069/06 ANY OTHER URGENT BUSINESS OF WHICH PRIOR NOTICE HAS BEEN GIVEN AND WHICH THE CHAIRMAN CONSIDERS TO BE URGENT**

There was no urgent business.

**PART 2**

**EXCLUSION OF THE PUBLIC AND PRESS**

The Chairman will move

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

**070/06 MATTERS REFERRED FROM ESTATES & AMENITIES**

**i. Town Hall Partial external redecoration**

**ii. Lynbridge Car Park – Renovation costs and future maintenance**

The meeting closed at 9.20pm Chairman