

***LYNTON AND LYNMOUTH
TOWN COUNCIL***



Q
QUALITY TOWN COUNCIL

COUNCIL MEETING

THURSDAY
29th November 2007

***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 25TH OCTOBER 2007 at 2.30pm

PRESENT:

Councillors:

Mrs S Hibbert (Deputy Mayor)
D Bishop
D George
J Gurney
B Howells
Mrs J Mills
Mrs E Rodway
K Troup

Officers:

Town Clerk and Town Council Secretary

Also in Attendance:

County Councillor Mrs A Davis

Apologies:

Apologies were received from Councillors J Travis, Mrs C G Bowden and J Frankish.

The meeting opened with Prayers led by Councillor Mrs E Rodway

PUBLIC QUESTION TIME

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

There was one member of the general public present, Mrs J Backhouse, who asked the Council if they were aware that the residue of the flood relief fund was to be transferred between North Devon and West Somerset. The Deputy Mayor informed her that she was aware of this and that the flood fund had been set up to cover all areas affected by the flood in North Devon and West Somerset and not just Lynmouth. Although Mrs Backhouse was aware of this, she was of the opinion that the funds were to be divided between Devon as a whole and Somerset as a whole and that an appeal to the Charity Commission should be made. It was

RESOLVED

The Town Clerk should contact the Charities Commission to seek information and advice.

The Deputy Mayor then reconvened the meeting.

139/07 MINUTES

RESOLVED

The Minutes of the Council Meeting held on the 27th September 2007, copies of which had been previously circulated be confirmed as a true and correct record and signed by the Chairman subject to the following amendment.

Estates & Amenities Committee 12th September 2007, Minute 098/07 Matters for Recommendation (o) Town Clerks Report and Questions to the Town Clerk. Questions to the Town Clerk 11 Councillor Mrs Rodway stated that she was querying the fact that she could find no minute stating that details of the cull should remain confidential.

RESOLVED

This minute to read '*Councillor Mrs Rodway stated she could find no mention in any minute stating that details of the cull should remain confidential*'.

118/07 Report and Questions of the North Devon District Councillor, report of the District Councillor item 3 – should read Britain in Bloom and not Bed & Breakfast.

RESOLVED

Minute No. 118/07 Report and Questions of the North Devon District Councillor, report of the District Councillor item 3 to read '*Britain in Bloom....*'

140/07 MATTERS ARISING FROM COUNCIL MINUTES

Minute 122/07 Reports of any other Councillors. The Town Clerk reported that Mr Stanbury had been away on holiday following the report of Councillor George outlining the contents of his meeting with Mr John Stanbury reference fencing his land, Councillor George now informed the meeting that he had spoken to Mr Stanbury who was obtaining two prices for the materials. Councillor Mrs Rodway informed members that she had received reports of goats leaving the Valley via Mr Stanbury's ground.

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

141/07 POLICE REPORT

PC Phil Bourne addressed the meeting and informed members that the 105 recorded crimes so far, were considerably down on previous years. He stated that this was reflected generally over the whole area and although the bad weather had been a general factor, detection rates were overall good. He then went on to inform members that the level of Police cover would be considerably reduced in this area as PC Kidd was to be posted permanently to Combe Martin and PC Beck was on long term compassionate leave, effectively leaving himself and the PCSO to cover the area. However, an office clerk had been allocated to the area from Monday to Friday. Councillors were very concerned to hear the present position as at an open meeting held in the Council Offices, it had been stated that any officer that had been transferred would be replaced. Councillor Bishop asked if there was any rule of thumb response time and PC Bourne informed him that it was normally 20 minutes depending on the classification of urgent and non-urgent calls. Councillor Gurney enquired if a letter had been sent to the Chief Constable and the Town Clerk informed him that a letter had been sent expressing the Council's concerns.

RESOLVED

The Town Clerk to write to the relevant people regarding the lack of Policing in Lynton & Lynmouth stating that this was a 66% reduction and a copy of the letter to be sent to Nick Harvey MP

The Deputy Mayor thanked PC Bourne for his report and invited any questions from Councillors:

1. Councillor Rodway again mentioned that cars were speeding through the Valley causing distress to the ponies and that an incident had occurred whereby a pony had fallen and broken its back. She also mentioned people walking with their dogs off leads.

At this point the Town Clerk reminded Councillor Rodway and other members of their position with regard to prejudicial and personal interests and recording same in the appropriate book.

Councillor Mrs E Rodway declared a prejudicial interest in the Valley of Rocks as she is the commoner.

Councillor D Bishop declared a prejudicial interest in the Valley of Rocks as he is a resident of the Valley of Rocks.

RESOLVED

The matter of speeding in the Valley of Rocks to be discussed by the Traffic Management Group at their next meeting.

142/07 COMMUNICATIONS

The Town Clerk tabled two letters for members information:

1. **South West Water** A letter had been received from South West Water outlining the various problems within Lynmouth and the pumping station.

RESOLVED

The response of South West Water be placed on the decision register and the position monitored.

2. **Charter Housing** The Town Clerk circulated a letter and brochure from Charter (SW) Ltd part of Magna Housing Group informing members of an affordable housing open day on Friday 16 November in the Town hall from 12 noon until 6pm.

143/07 OUTSTANDING BUSINESS

There was no outstanding business

144/07 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.

In the event that neither the chairman of Estates & Amenities nor the chairman of Policy & Finance were present at this meeting, the Town Clerk called the minutes.

Estates & Amenities Committee
Minutes 126/07 – 131/07

10th October 2007

Policy & Finance Committee
Minutes 132/07 – 138/07

17th October 2007

135/07 Matters for Recommendation (d) Play Equipment Bowls Club Site. Following the recommendation that members should have a look at the facilities at Brendon Village Hall and the matter be discussed again at full Council, Councillor Mills had visited the site and informed members that she felt it could be improved on. Members felt that liaison with Lyn-x and the local School should be sought and it was

RESOLVED

The matter be placed on the agenda for the next meeting of Estates & Amenities Committee.

136/07 Matters referred from Estates & Amenities (a) Valley of Rocks – Decision to retain as confidential item the details of the contractor for the recent cull. Councillor Mrs Rodway asked why comments made by Councillor Mrs J Mills and Councillor B Peacock had not been included in the minutes. The Town Clerk informed members that the minutes were not recorded verbatim and in fact when this item had been discussed, he had declared a prejudicial interest and had left the room so was unable to confirm or deny what had been said.

The Town Clerk declared a prejudicial interest as he had been reported to the Freedom of Information Commission. He left the room and took no further part in the debate.

Councillor Mrs Rodway asked that comments made by Councillor Mrs Mills namely '*how is it possible to keep finances secret from the public*' and Councillor B Peacock '*this should never happen again, the Council should be more transparent in the future*' be added to the minutes.

RESOLVED:

The comments made by Councillor Mrs Mills namely '*how is it possible to keep finances secret from the public*' and B Peacock '*this should never happen again, the Council should be more transparent in the future*' be added to the minutes.

136/07 Matters referred from Estates & Amenities (b) Exmoor Association of Parish Councils – Agenda Items. Councillors Mrs Hibbert informed members that this meeting had been cancelled.

145/07 REPORTS FROM OTHER COMMITTEES

There were no reports from other Committees.

146/07 MOTIONS

There were none

147/07 QUESTIONS

There were no questions pursuant to Standing Order No. 24

148/07 REPORT AND QUESTIONS OF NORTH DEVON DISTRICT COUNCILLOR AND EXMOOR NATIONAL PARK MEMBER

Report of the District Councillor

North Devon District councillor Mrs S Hibbert reported:

1. The overview and Scrutiny Committee were interviewing each member of the executive to hear what they were achieving and what their plans and aspirations are for the next 6 months. The most interesting interviews as far as Lynton & Lynmouth were concerned, had been with Rodney Cann and Malcolm Prowse on regeneration and Andrea Davis on housing. Malcolm Prowse ended his presentation by saying '*and if I don't achieve some regeneration for Lynmouth Pavilion before long, I shall have Suzette to answer to*'.
2. Councillor Hibbert reported that she was now on the Crematorium Committee which she has found both interesting and constructive. New chairs are to be purchased which will allow a few more members to be seated and the possibility of increasing the size of the Crematorium was discussed.

3. She had attended a presentation at Woody Bay Station and was impressed by their vision of the future, which will, if achieved, be the making of Lynton & Lynmouth.
4. A meeting had been held with Rachel Hayes following the Tour of Britain Cycle Race, to discuss what had been learnt from this years event and the possibility of seeing it in Lynmouth again next year. The Beast of Exmoor will come through Lynmouth on Sunday 4th November, which is a race of 100 miles around Exmoor. However, unlike the tour, there will be clusters of cyclists coming through and to date there were approximately 500 entrants.
5. Two other meetings she had attended were with Exmoor National Park and Andrea Davis and Colin Savage, the Housing Enabler at the Moorland Forum, South Molton.

Councillors discussed her report and felt that an increase in the size of the Crematorium would be a very good idea.

Questions of the District Councillor

There were none.

149/07 REPORT AND QUESTIONS TO THE DEVON COUNTY COUNCILLOR

Report of Devon County Councillor:

1. **Civic Amenity Sites** DCC allow the public in Devon to dispose of foodstuff and kitchen waste only at the Deep Moor site. This is considered to be unreasonable because of the travel distance involved. Discussion has been held with the County Council and they have agreed to site 1100 litre bins at Seven Brethren to allow residents to deposit food waste during opening hours, this is due to commence April next year.
2. **£3.4 million arts centre opened at Ilfracombe Arts College** The centre has five new classrooms, with four fully equipped for the teaching of art, a kiln room and student reception office and ICT areas. The new block also connects the existing school with the dining block so that circulation is greatly improved. The project was paid for by Devon County Council. In a separate development, the former art rooms at the college have been re-modelled to form a pastoral hub with rooms for Learning Support, Heads of Years, Special Education Needs and a general teaching classroom.
3. Finally, County Councillor Davis asked Councillors if they would like a bus shelter in Bottom Meadow Car Park to which they replied they would and she undertook to see what she could do about this.

Questions of the County Councillor

1. Councillor Howells enquired if any feed back had been received with regard to the bus service. County Councillor Davis informed members that she had tabled questions with regard to this which were heard at last Full Council day and that was why she had been unable to attend. She reported that this matter was being looked into but she did not hold out much hope for the future.

150/07 REPORT OF THE COMMUNITY DEVELOPMENT TRUST REPRESENTATIVE

Councillor Gurney had attended a meeting of the Trust which he had found very interesting and reported as follows:

A meeting held on the 22nd October 2007 had been attended by 8 directors, Pat Miller and Isobel Lockyer.

1. Members discussed a Scoping Day organised by officers of NDDC and intended to highlight the work of the Trust and the main projects of LEV to those in position to help the future regeneration of the area.
2. Advice was being sought on the new lease for the Market Hall and Pro-Help (a charitable organisation) had been asked to facilitate the 'drawing up' of the lease.
3. County Gate had now closed but Ian Rigby had reported that the volunteer effort to man this facility had been very successful with all proceeds going to the churches of Brendon and Countisbury and Brendon Village Hall.
4. Directors had looked at some sketches of the architects vision of the redevelopment of the Pavilion and discussed the suitability of design.
5. The chairman had been in touch with the Chairman of the Exmoor Trust who promised to look into funding for Middleham Gardens. Councillor Gurney had supplied the chairman with a contact name and telephone number of a person who could help with the clearance of the riverbank below Middleham and a meeting had now been arranged.
6. Roger Ferrar reported on LEV and the fact that the final payment of funding had now been applied for and from now on we must seek other support. He also reported on a meeting with ENPA concerning the regeneration of the Old Village of Lynton and produced the painting of an artist employed by the 'Vision of Dunster'.
7. The AGM of the Trust will be at 6.30pm on 26th November at the Town Hall. The Trust is looking for more directors and due to the resignation of Pat Miller, a company secretary and a treasurer, as funding for Isobel Lockyer will come to an end on the last day of November. Councillors were asked to attend the AGM and any suggestions as far as directors or officers of trust are concerned would be most welcome.

151/07 TOWN CLERK

Report of the Town Clerk

The Town Clerk reported that sad news that David Bryant, the organiser of the postponed Lightfest, had died.

Questions to the Town Clerk

1. Councillor Howells enquired if, in the event of failure of the Town Hall Lottery bid, funds were available for the work to be done. The Town Clerk informed him that he felt confident, subject to a final quotations being received, that enough funds would be available for the lift to be installed.
2. Councillor Mrs Mills asked if any progress had been made with regard to possible finance for cutting back the trees on Zig Zag footpath but was informed that this path belonged to North Devon District Council and Lynton & Lynmouth Town Council did not have any funds to put towards this work.
3. The Town Clerk asked members to consider the charges as circulated for Weddings and it was

RESOLVED

The recommended charges be accepted and reviewed when budgets discussed.

4. Councillor Mrs Rodway reported that goats were still getting over the fence on Southcliffe but the Town Clerk confirmed that no further works could be done until a site meeting had been held with Exmoor National Park Authority.

5. Councillor Bishop stated that the parking in Barbrook was causing problems and a danger to the public. It was

RESOLVED

The matter of parking in Barbrook be discussed at the next meeting of Traffic Management Group.

152/07 REPORTS OF ANY OTHER COUNCILLORS

There were none.

153/07 EXMOOR NATIONAL PARK PLANNING RECOMMENDATIONS

There were none that had not been reported to committee

154/07 ANY OTHER URGENT BUSINESS of which prior notice has been given and which the Chairman considers to be urgent.

Councillors were informed that the key to the Tennis Courts was to be held by Fradgley in Lynmouth and members discussed the possibility of charging for use of the Courts during the winter months. It was

RESOLVED

No charge should be made for the use of the tennis courts during the winter months.

PART 2

EXCLUSION OF THE PUBLIC AND PRESS

The Chairman moved

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

Confidential Full Council

Minute 125/07

27th September 2007

Confidential Policy & Finance Committee

Minute 136/07

17th October 2007

The meeting closed at 3.52 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 14TH NOVEMBER 2007 AT 6.30pm

Present: **Councillors**
B J Peacock Chairman
J F Travis Vice Chairman
D Bishop
Mrs C G Bowden
D George
J Gurney
Mrs S Hibbert
Mrs J Mills
Mrs E Rodway
K Troup

Officers: Town Clerk and Town Council Secretary

Apologies: Apologies were received from Councillors J Frankish and B Howells.

155/07 MINUTES

Resolved that the minutes of the Estates and Amenities Committee held on the 10th October 2007, copies of which had been previously circulated, be confirmed as a true and correct record, and signed by the Chairman.

With members permission, the Chairman brought forward agenda item 4b – Matters for Recommendation – Lloyds TSB – Briefing talk by Steve Thompson and Phil Slugett reference change of bank opening hours.

156/07 MATTERS FOR RECOMMENDATION

b. Lloyds TSB – Briefing talk by Steve Thompson and Phil Slugett reference change of bank opening hours.

The chairman welcomed Mr Slugett and Mr Thompson to the meeting. Mr Slugett explained that he was the branch manager for all the local branches in North Devon, 10 in total, and that Steve Thompson was the business banking manager. He went on to explain the rationale behind the decision to reduce the opening days for the bank to 3 days a week in that he felt that it would strengthen its existence over the ensuing years; he confirmed that the bank recognised their responsibility and assured members that there were no plans to reduce opening times any further and hoped this branch would be here for many years to come. In answer to a question from Councillor Bowden with regard to banking in the summer months and the fact that the cash point facility within the bank was jammed from time to time, he assured members that he would look into this matter. With regard

to Easter opening hours, he agreed to look into the possibility of altering the opening days.

Mr Steve Thompson then introduced himself to members and informed members that he was the business bank manager and would be pleased to try and develop more business for the area.

Members expressed their concerns at the way the decision to reduce opening hours was advertised and felt that a letter should have been sent to existing customers.

Councillor D George declared a personal interest in the Lloyds TSB discussions on shortened hours as he is the garage owner.

Specific example of problems, particularly over Bank Holidays, were given.

The question of installing a larger night safe was discussed but Mr Slugett felt that this was unlikely to happen.

A general discussion then took place between members of the bank and Councillors.

The Chairman then thanked Mr Slugett and Mr Thompson for attending the meeting. Mr Slugett reminded members that no branch had been closed in the last 12 years and that Lynton was the remotest branch in the County.

157/07 MATTERS FOR INFORMATION

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

- a. **86th Land's End Trial – 21st/22nd March 2008**
For members information
- b. **Devon Association of Parish Councils – Newsletter November/December 2007**
Available for members in the general office
- c. **Royal Devon & Exeter Hospital – Annual Report**
Hospital report available for members in the general office
- d. **Grazing Animals Project Newsletter August 2007**
Available for members in the general office.
- e. **Planning**
None

158/07 MATTERS FOR RECOMMENDATION

- a. **Town Hall**
 - i. **Position Statement**
The Town Clerk reported that no decision had been received with regard to the Lottery application but he would inform members as soon as this was received.
 - ii. **Model of Pegasus Bridge**
Councillor Hibbert reported that the Twining Association had presented the Town Council with a working model of the Pegasus Bridge which had taken 300 hours to build and members discussed where the best place for this bridge would be. Mr T Prosser was preparing a model of the Town Hall, Lynton as a reciprocal gift . After discussion it was

RECOMMENDED

The model of Pegasus Bridge be placed in the Museum where an area had been set aside for the Twinning Association.

c. Play Equipment, Bowls Club Site (referred from Full council 25.10.07)

Councillor J Travis declared a prejudicial interest in the play equipment for the Bowls Club Site, as he is a member of the Bowls Club. He left the room and did not take any part in the debate or vote thereon

The Town Clerk explained to members why Councillor Travis had felt the need to leave the room when this matter was discussed.

Councillor Bowden explained the background of this item to members in that children already play in the area between the Bowls area and the Tennis Courts and she considered that some low cost, environmentally friendly play equipment such as exists outside Brendon Village hall might be suitable for this area. Members discussed this item and it was noted that this area does not belong to the Town Council, but to North Devon District Council. As there was no money budgeted for this item, councillors discussed the possibility of using money from the foreshore parking, or applying for a Living Spaces Grant and Mrs Mills mentioned that the bookshop may be able to assist.

RECOMMENDED

1. The possibility of converting this into a play area be discussed at the JCG meeting.
2. A letter be sent to the Lyn valley Society requesting financial assistance.

d. Valley of Rocks

i. Picnic Area – sketch plan from Exmoor National Park

A sketch plan from Exmoor National Park showing proposals to remove some of the tarmac area in the picnic area in the Valley of Rocks was on display for members to consider. Members felt that the proposals were a good idea as they would restore the picnic area and reduce the fencing. However slight concern was felt that if the pay and display machine was moved too far the general public would not see it. The question of signage was once again mentioned in particular signs asking the general public not to feed the animals, however it was stated that the Valley of Rocks Management Group and the Exmoor National Park were reluctant to put up any more signs. Councillor Rodway stated that her husband had made a point that signs do work. The provision of another toilet was also welcomed. It was

RECOMMENDED

The Council welcomed the overall proposals however the question of signage to be considered by the Valley of Rocks management Group.

ii. Valley of Rocks Management Group – notes of meeting

A copy of the notes of a meeting of the Valley of Rocks Management Group held on the 1 November 2007 had been circulated to members prior to the meeting. Councillor Travis reported that he and Councillor Gurney had made an inspection of Wringcliffe Bay earlier in the week and had seen the contractor eradicating the rhododendrons.

Councillor George reported that Mr John Stanbury was erecting the fence in his land boundary but where he was having to cut back bracken to erect the fence, these places would then be vulnerable places for the goats to escape from the Valley.

iii. Climbing in the Valley of Rocks – restricted seasonal access.

The Valley of Rocks Management Group had suggested that climbing the cliffs between in Lynmouth and Castle Rock should be restricted to exclude the bird nesting season 1st March to 31st July inclusive on the seaward side. Councillor Bishop informed members that there were two active climbing groups in North Devon who covered this area.

RECOMMENDED

The Town Clerk to put a notice on the internet asking climbers to observe the restriction and not to climb the seaward side of the cliffs between Lynmouth and Castle Rock during the period 1st March to 31st July inclusive.

e. Local Needs Housing – The way forward

The Town Clerk had received a letter from Devon County Councillor Andrea Davis informing members that a half day seminar would be held in January, but a pre-meeting was to be held on the 27th November and she was requesting 2 representatives of the Council to attend. Councillors Mrs Hibbert reminded members that Magna Housing were holding an open day at the Town Hall on Friday 16th November.

RECOMMENDED

- i. Councillors Mrs C Bowden and J Travis to attend on behalf of the Council.
- ii. Councillors to inform the Town Clerk by the next meeting of Policy & finance Committee of any issues they would like raise.

f. Honeypot Cottage, Hollerday Hill – Request for disabled access.

A letter had been received from the owners of Honeypot Cottage requesting permission for motorised disabled access be allowed to Honeypot Cottage on production of a pass. Councillor Travis explained the history of vehicular access up Hollerday Hill and members discuss the implications in detail. It was

RECOMMENDED

To keep the previous policy not to allow vehicular access by the public to Honeypot Cottage via Hollerday Hill.

g. Proposed Radio Base Station – land adjacent to Lydiate Lane, 2 sites

Plans were displayed at the meeting and the Town Clerk explained that this was not a planning application however members were concerned about the visual impact of more masts and it was

RECOMMENDED

Although members were in agreement and accepted the need they would be concerned about the visual impact and would like Exmoor National Park Planning Authority to consider this aspect. They would support multi use of the base station.

h. Decision Register

Members considered the Decision Register.

- Breakwaters – The Town Clerk reminded members he was looking for photographs showing the original line of the breakwaters.

RECOMMENDED

- i. This item be placed on the agenda for the JCG meeting.
 - ii. Councillor Travis to ask members of the public if they had any photographs in his newsletter for the Lyn Valley News.
- Lynbridge Car park – the Town Clerk reported that a meeting had been held with the residents of Lynbridge although not many had attended. Brief meeting notes had been prepared and would be circulated once they had been checked.
 - Holman Park – It was reported that Ian Logan of LLAMA thought it was inaccurate to state that this area may be used for camping, they had enquired about the possibility of parking in Holman Park.

i. Town Clerks Report and questions to the Town Clerk.

The Town Clerk reported:

The Town Clerk tabled Agenda items for the JCG to include:

- Lynton & Lynmouth Parking Strategy
- Lynmouth Pavilion
- Town Hall Toilets
- Hydro Electric Power
- Review of Agency
- Lynbridge Car Park
- Valley of Rocks Car Park
- Bowls Club – play area
- Breakwaters

He asked members for any further items.

Questions to the Town Clerk:

1. Councillor Troup reported that he and other Councillors had received complaints from members of the public who had received Excess Charge Notices for parking their cars in the recycling area when this had in previous years, been used as an overflow car park and there were no notices prohibiting parking, and he quoted from the Lyn Valley News. The Town Clerk informed members that he had had 3 cars removed which had been abandoned, there were boat trailers left and also a boat which he was having removed. He explained to members that this area had been entered for a lottery grant and that although there were no notices saying parking prohibited that did not give people the right to park however, the Town Clerk had requested a sign be put up stating 'no parking'.

*Councillor D George had to leave for another meeting
and excused himself at 8.15pm*

2. Councillors requested the Town Clerk to write to members of the bookshop thanking them for weeding the garden areas outside the bookshop windows and replanting same with new shrubs.

RECOMMENDED

The Town Clerk to write to members of the bookshop thanking them for weeding the garden areas outside the bookshop windows and replanting same with new shrubs.

159/07 MATTERS UNDER DELEGATED POWERS

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.

a. Planning

1. Ref: 62/41/07/031 The Old Dairy, 12 Queen Street, Lynton

Conversion of dairy and part of maisonette to 3 bed dwelling. Erection of conservatory entrance porch.

RESOLVED

Permission be granted subject to the conditions meeting the criteria for affordable housing.

2. Ref: 62/41/07/032 The Turret, 33 Lee Road, Lynton

Construction of a side facing dormer window

RESOLVED

Permission be granted.

3. Ref: 62/41/07/033 Higher West Lyn, Lynton

Change of Use and alteration of buildings to accommodate craft workshop, office, reception, barn and animal handling area, ancillary accommodation and holiday lets, including installation of solar panels.

Councillor Mrs C Bowden, declared a prejudicial interest in this matter as the applicant is a former client of her husband (builder). She left the room and did not take any part in the debate

Councillor D Gurney declared a prejudicial interest in this matter as his employers own the neighbouring property. He left the room and did not take any part in the debate.

RESOLVED

A site visit to be held prior to Policy & Finance with the Planning Officer being invited to attend.

160/07 ANY OTHER URGENT BUSINESS OF WHICH PRIOR NOTICE HAS BEEN GIVEN AND WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

The chairman reminded members about the Civic Services to be held on Sunday 18th November 2007.

The meeting closed at 8.40pm

Chairman

LYNTON AND LYNMOUTH TOWN COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT THE TOWN HALL LYNTON ON WEDNESDAY THE 14TH NOVEMBER 2007 ON RISING FROM ESTATES & AMENITIES COMMITTEE.

Present:

Councillors	
J F Travis	Chairman
Mrs S Hibbert	Vice Chairman
D Bishop	
Mrs C G Bowden	
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 Councillors J Frankish, B Howells and D George.

PART 2

EXCLUSION OF THE PUBLIC AND PRESS

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.

161/07 MATTERS FOR RECOMMENDATION

- a. Adoption of Revised pay rates
 - i. Employees
 - ii. Contract care taker
- b. Christmas Working Hours.

The meeting closed at 8.50pm

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 21ST NOVEMBER 2007 at 6.30pm

Present: **Councillors**
Mrs C G Bowden (Chairman)
D Bishop
J Frankish
D George
J Gurney
Mrs S Hibbert
B J Howells
B J Peacock
Mrs E Rodway

Officers: Town Clerk, Finance Officer and Town Council Secretary

Apologies: Apologies were received from Councillors Mrs J Mills, J Frankish, J Travis and K Troup

162/07 MINUTES

RESOLVED: That the Minutes of the meeting of the Committee held on the 17th October 2007, a copy of which had been previously circulated, be confirmed and signed by the Chairman as a true and correct record. Councillor Rodway enquired if the amendments she had requested had been noted and it was confirmed that they had.

With members permission, the Chairman brought forward agenda item 6 Matters Under Delegated Powers (d) Planning Applications.

163/07 MATTERS UNDER DELEGATED POWERS

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.

d. PLANNING APPLICATIONS

i. Ref: 62/41/07/034 Lynton Youth Hostel, Lynbridge, Lynton

Change of use from Youth Hostel to one private dwelling retaining one apartment for holiday accommodation.

RESOLVED

Approval be granted subject to there being no external alterations

ii. Ref: 62/41/07/035LB St Mary's Church Lee Road, Lynton

Listed Building Consent for the repair and relocation of Lychgate and new oil tank in Church Yard.

RESOLVED

Approval be granted

- iii. **Referred from Estates & Amenities 14 November 2007, for site meeting.**
Councillor Mrs C Bowden, declared a prejudicial interest in this matter as the applicant is a former client of her husband (builder). She left the room and did not take any part in the debate
Councillor D Gurney declared a prejudicial interest in this matter as his employers own the neighbouring property. He left the room and did not take any part in the debate.
Councillor Mrs E Rodway declared a prejudicial interest in this matter as she employs as a contractor the person who had objected to the scheme.
Councillor Mrs S Hibbert chaired the meeting for this item only

Ref: 62/41/07/033 Higher West Lyn, Lynton

Change of Use and alteration of buildings to accommodate craft workshop, office, reception, barn and animal handling area, ancillary accommodation and holiday lets, including installation of solar panels.

RESOLVED

Defer this decision until the 5th December meeting of Estates & Amenities committee following a site visit on that day with the planning officer at 12.30pm on site.

164/07 MATTERS FOR INFORMATION

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

- a. **Devon Association of Parish Councils Newsletter Nov Dec 07**
Available for members in the general office
- b. **Senior Council for Devon – Public meeting Wednesday 28th November 2007, 2pm to 3.30pm Lynton Town Hall**
For members information
- c. **Exmoor Association of Parish Councils – Meeting 3rd December 2007 at 7pm at The White Horse, Exford to explore the way forward for the Association.**
For members information
- d. **Devon County Minerals and Waste Development Framework Minerals Core Strategy – Consultation on Issues and Options.**
Available for members in the general office
- e. **South West Water – The new South West - Clean Sweep and Beyond**
Available for members in the general office
- f. **Car Park Charges - timetable**
The Chairman requested members to consider parking charges and explained that once North Devon District Council had made a decision on their charges, this Council would discuss the matter again

g. PLANNING DECISIONS

None

165/07 MATTERS FOR RECOMMENDATION

a. Budget Review Agency and Town Council

Members had been circulated with a summary of the budget reviews for both the Agency and Town Council prior to this meeting. The Finance Officer briefly outlined the main points and answered questions from members regarding same.

RECOMMENDED

The budget reviews be accepted with a vote of thanks to the Finance Officer for his work.

b. Review of Fund Balances Agency and Town Council

Members had been circulated with a review of fund balances for both the Agency and Town Council prior to this meeting. The Finance Officer briefly outlined the main points and answered questions from members regarding same. Members discussed the possibility of funds received from parking on the Manor being spent on Barbrook toilets, replacement chairs for the main hall, play equipment on the Bowling site area and Poets corner. Members were asked to consider these and other possible schemes before the meeting in January when budgets would be discussed.

RECOMMENDED

The review of fund balances for the Agency and the Town Council be accepted.

c. Payment of Utility Bills by Direct Debit

The Finance Officer explained that some utility companies were charging for payment by cheque and that the meeting timetable of the Council meant that payment for some utility bills were late and incurred charges. It was noted that the Finance officer and Town Clerk were due to meet with a representative from Lloyds TSB when other possible improvements could be discussed

RECOMMENDED

Permission be given for Utility bills to be paid by direct debit, the Finance Officer to make regular checks to ensure readings were correct.

d. South West Water – Delivering Pure Water – consultation document

RECOMMENDED

Councillors Mrs S Hibbert and B Howells to complete these consultation documents.

e. North Devon District Council Standards Committee – vacancy for Parish Council Member

The Town Clerk briefly outlined the duties of this post and it was

RECOMMENDED

Any Councillor who might be interested in apply for this position to contact the Town Clerk.

f. North Devon Mobile Youth Group – request for letter of support.

Councillor Bowden explained the background of the mobile youth group and members felt that the youth group already in Lynton did an excellent job with the young people. However it was

RECOMMENDED

A letter of support be sent to the North Devon Mobile Youth Group encouraging their work in the rural area and extolling the work that Lynton Youth Group do.

g. Lynton & Lynmouth – changes in Exmoor National Park Ranger provision

Councillor Travis had requested this item be placed on the agenda and in his absence it was

RECOMMENDED

This item be deferred until the next meeting of Estates & Amenities committee.

h. Decision Register

A copy of the Decision Register had been circulate with the agenda and the Chairman briefly outlined the points.

i. Town Clerk's Report and Questions to the Town Clerk

The Town Clerk reported:

1. The Town Clerk showed members a proof of a reserved sign proposed for the car parking spaces on the Town Hall forecourt and discussed the possibility of this sign being erected on the railings. As it was the policy of the Council not to erect signs on the railings, members discussed other options and it was

RECOMMENDED

The Town Clerk to have the words 'No Entry' painted on the tarmac at the exit to the car park (eastern end) and 'Parking on Town Hall Business Only' painted on the tarmac at the entrance to the Town Hall Forecourt (western end). This work to be carried out when the contractors are in the area.

2. The Town Clerk informed members that he had arranged a meeting of the staff for Thursday 22nd November to discuss the season and agency agreement etc., and Councillors requested that a special vote of thanks be extended to all workforce members for their efforts during the year.

Questions to the Town Clerk

1. Councillor Peacock enquired if any progress had been made with regard to the Town Council Terrier and the Town Clerk informed him that he would be working on this over the Christmas break. Councillor Peacock offered to assist him.
2. Councillor Gurney explained that as part of his employment with the National Trust, he had to prepare a survey on trees overhanging/near to public footpath, roads etc. He volunteered to do this on behalf of the Council and with the assistance of Phil Holsgrove.

RECOMMENDED

The offer of Councillor Gurney to make an inspection of trees be accepted, Councillor Gurney to liaise with Phil Holsgrove.

3. Councillor Peacock extended a vote of thanks on behalf of his fellow Councillors to Councillors J Travis and Mrs S Hibbert for the Civic Service held on the previous Sunday.

166/07 MATTERS REFERRED FROM ESTATES AND AMENITIES

a. Town Hall – Replacement of chairs

Previously discussed, this item to be budgeted for in January.

167/07 MATTERS UNDER DELEGATED POWERS

a. FINANCIAL STATEMENT

The Financial Statement for October 2007 had been previously circulated to members. After discussion 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 October 2007 had been previously circulated to members and was considered. It was

RESOLVED

That the report be noted.

c. CHEQUES

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

The cheques were signed at Committee.

RESOLVED:

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

168/07 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

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.

169/07 MINUTES

Minutes of the Confidential Policy & Finance Committee 17th October 2007

RESOLVED: That the Confidential Minutes of the meeting of the Committee held on the 17th October 2007, a copy of which had been previously circulated, be confirmed and signed by the Chairman as a true and correct record.

The meeting closed at 7.50 pm

Chairman