



## **008/24      MINUTES**

### **RESOLVED**

Minutes of Full Council held on 25 April 2024, copies of which had been previously circulated, were confirmed as a true and correct record and signed by the Mayor.

*Councillor Peacock called minute 357/23 Health Centre, as he would like a meeting with NHS Devon regarding an explanation of the processes for deciding on their course of action with the new Lynton provider.*

## **009/24      POLICE REPORT**

PC Scott Elliott was unable to attend, however he sent in a report which is attached to these minutes.

## **010/24      COMMUNICATIONS**

### **a.      Northam Town Mayor Introduction Ceremony**

This will be held on Thursday 13 June.

### **b.      Post Office – Finalised plans**

Following the period of consultation, Post Office has decided to proceed with the plans to re-open in Costcutter.

### **c.      From Parishioner regarding Sinai Hill and a stuck vehicle**

This occurred in April, with access to Sinai Hill impassable and therefore a danger to residents should emergency services be needed. It was

#### **RESOLVED**

Town Clerk will speak to County Councillor to discuss signage so it is very clear Sinai Hill is unsuitable for large vehicles.

### **d.      North Devon Records Office – Event invitation**

This is an invitation to view some unique items from their extensive collections, along with a talk from Head of Devon Archives and an optional strong room tour. Councillors Garrett and Atherton have expressed an interest in attending.

## **011/24      POETS SHELTER**

Town Clerk read out three anonymised quotes received for painting works to Poets Shelter and after discussion, it was

### **RESOLVED**

To go ahead with Contractor 3.

## **012/24      COMMITTEE REPORTS**

### **RESOLVED**

That open reports of the following committees, having been circulated, be noted and recommendations contained therein adopted.

## **Estates and Amenities Committee**

**8 May 2024**

Minutes 366/23 - 373/23

*Cllr Peacock called minute number 371/23 Dinghy Park/Harbour. He would like a register of the users of the dinghy park. This would be added to the next Harbour sub-committee agenda.*

*Town Clerk updated on minute number 372/23 d. Works Foreman Position. As this has been filled internally, A General Labourer position would be advertised forthwith.*

Cllr Peacock spoke about item 372/23 e. Sea Defences and asked whether this work could be scheduled for autumn and get the sump done for the putting watering system at the same time. **RESOLVED:** Town Clerk would liaise with the chosen contractor.

Cllr Atherton called item 372/23 i. Tennis Court /dog walking area. He asked the wording be changed. It was

**RESOLVED**

Council decided to defer any decision until further information has been received.

Item 372/23 h. Lyn Climate Action, Council would send a letter confirming they can use the land for the community orchard for at least 10 years.

## **Policy and Finance Committee**

**15 May 2024**

Minutes 374/23 – 380/23

### **013/24 REPORTS FROM COUNCILLORS AND OTHER COUNCIL COMMITTEES**

No reports received.

### **014/24 MOTIONS**

There were none

### **015/24 NORTH DEVON COUNCIL**

Councillor Patrinos reported on:

- A meeting he attended about the state of agriculture and its threats
- Exmoor National Park now have a smaller planning committee

#### **Questions**

Cllr Atherton asked why Parish Council Forum is on the same date as ENP meeting, He was advised ENP date has changed.

Cllr Peacock asked why NDC green waste bins are abandoned in the community.

Cllr Patrinos advised NDC cost for their recovery is too high.

### **016/24 DEVON COUNTY COUNCIL**

Councillor Davis sent in apologies and her report is attached to these minutes.

#### **Questions**

Cllr Peacock had contacted Cllr Davis regarding the road closure (Dean Steep) and all the complaints.

### **017/24 REPORT OF TOWN CLERK**

Town Clerk worked through his report (attached)

#### **Questions**

Cllr Rodway wished to record a vote of thanks to Phil Holsgrove, Works Foreman (who retired on 30 May 2024)

### **018/24 ADOPT RISK ASSESSMENT FOR 2024/25**

**RESOLVED:**

The risk assessment for 2024/25 be adopted and a copy attached to the signed minutes.

### **019/24 REGISTER OF ASSETS 2024/25**

**RESOLVED:**

The register of assets for 2024/25 be adopted and a copy attached to the signed minutes.

**020/24 SOCIAL MEDIA POLICY**

**RESOLVED:**

To adopt the Social Media policy with Councillor Garrett's changes.

**021/24 COUNCIL RENTS**

**RESOLVED:**

Members agreed the Council Rents. The bookshop lease agreement will be signed.

**022/24 BANK SIGNATORIES**

**RESOLVED:**

Bank signatories are Mayor, Deputy Mayor, Chair and Deputy Chair of Policy & Finance, Town Clerk and Finance Officer.

**023/24 10 YEAR VISIONING SUB-COMMITTEE STATEMENT**

**RESOLVED:**

To adopt the 10 year vision statement.

Mayor wished to record thanks to Cllr Garrett for her hard work on this document.

**024/24 DECLARATIONS OF INTEREST 2024/25**

A copy of the Declaration of Interest form for 2024/25 had been circulated to Members and they were requested to complete and return these to Town Clerk as soon as possible as they need to be forwarded to monitoring officer at North Devon Council.

**025/24 ADOPT STANDING ORDERS**

**RESOLVED:**

Council adopt operating procedures for coming municipal year.

**026/24 ADOPT FINANCIAL REGULATIONS**

**RESOLVED:**

To adopt the new financial regulations.

**027/24 ADOPT CODE OF CONDUCT**

**RESOLVED:**

Council to adopt Code of Conduct.

**028/24 COMMITTEES 2024/25**

To appoint Chairman, Vice Chairman and members to serve on the under mentioned committees for the ensuing municipal year:

- a) Estates & Amenities Committee
- b) Policy & Finance Committee
- c) Personnel Committee
- d) Appeals Committee
- e) Town Hall and Events Management

After a series of nominations and acceptances from Councillors, it was

**RESOLVED**

Councillor Rodway remains Chair, and Councillor Hobbs remains deputy Chair of Estates & Amenities Committee.

Councillor Garrett becomes Chair and Councillor Hawkins, moving from Estates & Amenities Committee, becomes deputy Chair of Policy & Finance.

Cllr Logan remains chair of Personnel and Cllr Peacock becomes chair of Appeals.

Cllr Bassett moves from Policy & Finance to Estates & Amenities

Cllr Peacock wished to come off Town Hall & events committee. Cllr Hawkins became Chair.

Cllr Rodway wished to come off toilet committee, and Cllr Hobbs was placed on Harbour user group sub-committee.

The updated list of committees is attached to the signed minutes.

#### **029/24 DELEGATED POWERS TO BE GRANTED**

Policy & Finance Committee

Estates & Amenities Committee

E & A Planning Sub Committee

Personnel Committee

Appeals Committee

#### **RESOLVED**

To grant delegated powers to the above committees in line with their Terms of Reference.

#### **030/24 REPRESENTATIVES ON OUTSIDE BODIES 2024/25**

#### **RESOLVED**

To agree with the list but changing the retired foreman's name to Works Foreman.

#### **031/24 MEETING TIMETABLE 2024/25**

#### **RESOLVED:**

Estates & Amenities – second Wednesday commencing 7pm

Policy & Finance – third Wednesday, commencing 7pm

Full Council – Last Thursday, commencing 7pm

August Recess

No Committee meetings in December, Full Council only.

#### **032/24 QUESTIONS:**

Chair and Town Clerk to receive questions on topics of immediate importance not covered on the agenda of this Council meeting.

There were none

Meeting closed at 8.50 pm

Chairman

## **Lynton and Lynmouth Town Council County Councillors report May 2024**

### **Highway updates for the Parish and beyond.....**

Last week I did several site visits with the local highway officer who will be chasing up why the safety defects and drainage issues have not been completed. Please keep reporting the safety defects as they will be done, if you keep a note of the number and send over to me if they aren't done, I can easily chase up.

Since February and the end of April there was barely a day without rain. The Met Office report that both March and April have seen double the average rainfall which came on the back of the 8th wettest winter on record.

April also saw Storm Kathleen – the 11th named storm this season. All of this wet weather has highlighted the fragility of the highways assets and seen record numbers of potholes recorded across the County. The Network Response Team has worked very well with Milestone in response to this challenge with early decisions taken around resources which saw up to 42 gangs operating across the County. The backlog of known safety defects was contained to a maximum of 2,200, previous years have seen figures closer to 3,000 and in 2018 reached 7,500. In April, Milestone repaired 8,477 potholes, which is the highest number since the contract commenced in April 2017. The impact of this focus on safety related works has been the suspension of 'serviceability' defects (potholes that don't meet intervention criteria). It is hoped that this work programme will recommence before the end of May. The Highways and Traffic Management Service has seen a very welcome injection of additional budget for this financial year.

- £6.667m Capital money from the DfT 'Network North' reallocation of HS2 budgets
- £10m Capital money identified by the County Council following the SEND Safety Valve settlement and sale of assets. (see note below on government money for the SEND overspend)
- £2m Revenue following 23/24 corporate underspend

The £6.667m will be added to the Local Asset Capital Programme with the £10m being split between carriageway patching (£7.25m), drainage improvements (£2m) and white lining at roundabouts and pedestrian crossings (£750k). The £2m of revenue funding will be used to increase the proactive edge of carriageway works such as siding and water tabling which improves the flow of surface water run off. It will also support safety defect pothole repairs.

In early June there is a series of Webinars with DALC to improve the communication with Parish and Town Councils

DCC has successfully prosecuted Nexfibre Networks Limited for failings under the New Roads and Street Works Act relating to the safety of a host of sites in Exmouth. The case was heard in court last week, with significant fines being levied and DCC receiving notable costs too. This demonstrates the continued commitment to managing the network in a fair but robust manner.

### **Dean Steep**

#### **[Online complaints form - Roads and transport \(devon.gov.uk\)](#)**

I have made many representations about this closure, which was moved from this week you may recall following my intervention back in April.

I asked for the 9.30 bus to be let through but was told that wasn't possible, I've asked for traffic management (traffic lights) but been told that isn't possible. At the time of writing I am still trying to get answers to the many questions residents are understandably asking. I am keeping Kevin up to date and will let him know if I hear back from my last representation before tonight's meeting.

The link to the complaints procedure is above.

**In addition, bus service-** the public transport team sent out a taxi tender to fill in the gap between **Lynton/Lynmouth to Barnstaple** but unfortunately we have received no replies.

Therefore, for the three-day closure we will be unable to serve Lynton.

Please could you advise anyone who asks about a service during this time, that if they use a taxi and can provide receipt, DCC will reimburse them. Receipts to be sent to

Transport Co-ordination Service

County Hall

Topsham Road

Exeter

EX2 4QD

Or email to DevonBus - [devonbus-mailbox@devon.gov.uk](mailto:devonbus-mailbox@devon.gov.uk)

### **Kentisbury Ford A39**

You will have noticed the significant drainage repairs.

There will be work at **Blackmoor Gate** too in this financial year, just trying to sort out the best time (there isn't a best time of course), as it requires 4 way lights.

### **Beggars Roost A39**

There will be significant resurfacing happening in this financial year, dates not confirmed as yet but it won't be in the school holidays.

### **General Devon updates.....**

#### **Government cash support for Devon's special needs education**

A high level agreement has been signed between Devon County Council and the Government which will see an extra £95 million of national funds set aside to reduce the deficit on special needs education. In common with councils across the country, we have been negotiating with the Government for extra funding under the so-called Safety Valve programme.

#### **Growing Communities Fund**

If you know of a community group that has a project that could improve people's wellbeing, relieve hardship, or provide a warm space to work, learn or socialise in the area there is a grant available:

Information at [communitygrants@devon.gov.uk](mailto:communitygrants@devon.gov.uk)

#### **DCC awarded more than £7m to deliver more Electric Vehicle charging points**

Devon County Council has been awarded more than £7m of Government funding to support its delivery of thousands of new, publicly accessible, Electric Vehicle (EV) charging points across the county over the next few years.

The capital funding comes from the Department for Transport's Local Electric Vehicle Infrastructure (LEVI) Fund. The Fund aims to support the roll-out of electric vehicle charging infrastructure across England, for drivers without off-street parking, and we've received one of the largest allocations in the country.

#### **Household Support Fund**

It is welcome news that we are able to confirm that DCC have been allocated a little over £5 million from the government to help households struggling to pay higher bills for energy, food, water, and other essential items. This will be the fifth round of Household Support Funding that we have received from the Department for Work and Pensions, to run between April and September 2024. It will take Devon's total level of Household Support Funding received so far to just over £30 million.

The funding is to support households in most need, but specifically those that may not be eligible for other support that is already available from the government.

We must submit plans mid-May to the Department of Work and Pensions, setting out how we, with Devon's District, City and Borough councils and other voluntary and community partners, will make the latest funding available.

Plans are expected to include:

- a funding allocation to specifically support families in receipt of Free School Meals, to provide food vouchers that can be exchanged at supermarkets to buy food during school holidays. 21,700 children in Devon were eligible for free school meal vouchers during the last holidays
- some funding will also go to provide financial support for food, energy and other essentials to eligible low income households with children and young people, through the County Council's Early Help service
- Team Devon's District/City/Borough councils will plan to continue helping households that are in greatest financial need and struggling to pay for food, energy and other related essentials. They will publicise further details soon, once plans have been finalised
- Citizens Advice Devon will continue to receive funding to support households that are using pre-payment and credit meters, to help with energy costs
- Devon Community Foundation will deploy funds to voluntary and community organisations that support specific groups who may struggle to access the help and support they need

The Household Support Fund is one aspect of the support that councils across the county are making available to households. For [more information about the range of support available, visit our website.](#)

**Personal news**

On the 23<sup>rd</sup> May DCC had the annual meeting where I was elected as Deputy leader for Devon County Council. I will retain the Climate change and Environment and Transport portfolio.

***Highway emergency number is :0345 155 1004 (If you are reporting an emergency that is very likely to present an imminent threat to life or serious injury or serious damage to property).***

***Reporting defects on the highway the Devon County Website [Report a problem - Roads and transport \(devon.gov.uk\)](#)***

Andrea Davis

County Councillor Combe Martin Rural division

[Andrea.davis@devon.gov.uk](mailto:Andrea.davis@devon.gov.uk)



**TOWN CLERKS REPORT**  
**MAY 2024**



**AGENCY UPDATE**

- **Car Parks** – Handrail in Lower Lyndale fixed. Issues being found following painting 'Oversized vehicles' on the floor and impact on 'Campers'
- **Harbour** – Policies shared with Harbour Master for publication. 'Flashing Nav Lights' reported. Harbour Officer will visit LTC to fix issue.
- **Buildings** – Assisted NDC Estates Officers regarding EPC and Asbestos records on NDC assets in LTC area
- **Insurance records** – updated NDC Insurance Officer of events in Agency area in recent years

**COUNCIL PROPERTY**

- **Rhododendron** – (4 day) HLS stem treatment completed last week
- **Toilets** – Listed Building consent in public consultation for Town Hall (ends 20 June) Healthmatic completed opening process for Lower Lyndale and Flood Memorial Hall today. All appears to be working well. Signage has been commissioned. Best quote of the day "If they are as good as that I don't mind paying 50p"
- **Manor Foreshore** – quotes received and shared with Council
- **Play Areas** – repairs made in line with Annual Safety Inspection report
- **Station Road Plot** – Site meeting with planners took place. A report will be tabled at Estates & Amenities Committee in June

**COUNCIL BUSINESS**

New Website with Parish OnLine proving to be very popular and much less difficult for me and Council Secretary to manage and update.

Today was the final working day for our Works Foreman, Phil Holsgrove after a 30 year career with LTC. I visited with him and thanked him for his service to Council. A staff event to celebrate his long service is to be arranged at his convenience.

**Events:** Classic Car Show – 9<sup>th</sup> June

**Emergency works/spending this month:** None

**Road Closures:**

A39 Caffyns – June 4<sup>th</sup> to 7<sup>th</sup> (Still being challenged by TC and DCC Davis)

Kevin A Harris – Town Clerk – May 2024.

## LYNTON AND LYNMOUTH TOWN COUNCIL

### COMMITTEES 2024/25

#### ESTATES & AMENITIES

A Rodway (Chair)  
A Hobbs (Vice Chair)  
W Bassett  
D Garrett  
L Logan  
T Manning  
B Peacock  
S Richards

#### POLICY & FINANCE

D Garrett (Chair)  
P Hawkins (Vice Chair)  
J Atherton  
L Logan  
J Patrinos  
B Peacock  
A Rodway  
C Sleep

#### PERSONNEL COMMITTEE

L Logan (Chairman)  
D Garrett  
A Hobbs  
P Hawkins  
C Sleep  
A Rodway

#### APPEALS COMMITTEE

B Peacock (Chairman)  
J Atherton  
W Bassett  
T Manning  
J Patrinos  
S Richards

#### TOWN HALL & EVENTS MANAGEMENT COMMITTEE (INCORPORATING WEDDING GROUP)

P Hawkins (Chair), W Bassett, D Garrett, L Logan, T Manning, Town Clerk

#### P&F – 10 YEAR VISIONING SUB-COMMITTEE

J Patrinos, C Sleep, B Peacock, A Rodway, K Harris

#### PUBLIC TOILET UTILITIES COMMITTEE

B Peacock (Chairman)  
D Garrett  
A Hobbs  
J Patrinos

A Clarke  
S Pugsley  
Town Clerk

**HARBOUR USER GROUP SUB-COMMITTEE**

C Sleep (Chairman)  
A Hobbs  
L Logan  
A Rodway

**LYNTON AND LYNMOUTH TOWN COUNCIL**

**Representatives on outside bodies 2024/25**

<b>NAME OF BODY</b>	<b>COUNCIL REPRESENTATIVES</b>
Hollerday Hill Management Group	B Peacock, A Rodway, Works Foreman, Richard Eales (ENP) and Mr J Jackson
Harbour Advisory Group	Mayor, Deputy Mayor, Chair & Vice Chair E&A.
V of R Advisory Group	Chair of E&A, Town Clerk, Works Foreman, One representative from the Cricket Club, One representative from Lee Abbey, One representative from Exmoor National Park, One representative from Natural England, one representative from RSPCA, Commoner
Policy Implementation Group for Goats	Chair of E&A, Keeper of Goats, B Peacock Town Clerk, Vice Chair E&A
Town Hall Maintenance Group	Chair of P&F, Chair and Vice Chair of E&A, Town Clerk, Town Hall Supervisor
Allotment Group	B Peacock, A Rodway, Works Foreman, Town Clerk
Major Incident Plan Working Group	Mayor, C Sleep, Town Clerk, P Hawkins
Building Inspection Group	Mayor, Chair of E&A, Chair of P&F, A Hobbs, B Peacock and Town Clerk.
Affordable Housing Steering Group	J Atherton (Chair), C Sleep, P Hawkins
Plastic Free North Devon	A Rodway
Climate Emergency Champions	A Rodway, C Sleep, P Hawkins
Friends of Lynton Library	C Sleep
Volunteer Road Wardens	P Hawkins, T Manning

## MEETING TIMETABLE 2024/25

### 2024

#### **MAY**

- 8 Estates & Amenities
- 15 Policy & Finance
- 30 Full Council Annual Meeting

#### **JUNE**

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

#### **JULY**

- 10 Estates & Amenities
- 17 Policy & Finance
- 24 Harbour Sub-Committee
- 25 Full Council

#### **AUGUST**

- 15 *August Recess meeting if needed*

#### **SEPTEMBER**

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

#### **OCTOBER**

- 9 Estates & Amenities
- 16 Policy & Finance
- 17 Harbour Sub-Committee
- 31 Full Council

#### **NOVEMBER**

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

#### **DECEMBER**

- 12 Full Council

### 2025

#### **JANUARY**

- 8 Estates & Amenities
- 15 Policy & Finance
- 22 Harbour Sub-Committee
- 30 Full Council

#### **FEBRUARY**

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

#### **MARCH**

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

#### **APRIL**

- 9 Estates & Amenities
- 16 Policy & Finance
- 24 Full Council

#### **MAY**

- 14 Estates & Amenities
- 21 Policy & Finance
- 29 Full Council Annual Meeting

**E&A 7pm start**

**P&F 7pm start**

**Full Council 7pm start**

**Harbour Sub-Committee 5pm start**