Volume 252

LYNTON AND LYNMOUTH TOWN COUNCIL

Q
QUALITY TOWN COUNCIL

COUNCIL MEETING

THURSDAY 25 APRIL 2024

Town Hall
Lee Road
Lynton
North Devon EX35 6HT

Tel: 01598 752384

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

LYNTON & LYNMOUTH TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD AT LYNTON TOWN HALL ON THURSDAY 28 MARCH 2024 AT 7 PM.

PRESENT: **Councillors:**

L Logan (Mayor)
C Sleep (Deputy Mayor)
J Atherton
D Garrett
A Hobbs
J Patrinos
B Peacock
S Richards
A Rodway

OFFICERS: Town Clerk, Town Council Secretary

317/23 PUBLIC QUESTION TIME

26 Members of the public attended. The new tenant of Blacklands Shelter asked whether he could go ahead with changes he requested.

Most people were in attendance to hear toilet discussion.

318/23 APOLOGIES FOR ABSENCE

Apologies were received and accepted as valid from Cllrs Bassett, Hawkins, and Manning. Apologies were also received from PC Scott Elliott.

319/23 DECLARATION OF MEMBERS DISCLOSABLE PECUNIARY INTERESTS

Councillor Logan declared an interest in item 9, the Healthmatic contract (Toilets) and item 12, Motions.

With Members permission, Chair brought forward item 12, Motions

320/23 MINUTES

RESOLVED

Minutes of Full Council held on 29 February 2023, copies of which had been previously circulated, were confirmed as a true and correct record and signed by the Mayor.

321/23 MOTIONS

Chair passed this item to Deputy to Chair, as Cllr Logan has an interest in this item

Due to new information regarding the potential of external 'community funding' to cover costs of the Town Hall toilets, Council to reconsider the decision to close them

for a 12 month trial period and explore keeping them open with charging in place utilising this external funding. It was
RESOLVED
Members agreed with this motion, unanimously.

Chair suspended Standing Orders to allow a member of the public to speak.

Mr Nick Lovell thanked Councillors for reopening the Town Hall toilets, and the people of Lynton & Lynmouth appreciate Council went through a long process and that they understood the budget constraints. Mr Lovell had visited Town Clerk for a discussion about raising money for the toilets and whether they could be open in time for the Easter weekend. He has brought a list of pledges (to the value of around £20K) to pay for the Healthmatic machinery. At this point Town Clerk read out letters of pledge from Lynton & Lynmouth Cliff Railway, Lyn Lions and Lyn Valley Society.

The public have also stated they wished the toilets to be open all year round, although it has been budgeted on 7 months opening, but possible exploration may take place on this.

Councillor Logan rejoined the meeting.

With Members permission, Councillor Peacock called item 10, committee reports, minute number 315/23 e. Blacklands Shelter

322/23 POLICE REPORT
PC Scott Elliott was unable to attend, however he sent in a report which is attached to these minutes.

323/23 COMMUNICATIONS
None received.

324/23 WEDDING WEBSITE
Councillor Logan spoke about getting this website up and running again. It was
RESOLVED
To defer this item to Estates in April.

325/23 LYNTON & LYNMOUTH CAR PARK CASH COLLECTION AGREEMENT
RESOLVED
Members authorised Town Clerks signature.

326/23 HEALTHMATIC CONTRACT
This item to be discussed in Part 2

327/22/23 COMMITTEE REPORTS
RESOLVED
That open reports of the following committees, having been circulated, be noted and recommendations contained therein adopted.

Estates and Amenities Committee **13 March 2024**
Minutes 303/23 – 309/23
Policy and Finance Committee **20 March 2024**
Minutes 310/23 – 316/23
Minute no. 315/23 e. Blacklands Shelter *– Cllrs Peacock & Rodway met with the new tenant for a discussion on any changes to the shelter. Both councillors were satisfied with proposed changes, and the tenant assured that they were not actively seeking to sell ice cream. It was*
RESOLVED
To accept the above and allow new tenant to move forward.

328/23 REPORTS FROM COUNCILLORS AND OTHER COUNCIL COMMITTEES

- Cllrs Atherton and Patrinos had LCDT meeting, where they met the new head of planning from Exmoor National Park Authority
- Cllr Rodway reported on the goat round up
- Cllr Patrinos reported on health centre meeting with the potential provider and NHS Devon

Councillor Sleep left the meeting

329/23 NORTH DEVON COUNCIL

Councillor Patrinos reported on a water quality meeting at Petroc (which is on YouTube)

Questions

- Councillor Peacock has requested an update on the Lynbridge Car Park situation

330/23 DEVON COUNTY COUNCIL

Councillor Davis attended and tabled her report which is attached.

Questions

- Councillor Hobbs asked about the Lamppost in Lynmouth
- Councillor Richards asked about Watersmeet Road
- Councillor Atherton talked about overgrowth on Station Hill, Pot holes and poor road quality

331/23 REPORT OF THE TOWN CLERK

Town Clerk worked through his report (attached)

Questions

332/23 QUESTIONS

There were none.

Meeting closed at 9.05pm Chairman

Points regarding closure of the Public Lavatories beside Lynton Town Hall

1. Introduction

2. Quite simply, a great many people who live in Lynton and Lynmouth feel very strongly that the public conveniences beside the Town Hall must be kept open. The people here tonight represent them. Toilets are not an optional extra; they provide for a basic human need.

   Our Objective is to persuade at least 8 Councillors to ensure the matter of the Town Hall Toilets is brought back onto the Council's agenda, as soon as possible, with a view to re-opening them this year.

3. The reasons are:

(a) The town is absolutely reliant on its tourist offering for prosperity, the closure of the toilets is a reduction of the kind of facility that is fundamental to a welcoming tourist town.

(b) The Town Hall toilets are situated in the heart of Lynton which is the focal point of all tourism – shops, hotels, walks to areas of outstanding natural beauty and the Cliff Railway, where the majority of visitors go.

(c) The Bottom Meadow toilets are out of the way, hard to locate unless someone has parked there, in a poor state, and extremely difficult for many people to access, both in terms of walking distance from the centre of town and the steep hill which one encounters to walk there.

(d) The decision to close the toilets beside the Town Hall was made on the basis of a 'footfall' survey and Councillors gave no consideration to the problems of Access to the Bottom Meadow Car Park Toilets for people with young children (possibly in prams), older visitors (and residents) with infirmities, and people with disabilities. That Access issues were overlooked, shows a collective lack of due diligence on the part of the Town Council and toilet sub-committee. We urge councillors to check their legal position with regard to the Disability Discrimination Act 1995 and the Equalities Act 2010.

(e) There is further concern about the well-being of people who work in the town for whom there would be no toilet provision in the centre of town if these toilets remain shut.

(f) There is concern that the absence of easily accessible toilets will lead to members of the public using private gardens and roads to relieve themselves, causing very unpleasant problems for people who live in the centre of town, as happened during COVID when the toilets were last closed.

4. There has been scrutiny of town hall accounts and expenditure. People feel it is very possible to finance these toilets by either reducing other expenditure or by taking a more positive view of footfall in the three public toilets into which 'pay-as-you-go' machinery is being installed; calculations based on the idea that payment would reduce footfall to 40% of the current amount are felt to be far too conservative.

5. Whilst it is understood that Town Councillors give many hours to help the community, it is felt that there must be an improvement in the way they communicate issues and concerns that require more involvement from local residents. We do not feel the onus should be on us

to actively search out what has been discussed; instead we feel that Councillors, who after all represent us, must seek to ensure we know what is going on. The sheer number of people who have been surprised and worried about the closure of these toilets shows that communications have gone awry. We thank the three councillors who came to the public meeting in the Valley of Rocks on Tuesday evening and engaged with a considerable number of worried townsfolk. We would like more meetings of this type in the future.

6. Lynton and Lynmouth are facing major challenges at present and we hope that the community voice demonstrated in this matter of toilets shows the strength of our community and is a powerful asset Councillors might harness to face the many other challenges which lie ahead, such as the present concern over doctors.

7. We therefore request the Public Conveniences beside the Town Hall are re-opened and we ask for 8 councillors to vote to put this matter back on the Council's agenda.

Tourists are starting to return once again this year and Lynton and Lynmouth need to be open for business and to look after people. These toilets need to be re-opened as soon as possible. We feel that delay will damage the town at a very challenging point in our history. If History shows us one thing, it is that when the chips were down in the past, this community worked together and achieved amazing things. This can be the case once again and we are ready to help the Council.

NHS
Devon

Lynton GP Surgery – briefing for patients

28 February 2024

Since Symphony Healthcare Services informed us that they would no longer be running the Lynton Health Centre after 30 April 2024, we have been actively pursuing a suitable alternative to ensure GP provision remains available locally. This involves working with local system partners to determine the best way to maintain high quality GP services.

As the commissioner for local GP services, NHS Devon recognises the service is well-respected and well used by people from the Lynton area and there are no plans to close the practice in April.

Similarly, there are no plans to change the funding available for provision of GP services to the local population.

Our hope is that a new provider will run the service from May when the Symphony contract ends.

We know local people are concerned about the long-term arrangements. As this involves negotiations and potential impacts around procurement regulations, we cannot at this time discuss potential providers or further details, but we will update the community once we have new information.

We hope to be able to share more details in the next few weeks about the expressions of interest received to run the service and what the arrangements will be from May 2024 once the Symphony contract comes to an end.

Advertising and recruitment

We have been actively supporting the patient participation group at Lynton with their advertising and recruitment campaign, including providing funding for the advert to be included in national medical journals, and following up with any interested parties who contacted the PPG following their appeal with more detailed information.

We have, following both local and national advertising, identified some local providers who are interested in taking over the running of the service and are in the process of identifying a preferred provider, ready to take over in May 2024.

There has also been no decision made by NHS Devon to reduce the service compared to what is currently available. Unfortunately, the providers who have expressed an interest so far have been unable to commit to a five-day service due to their own staffing and financial limitations. However, final bids have not yet been reviewed and we are still exploring all options for a full service should a suitable GP and/or organisation apply to run the service.

Funding

Funding for GP practices is set nationally based on registered patient numbers. This is not something we can influence locally and we have made no local changes to this.

There is a set envelope of funding for Lynton Surgery, and there has been no reduction to funding available for the GP service for the population of Lynton and surrounding area.

We are aware that there is a concern circulating locally that there is a plan to reduce the funding available, but this is not the case. The available funding has not and will not in any way be reduced.

There is also some concerns circulating that the NHS is refusing to pay a 'golden handshake' fee or incentive to GPs interested in working in the area. There is a national scheme, run by NHS England, that offers a new partnership payment for GPs who are entering in to their first partnership. If someone was eligible to apply for this, they could. However, no one who has expressed an interest in running the service so far has been eligible for this payment.

Police Incident Report for Lynton/Lynmouth December 2023 / January / February 2024

I have been absent from work following surgery during December and January but have since returned.

In the last 3 Months there have been 9 reported incidents, 6 of which involve a crime.

December 2023

Throughout December there were 3 reported incidents:

There was a report of Motor Vehicle ASB in the Valley of the Rocks – Police attended but no vehicles were present, and no number plates had been recorded for the offending vehicles.

There was a Domestic report – Under Police investigation.

There was a reported theft – Police investigation identified this as a civil matter and no further action was required.

January 2024

Throughout January there were 6 reported incidents:

An assault including threats via social media that took place over the New Year - Dealt with by police.

2 separate incidents of Criminal damage which occurred in the Bottom Meadow car park. The first of which involving a vehicle, has been dealt with by police and the second involving council property has been closed due to evidential difficulties.

A vehicle trailer was stolen overnight – Report was closed due to evidential difficulties.

Police attended a Domestic Incident, but no Offences were apparent or disclosed.

February 2024

There have been no reported incidents throughout February.

Police focus is now on ASB in the Lower Meadow car park, and the Valley of the Rocks / Lee Abbey for vehicles being driven antisocially.

I would also like to make you all aware that PCSO Grace CLEVERDON has now retired from Devon & Cornwall Police, having served 25 years between Devon and Cornwall and Avon & Somerset Police.

Her replacement will be sought in due course.

Police Incident Report for Lynton/Lynmouth March 2024

I am currently away on Annual Leave and will not be returning to work until Wednesday 3rd April.

Anything of an urgent nature can be directed to PS Brown at South Molton Police Station.
18870@devonandcornwall.pnn.police.uk

In the Month of March, up to and including Tuesday 19th March, there have been 2 reported incidents.

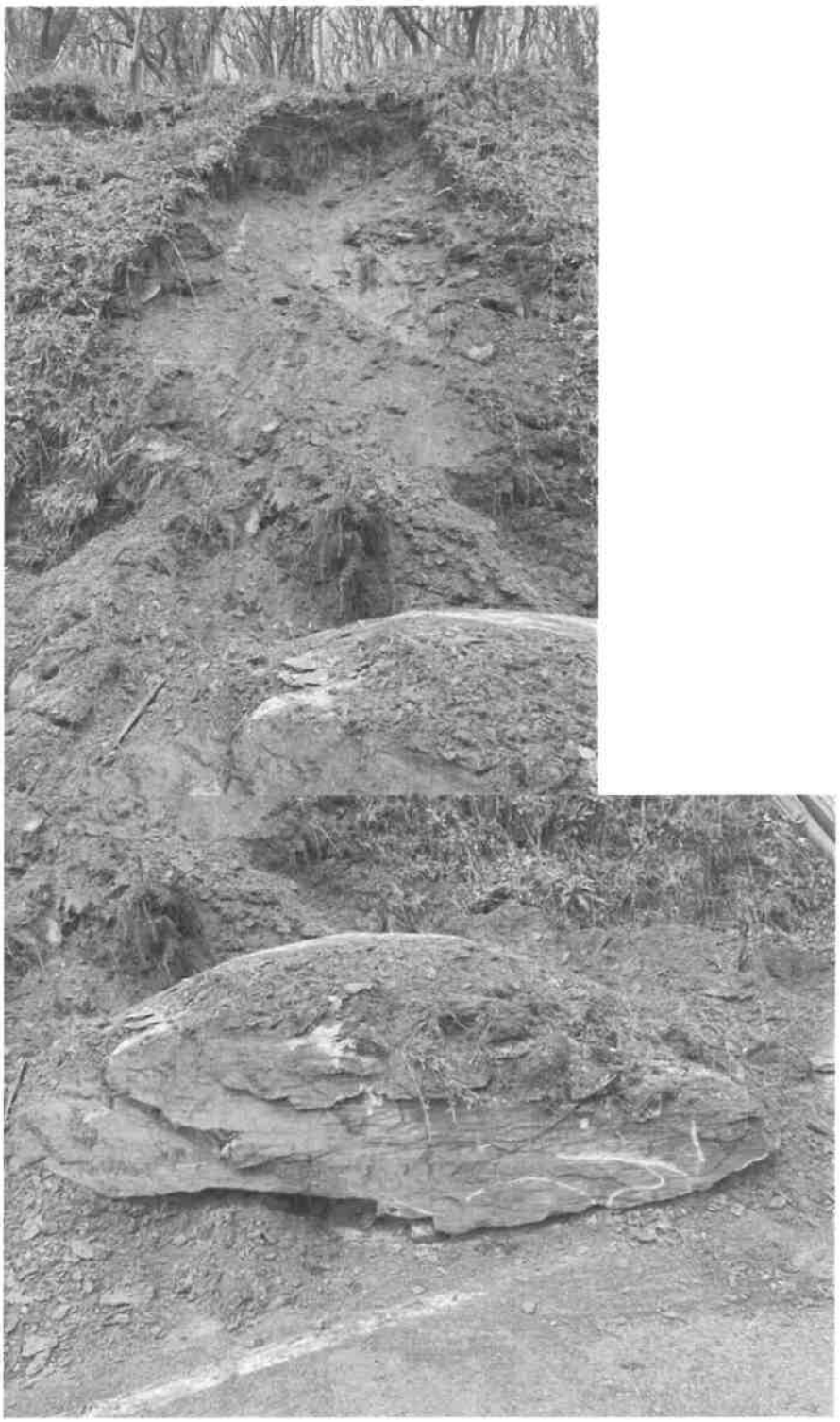
The first is believed to be malicious communication, but details have yet to be obtained from the reporting person.

The second may involve Modern Day slavery offences, but these have occurred outside of the UK and the report has been completed for recording purposes.

Lynton and Lynmouth Town Council
County Councillors report
March 2024

A39 Watersmeet Road update

The main 600m stretch from Watersmeet Rd Car Park up to Hillsford Bridge has had vegetation cut back and an inspection undertaken with problem areas identified and scaling works undertaken. This area is generally ok now, although we had another section of large rock come down yesterday (see photos below) which the contractor is tiding up today. However this area remains a concern and will need further works to make safe.



They are also working on a number of other sites nearer the Ladycombe retaining wall works. These areas require anchors and netting to stabilise (see photo attached).
As requested, the road closure is coming off tomorrow and the works currently taking place nearer Lynmouth are being continued under 2 way lights. There are a number of these locations where slips have occurred and will require stabilisation measures (anchors and netting), but they can't all be fixed at the same time. Its also not practical to have lots of sets of lights along this section of road where its narrow. We are due some heavy rain over the coming weeks and we will therefore be monitoring the site over the next week, and if the situation deteriorates we may have to close the road again on safety grounds. We are working to avoid this, and will be requesting that water barriers or similar are placed at the locations where we can't stabilise the slope currently. This should then catch any small amounts of slip material that might come off of the face.
Contractors are likely to still be on site for another 3 – 4 weeks due to the extent of slips that have arisen and require stabilising.

Devon County Council Budget 24-25

Devon County Council have agreed a 4.99 per cent increase in council tax for the coming financial year.
It comprises 2.99 per cent for general services with an extra two per cent for adult care.
It means an extra £1.56 a week for the average Band D householder.
There will be increases of 10.4 per cent in spending on children's services, six per cent on adult services and 4.7 per cent on climate change, environment and transport.
Councillors also agreed an extra £1.5 million to boost regular road drainage since the target budget was set last month to tackle the increase in potholes caused by this winter's heavy rainfall.
There will also be £716,000 extra to bring the homelessness budget back up to £1.45 million to support the work of district councils and homeless organisations for another year.
Devon's revenue spending on services will increase from just under £700 million to £743 million in 2024/25. That's an overall rise of 6.3 per cent in spending.
In addition, councillors approved a capital budget of over £155 million for investment in infrastructure such as schools and roads.
The council tax for an average Band D home will rise by £81.54 to £1,715.67 – an extra £1.56 a week.
This budget also recognises the concerns that people have about the increase in potholes caused by the very wet winter.

Devon Retrofit guide

Devon County Council have published a free guide giving Devon homeowners, tradespeople and architects detailed advice about adding energy efficiency measures to the house types most commonly found in Devon.
We have led the production of the guide on behalf of Energy Saving Devon, as part of our work to improve the quality and speed of work to improve the energy efficiency of homes – also called 'retrofitting' .
The retrofitting of homes in Devon is needed to eliminate carbon emissions by 2050, lower energy bills and create comfortable, healthy homes.
The guide focuses on how to upgrade four of the most common housing types in Devon: Victorian granite detached houses, mid-century detached houses, mid-century semi-detached houses and cob houses.
Almost 25 per cent of Devon's greenhouse gas emissions come from our homes and around 80 per cent of the housing we will occupy in 2050 has already been built.
The Devon Retrofit Guide covers a range of retrofit components including insulation, renewable energy systems and ventilation. It gives technical details to equip installers and architects with the knowledge and tools to advise clients about how to reduce their energy costs and carbon emissions. It's equally useful for competent DIYers.
The Energy Saving Devon Retrofit Guide is free to download here: The Devon Retrofit Guide

Highways update

This winter season has been relatively kind to the highway network with only 24 days where the temperature has dipped below zero and a low of minus 7.3°. At the same point in 2023 there had been 38 days and a minimum temperature of minus 9.4°. This has led to a reduction in gritting treatments which has been below the 5-year average for November, December and January.
Following the very difficult winter last year the Asset Management and the Network Response teams have worked very closely together through late summer and autumn to prepare for the winter season. As a result of this hard work and the milder winter, the service has recorded 5,500 safety defect potholes in January, while this is slightly below the 7 year average (5,926) it compares well to the 7,500 in 2023.
The significant reduction in the gritting operations mentioned above in turn frees up resources to continue the planned patching operations, again helping to reduce safety defect potholes across the county.

The gully cleaning operations have slipped behind programme due to the high number of extreme weather events the Service has responded to this year and a series of unexpected equipment breakdowns. Milestone (the contractor) have worked hard to get this workstream back on programme and are confident that all programmed gullies will have been attended by the end of March.
A lot of work has been put into addressing drainage referrals raised by the cleaning gangs. Over 14,000 gully issues have been resolved this financial year, however, the backlog remains high with new issues identified as quickly as the old ones are being tackled.
The joint trial with Devon's Flood team to place gully sensors in selected streets in Devon is in now live. The data recorded will provide insight into whether technology can be used to inform policy or reaction for cyclical gully cleaning. The trial intends to run for an 18-month period.

With heavy rainfall forecast over the next few days.....

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)

Andrea Davis
County Councillor Combe Martin Rural division
Andrea.davis@devon.gov.uk

TOWN CLERKS REPORT
March 2024

AGENCY UPDATE

- **Seasonal CEO** – Commenced 23 March 2024 – ROTA complete for 26 weeks
- **Car Park Lines** – Works completed in time for Easter holiday period
- **Toilet costs -** NDC will continue to cover costs until freehold transferred
- **Recycling missed collections** – missed items collected by Agency workforce

COUNCIL PROPERTY

- **Putting Greens** – Due to waterlogging 36 holes opened to allow rotation of foot traffic and prevent damage to sodden ground.
- **Community Ownership Fund** – bid was successful now to follow process
- **Allotments** – Bank reinforced and garden reinstated
- **Rhododendron** – stem treatment planned for this week (w/c 25/3)
- **Town Hall** – Scaffold installed over main stairway repair/painting of ceiling almost complete (New risk assessment for events during works)
- **Toilets** – processing complaints, managing accuracy of information with press and social media where possible, responding to excessive letter volume and further liaison/negotiation with Healthmatic

COUNCIL BUSINESS

New Website commissioned with Parish OnLine - waiting start date albeit domain host process underway
Works Foreman post advertisement closes this week.

Events

The 100th Lands' End motor cycle trial passing through the Parish 29th and 30th March

Emergency works/spending this month:

New fridge for kitchen/staff welfare etc. £570

Emergency Tree removals (over public right of way) £150

Road Closures:
Forecast to end March 2024 – A39 Watersmeet for safety works

Kevin A Harris – Town Clerk – March 2024.

LYNTON AND LYNMOUTH TOWN COUNCIL

MINUTES OF A MEETING OF THE ESTATES AND AMENITIES COMMITTEE HELD IN LYNTON TOWN HALL ON WEDNESDAY 10 APRIL 2024 AT 7PM

Present: **Councillors**
A Rodway (Chair)
A Hobbs (Vice Chair)
L Logan
B Peacock
S Richards
C Sleep

Also Present: D Garrett

Officers: Town Clerk, Town Council Secretary

334/23 APOLOGIES FOR ABSENCE
Apologies received and accepted from Councillors Hawkins and Manning

335/23 PUBLIC QUESTION TIME
There were 3 members of the public present. One parishioner wished to be updated on Lynbridge Car Park. 2 people attended for observation.

336/23 DECLARATION OF MEMBERS DISCLOSABLE PECUNIARY INTERESTS
There were no declarations.

337/23 MINUTES
RESOLVED:
That minutes of Estates & Amenities Committee Meeting held on 13 March 2024, be confirmed and signed by the Chairman as a true and correct record.

338/23 MATTERS UNDER DELEGATED POWERS
Planning
62/41/24/004 – Beggars Roost Inn, Lynton
Proposed Change of Use from Public House to Single Dwelling with flat. It was
RESOLVED
To refer this back to Exmoor National Park Authority due to a lack of information to establish a resolution.

With Members permission, chair brought forward item 6. Matters for Recommendation, g. Toilets

339/23 MATTERS FOR RECOMMENDATION
g. Toilets

Councillor Logan had outlined some toilet maintenance issues and had asked whether they could be put on the job schedule. It was

RECOMMENDED

Most of these issues have now been resolved, and there is no need for them to be added to the job schedule.

340/23 MATTERS FOR RECOMMENDATION

a. Current Works Schedule

Committee ratified prioritisation of works and associated costs, and it was

RECOMMENDED

Item 11, VOR car park would be priority 2 with item 10, allotments (north side) becoming priority 4.

Also raised were Manor House hedge, Fence and detritus around Rock House and Foreshore car park rocks.

b. Tree Surveys

Tree survey reports have been received for all 14 sites and much work is needed. It was

RECOMMENDED

Town Clerk would request 3 quotes from tree contractors.

c. Lynbridge Road, Mud on Road

A request has been received from residents, who wish to remove slurry/mud off the sides of road and they have asked whether Council would dispose of it. It was

RECOMMENDED

To ask workforce to clear away detritus once the residents have done the work.

d. Twinning Visit

As some of the Twinners are going to Benouville in April, committee discussed whether they should take greetings/gift with them from Council. It was

RECOMMENDED

To do similar to previous twinning visits, from Mayors fund. Mayor and Deputy Mayor to liaise.

e. Items for discussion from Monthly Managers Meeting

i. Allotment Waiting List – current position and number waiting

Councillor Rodway informed committee that he would be having a word with 3 allotment holders, who's plots are not up to scratch. One allotment has become available, and once the northern side was complete, there would be another plot available. There are 9 people on the waiting list.

ii. Fly Tipping in Hockey Field

It is understood that this is from a local contractor, therefore a telephone conversation would be had.

iii. Request from Football Club to mow Holman Park during Season

This is most likely to happen next season as the mower hasn't been bought yet, therefore once they have acquired said mower, this can be discussed further.

f. **Boulders alongside Cricket Pitch Car park**
Committee discussed whether to place boulders alongside the road before the cricket pitch, in light of recent bad parking and it was
RECOMMENDED
Proceed and source the boulders locally.

g. **Toilets**
See minute number 339/23

h. **Planter by Town Hall Bookshop**
Planter and plaque have been purchased and it was
RECOMMENDED
Committee give permission to go ahead.

i. **Lynton Wedding Venue Website**
Committee briefly discussed weddings at Town Hall and the expired wedding website and it was
RECOMMENDED
Town Clerk would approach Parish Online about the expired wedding website being attached to the new Town Council website. Also at next month's Annual Meeting of Council, a new Events committee would be engaged.

341/23 MATTERS FOR INFORMATION

a. **Planning Decisions**
62/41/20/023 – Tarr Cottage, Castle Hill, Lynton
Proposed demolition of former SWEB building and erection of replacement building to accommodate 1 no. local needs affordable dwelling and ancillary accommodation to Tarr Cottage, together with the change of use of the associated land to domestic curtilage
APPLICATION APPROVED WITH CONDITIONS

62/43/23/009 – Woody Bay Station, L&B Railway Co Ltd, Parracombe
Proposed variation of condition 2 of approved application 62/43/23/002 to extend the hours of operation (0700 – 1900 hrs)
APPLICATION APPROVED

62/41/23/030 – Lyn and Exmoor Museum, Market Street, Lynton
Proposed refurbishment, alterations and extension, including landscaping works to improve accessibility
APPLICATION APPROVED WITH CONDITIONS

62/41/23/031LB – Lyn and Exmoor Museum, Market Street, Lynton
Listed Building Consent for the proposed refurbishment, alterations and extension, including landscaping works to improve accessibility
APPLICATION APPROVED WITH CONDITIONS

A. J. Cooley
8/5/24.

The meeting closed at 8.25pm

Chairman

LYNTON AND LYNMOUTH TOWN COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD AT LYNTON TOWN HALL, ON WEDNESDAY 17 APRIL 2024 AT 6.30PM

Present: **Councillors**
B Peacock (Chair)
J Atherton (Vice Chair)
W Bassett
D Garrett
J Patrinos
A Rodway
C Sleep

Also Present: A Hobbs

Officers: Town Clerk and Town Council Secretary

342/23 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr Logan

343/23 PUBLIC QUESTION TIME
There were no members of the public present.

344/23 DECLARATION OF MEMBERS DISCLOSABLE PECUNIARY INTERESTS
There were none.

345/23 MINUTES
RESOLVED:
That minutes of the Policy & Finance Committee Meeting held on Wednesday 20 March 2024 be confirmed and signed by the Chairman as a true and correct record.

346/23 MATTERS UNDER DELEGATED POWERS

a. **INCOME & EXPENDITURE REPORT – March 2024 (interim)**
Committee to receive the interim March 2024 Income & Expenditure reports. It was
RESOLVED
Committee received the interim March 2024 Income & Expenditure report.

b. **SEASONAL UNDERTAKINGS –March 2024**
Committee to authorise adoption of Undertakings. It was
RESOLVED
To adopt the Seasonal Undertakings.

c. **BALANCE SHEET – MONTH 12 (interim)**

BJ

Committee to receive the Balance Sheet for Month 12 (interim). It was
RESOLVED
Committee received the Balance Sheet, month 12 (interim)

d. **ELECTRONIC TRANSACTIONS for Payment**
Committee to authorise Finance Officer to make payments as listed in the report. It was
RESOLVED
That the attached list of payments be authorised for BACS transfer.

347/23 MATTERS FOR RECOMMENDATION

Cllrs Sleep and Rodway joined the meeting

a. **Rents Review**
Committee discussed in depth the various rents on Council properties and it was
RECOMMENDED
Committee was in agreement with the various rentals, but Town Clerk would work on a lease review for Football club and a percentage from Bookshop, for consideration at the Annual Meeting of Council on 30 May 2024.

b. **External Audit**
2023/24 AGAR external auditor instructions have been received and it was
RECOMMENDED
Council adopt instructions as put in place by the external auditor to get the AGAR finalised.

c. **License – Mother Meldrums Tea Rooms**
Committee fully discussed the draft license, in particular the 'Permitted Use' heading where some changes were made. It was
RECOMMENDED
To respond to Councils solicitor with the new wording for license to be completed, served and reviewed after 12 months

d. **Standing Orders, Financial Regulations and LLTC Policies**
Committee reviewed these so that they could be adopted at Council Annual Meeting on 30 May 2024. Cllr Atherton discussed possible changes to a paragraph in Standing Orders regarding Public Question Time. Councillor Patrinos proposed there be no changes to the paragraph, and it was
RECOMMENDED
To leave said paragraph as is.

e. **Doone Run 2024**
This year's Doone Run to take place Sunday 22 September and it was
RECOMMENDED
Council would continue support of this event.

BOl

f. Another Footpath Lost

A National Trust Path has been closed along East Lyn River due in part to Ash die back and works needed, which is making the path unsafe.

g. Emergency Plan Update

Committee discussed reviewing and updating Community Emergency Plan and Town Clerk has an updated template to ensure Council is fully compliant and it was

RECOMMENDED

Councillors Sleep and Hobbs would join with Town Clerk as a working group.

h. Lynbridge Car Park

Committee discussed resurrecting the debate on Lynbridge Car Park, as Councillor Richards has been doing some work on this and it was

RECOMMENDED

To bring back to Committee at a later date once Councillor Richards has more information.

i. Gents Toilets

Committee discussed the additional purchase of urinal channel blocks to be used in all gents toilets. These would vastly cut down on unpleasant odour and calcification in pipes, it was

RECOMMENDED

To go ahead with these and authorised the extra £1,000 per annum over budget.

j. Prison Cells

As these need waterproofing prior to possibly acquiring lottery money down the line, it was

RECOMMENDED

Town Clerk to obtain quotes for the work.

k. King Charles III Portrait

This has now been received and after discussion it was

RECOMMENDED

To place the portrait in the foyer between Jubilee Room and Bookshop doors.

348/23 MATTERS FOR INFORMATION

There were none.

The meeting closed at 7.50pm

Chairman

B J Leach

15-5-24

LYNTON & LYNMOUTH TOWN COUNCIL
ACCOUNTS FOR PAYMENT - MARCH/APRIL 2024
PRESENTED TO POLICY & FINANCE COMMITTEE ON 17 APRIL 2024

DATE	Chq No.	PAYEE	AMOUNT	
1		**PAYMENTS OUT OF COMMITTEE**		
05.04.24	CARD	CareMoor for Exmoor	100.00	Ennis Project (Knotweed) Donation
12.04.24	BACS	Exmoor National Parks	2,847.95	Funds held Jan-March 2024
15.04.24	CARD	HM Land Registry	9.00	Planning item research
		TOTAL	**2,956.95**	
2		**PAYMENTS AGAINST BUDGET**		
06.03.24	DD	O2	24.00	Sim card for Lift telephone
06.03.24	DD	Rightfuel	415.31	Fuel
11.03.24	DD	Barclaycard	32.94	Transaction Charges - Feb 2024
11.03.24	DD	Good Energy	27.80	Electricity Lynmouth Kiosk
12.03.24	DD	HSBC	57.00	Bank charges
15.03.24	DD	Takepayments	18.00	March charges
18.03.24	DD	British Gas	341.85	Electricity at various locations
18.03.24	DD	Sage	39.60	March Payroll
18.03.24	DD	EE	22.72	Foremans call out mobile
19.03.24	DD	British Gas	729.08	Town Hall Electricity - Feb 24
17.03.24	DD	British Gas	14.70	Electricity at Manor Conv. - Feb 24
20.03.24	DD	AIBMS	157.54	February Transaction Charges
20.03.24	BACS	Staff	14,362.76	March Payroll
25.03.24	BACS	March Payments	11,110.88	Payments from March Schedule
26.03.24	DD	Ford Lease	414.82	Tipper - March 2024
26.03.24	DD	Ford Lease	371.48	C/Park Van - March 2024
26.03.24	DD	HSBC	27.69	Bank charges to 4 March
29.03.24	BACS	PAYE & Pension payments	9,019.70	March
March		Studio/ENP	186.00	Commission for Permits
		Total	**37,373.87**	
3		**ACCOUNTS FOR PAYMENT -MARCH 2024**		
22.04.24	BACS	All in One Services Ltd	1,754.10	Toilet Cleaning & materials March
	BACS	Bridgemans	1,808.26	Materials Allotment Wall, B/M toilets & small tools
	BACS	Devon County Council	41.50	Pension Recharge - March 2024
	BACS	Davis & Snell	36.00	Steel for Memorial Hall toilets
	BACS	Exmoor Flowers	35.00	Flowers for Diamond Wedding Ann.
	BACS	Just Office	79.14	Stationery
	BACS	Market Vets	813.84	Vets fees for Goat Roundup 6 March 2024
	BACS	Ray Floyd	1,356.00	Hire of Digger/Dumper & Driver
	BACS	RGB	123.18	Slabs & plumbing parts
	BACS	Vincent Tractor & Plant	200.00	Kubota Service Plan to 6 April 2024
	BACS	Vincent Tractor & Plant	89.30	Tractor Service Plan to 10 April 2024
	BACS	Wessex Tree Surgeons Ltd	180.00	Emergency Tree Works
	BACS	Winson Fuel & Oil	461.21	Gas Oil for Tractor
			6,977.53	
		ACCOUNTS FOR PAYMENT -APRIL 2024		
19.04.24	BACS	Staff	16,186.87	April Payroll
24.04.24	BACS	Devon Association of Local Councils	547.62	Affiliation fees to DALC/NALC
	BACS	Flowbird	3,025.01	Maintenance of C/P Machines 01/04-30/09/24
	BACS	M&E Alarms	276.00	Annual Maintenance & monitoring
	BACS	Nicholsons	160.14	Toilet consumables for Town Hall
	BACS	North Devon Council	180.00	Premises Licence 2024/25
	BACS	Parish Online	105.60	Mapping Software 24/25
	BACS	Parish Online	462.00	Website Service 24/25
	BACS	RGB	223.28	Timber & consumables
	BACS	Rialtas Business Solutions Ltd	1,021.20	Annual Accounts Package Licence/Support
	BACS	Strauss	77.82	Trousers for workforce
	BACS	Wessex Tree Surgeons Ltd	2,928.00	Aboricultural consultancy work
	BACS	Vincent Tractors & Plant	5,358.19	Tractor Warranty
26.04.24	BACS	Devon County Council	4,570.90	April Pensions
	BACS	Inland Revenue	4,748.66	April PAYE
		TOTAL	**39,871.29**	
		TOTAL PAYMENTS	**87,179.64**	