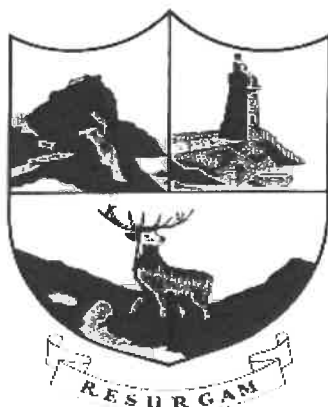


LYNTON AND LYNMOUTH TOWN COUNCIL



Q
QUALITY TOWN COUNCIL

COUNCIL MEETING

THURSDAY 29 JANUARY 2026

*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

215/25 STAFF CHRISTMAS HOURS

For Members information as per attached sheet.

216/25 FINANCE

RESOLVED

Balance sheet for month 8 and the detailed income and expenditure sheets were received and the accounts for payment, December were approved.

217/26 PLANNING

WTCA 25/22 – Rising Sun Hotel, Harbourside, Lynmouth

Works to a tree in a conservation area: To remove 1 no. Eucalyptus tree.

Members agreed there was not enough information to make an informed decision.

218/25 REPORTS FROM COUNCILLORS AND OTHER COUNCIL COMMITTEES

- Councillor Peacock attended the defibrillator training organised by SWAST, there was a reasonable turn out of people (20).
- Councillor Hobbs spoke about the recent coastal survey

219/25 MOTIONS

There were none

220/25 NORTH DEVON COUNCIL

Councillor Patrinos submitted a report which is attached to these minutes.

He wasn't able to report on the trade waste changes as the meeting about this hadn't taken place yet, but will report back at the next Policy and Finance Committee meeting. In addition Devon County Council will be asked to review the Residents Parking Scheme (Tors Road).

Questions

No questions

221/25 DEVON COUNTY COUNCIL

Councillor Davis didn't make the meeting after all, however her report attached to these minutes.

Questions

No questions.

222/25 REPORT OF TOWN CLERK

Town Clerk worked through his report (attached).

Questions

- Councillor Peacock asked about water and sewage charges in relation to the Memorial Hall block
- Councillor Logan asked about placing some sort of guard preventing people from jumping over toilet barriers as he is worried about damage to the equipment

223/25 QUESTIONS:

No further questions, however Mayor reminded Members of the date for Mayors charity function (31 January).

**LYNTON & LYNMOUTH TOWN COUNCIL
CHRISTMAS 2025**

OFFICE

DAY	DATE	OPEN/CLOSED
Monday	22/12/25	Open until 12
Tuesday	23/12/25	Office closed as usual
Wednesday	24/12/25	CLOSED (Xmas Eve)
Thursday	25/12/25	CLOSED (Xmas Day)
Friday	26/12/25	CLOSED (Boxing Day)
Monday	29/12/25	CLOSED
Tuesday	30/12/25	CLOSED
Wednesday	31/12/25	CLOSED
Thursday	01/01/26	OFFICE CLOSED

WORKFORCE

Wednesday 24/12/25 Finish at 12.30pm
Thursday–Thursday 25/12/25 – 01/01/26 Christmas Break

Bins will be emptied over the Christmas break as usual.

Office normal hours from Friday 2 January 2026

Workforce normal hours from Friday 2 January 2026

North Devon Councillor's Report

December 2025

NDC is reintroducing a grant scheme for parishes with a population of less than 1,000, so this won't include Lynton & Lynmouth but will be available to Parracombe, Brendon & Countisbury, and Martinhoe. The Climate & Environmental Grants scheme is to support projects by small Parish Councils which are sustainable and look to improve the environment or tackle climate change issues such as reducing carbon and improving biodiversity. This could include "wilding" open spaces, wildflower meadows, more sustainable approaches to graveyards, renewables, new windows and other similar things.

In early December I was surprised to be presented with a report proposing that NDC stop providing a trade waste service because it is losing money and needs a lot spent on it to meet new regulations on what is collected. Councils aren't required to collect trade waste or trade recycling, unlike domestic waste and recycling which must be collected. In fact half of Devon doesn't. However, there are only two other organisations in North Devon that provide a similar service, SWM and Biffa, and they won't collect everywhere. To me this change seems a bad idea because it will threaten small businesses in more remote areas, and that is the last thing anyone wants. The decision on whether to end the service or not will be taken early in the new year.

A housing needs survey will be carried out in all the parishes of Exmoor in February. This will help assess how much housing is needed in each area, and of what size and type. Every household will receive a letter, but the survey itself will mainly be online. Please reply whether it affects you or not so that as accurate a picture as possible is known.

You might know that each year each District Councillor is allocated £1,000 to help support local organisations. This year here is where my grant money went:

- £292.95 to Lyn Lawn Tennis Club towards new equipment
- £200 to Exmoor Search & Rescue towards vehicle costs
- £200 to the Pickwell Foundation towards the costs of their new Welcome Hub
- £150 to Lynton & Lynmouth Twinning Association towards the 2025 Twinning Visit
- £115.05 to Sunrise Diversity towards their running costs
- £42 to Parracombe Community Land Trust for the Parracombe Post

And finally, the Lynmouth Pavilion toilets will be refurbished in time for 2026 season.

John

john.patrinis@northdevon.gov.uk

07975 746860

Lynton and Lynmouth Town Council

County Councillors report

December 2025

Reminder about drainage works A39

Blackmoor Gate to Rowley Cross Monday 2nd February to Friday 13th February

Monday to Friday

08.45- 16.00hrs

Outside these times i.e 4pm to 08.45am and weekends there will be lights.

Access is maintained for residents and businesses

And...

Again not in the Parish but if you travel to Ilfracombe please be aware;

Thursday 29th January- Saturday 7th February weeknights only 19.00-06.00

resurfacing works on the B3230 and Iron letters cross

That's the road from Lynton Cross(new roundabout) towards Ilfracombe

Library Consultation

A public consultation asking people to help shape the future of Devon's 50 libraries was recently launched, this is to seek views about the future of the library service in Devon.

It will run for 12 weeks and focus on a number of options, including opening hours, the use of technology, and the potential for community-managed libraries. Closing date 22nd February.

The consultation is available online via a Devon County Council engagement platform at

<https://devon.cc/devon-libraries-pm>

Visitors will be able to:

- Fill in one of two surveys (one is specifically for young people aged 13 to 17 years)
- View a detailed overview proposal
- View an opening hours document and other information

Printed copies of the survey are also available in libraries and Devon County Council reception areas (County Hall in Exeter, Taw View in Barnstaple)

Highway Defects

With the winter fast approaching it is more likely there will be defects in the highway network, this includes streetlights and signs.

[Report a problem - Roads and transport](#)

Weather conditions are being constantly monitored and gritting teams are ready to be called into action when needed. However, preparations started months ago. Gritting depots across the county are topped up with almost 24,000 tonnes of salt for the start of the season.

Gritting lorries have been serviced and maintained, and five of the 37 frontline gritters have been replaced with newer models to help improve reliability and reduce maintenance costs. All of these newer gritters feature touchscreen controls to enable drivers to adjust salt spreading rates and the position of their plough attachments without leaving their cab, which improves safety.

The DCC website is very useful for reporting problems and the reports go straight to the contractor. Alternatively the highway contact number is 0345 155 1004

If it's a river flooding the environment agency can be contacted on 0345 988 1188

Please do get in touch if you think I can help with anything; Andrea.davis@devon.gov.uk

Merry Christmas and a very happy New Year, I look forward to working with you in 2026.

Andrea

County Councillor

Combe Martin Rural Division

Andrea.davis@devon.gov.uk

TOWN CLERKS REPORT

December 2025



AGENCY UPDATE

- **Agency 3 Year Review** – NDC agreed for a three year extension meaning next review will be in March 2029 after Local Government Reorganisation.
- **Harbour** – Scaffold being erected this week. Workforce have tools and a plan to do the work. Harbour External Safety Audit - Tuesday 6th January 2026.
- **Rear yard/Town Hall** scaffold has been inspected and worn parts replaced.
- **Cross St Car Park; Tree** – Safety Inspection led to removal of tarmac around base to free root system. Next step is a resistograph drill testing for internal decay, within the next month.

COUNCIL BUSINESS

NDC reply has been received for indicative costs maintaining their capital assets in the Parish and will be part of discussions with Head of Finance in January meeting with LTC reps.

Closure process has been completed and returned to HM Govt. DHULC regarding the grant for Lower Lyndale Toilet under the Community Ownership Fund.

New LTC post was advertised for Communications & Marketing role with healthy interest already. Interviews will be week commencing 12th January 2026

Annual Appraisals have been completed for all Council staff prior to a Personnel Committee early in January which will also select candidates for interviews (as above)

COUNCIL PROPERTY

- **Toilets** – Sub Committee held a site meeting for grey water collection/usage in Flood Memorial Hall and an estimate has been received for the works. Revenue extremely low in cash terms and Council may wish to consider Winter Opening times for 2026 at year end.

Events/Road Closures:

A39 Blackmoor Gate to Parracombe closed 2 – 13 February 2026 8:30am – 4pm

Emergency works/spending this month: None

Merry Christmas and a Happy New Year to All

Kevin A Harris – Town Clerk – December 2025

**LYNTON & LYNMOUTH TOWN COUNCIL
ACCOUNTS FOR PAYMENT - DECEMBER 2025**

<u>DATE</u>	<u>Chq</u> <u>No.</u>	<u>PAYEE</u>	<u>AMOUNT</u>
1			
<u>PAYMENTS BETWEEN MEETINGS OF COMMITTEE</u>			
18.11.25	CARD	HM Land Registry	7.00 Land registry search
26.11.25	BACS	Chanelle Singleton	255.00 Christmas Tree
03.12.25	CARD	Devon Communities Together	50.00 Membership
04.12.25	CARD	Hirst Signs	82.68 Cones LTC/Agency Safety
04.12.25	CARD	DVS Power tools	54.44 Cordless Blower
04.12.25	CARD	Powertools direct	68.70 Transformer for Harbour repairs
04.12.25	CARD	Amazon	146.97 Lights Bookshop funds
05.12.25	CARD	Amazon	252.78 Harbour wall repair
08.12.25	BACS	S.M.R. Dallyn	1349.46 Materials Hollerday Hill repairs
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08.12.25	CARD	Amazon	107.26 Pressure washer
09.12.25	CARD	Garden & Hire	52.26 Kubota Grass Mower Blades
11.11.25	CARD	The techout	55.00 repair workforce mobile
11.12.25	CARD	L&S Engineering	30.10 Kubota Bolt
11.12.25	CARD	Aspli.com	177.12 Chapter8 Traffic signs
		Total	2,810.52
2			
<u>PAYMENTS AGAINST BUDGET</u>			
04.11.25	DD	O2	14.03 Sim Card for Lift phone
10.11.25	DD	Good Energy	33.34 Electricity @ Info Kiosk Lynmouth
07.11.25	DD	BT	967.45 Phone Services & Broadband charges
10.11.25	DD	Right Fuel	572.88 Fuel - October
13.11.25	DD	HSBC	40.00 Bank charges September
10.11.25	DD	Barclaycard	10.00 October - Transaction Charges
17.11.25	DD	Takepayments	18.00 November charges
17.11.25	DD	Source for Business	2377.37 Various locations - water charges
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18.11.25	DD	EDF	890.63 Electricity at Various locations October
17.11.25	DD	Sage	45.00 November Payroll charges
17.11.25	DD	EE	20.40 Workforce call out mobile
18.11.25	DD	British Gas	681.85 Electricity @ Town Hall for October
20.11.25	DD	Nfisco	64.65 Goat management
20.11.25	DD	AIBMS	332.05 October Transaction charges
24.11.25	DD	Vincent's	189.30 Service Plans for Tractor & Kubota
20.11.25	BACS	Staff	15,067.40 November Payroll
20.11.25	BACS	October/November Payments	12,462.66 Payments from 20.11.25 Schedule
26.11.25	BACS	PAYE & Pension payments	11,497.07 November Payments
26.11.25	DD	HSBC	116.19 Bank charges to 4 November 2024
26.11.25	DD	Ford Lease	414.82 Ford Tipper lease
26.11.25	DD	Ford Lease	371.48 Car Park Van lease
November		Petty Cash	82.67 November payments
November		Studio M8	44.25 Commission on parking tickets
		Total	46,699.21
3			
<u>ACCOUNTS FOR PAYMENT</u>			
20.12.25	BACS	Staff	15,067.40 December Payroll
20.12.25	BACS	A.F.S.	894.35 Annual Fire Equipment Inspection
	BACS	All in One Services Ltd	2,014.20 Toilet Cleaning November
	BACS	Blakewell	144.78 Mower service
	BACS	D&I Bridgeman	119.94 Lawn sand putting green
	BACS	Flowbird	1,127.64 Transactions Nov & Airtime January
	BACS	No1 Lynton	210.00 Mayors Allowance Xmas
	BACS	Ray Floyd	312.00 Grave Digging work
	BACS	RGB Building Supplies	288.39 Paint, seats, Hessian Frost protection Harbour
	BACS	Slee Blackwell	944.40 Legal fees re Cricket club lease
	BACS	Taylor's Tools & Fixings	59.98 Carriage bolts and Nuts
	BACS	WS Gayton & Son Ltd	60.00 Return bal Hall deposit re Dapling
	BACS	Devon County Council	5,546.25 December Pensions
	BACS	Inland Revenue	5,950.82 December PAYE
		TOTAL	32,740.15
		TOTAL PAYMENTS	<u>82,249.88</u>

LYNTON AND LYNMOUTH TOWN COUNCIL

MINUTES OF A MEETING OF THE ESTATES AND AMENITIES COMMITTEE HELD IN LYNTON TOWN HALL ON WEDNESDAY 14 JANUARY 2026 AT 7.00PM

Present: **Councillors**
A Rodway (Chair)
L Wakeham (Deputy Chair)
A Hobbs
T Manning
S Richards

Not on this Committee: V Pugsley

Officers: Town Clerk, Town Council Secretary

226/25 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Hawkins, Logan, Patrinos and Peacock.

227/25 PUBLIC QUESTION TIME

There were no members of the public present

228/25 DECLARATION OF MEMBERS DISCLOSABLE PECUNIARY INTERESTS

There were no declarations received

229/25 MINUTES

RESOLVED:

That minutes of Estates & Amenities Committee Meeting held on 12 November 2025, be confirmed and signed by the Chairman as a true and correct record.

230/25 MATTERS UNDER DELEGATED POWERS

There were none

231/25 MATTERS FOR RECOMMENDATION

a. Current Works Schedule

Committee ratified prioritisation of works and associated costs.

b. Pleasure Dome Theatre Company letter of support

Pleasure Dome is requesting a letter of support to apply for Lottery Heritage Funding to support their next production in the Valley of Rocks, Lynton. It was

RECOMMENDED

A letter of support would be forthcoming from Council.

c. Annual Inspection Reports – Play Areas

These comprehensive reports have recently been received and highlighted only low risk problems. It was

RECOMMENDED

Town Clerks will furnish workforce with the information so they can make the necessary repairs.

d. Rock House Patio

The business owner at Rock House has submitted a proposal to create a patio within the front lawn, running up to the wall of the Rock House. After discussion, it was

RECOMMENDED

To support this proposal.

e. Electrical Installation Condition Report (EICR)

EICR checks are recommended every five years and will involve a qualified electrician inspecting and testing the electrical installation. It was

RECOMMENDED

Committee agreed to Town Clerk obtaining three quotes for this work to be carried out.

232/25 MATTERS FOR INFORMATION

a. Planning Decisions

62/41/25/011LB – Convent of the Sisters of Mary Morning Star, Lee Road, Lynton

Listed Building Consent for the proposed installation of 12 no. external emergency lighting

APPROVED WITH CONDITIONS

The meeting closed at 7.17pm.

Chairman

January 2026

CURRENT WORKS	PRIORITY	UPDATE	TO DO	DO BY	BUDGET CODE
Harbour	WF	Public Safety Spring 2026 at silt removal time	Tighten Harbour MAIN Chains, remove silt and raised rocks in channel		Agency
Causeway		COMPLETE			
Harbour Flood relief Scheme	TC	Good Repair TC to chase - EA have listed job for their Local Team	Stonework deteriorating on river side of overflow holes and upper slipway		Agency
Car Park retaining wall behind Town Hall	TC	Good Repair Senior Engineer submitted plan to NDC SLT (October 2025)	Mayor, Chair Estates and TC meet NDC Resource lead 15/01/2026		Agency
Remove trees Esplanade Car Park safety netting		COMPLETE			
CPD knowledge - Cemetery procedures 2025/26	WF	Best Practice Leading Hand to arrange visit to Bear St Cemetery in liaison with NDC Staff	Workforce to visit NDC Cemetery Bear St for CPD on current best practice in cemetery procedures etc.		Agency
Dumper Truck Certificate	TC	Best Practice Town Clerk to arrange training course attendance	X2 Workforce to achieve Dumper qualification for harbour works etc. 31 +		Agency
Harbour wall	WF	Good Repair First phase done - scaffold now moving to phase 2	Repaint seaward side of harbour wall	PRIORITY 1	Agency
Prison Cell roof	TC	Good Repair Await costings from K Dyer to repair roof/fire escape			LLTC
Town Hall gutters	TC	Good Repair Scaffold installed 5 November to get works done	Replace gutter, seal all joints; secure fascia boards		LLTC
Plant 1 new tree Manor Green		COMPLETE			
Putting Greens	WF	Good Repair Initial treatments done. Need to scarify and weed/spray	Winter Green maintenance and treatment		LLTC
Drystone Wall, Hollerday Hill	WF	Good Repair	Repair collapsed wall near Iron Age Fort		LLTC
Play Area repairs	WF	Good Repair	Following annual safety inspection a list of low or very low risks have to be remedied		LLTC
Pruning and fertilise Putting Green Hedge	WF	Good Repair	Hedge needs maintenance to encourage growth in spring before nesting season prohibits work	PRIORITY 3	LLTC
Steps by Tennis Court, Hollerday Hill	WF	Good Repair	Replace rotten wood and insert chippings on foot plate		LLTC
Seat by information board, Hollerday Hill	WF	Good Repair	Replace rotten wood seat		LLTC
Replace old tree guards, Hollerday Hill	WF	Good Repair	Put new tree guards around saplings		LLTC
Coppicing Hazel, Hollerday Hill	WF	Good Repair	Control of wild shoots etc.		LLTC
Lay hedge betwixt Cemetery & Nature Reserve	WF	Good Repair Project started and Part done	As with previous hedge - cut and lay over	PRIORITY 2	LLTC

Signed :



Date :

14/1/26

Chair/Deputy Chair Estates and Amenities Committee

a. Trade waste and NDC decision to cease the service

From 31 March 2026, all trade waste services will cease. The reasons for this decision are:

- The service is struggling to cover its costs
- New Government 'Simpler recycling' rules require businesses to recycle additional waste streams such as food waste. NDC does not have the space or capacity at the depot to provide extra collections without significant investment.
- Many District Councils in Devon and Somerset already use private companies to provide trade waste services.

There is now a petition to overturn this decision, and an extraordinary meeting of Full Council will take place next Thursday at NDC, Brynsworthy.

Chairman suspended Standing Orders to allow Members of the Public to speak

One person asked about the timescale if there was agreement to overturn this decision.

Another person spoke regarding his trade and domestic waste and how it will affect his situation.

Chairman reinstated Standing Orders

After a further short discussion, Chairman stated that he will be at the extraordinary Full Council meeting and would speak up for the local area and it was

RECOMMENDED

Committee agreed for Council to continue its work relating to potentially engaging a single waste contractor to address all Trade Waste requirements in Lyn Valley.

b. Parracombe Parish Council – suggestion regarding cessation of NDC trade waste service

This email was reaching out to other local areas to gauge whether it would be useful to group together, to make a more attractive proposal to other commercial trade waste companies.

c. Putting Green Lawnmower

Town Clerk has researched costs of replacement mowers versus repair of existing mower. After discussion it was

RECOMMENDED

In the first instance, the repair work will go ahead, and Town Clerk will do more research on new or used mowers as a replacement in the future.

d. Council Properties Rent Review

This item was deferred from November Policy and Finance. Town Clerk reported a surveyor has been engaged to do the work and he will report back with the findings

e. **Town Hall Electric Costs**

Council's broker has supplied renewal costs and it was
RECOMMENDED

To renew with the original supplier on a two year fixed deal.

f. **Farmers Markets**

In view of the new Marketing and Communication Officer starting his role, committee discussed how to manage the current market arrangements. It was

RECOMMENDED

To wait until the officer is more established in his role and this item will be deferred for discussion at a later date.

239/25

MATTERS FOR INFORMATION

None

The meeting closed at 7.46pm

Chairman

**LYNTON & LYNMOUTH TOWN COUNCIL
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