

LITTLEHAM & LANDCROSS PARISH COUNCIL

DRAFT - Minutes of the Council Meeting held at Littleham Village Hall on Thursday 10 October 2024 at 19.15

Present: Councillor – N Tregoning - Chairman
Councillors: P Jollands, G Gray, M Brooks, G Smith, C Hassall and I Lawrence.

Apologies : Councillors S Read and L Batty
County Councillor L Hellyer

In Attendance: David Edwards - Clerk to the Council

2867 - The Chair welcomed everyone to the Meeting, apologies were accepted.

[DECLARATIONS OF INTEREST Councillors are invited to declare any declarable interest, including the nature and extent of such interests they may have in any items to be considered at this meeting. They are also reminded to consider whether any items within their Register of Interests should be updated].

There were no Declarations of Interest.

There were no members of the public present ,therefore, The Council RESOLVED not to suspend Standing Orders and adjourn the meeting.

Public Open Question Time

There were no members of the public present.

Report by County and District Councillors *(Allowance should be made for the District and County Councillor to speak later in the meeting should they be unable to arrive in time).*

The County Councillor Report had been circulated and was noted. The report is attached to the Minutes.

District Councillor Report:

There was no report from Councillor Pennington.

2868 - The Council RESOLVED to Approve Minutes 2858 – 2866 of the Parish Council meeting held on 05 September 2024.

Matters Arising -

2859 (2855) - Parish Paths - *Reference was made regarding the email from Mrs Pat Fishleigh. Mrs Fishleigh has requested an alteration to the entrance of the Path where it meets the road at the junction of the main A388. The alteration would be to move the Footpath Sign thus increasing the entrance width. The wider access would allow room for Mr Fishleigh to ride down the footpath to the Tarka Trail on his mobility buggy. The Clerk had contacted the Public Rights Officer to ask that this alteration be included when the contractor installs the new gate further down the Path.*

Agenda Item 9 was brought forward to be discussed:

2869 - To discuss the request from South West Heritage Trust (Devon Records Office) for financial support. Please see email.

The Clerk advised that he had been in contact with the Devon Records Office as the Council Minute Books dated from 22 September 1988 to 01 January 2018 should be deposited at the Records Office. (The Minutes up to 1988 are already held by the Records Office).

The Minute Books from 22 September 1988 to 01 October 2009 had been held in the Village Hall cabinet.

The Minute Book from November 2009 to January 2018 is held by the Clerk at his home address. The Minutes from January 2018 to date are also held by the Clerk.

The Clerk explained that as Legal documents all Council Minutes from all Public Authorities are sent to the Records Office for safe keeping.

The Village Hall Committee had had a tidy up session and the Council documents other than the Minutes had been moved from the Metal Cabinet and re-stored in sealed plastic containers and placed in the Village Hall loft. The Metal Cabinet had been donated to the Littleham Mens Shed.

Councillors expressed their concerns that the documents had been moved without prior consultation with the Council. The documents might be of use when reviewing actions in the past which have a relevance to any current or future issues. There was also surprise from the Chair and other Councillors that the filing cabinet had been donated to the Men's Shed without establishing its ownership.

The Council RESOLVED that the Chair write a letter to the Village Hall Committee expressing the Council disappointment that prior to the moving of the documents the Council had not been advised.

The Council RESOLVED that Members of the Council would look at the documents to see which documents of interest should be retained. The documents be catalogued and put in order for easy reference. A discussion with the Village Hall Committee to take place on where the retained documents can be stored on a permanent basis.

The Council RESOLVED to review any Grant to the South West Heritage Trust at the Precept Meeting.

2870 - PLANNING:

The Clerk referred to an earlier issue related to Carysbrooke where the Council questioned whether another building had been erected without the required permission. A response had been received from the Enforcement Officer at Torridge District Council stating that the building was within the General Permitted Development rules.

To discuss and/or respond to the following Planning Application:

Planning Application: 1/0783/2024/FUL
Proposal: Erection of a lambing shed
Location: Land at Carysbrooke Littleham Bideford
OS Map Ref: (E) 242909 (N) 123354

The Council RESOLVED to recommend approval.

2871 - FINANCE (documents attached and will form of the Minutes)

- To approve the Cashbook as a reconciliation of the Bank balance £11498.
- To approve payment of:
 - £1296.00.00 to H G Wivell (Village Hall Field & banks) Grass cutting for year 2023.
 - £426.00 to Cable's Woodland Services (Village Hall banks and hedge cutting)
 - £1009.24 Torridge DC re Clerk wages 01.04.2024 to 30.09.2024

It was RESOLVED to approve the documents and payments.

2872 - To discuss any action the Council can take to support its policy for reducing the Carbon footprint and improving the bio-diversity in Littleham and Landcross. Up date on recent Biodiversity Group Meeting and Lottery Grant Application.

A copy of the Draft Lottery Grant Application had been circulated and will form part of the Minutes. The Application includes:

- Wildlife Garden Sign - Amount applied for £350
- Wildflower Meadow strips/Wildlife Area Sign - Amount applied for £400.
- Wildflower Seeds - Amount applied for £350.
- Moth trap and battery - Amount applied for £475.
- Hire of machinery to prepare and cut Mead - Amount applied for £350.

Total Application £1925.

The Wildflower planting proposal is for this to be in the Village Playing Field and the Village Hall Committee are being asked for its approval.

It was RESOLVED that this initiative be taken forward and Councillor Jollands has agreed to undertake the completion of the Lottery Application documents.

2873 - To discuss and approve the revised NALC model of Financial Regulations as per the attached. Revised document April 2024.

The Council referred to the Model Financial Regulations revised 2024. The following amendments were made:

2.6 - At least once in each quarter and at the financial year end, Councillor Lawrence is appointed to verify bank reconciliations produced by the RFO. Councillor Lawrence shall sign and date the reconciliations and the original bank statement (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Council.

5.15 - Individual purchases with an agreed budget for that type of expenditure may be authorised:

- The Clerk and Chair under delegated authority, for any items below £500. Where there is no specific need to make the payment prior to the next Council Meeting, all payments will be presented to the Council for authorisation.
- The Council for all other payments.

6.1 -”the Council has resolved to bank with Lloyds Bank Plc...”

7.4 - The Clerk and one authorised signatory shall check the payment details against the invoices before approving each payment using the online banking system. Except in 5.15 all payments will be approved by the Council prior to the online payment being made.

7.10 - no amendment - the two authorised signatories includes the RFO.

2874 - To discuss the Council involvement with regard to Remembrance Day and Remembrance Day Service.

The Council will have no specific representation or an appointed Councillor to represent the Council, however, the Chair will speak to the Churchwarden (her husband Mr Andrew Tregoning) to ask if it would be appropriate for any attendance and possible Wreath/flowers/RBL cross to be laid by the Council.

2875 - To consider correspondence & communications requiring attention. Emails circulated include:

1. DALC/NALC newsletter/updates/events
2. Public Sector - various
3. Devon County Council - various newsletters
4. Torridge DC – various
5. Torridge DC - Weekly Planning applications
6. Rural Services Network
7. The South West Cyber Resilience Centre.
8. Devon Communities Together
9. Devon Records
10. Police and Crime Commissioner
11. X LInks update
12. Devon Climate Emergency

The Chair thanked everyone for their attendance and the Meeting was closed 20.40hrs

Signed:

Councillor N Tregoning (Chair to the Parish Council)

Date.....