

East Down Parish Council

Minutes of the meeting of the East Down Parish Council held in the Village Hall on Monday 22nd January 2024 at 7:30 pm

Attendance: Cllrs M. Wright (Chairman), Mrs J Kift, Mrs D Fry, Mr R Crossman

1. Apologies for absence – District Cllr J Hunt, Cllr R. Crocker
2. Declarations of interest/Dispensations: There were none
3. Public participation: There were no members of the public present

Part ‘A’

4. County Councillor’s Report

Cllr Davis’s written report highlighted the County Council’s approval for proposals to construct the latest section of the Tarka Trail between Barnstaple and Ilfracombe. This will complete a missing link between Buttercombe Lane and Foxhunters as part of a longer-term route to eventually connect Barnstaple to Ilfracombe. Devon County Council are seeking Parish Councils and community groups interested in hosting an Electric Vehicle charging point in a car park that they own. More information and to register interest can be found at

<https://forms.gle/Y72qpbDrm85tBGiX7>

5. Minutes of the previous meeting.

RESOLVED to ACCEPT and sign the minutes.

6. Matters arising from the minutes

None.

7. Planning Applications

There were no Planning Applications notified

8. Financial statement of accounts for the year and to agree payments

Bank balances January 2024 were:

Parish Council A/C: £6,559.89

Parish Paths A/C: £1,060.00

Cheques signed for Clerk’s salary (£125), Gulley Cleaning (£340)

9. Chairman’s Items

- **Foul water issue (update)** – Cllr Crossman confirmed that the key gullies had been cleaned and invoiced. No further testing has been conducted since the last meeting due to the festive season and the new resources in the EA are

still awaited but due to start in January. There has been a report of alleged foul water and contaminants flowing along the roadside.

- **Fitting of Council notice board** – Cllr Crossman advised that this is imminent now that the gulley work has been done.
- **Potential unauthorised access at Ashelford Farm (update)** – the Clerk reported that case reference 13817 still remains pending with NDDC. The District Councillor’s assistance in progressing this will be sought.
- **2024-2025 Precept** - this has been confirmed and the relevant paperwork has been signed off by the EDPC.
- **Website administration and management** - Richard Tarr has offered to continue to manage the website and post meeting minutes to it. It was RESOLVED to ACCEPT to ensure continuity of service. The specific software supporting the website (Web8) is now quite old as is understood to no longer be supported by the supplier, although it continues to work reliably at present. There may however come a time when this is no longer the case and may require replacement. Following discussion it was proposed, seconded and APPROVED to undertake a review of the content and structure of websites of neighbouring parishes to help determine how East Down’s might evolve in future and what the most appropriate support model might be. The Clerk was undertake this review over the coming month’s for discussion at a future meeting.
- **Administration of bank accounts and payment authorisation** - the Chairman reported that the mandate signatories had been updated to reflect current authorised signatories. There are three bank accounts, one of which has a zero balance. There followed a discussion about how these accounts could be designated and operated. It is possible to operate the accounts entirely on-line with one person authorised to raise payments and two people who authorise those payments, with cheques remaining as a backup to this. It was proposed, seconded and APROVED that the Council would move to an online operating model and to designate the bank accounts as follows; Footpaths A/C (as now), Precept A/C (for monies received from NDDC) and the 3rd account for ring-fenced grant money that may be received from time to time.
- **Co-Option of Councillors** – there are two vacancies for councillors and Keith Philips has expressed a willingness to serve again on the Council. Following discussion it was proposed, seconded and APPROVED that Keith Phillips be invited to serve as a co-opted councillor. For the remaining vacancy the Clerk was asked to post a notice in the East Down newsletter to request anyone interested in being a councillor to contact the Clerk.

10. Correspondence

- DALC response to questions raised about the fee increase.
- Email from Coast and County Tree Services, offering their services to EDPC
- DALC Bulletin

11. Date for next meeting – 19th February 2024 at 7:30pm

Part ‘B’ (Confidential Restricted information)

There were no items under Part “B”

The meeting closed at 20:18