



**LITTLEHAM & LANDCROSS PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD AT LITTLEHAM**  
**VILLAGE HALL**  
**ON THURSDAY 28<sup>TH</sup> APRIL 2011.**

**Present:** *Cllrs. Atkinson (Vice-Chairman), Mrs Beer (Chair), Mrs Galvin, Hamilton, Hassall, Heard, Hopkins, Poole, M Smith and Stevens.*

**Apologies:** *Cllrs Miss Lamb & G Smith. DCC Cllr Robinson. TDC Cllr Pennington.*

*Members of the public wishing to address the meeting on a specific agenda item, were, in accordance with Standing Order 24 and Paragraph 12(2) of Statutory Instrument 2007/1159, permitted to do so before that Agenda Item.*

**1047- Registration of members Interests:** No additional registrations were required.

**1048- To confirm Minutes 1042- 1046 of 14<sup>th</sup> April 2011:** the Minutes were adopted as a true record of the meeting.

P: Cllr Heard

S: Cllr M Smith

All agreed.

**1049- Matters Arising – not Covered by Agenda:**

Devon & Cornwall Police Authority – Police Reform & Social Responsibility Bill: The Clerk did not respond as the Committee stage of the Bill ended on February 17<sup>th</sup>, 2011.

Update on Broadband survey for the Parish. Cllr M Smith advised that 79 Questionnaires had been delivered, and currently 42 have been returned. Initial results show great variation in connection speeds. Full results are to be compiled, and results will be forwarded to North Devon+ and DCC. Cllr Smith thanked Cllrs Beer and Atkinson for their help in this matter.

**1050- Planning: Matters Arising:**

- a.** 1/0152/2011/FUL: Edge Mills Nursery- New access road/entrance: following the attendance of Members of the public at the last meeting, the Chair has received a copy of a letter sent to TDC Planning and signed by numerous residents requesting that TDC refuse permission. The Clerk had written to Nigel Marshall the Enforcement officer at TDC as requested [Min. 1044a].

Cllr Mrs Beer had spoken to:

Adrian Deveraux at TDC, Planning, highlighting the fact that in the original 2009 application [1/0356/2009/AGR] the buildings requested were to house equipment to support the running of a nursery NOT a mushroom farm. He expected that the matter would be referred to the Legal Dept. And to: Mark Beer, Environmental Protection Officer, asking for information on nearby existing mushroom farms which the Members could visit; he advised that he would let us have details in due course, and also advised that a mushroom farm would have to comply with Food Outlet Standards. He would take up the matter of change of use of the site from Nursery to Mushroom farm with

Planning Dept to ascertain the situation. Given the high level of opposition to any development on this site by parishioners, the Clerk was asked to write to both Officers to confirm that:

- Any re-application for access would be placed before the Parish Council
- And that the question of any permission needed for “change of use” from nursery to mushroom farm is to be investigated.

They are requested to come back to us on these matters as soon as possible.

Cllr Mrs Galvin applauded the actions taken by the Chair.

- b. 3 Edge Mills Cottages:** Concern had been raised at a previous meeting regarding the apparent lack of off-road parking provision, was it a breach of planning approval? A letter had been sent to TDC, Planning Enforcement.

No further reply from Nigel Marshall has been received. It was agreed not to chase at this time as it is known that there is a heavy backlog of work at the Enforcement Office.

### **1051- District & County Councillors’ Reports.**

TDC Cllr Pennington: My apologies as I am travelling to my nephews wedding in the Lake District.

Re Edge Mills planning application for new road entrance-- have made a call in -- therefore it must come before the Planning Committee if the officers are minded to approve. Members of LLPC will be able to speak if matter comes before the planning committee.

3) Re Co -option's- I understand that I can be co-opted. I WOULD SOONER NOT AS I BELIEVE THAT ALL COUNCILLORS SHOULD BE SINGLE HATTED. Furthermore it is good that as many as possible are involved in local democracy. However if no one else will come forward I would at this point offer myself.

DCC Cllr Robinson: His report was tabled and noted. See Appx. 1.

### **1052- Preliminary consideration of 2011 Annual Parish Council Agenda [12<sup>th</sup> May] items:**

- a) To confirm that Members have a copy of current Standing Orders and to confirm adoption/amendments.

It was resolved to amend S31 to read

“A member from each community ie: Littleham & Landcross, will be nominated to receive Planning Matters Correspondence from Torridge District Council relating to his/her Community, and are to organise circulation of papers to Councillors before the relevant meeting. They are to advise both the Chair and Clerk immediately upon receipt of such correspondence so that the necessary agenda items can be prepared or arrangements made to call an Urgent meeting for Planning Purposes.”

P: Cllr Mrs Beer.

S: Cllr Atkinson.

All agreed.

- b) To confirm that Members have a copy of current Self- Help Emergency Plan. This was confirmed; furthermore it was agreed to update details after appointment of the new Council.
- c) To review and agree the Risk Analysis Statement. It was agreed that no amendments were required, apart from re-dating.

- d) Appointment of Trustee of Littleham Village Hall & Rifle Range. Cllr Hamilton agreed to carry on in this role.

**1053-Parish Plan:** An update from the meeting of April 13<sup>th</sup>. Cllr Mari Galvin tabled her report, see Appx. 2.

The Clerk was asked to write to TDC and ascertain the frequency for emptying the dog bin in Littleham; and also to raise concern with recent introduction of charges for Waste Recycling which appear to have been hastily introduced with no means of payment other than cash, and ascertain the scale of charging and how will it be assessed; it is likely to lead to an increase in fly-tipping as already evident at Jennets.

**1054- Finance & Insurance:**

**a.** Report on Bank Balance and Authorisation of Payments.

Year end [31.3.2011] – balance of account £1688.14, with o/s cheques totalling £984.87. Bank statement and cashbook [copy tabled] to be signed by Chair .

Budget outcome figures tabled, variances described by Clerk.

Payments: H Stanley – £193.77 claim for salary to 31.3.11 [to bring accounting to year end, and prepare for TDC PAYE facility] & including purchase of external hard drive and printer ink.

L`ham Village Hall - £85.50 for room hire to 31.3.11

Bank Balance to 20.4.2011: Bank statement balance £1952.41 ###

Payments: Community First – Insurance renewal; all risks incl. £6m Public Liability[exclusions noted] at £170.10 – a reduction from £ 245 previous year, cover is better due to new Underwriting agreement with Zurich.

Balances and Payments Agreed. P: Cllr Mrs Beer. S: Cllr Stevens. All agreed.

**b.** Other Financial or Insurance matters:

- i. Consider “Payments to Parish Clerks” offer from TDC. The offer letter from TDC was tabled, they require £25 set-up fee, and £10 per salary payment. The Clerk will be paid quarterly, and monies paid will be deducted from precept payments [for the coming year they will all be deducted from the second payment as the first payment is already in the pipeline]. It was resolved that the offer from TDC be accepted, and that Cllr Mrs Beer was to respond accordingly.

P: Cllr M Smith.

S: Cllr Hamilton.

All agreed.

- ii. Consider renewal of Annual Subscription to TTVS – Council for Voluntary Service for the Torridge District at £10. Resolved to renew subscription.

P: Cllr Mrs Beer.

S: Cllr Mrs Galvin

All agreed.

- iii. Consider renewal of Annual Subscription to Devon Assn of Local Councils [DALC] at £95.20 – to be paid direct or via TDC – by reduced first precept payment. Resolved to renew subscription which is to be deducted from first precept payment.

agreed.

**1055– Correspondence Received:**

- a.** TDC: Advise that the Parish is uncontested, and that we are 5 members short of the 12 required, co-option urgently required. Noted: current members will be canvassing potential co-optees before the next meeting.
- b.** DALC - Election of County Committee for 2011-2015; Nominations by May 27<sup>th</sup>. Noted.
- c.** DCC – Devon Tithe Map – request for volunteers to transcribe information from 1840 to spreadsheets. Cllr Atkinson advised that Ian Mitchell of Alverlin, Littleham has agreed to do this.
- d.** ND Biosphere Reserve: request for parish to participate in Community Clean-Up, 13-19<sup>th</sup> June. Noted, details to be sent for insertion in Crosslet [if there is a publication prior to the event].
- e.** CHICKS – Country Holidays for Inner City Kids – request for a donation. Members agreed that we do not, as matter of Policy, make donations as our funds are “public money”.
- f.** TDC – forwarding from DCC, as promised at recent TAAG meeting: map showing Torridge Salt Routes; winter maintenance Community Self Help Scheme; Guidance for Snow Wardens & Snow Warden training.  
Noted.
- g.** Letters from Mrs Melville: re: extension to Atlantic Village, broadband survey & Hoopers Water to Moorhead Cross. The Clerk was instructed to reply; Cllr M Smith had already delivered a Broadband questionnaire to her.
- h.** Parkham Parish Council: re: Bus Service 372. They have asked what responses we had on notice of service reduction on this route. We had 2 responses, neither of whom said that they used the service at the times of day to be withdrawn. The Clerk is asked to reply.
- i.** Western power & Distribution: invitation to Stakeholder Workshop. Noted.

**1056– AOB:** Cllr M Smith raised the point that vehicles were parking in a field gate at the back of Summer Hill, Scratchyface Lane. Members will monitor the situation.

Cllr Mrs Beer advised that she had been notified that sewerage was leaking from the septic tank/soakaway for the Mews & Coach House properties in Landcross. On investigation she found that the effluent was ending up on the Tarka Trail, causing a possible health hazard. Cllr Mrs Beer had contacted Environmental Health at TDC, requesting that urgent action be taken to have the owners repair the leak and in the meantime to clean up the Tarka Trail to ensure that the hazard was reduced. Apparently TDC need to issue notice to repair to the owners of the properties, one of which [Coach House] is currently abroad with no known contact details. Action on the Tarka Trail is complicated through ownership by DCC

& the Heritage & Countryside Commission. All correspondence from Cllr Mrs Beer on this subject has been copied to our TDC & DCC Councillors [by e-mail].

The Chair thanked those Councillors not standing for re-election – Cllr Mari Galvin and Cllr Morris Poole – for their time, interest and contribution during their time on the Council.

**1057- a - Other Correspondence Received:** TTVS – Torridge Matters Spring 2011; Clerks & Councils Direct; senior Council for Devon – Everyone's Tomorrow, April 2011.

**b - On-line Correspondence received:** Littleham Art and Music Festival; Minutes of LLWSA meeting held March 9 2011; Sustainable Gov's Public Service Update; Local Councillor Shadowing Award - Take Part!; neighbourhood police team visits; TTVS-Government Consultation on Budget Cutting & Reminder on Tendering Through Partnerships & Consortia; RSN-Weekly Email News Digest[6]; TTVS-Snippets Bulletin; DCC- In Touch [2]; TTVS-Training and Events Bulletin 6.4.11; TTVS-Advertisement for Community Enterprise Manager Post; DALC-Bulletins [3]; CCD- sported mentoring; CCD – NHS Transforming Community Services; Royal Devon & Exeter NHS Foundation Trust newsletter; Smokefree Devon Alliance; DALC-Superfast Broadband; DALC-Devon Community of the Year; TTVS-VCS Commissioning Project – News; TTVS-'The Equality Act 2010'; Police Authority Stakeholder newsletter #5; sustainability-Public Service Efficiency Update.

**1058- Next meeting[s]:**

**Annual Parish Council Meeting [Election of new officers]: Thursday May 12<sup>th</sup>, 2011 at 7.30pm.**

**Annual Parish Meeting [Open meeting]: Thursday May 19<sup>th</sup>, 2011 at 7.30pm.**

The meeting closed at 9.25pm

**LLPC Minutes 28.4.2011. Appx. 1**

**Report to Littleham & Landcross Parish Council, for Thursday 28<sup>th</sup> April 2011.**

**1/ Progress with Westleigh Junction.** Following my motion, passed unanimously by the Torridge Highways & Traffic Orders Committee (HATOC), which sought a re-appraisal of the decision to install traffic lights at this dangerous junction, a successful meeting of Bideford and Northam Town Councils with Cabinet Member Stuart Hughes and officers took place in Bideford Town Hall. There I was able to bring out a substantial number of reasons to oppose the plan for traffic lights and offer arguments in favour of the construction of a roundabout there instead. The matter was subsequently placed on the cabinet's agenda for their April meeting when it was decided that the matter be returned to the relevant cabinet member and officers to enable a total re-consideration of the improvement of safety features at the junction. We await word of when proper consultation will commence.

**2/ County Council re-arrangement of Highways Service.** The process of developing what has been referred to as a Virtual Joint Venture (VJV) has been progressing. This will mean a closer involvement of both officers and SWH staff which should lead to closer liaison between them. However, in parallel, some re-arrangement of boundaries, changes to the management structure and possibly to terms of employment may ensue. Naturally all this can lead to anxiety on the part of staff. I would hope that the process can be settled as soon as possible and at the end we can continue to have the officers with whom we have developed a good understanding and who know their area. Further information as details emerge.

**3/ North Devon Records Office.** Quite a large number of people contacted me, just before the county council budget setting, expressing concern that the North Devon Records Office in Barnstaple was threatened with closure. I took the opportunity at the Scrutiny Committees' Budget Scrutiny meeting to raise the matter with the cabinet member responsible. He gave me an assurance that nothing would happen before the users and organisations involved in the work of archives preservation and research would be consulted. The consultation period is now upon us, so it behoves everyone with any interest in preserving

this valuable and highly regarded institution to make representations. The necessary details are available in the North Devon Records Office, but I understand that they may also be available in local libraries.

**4/ Locality Budgets.** As well as the locality budget that we have received each year, we have been provided with a one-off fund for capital projects. This fund arose from questions I put to the leader about any residue remaining from the sale of Exeter Airport and my need of funds for my parishes. So, for this year only, there is a total of £25,000 to be assigned to acceptable capital projects. Please consider the parish's priorities, and let me know where help can be provided, but please also bear in mind that the Bideford East area is very substantial. I believe in maximising the benefit to the parishes of any funds that can be garnered from county – our Northern areas deserve a fair crack of the whip!\_

**5/ Up-date on my county council committees.** The following are the committees on which I serve: Children & Young Peoples Services Scrutiny; Policy Overview Scrutiny; Standing Advisory Committee on Religious Education (SACRE); Devon & Severn Inshore Fisheries and Conservation Authority (D&S IFCA); Development Management (Plans); Adoption Panel. Also, from time to time, working groups are set up for consideration of some specific matter (such as the recent Coastguard Service proposals). I wish also to report that I had the privilege of serving on the Devon Sea Fisheries Committee as Vic-Chairman and as Acting Chairman. That Committee, after 119 years service to the coastal and fishing communities of Devon, like its fellow committees all round our coasts, ceased to exist on 31<sup>st</sup> March, when the new IFCAs came into existence.

**6/ Tarka Pipe Band.** I was happy to support the creation of this new band in Bideford. Their aim is to keep active in piping those who previously dropped out of the Bideford Junior Pipe Band thereby resulting in the loss of the skills developed in their younger days. The band practices in the Pollyfields Centre on Sunday evenings.

Thank you Chairman, Council.

Sam Robinson.

21 Bude Street, Appledore, EX39 1PS. [sam.robinson@devon.gov.uk](mailto:sam.robinson@devon.gov.uk)

Tel (01237)474413.

## **LLPC Minutes 28.4.2011.Appx. 2.1.**

### **PARISH PLAN ANNUAL MEETING 13 April 2011**

PRESENT: Mari Galvin (chair), Ian Atkinson, Jill Turner, Anna Philpott, Loraine Kindley, Sara Percy, Rosanna Stevens.

Those attending were welcomed and thanked for giving up their time. The following items arising from the Action Plan of the Parish Plan (pages 29 - 30) were discussed.

#### **1.3 Reduction in litter and dog fouling**

The dog waste bin is not being emptied regularly.

**Action – Ian to ask the Parish Council to remind TDC to empty the bin on a regular basis.**

#### **1.4 Encourage traditional maintenance of hedges and banks**

The group were reminded that hedges should not be cut between 1 March and 31 August.

#### **1.6 Encourage use of footpaths**

Extending the footpath network was not possible because the landowners did not support it.

## 2.1 Reduce speed of traffic through the village.

This is an on-going problem and at present there is no way of enforcing safe speeds through the village. The “tractors working” sign was thought to be useful.

## 2.2 Reduce on – road parking 2.4 Ensure adequate emergency vehicle access

This remains a problem particularly in the Mount Pleasant area of the village. It was thought that when building is completed at No. 9 there would be an improvement but the parking issue would continue to be a problem with no easy solutions.

## 2.3 Improve general state of roads and verges.

This was felt to be pretty good at present. Pot holes had been dealt with as quickly as possible.

## 2.5 Review speed sign limits at Landcross

The speed sign is now operational.

## 2.6 Welcome Pack

The Welcome booklet still needed to be available for delivery to new residents. The revised version was now finished and a system for distribution to new residents needed to be put in place.

**Action – It was agreed that the following people would hold a few copies of the Welcome booklet and then distribute in their area when new residents move in:**

**Ian Atkinson: Groves Cross to Moorhead**

**Mari Galvin: The triangle, Green Gable, Tower View, Chapel Cottage and up to Pendower, Littleham Hill**

**Sara Percy: Pendower and along Mount Pleasant to No. 9**

**Ann Gooding and Lorraine Kindley: New Mt pleasant down to the Rectory**

**Val Peacock: Hollands, Old Moor and Dunn Farm**

**Mike Smith: Yeo Vale**

**Jill Turner: Robin Hill and Littleham Court**

## 2.7 Provide village road map

This was very useful and the work to produce it much appreciated.

## 3.3 Improve mobile phone connection

Sara understood that mobile phones would have a signal for an emergency even in areas not covered by some providers, and also the numbers for an emergency i.e. 999, 911, 112 will all provide connection to the emergency services. LLPC Minutes: 28.4.2011 – Appx. 1

**LLPC Minutes 28.4.2011.Appx.  
2.2.**

**Action – Ian to ask Mike Smith and then arrange for an article to be put in the Crosslet.**

## 3.4 Improve Broadband reception

Mike Smith was working on this by organising a survey to provide data for service improvement. He is thanked for his efforts.

### 3.6 Encourage use of mobile library

The van now parks in the pub car park 4.15 – 4.30pm on Thursdays fortnightly. This time seems to be more convenient (the previous time was 9.30am), particularly as school children can choose books, and the numbers attending appear to have increased.

**Action – Lorraine will check that the times and dates for the library are on the website.**

### 3.7 Encourage participation in a neighbourhood watch scheme.

Despite several attempts to be involved in this there had been insufficient interest.

### 4.1 Ensure growth is in line with residents wishes

A survey by Community Council of Devon had shown that only one person wanted affordable housing in the village. The link with Atherington on affordable housing seems to have stalled.

### 6.1 Set up a working group to encourage use of the playing field

This has not happened, but it was agreed that there seemed to be an increased use of the playing field.

### 6.2 Set up film nights at the village hall

This has been very successful and is much appreciated by the community.

### 6.3 Find volunteers to set up wildlife and gardening groups, and a historical society.

There is now a Biodiversity Group which has introduced a wildflower area at the north edge of the playing field, and is in the process of improving the area around the old pond. An historical society meets regularly.

### 6.4 Investigate the possibility of increasing the number of meals at the village hall

The village hall committee have been very successful in providing breakfasts and lunches in the hall. The coffee mornings in the chapel are also well attended.

### 6.5 To publicise classes available at the village hall.

These are publicised in the Crosslet and a wide variety of classes are now available in the hall.

## ADDITIONAL POINTS RAISED

1. Fly tipping at Jennets is a problem.

**Action – Inform the Parish Council particularly as there are now charges at the recycling centre for some waste.**

2. Rosanna expressed concern about what was taking place at the pond area.



**Action – It was suggested that she gets in touch with Rob Reed, the chair of the Biodiversity Group.**

3. This meeting needed more publicity.

**Action – To be advertised in Crosslet next year.**

The group were thanked for attending. The meeting closed at 9 pm.