



## ILFRACOMBE TOWN COUNCIL

MINUTES – 23 – 08

THE ILFRACOMBE CENTRE, HIGH STREET, ILFRACOMBE, DEVON, EX34 9QB, 01271 855300

Minutes of the Full Council Meeting held at 7.00pm on Monday 14<sup>th</sup> August 2023

### Members Present:

Councillors: D Turton (Mayor), V Gates, B Gear, G Coulter, P Coates, G Schofield, P Crabb, J Williams, D Williams, N Townsend, K Turton, T Huggins, T Ebert

### Officers Present:

L Donovan (Proper Officer), S Seatherton (Programme Manager), I Howard (Minute Taker)

**Others present:** Pastor Hills, Freeman Frances and 1 member of the public.

### AGENDA

#### 1. To receive apologies and reasons for absence

Apologies were received from Cllr T Elliott (Personal), Cllr M Fay (Personal), Cllr M Newland (Personal), Cllr H Perrin (Work Commitments) and Cllr M Welling (Personal).

#### 2. To receive declarations of interest and consider members' submitted dispensation requests

Cllr Huggins declared an interest for agenda item 17 under Part B.

#### 3. Chair's discretion for any matters or announcements for Information Only

The PO and Cllr Huggins both had items to raise.

#### 4. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes

A member of the public queried the stages in which the Premier Inn and Southern Extension sites were in currently and when progress will be made. Cllr D Turton informed the member of public that he believed the Premier Inn were awaiting contractors to start work and that the Southern Extension will be going ahead but when works will start is unknown. Freeman Frances expressed his satisfaction with the new waste and recycling bins that had been placed down the Harbour recently and felt as though it would be a good idea to have some in Brookdale Coach Park to avoid seagulls getting into the bags left there. Cllr Coates also requested that the PO try and suggest that NDC waste collection comes to Lee Bay during the weekend to avoid build up and mess. The PO will get in contact with NDC in regards to both of these ideas.

#### 5. To approve and adopt the Minutes of Full Council meeting – 10<sup>th</sup> July 2023 - Cllr D Turton

As no amendments needed to be made to these minutes, they were proposed for approval and

adoption by Cllr Gates, seconded by Cllr Huggins with all in favour.

**5.1.** Matters Arising – None.

**6. Minutes of Planning Committee meeting (to note and approve recommendations) – 17<sup>th</sup> July 2023 - Cllr J Williams**

These minutes were noted by members.

**6.1** Recommendations – None.

**7. Minutes of the Finance & General Purposes meeting (to note and approve recommendations) – 24<sup>th</sup> July 2023 - Cllr V Gates**

These minutes were noted by members.

**7.1** Recommendations – None.

**8. Minutes of Staffing Committee meeting (to note and approve recommendations) – 17<sup>th</sup> July 2023 - Cllr M Fay**

These minutes were noted by members.

**8.1** Recommendations - None.

**9. Report from Proper Officer**

**9.1. ITC 23165 – Proper Officer Report**

The PO proposed possible dates for events over the next year in order to get opinion from Councillors. Councillors were happy with the dates, however, Cllr D Turton proposed that the Mayor's Civic Service be possibly pushed by a weekend, and this will be decided in the next few weeks. The PO expressed that she believes the civic events should be run by ITC and any community events, such as Carnival or Combe Christmas, should be organised by volunteer community groups with the support from ITC. In order to protect the opportunity of a Christmas event this year, Cllr D Turton proposed that ITC put in a road closure before it is too late, this was seconded by Cllr J Williams with all in favour. It was agreed that although ITC will not be hosting the main event, the High Street lights, Christmas tree and road closure should still be ITC's responsibility.

The Marketing Group has been looking for a Councillor to join the committee, it was decided the PO would ask those Councillors absent if they would like to join and if none are interested then Cllr Crabb would join up until the end of the year. The Neighbourhood Plan funding was discussed by Councillors, members requested that the PO look into this in more detail and possibly get in contact with those who worked on the Braunton plan.

**9.2. ITC 23166 – Civility and Respect Pledge Report**

The PO shared the report on the pledge that can be taken on by a Council to follow. It was discussed that Cllr Welling would be a good member approach to read through the policy due to her career history and skills.

**9.3.** To review and adopt Communication policy

The PO explained the importance of having a communication policy, Councillors read through the policy and agreed this was an efficient policy to adopt as a Council. This was proposed by Cllr D Turton, seconded by Cllr Gates with all in favour.

**9.4.** Review Transport Masterplan & High Street Study – 2013/14

The PM explained that NDC has been in contact with him to query whether the items in this masterplan are still relevant. The PM asked Councillors to pass any feedback on the plan back to him.

**10. Finance Report**

**10.1. ITC 23167** – Current Accounting Status and Invoices for payment

In the absence of the RFO, a finance report was put together by the PO and MT which included all invoices that need to be approved for payment. Members looked through these and agreed that all invoices should be paid, this was proposed by Cllr Turton, seconded by Cllr Gates with all in favour. The PO informed members that a reply had been received from the CCLA that they are happy to attend a meeting to explain what their services entail. It was agreed that they should be invited to the October F&GP meeting to do so.

**11. Programme Manager Report; including One Ilfracombe (to note report and approve recommendations)**

**11.1. ITC 23168** – Programme Manager report

The PM updated members that all is well and a key focus of One Ilfracombe currently is the taskforce with the work they are doing/planning to do. Some funding will become available in the near future, therefore, the PM will create a report for the Staffing committee to explain how this could affect ITC staff and their workloads.

**11.2.** To appoint new One Ilfracombe Director – Due to some Councillors being absent from the meeting, some of which previously expressing an interest in being on the One Ilfracombe Board, it was decided that this appointment be delayed until the next meeting.

**12. To receive Reports/Proposals from Ilfracombe Town Councillors**

**12.1. ITC 23169** Proposal from Cllr Huggins – letter of congratulations to Susannah Baker co-founder of the Pickwell Foundation

Cllr Huggins proposed that a letter of congratulations be sent to Susannah Baker for her work in Ilfracombe which started with aiding the Ukrainian refugees. Cllr Gear proposed that this be completed and be carried on in the future in order to congratulate anyone who has done something positive for the town and been awarded for it. This was seconded by Cllr Coates with all in favour.

**13. To receive reports from County/District Councillors**

Cllr D Turton updated members that the ticket office in Barnstaple Train Station could possibly be closed down so any comments to go against this should be put forward as soon as possible. Cllr J Williams informed members that she and Cllr Crabb had been invited to the Ilfracombe Police Station to be given a tour and discuss the future of how it will work once reopened. Cllr Crabb also reiterated the ongoing consultations happening for the Link Centre and that these could carry on until the end of the year.

**14. To receive reports from Working Groups and Councillor Champions**

**14.1. ITC 23170** – Cllr T Elliott Housing Champion Report – This report was noted by members.

Any questions due to be raised could not be answered due to the absence of Cllr Elliott.

**14.2. ITC 23171** – Cllr T Elliott Update on the Ilfracombe Link Centre Proposals – This report was

noted by members. Any questions due to be raised could not be answered due to the absence of Cllr Elliott.

**15. To receive Correspondence/Licenses/Notices**

**15.1.** Email from University of Leicester - Small Rural Towns Research project – Noted by members.

**15.2.** Emails from John Waran – The PO shared some of these emails with members and discussion was made regarding the highlighted issues in the emails regarding the town and its appearance.

It was decided that, although some of these issues were already in the hands of the Town Team, the Councillors would support the idea of a voluntary group including Mr Waran to go and complete some of these tasks with the consent from ITC. The PO will reply to Mr Waran with this idea to get his feedback as well as mention the Spring Clean as a good opportunity to organise this.

**15.3.** Email from Cllr Elliott regarding queries from Shane Gooch – This correspondence was read out to members. The PO assured members that the ITC website is currently under reconstruction and that the updated version should be more accessible. Mr Gooch’s idea of a small ferry from Larkstone to the Harbour was discussed by members. Cllr J Williams explained that this idea had been discussed at a harbour meeting and that Harbour Master has already asked that Mr Gooch be referred to her.

**15.4.** RNLI Annual Life Boat Service – This correspondence was read out and noted by members.

**15.5.** Premises Licence notices - The Hele Bay, 39 Beach Road – closes 24<sup>th</sup> August 2023 – The PO informed members that any comments on this should be submitted before the 24<sup>th</sup> August.

## **16. Chairs Discretion**

Cllr Huggins passed on a question of a local resident who was curious to know the location of all defibrillators in the town and whether this could possibly be put on the ITC website. Cllr D Turton explained that work on this had started previously, however, no updates had been made since. The PM will chase this up with one of the ITC officers who originally made a start on this work. The PO had two email correspondence for information only that had been sent through late in the week. One was NDC Environmental Protection Team to let members know that a review of the Public Spaces Protection Order for Dogs is taking place and any representations or comments on this would be appreciated. The second email was received from the Car Parks Manager at NDC an explained that NDC will be amending Off-Street Parking Order to go live in December 23, again, any comments should be put in as soon as possible.

## **17. Part B – Letter regarding Community Right to Purchase.**

Cllr D Turton proposed that the meeting now be moved into Part B, this was seconded by Cllr Gear with all in favour. At this stage, all members of the public as well as a Cllr Huggins, who had a declaration of interest in this matter, left the room.

### **The Regulations State:**

*“That under Section 1, Paragraph 2 of the Public Bodies (admission to Meetings) Act 1960 the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraph 1 and 8 of schedule 12A to the Local Government Act 1972 (see section 1 and part 1 of schedule 1 to the Local Government (Access to Information) Act 1985, as amended by the Local Government (Access to Information Order 2006).”*

The Chairman declared the meeting closed at 21:00pm. The next Full Council Meeting will be held at 7.00pm on Monday 11<sup>th</sup> September 2023 in the Ilfracombe Town Council Chamber.

**Cllr Dan Turton, Mayor  
Ilfracombe Town Council  
Chair**