



ILFRACOMBE TOWN COUNCIL

MINUTES – 23-02

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

Minutes of the Full Council Meeting held at 7.00pm on Monday 13th February 2023

Members Present:

Councillors D Turton (Chair), P Coates, P Crabb, R Donovan, G Fowler, V Gates, B Gear, K Leck, D Williams, J Williams, S Wilson

Officers Present

C Coombs (RFO), S Seatherton (Programme Manager), I Howard (minute taker)

Other Present: Pastor Geoff Hills and 2 members of the public.

Pastor Hills opened the meeting with a moment of silence to remember those affected by the recent earthquakes and a prayer.

1. To Receive Apologies and reasons for absence

Apologies were noted from Cllrs L Aston (Personal), G Coulter (Personal), T Elliott (Personal), M Fay (Personal), N Pearson (Personal), G Schofield (Personal)

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

None noted.

3. Chair's announcements and matters of urgency brought forward at the discretion of the chair

None noted.

4. Public Participation

4.1. Two items raised from the member of the public.

4.1.1. Grosvenor Hotel site. It has been noted that there is more fly tipping in this area and the state of this site is generally very poor. He was informed that a letter has been sent to NDC and DCC regarding this.

4.1.2. Concern raised with regard to the absence of the harbour clock. Cllr Gear advised that this has gone for refurbishment and will eventually be put into a new arch in the area.

4.2. A National Trust Ranger had been invited to give a talk on their plans for tree planting in the Torrs. In summary, the National Trust plans to extend the current tree planting to include a larger variety of species such as Atlantic Oak, which will enhance the biodiversity of the area. A map of the planting areas was shown and background information given. The Council was asked for help in advertising of community tree planting days/events, there is a consultation on the National Trust website about



these plans and a request for Councillors to make comments was made. There was also a request for advertising of future spring walk and talk events. Councillors were in favour of these requests.

5. To approve and adopt the minutes of Full Council meetings (to note and approve recommendations) – Cllr D Turton

5.1. To approve and adopt the Minutes of the Full Council meeting on 16th January 2023. Cllr Gear proposed, seconded by Cllr Gates, that these minutes be accepted, with all in favour.

5.2. Matters Arising

5.2.1. Cllr Gates reported that the retiring Town Crier is very excited about his nomination.

5.2.2. Cllr Coates noted that the request for support for the defibrillator in Lee was facilitated by a £500 grant from the Lions and wishes to thank them for this.

5.2.3. Cllr Coates asked about the speeding issue in Lincombe and Lee and what has been done. **Action: Cllr Crabb to chase this up.**

6. Minutes of Planning Committee meeting (to note and approve recommendations) of 23rd January 2023 – Cllr J Williams

Cllr J Williams summarised the meeting as Cllr Elliott has given her apologies and asked that the meeting be noted.

6.1. Recommendations:

To note that item 11. on these minutes has been addressed and a letter sent.

7. Minutes of F&GP committee (to note and approve recommendations) 30th January 2023 – Cllr R Donovan

Cllr Donovan gave a summary and Council noted these minutes.

7.1. Recommendations:

Cllr Wilson raised a question with regard to item 3.1.1. Following discussion, the officers have been asked to investigate alternative suppliers for servicing and MOT of the Council truck.

Action: Programme Manager and Facilities Manager to investigate this.

8. Minutes of Staffing Committee (to note and approve recommendations) 5th December 2022 – Cllr M Fay

As Cllr Fay has given his apologies for this meeting, Cllr Gates summarised the meeting and Council noted these minutes.

8.1. Recommendations:

No comments received.

9. Town Clerk's Report

Covered by Programme Manager's reports.

10. Responsible Financial Officer Report

10.1. ITC 22106



10.1.1. The invoices for payment were proposed by Cllr Gear, seconded by Cllr Donovan, with all in favour that they be paid.

10.1.2. The RFO noted that as we are now nearing year-end there may be a need to transfer money from the staffing specified reserves to the business account. However, there is a healthy amount in the working reserves. The amount that would be needed to be transferred would be the £12,741.91 that was the payment for the National Award. She noted that unless this was absolutely necessary she would not transfer this amount but would like authority to do so if the accounts needed it. Therefore, it was proposed by Cllr Turton, seconded by Cllr Gates that this amount could be transferred if necessary from either the working or specified reserves into the business account, with all Councillors in favour.

10.2. Insurance – The RFO noted that the interim payment was less than expected by approximately £300 and she is awaiting confirmation from Zurich on the quote for next year. There are some items that need to be added to this insurance and others removed as no longer part of the assets.

11. Programme Managers Report: including One Ilfracombe (to note report and approve recommendations)

11.1. Report ITC 22107 – The Programme Manager summarised his report. Items to highlight were

- Graphics in the Work Hub are now completed and we can advertise these spaces. There are at least two people interested so far.
- NDC came last week and inspected the Work Hub and were very pleased as to the standard.
- The next round of Grant payments are due on this. However the air conditioning still has not been resolved as parts cannot be obtained, this will be revisited by the Programme Manager and may mean there is some extra funding available for other items in the Work Hub.

This report was noted by Council.

11.2. Report ITC 22108 – Ilfracombe public conveniences. The Programme Manager summarised his report and noted that the current state is that NDC's preferred option is to hand over the conveniences with a contract that they will do the cleaning for the first year and then that would be handed over in the second year. The toilets would be handed over as freehold. There was some discussion with regard to the following items

- Funding of the project.
- The regeneration scheme and the proposed toilet block at the seafront and whether this would be part of the public convenience handover.
- The plot of land with closed toilets at the end of Northfield Road and whether this was again part of the handover.

Action: The Programme Manager to raise these questions with NDC.

Following this discussion a proposal from Cllr Gear, seconded by Cllr Gates was that the toilets are taken on by ITC with a project to then be put in place for management and development. All Councillors in favour.



Action: That the working group reform to take on this project.

11.3. Report ITC 22109 – Litter and recycling bin provision. Following discussion, it was proposed by Cllr Turton, seconded by Cllr Fowler that resources should be made available to look into the recommendations of this report. All Councillors were in favour.

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

No reports received.

13. To receive reports from County/District Councils

No reports received however, Cllr Crabb provided a report at the meeting and summarised its contents. Please see attached.

He noted that the new head of estates at NDC would like to come to the next IRB meeting to discuss the options for development of the seafront area.

Verbal report from Cllr Fowler with regard to planning and the water sports centre which has been approved.

14. Reports from Working Groups and Councillor Champions and Working Groups

ITC 22110 – Housing Champion Report

This was noted by Council.

15. To receive correspondence/Licences and Notices

15.1. Correspondence

15.1.1. Email from Cllr Elliott was noted and with regard to the Skatepark question, Cllr Crabb will look into why the lights are not working. The remainder of this email was noted.

15.1.2. Cllr Wilson raised the issue of the non-reply to a letter of complaint, which was received some time ago. It was noted that this letter was received with no address or sender identified. She was reminded by Cllr Turton of the decision some time ago that responses would not be made to anonymous letters. Following discussion, it was requested that a note be placed on the ITC website that anonymous complaints would not be replied to. **Action:** For Project Manager to action this.

15.1.3. Correspondence from the Harbour Master with regard to the extension of the PSPO for a period of three years was noted. If Councillors wish to comment they either need to write to the Harbour Master or comment on the proposal at www.northdevon.gov.uk/council/consultation/community-consultations/

15.1.4. The letter from the returning officer at NDC was noted and confirmation that the Lantern Great Hall and Clubroom have been booked for the elections on 4th May 2023. A charge has been made for this booking.

Action: The RFO to contact the returning officer with regard to the Vision Centre as this is normally used as a polling station but no correspondence has been received.

15.2. Licences

None received.



15.3. Notices

None received.

16. AOB

16.1. Annual Town Meeting

Following discussion, it was proposed that this meeting be combined with the Grant Awards meeting, Pride in Ilfracombe award ceremony and Freeman Award ceremony. The Programme Manager to discuss this with officer who is arranging the Pride in Ilfracombe Awards. This is likely to be in April.

16.2. Grants Committee

As this is to be combined with the meetings as above the Grants Committee need to sit in the first week of March in order that grants can be approved at the March full Council and be awarded at the April meeting as in 16.1.

Action: Cllr Schofield to arrange this with Cllr Gates and Cllr Gear.

16.3. Coronation Planning

This was discussed but due to Purdah commencing on 17th March 2023 there are no specific plans for this by Council. However, there are a number of activities planned by various groups around the town and these can be advertised on the ITC website. NDC have also planned for an event on Capstone and this can be found on their website.

17. Chairs Discretion:

Nothing to note.

18. Part B -

18.1. To propose: *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) (Variation) Order 2006.*

19. ITC 22111 – Report. A motion to delegate the Staffing Committee, to authorise and deal with the speedy appointment of a Proper Officer and the responsibility for the finalisation of the staffing structure based on the report given and discussion. This was proposed by Cllr Gates, seconded by Cllr Crabb, with all members in favour.

Action: For Staffing to take this forward.

The Chairman declared the meeting closed at 9:13pm. The next meeting of the council will be held at 7.00pm on Monday 13th March 2023 in the Ilfracombe Town Council Chamber.



Cllr Dan Turton, Mayor
13/02/23
Chair