



**ILFRACOMBE TOWN COUNCIL**  
**MINUTES – 24 – 05**  
**THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB**

Minutes of the Full Council Meeting held at 7:00pm on Monday 13<sup>th</sup> May 2024

**Members Present:**

Councillors: D Turton, P Coates, G Coulter, P Crabb, T Ebert, T Elliott, B Gear, T Huggins, M Newland, H Perrin, G Schofield, N Townsend, D Williams, J Williams, M Welling

**Officers Present:**

L Donovan (Proper Officer), I Howard (Minute Taker), C Coombs (Responsible Finance Officer)

**Others Present:** Pastor Hills and 5 members of the public

**1. To receive and agree apologies and reasons for absence**

Apologies were received from Cllrs Fay, K Turton and Gates (all personal).

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

None received.

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

Cllr Huggins, Elliott and Coulter 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**

During the recent meeting, a representative of the Ifs Twinning Association expressed gratitude to ITC councillors and staff for hosting a successful event the previous Saturday. A member of the public reiterated their request for an update on the installation of masts at the children's playground on the seafront. Cllr Crabb acknowledged that there had been an oversight in the planning application but assured that a new application is currently being processed, with the works expected to be completed soon. Freeman Edmunds noted that in previous years, it was customary for the Mayor and Deputy Mayor to publicly read their declarations to commit to their roles in serving the town. Due to the Deputy Mayor's absence, Cllr D Turton read the Mayor's Declaration on behalf of both officials. The PO confirmed that this tradition will be maintained in future AGMs.

**5. To determine which items, if any, of the agenda should be taken with the public excluded.**

The PO suggested that an item in her report but taken with the public excluded to allow members to discuss sensitive financial details, this was proposed by Cllr Gear and seconded by Cllr Huggins with all in favour apart from Cllrs Elliott and Ebert who voted against this. Additionally, all members agreed to discuss item 18 with the public excluded as well.

**6. To approve and adopt the Minutes of Full Council meeting – 8<sup>th</sup> April 2024 - Cllr D Turton**

Cllr Elliott requested that the line "this report was looked through by members" be removed from item 13.1 as she feels this was not a true account of what took place at the meeting. It was requested the item instead will read "discrepancies with the report were discussed". Cllr Elliot's proposed amendment had 5

additional votes in support, 2 members voted against and the remaining 7 members abstained from voting. Cllr Gear proposed to adopt these minutes, with the approved amendment, this was seconded by Cllr Huggins with all in favour.

**6.1. Update on actions taken from previous minutes** – No updates to be made.

**7. Minutes of Planning Committee meeting (to note and approve recommendations) – 15<sup>th</sup> April 2024 - Cllr J Williams**

These minutes were noted by members.

**7.1. Update on actions taken from previous minutes** – Cllr Coates updated members that the Lee Bay Hotel Application has a new consultation end date of 29<sup>th</sup> May 2024 meaning this can be discussed and thoroughly looked through at the next Planning Committee Meeting.

**8. Minutes of the Finance & General Purposes meeting (to note and approve recommendations) – 22<sup>nd</sup> April 2024 - Cllr M Newland**

These minutes were noted by members.

**8.1. Update on actions taken from previous minutes** – No updates were made.

**9. Minutes of Staffing Committee meeting (to note and approve recommendations) – 15<sup>th</sup> April 2024 - Cllr M Fay**

These minutes were noted by members.

**9.1. Update on actions taken from previous minutes** - No updates were made.

**10. Report from Proper Officer**

**10.1. ITC 24016 – Proper Officer Report** – The PO provided a brief overview of her report, highlighting several key points. She mentioned the success of the recent Mayor's Civic Event, during which ex-councillor Rod Donovan received his Freeman Award. Following discussions at this event, Freeman Goodwin has agreed to come out of retirement to serve as Town Crier for the upcoming D-Day 80 event. Additionally, the PO informed members about her forthcoming meeting with NDC regarding public conveniences and ongoing efforts to explore options for replacing the War Memorial plaques. She also reminded members about the Belles & Whistles event scheduled for 31st May, encouraging councillors to help promote the event and to purchase tickets if possible.

**10.2. To agree any new Councillor Champions** – The following Councillor Champions were agreed:

- Business: Cllr Welling
- Tourism: Cllr J Williams
- Place: Cllr Gear
- Volunteering: Cllr Huggins
- Lee and Lincombe: Cllr Coates

**11. Responsible Finance Officer Report**

**11.1. ITC 24017 – To review & agree current Accounting Status & Invoices for payment** – The RFO informed members that all grants had been sent out earlier in the day, and all recipients would receive a confirmation letter alongside their grant. She also reported that the first precept payment had been received. Following this, the RFO transferred £26,000 from the old Commercial Call account into the CCLA accounts. The RFO requested approval for the payment of the invoices listed in her report, including those on the addendum. This request was proposed by Cllr D Turton, seconded by Cllr Ebert, and approved by all members.

**12. Programme Manager Report; including One Ilfracombe**

**12.1. ITC 24018 – Programme Manager report** – Due to the PM's absence, he requested that the PO inform members that NDC has decided to match fund £4,000 to Belles Place following the grant provided by

ITC. The PO also highlighted a section in Project Officer Charmian's report regarding the Ilfracombe Mental Health Alliance. Cllr Elliott, who has been working closely on this issue, explained the urgent challenges arising from the closure of the Link Centre on 17th July. It has been reported that no clients of the Link Centre have received the warm handover promised by DCC in preparation for the Ilfracombe Mental Health Alliance, which offers different services than the Link Centre. This situation will leave clients without an exit plan, raising concerns for ITC and other local services like Belles Place, which are already struggling to meet demand. All members agreed that, with Charmian's assistance, a letter should be drafted to DCC to urgently request the creation of an exit plan for these vulnerable individuals and to inform local service providers about the planned arrangements.

### **13. To receive Reports/Proposals from Ilfracombe Town Councillors – None received.**

**13.1. ITC 24019** – Proposal to request Live Screening of Town Council Meetings – Cllr Elliott gave a brief explanation of her report and noted that the PM suggested a few trial runs before going live to the public to ensure there are no technical issues beforehand. Cllr Huggins proposed to trial the live screenings of the meetings, this was seconded by Cllr Crabb with all members in favour. The PO requested that a protocol be put in place before going live to the public, all members were in agreement.

### **14. To receive reports from County/District Councillors**

- **Cllr S Wilson NDC Report** – This report was circulated by the PO prior to the meeting and was noted by members.
- Cllr Crabb shared around a written report including a variety of recent Devon County Council statistics for information. It also included an update on the Marlborough Road collapse following a resident who lives adjacent to the collapse attending the last Full Council meeting. It was highlighted that there are still issues with conflicting deed documents.
- Cllr J Williams informed members that a Coastal Communities meet up would be taking place on 17<sup>th</sup> - 19<sup>th</sup> September and would appreciate if Cllr D Turton, as Mayor, would attend.

### **15. To receive reports from Working Groups and Councillor Champions – None received.**

### **16. To receive Correspondence/Licenses/Notices**

#### **16.1. Correspondence**

- Email regarding Ropery Road car park tickets – The PO noted that she was reluctant to agree to this request due to how this resulted in the past however if the process was changed then this could potentially work in future. Cllr Gear suggested that ITC continue to operate the permits for the rest of this season and then decide what to do after that, all members agreed to this.
- Letter regarding land in front of Montpelier Terrace – Members agreed that, although it would be beneficial to have more car parking spaces, this is something out of their control, the PO will respond to the member of public.

#### **16.2. Licences**

##### **Applications received under the Licensing Act 2003**

An application for the grant of a premises licence has been made by:

Nicholas Lee Wassall in respect of Watermouth Valley Camping Park, Watermouth, Berrynarbor, Ilfracombe, Devon EX34 9SJ as follows:

To enable the supply of alcohol on and off the premises Monday to Sunday from 08:00 hours to 22:30 hours.

The closing date for any representations is 15th May 2024

This application was noted by members.

#### **16.3. Notices – None.**

- 17. To review and adopt the Ilfracombe Cultural Plan** – Cllrs approved of what was included in the Cultural plan, for this reason Cllr D Turton proposed to adopt the plan, this was seconded by Cllr Schofield with all in favour.
- 18. To agree and approve the May rent for new tenant in the Lantern Centre** – This item was taken under Part B.
- 19. To discuss and agree list of former Mayors eligible to receive medals** – Members were in agreement to use the past Mayor board as reference and to award medals to the 12 most recent Past Mayors on the board.
- 20. Strategic Plan update** – The PO explained that due to her being absent from work, this has been delayed and will therefore be deferred to the next Full Council to be reviewed and adopted.
- 21. IRB update** – No major updates were made apart from Cllr Crabb noting that the IRB minutes should be regularly sent to ITC, these can then be added to the ITC website for the public to view.
- 22. Runnymede WW1 monument update** – Cllr Newland updated members that the Ilfracombe Roundtable have been working on this and a plan had been made for the renovations to the monument, this will be completed before the 6<sup>th</sup> June 2024.
- 23. Policies to be adopted**
- 23.1. ITC Carers Policy** – Motion to adopt this policy was proposed by Cllr Gear, seconded by Cllr Welling with all in favour.
- 23.2. ITC Flexible Working Policy** – The PO explained that minor changes had been made to this policy in coordination with amendments made to legislation. Cllr Gear proposed to adopt the policy along with the amendments, this was seconded by Cllr Huggins with all in favour.
- 24. Chairs Discretion**
- Cllr Huggins provided an overview of the visit from the IFS Twinning Association, detailing the various locations in and around Ilfracombe that were visited. One highlight was the Victorian Steampunk Festival in Lynmouth, which was particularly enjoyed by the visitors. Cllr Huggins suggested that it might be worthwhile to consider recreating a similar event in Ilfracombe. Additionally, The Art Trail was another activity that the visitors took much interest in. Cllr Elliott suggested that that ITC send a thank you letter to the organisers of the Art Trail for putting their time and effort into making the trail for Ilfracombe, all members agreed and asked that the PO put this letter together.
- Cllr Coulter wanted to inform members that there would be a Big Fore Street Lunch event taking place on the 9<sup>th</sup> June, the PO asked that any further details be shared with herself.
- Cllr Elliott reported a resident's query about the possibility of installing railings on the pavement where Princess Avenue joins Highfield Road, noting that the steep corner becomes a slip hazard when wet. The PO will investigate the feasibility of this installation. Cllr Elliott also raised concerns about the Old Amusement Site on Wilder Road, mentioning that a break in the fences has made the site accessible, posing a potential danger, especially to children. The PO mentioned that she has previously been in contact with the owner and will reach out again to see if the fence can be repaired to prevent access.
- 25. Items for Next Agenda** – None received.

At this stage, Cllr Schofield proposed that the meeting be moved into Part B, this was seconded by Cllr D Williams with all in favour. Cllr D Turton invited officers to stay for Part B but asked all members of the public to then leave 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*

*120 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.*

### **Disclosable Information for Part B Full Council 13<sup>th</sup> May 2024**

**10.1. ITC 24016 – Proper Officer Report** – The PO informed members that the TIC had shared their plans for how the TIC service will now be provided, in this communication the TIC requested a grant to help with some start-up expenses. Due to potential logistic issues with giving the TIC the requested grant, members agreed that it would be more efficient for ITC to buy the items needed and give them to the TIC on the pretence that if they are no longer needed then ITC will take them back. Cllr D Turton proposed that ITC purchase these items using funds from the Marketing Budget, this was seconded by Cllr J Williams with all in favour.

**18. To agree and approve the May rent for new tenant in the Lantern Centre** – Members were all in favour to give the new tenants a discounted rate for May.

The Chairman declared the meeting closed at 21:00hrs.  
The next Full Council Meeting will be held at 19:00hrs on Monday the 10th June 2024.

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

**13/05/2024**