



ILFRACOMBE TOWN COUNCIL
MINUTES – 24 – 07
THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB

Minutes of the Full Council Meeting held at 7:00pm on Monday 8th July 2024

Members Present:

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

Officers Present:

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

Others Present: 7 members of the public.

1. To receive and agree apologies and reasons for absence

Apologies were received from Cllrs M Fay, V Gates (personal) as well as H Perrin (work commitments).

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

The PO had items to raise.

4. To appoint and welcome new Mayoral Cadet 2024/25

Cllr D Turton introduced his new Mayoral Cadet 2024/25 to members and presented CPL Matthew Parkhouse with the ITC brassard for his role. Cllr D Turton congratulated Matthew on receiving the title for this year and explained that he will now accompany the Mayor to events that he is invited to.

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

Cllr Turton invited Terena from the Ifs Twinning Association to speak before members, she gave a few words and presented the Mayor with gifts from the Mayor of Ifs after her trip to the twinning town. The Mayor gave his thanks and had photos taken which could be passed on to the twinning Mayors.

Another member of the public raised concerns with the festoon lights around the sea front, as these are currently not up and working, alongside this, he had confusion as to why the wall adjacent to Wildersmouth Beach is still fenced off and not being repaired. The PO explained that NDC have stated that they have plans to repair/replace both the lights and the wall, however, there is no set date for this so the PO has agreed to chase this and report any updates back to the next Full Council Committee Meeting.

This member of the public, as well as another, also expressed their dismay with the Capstone Green not being mowed as of yet. Cllr Crabb explained that he had created a poll on Social Media to grasp the opinions of the residents as to whether the grass should be mowed or kept wild. Cllr Crabb further explained that the reason why the grass is currently wild is due to NDC vowing to provide 20 hectares of land for rewilding following the development of the Watersports Centre, this is to increase

biodiversity. A large quantity of people voted on this poll with many people explaining why it is beneficial to keep the area wild, however, the general consensus was that the majority of people think it would be better mowed. Following Cllr Crabb's poll and comments, NDC have compromised and plan to mow out pathways and sitting areas whilst keeping areas wild.

Following all the concerns raised by the public regarding the Capstone area, members agreed that a letter should be sent to NDC voicing these issues on behalf of the public. The PO and Cllr Newland will draft a letter up and circulate this to members before sending off.

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

No items to be taken with the public excluded.

7. To approve and adopt the Minutes of Full Council meeting – 10th June 2024 – Cllr P Crabb

These minutes were proposed for approval and adoption by Cllr Schofield, seconded by Cllr Coates with all in favour apart from an abstention from Cllr D Turton who was absent from the meeting.

7.1. Update on actions taken from previous minutes – No updates on actions made.

8. Minutes of Planning Committee meeting (to note and approve recommendations) – 17th June 2024 - Cllr J Williams

These minutes were noted by members.

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

9. Minutes of the Finance & General Purposes meeting (to note and approve recommendations) – 24th June 2024 - Cllr M Newland

These minutes were noted by members

9.1. Update on actions taken from previous minutes – Cllr Newland explained that following the discussions about the Skate Park lighting during this meeting, himself and Cllr Gear formed a proposal to resolve the issue. Cllr Gear proposed that members delegate the F&GP Committee authority to spend up to £3000 on solar lights if they are suitable as this would be the amount of money that would need to be spent on a new cable if they were to go for the original option of repairing the lights that are currently there. Members were in agreement of Cllr Gears proposal, it was seconded by Cllr Crabb with all in favour.

9.1.1. To agree and adopt the Financial Regulations Policy – Motion to adopt the Financial Regulations Policy with amendments made in Finance & General Purpose Committees meeting was proposed by Cllr Newland, seconded by Cllr Crabb with all in favour.

9.1.2. To agree and approve recommendation that the outstanding debt owed by the Tourist Information Centre to ITC be written off as a bad debt – This item was deferred and discussed alongside item 11.5 during the meeting. It was agreed that this outstanding debt be written off as a bad debt, this was proposed by Cllr Gear, seconded by Cllr Crabb with all in favour.

10. Minutes of Staffing Committee meeting (to note and approve recommendations) – 17th June 2024 - Cllr M Fay

This meeting did not take place due to not being quorate, however, Cllr Gear stated that currently there are no updates to be made in regards to staffing.

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

11. Report from Proper Officer

11.1. ITC 24028 – Proper Officer Report – The PO provided a brief overview of her report, highlighting several key points. The PO noted that the Health & Safety actions given at the beginning of the year have recently

been put on hold, however, she has now restarted looking through these. Following the recent Fire Risk Assessment, the PO was informed that a key action to complete was to look into obtaining fire training for staff, this was looked at in more detail in report ITC – 24029. The PO explained to members that work is currently being done on cleaning and repainting the bus shelters in the town, an audit of these has recently been done which gives the PO the chance to start investigating what options are available for getting advertising put up. The last significant point raised was that there are a couple “Quick Wins” funding available from DCC via NDC, due to this, a meeting has been scheduled with NDC and DCC to go through possible projects which will take place on the 10th July.

At this point Cllr Elliott left the meeting (19:45hrs).

11.2. ITC 24029 – Fire Safety Training Report – The PO explained the need for fire training among the ITC staff as well as the possibility of extending the invitation to long-term hirers at the Lantern due to the building not being staffed manned. The PO obtained 3 Fire Safety Training quotes for members, Cllr Huggins proposed that Fyrex Fire Protection Services be used, this was seconded by Cllr Gear with all in favour. Members were in agreement that the long-term hirers should also be offered this training.

11.3. ITC 24030 – War Memorial Report – After reading through this report, Cllr Gear proposed that FJS Memorials’ black and gold design be used for the refurbishment of the War Memorial plaques, this was seconded by Cllr Crabb with all in favour. Members were also in agreement to delegate authority to the PO to go ahead with these works, including any other decisions such as extra plaques for the missing WW2 names, as long as any money spent stays below the amount received from the insurance claim.

11.4. ITC 24031 – Strategic Plan changes Report – After discussing this report, Cllr Crabb proposed that the Strategic Plan be approved in principal as some minor amendments may need to be made and the PO wants the plan to be printed shortly. This was seconded by Cllr Huggins with all in favour. Cllrs Crabb, Turton, Gear and Gates were chosen to be sent the proposed amendments or questions to review, due to their knowledge and experience gained in their roles as Councillors, before the plan is printed.

11.5. TIC Update – This item was discussed alongside agenda item 9.1.2, the PO explained to members that a letter had been received from the IBTA offering ITC 75% of the TIC’s debt. Members agreed that the current debt will be written off as a bad debt and the 75% of this amount from the IBTA will be gratefully accepted as a good will donation.

12. Responsible Finance Officer Report

12.1. ITC 24032 – To review & agree current Accounting Status & Invoices for payment

The RFO informed members that a copy of the ITC reserves will now be included in the report. It was noted that during the most recent Finance & General Purposes Committee meeting, members agreed to monitor the interest being acquired from the CCLA accounts so that this money can be moved in small amounts at a time into reserves. In addition to this, the RFO has added 3 more reserves, these include; toilets, second vehicle and war memorial. The last key point raised was that hire rates for rent will need to be reviewed against the annual RPI, the RFO proposed that the Finance & General Purposes Committee consider the rates and bring a proposal to the next Full Council meeting for approval. The RFO requested approval for the payment of the invoices listed in her report, this was proposed by Cllr Turton, seconded by Cllr Newland, with all in favour.

13. Programme Manager Report; including One Ilfracombe

13.1. ITC 24033 – Programme Manager Report – Due to the PM’s absence, the PO highlighted points from the PM report on his behalf. Advertisement for the Social Prescriber job vacancy has now gone out, if the position is filled this will be fed back. An OI and Taskforce meeting will be held on the 17th in order to discuss the governance of the groups.

14. To receive Reports/Proposals from Ilfracombe Town Councillors – None received.

15. To receive reports from County/District Councillors – Cllr Crabb gave a verbal report which included some the following points:

- A meeting will be happening shortly which aims to reopen the New Barnstaple Road.
- The Nightingale Hospital, which previously was Homebase, has been a great success so far by tackling the waiting lists at NDDH. The hospital is able to carry out approximately 1000 scans a week.
- HM Gov has spent 95 million to address a shortfall in Special Needs Education.
- The contract for the Pothole Contractors is up for renewal.

Cllr J Williams informed members that, during the last NDC Planning meeting, the application for Larkstone Café & Bar had been approved which was the request for car parking and motorhome spaces.

16. To receive reports from Working Groups and Councillor Champions – Cllr Coates, as Lee & Lincombe Champion, informed members that the Lee Bay Hotel Developers (Acorn Blue) have requested to connect to the Lee Bay Toilets water supply in order to provide welfare facilities for their workers. Cllr Coates explained that the developers will fit a separate meter and have agreed to pick up all additional costs for water usage, due to this, members were happy for this to happen. The PO will obtain the project officers details and begin negotiations for this.

16.1. ITC 24034 – Volunteering Strategy Report motion 1 – This motion that was proposed by Cllr Huggins was seconded for approval by Cllr Turton with all in favour.

16.2. ITC Volunteering Strategy – Discussed under items 16.1 and 16.3.

16.3. ITC 24035 – Volunteering on the ITC website Report motion 2 – This motion that was proposed by Cllr Huggins was seconded for approval by Cllr Coates with all in favour.

17. To receive Correspondence/Licences/Notices

17.1. Correspondence

17.1.1. IBTA Member Questions – After looking through this correspondence, the PO agreed that she will look at replying to the IBTA answering their questions with the aid of Cllr J Williams. A discussion was had which led to members agreeing that it would be beneficial to create a marketing subgroup. Due to this, Cllrs Schofield, D Williams, Townsend, Newland, Turton, J Williams and Welling have agreed to be a part of the marketing group.

17.1.2. Letter from Ilfracombe/Ifs Twinning Association – This correspondence was noted by members.

17.2. Licences – None received.

17.3. Notices – None received.

18. IRB update

The PO explained that there were no major updates to be made other than that a letter had been sent regarding the road closure at New Barnstaple Road, the cultural plan was discussed again and a meeting with Premier Inn will hopefully be organised soon. The next IRB meeting will take place next week.

19. Chairs Discretion

The PO informed members that Freeman Goodwin has been in contact to notify her that he will be doing a rededication on at 3pm on the 28th July at the Runnymede Gardens Memorial that has recently been refurbished. The PO asked that members try their best to attend this, especially Cllr Turton as Mayor due to Freeman Goodwin requesting that he do a citation on the day.

20. Items for Next Agenda – None received

The Chairman declared the meeting closed at 21:02, the next Full Council Meeting will be held at 19:00hrs on Monday 12th August 2024.

Cllr Dan Turton (Mayor)
Ifracombe Town Council
Chair

08/07/2024

DRAFT