



**ILFRACOMBE TOWN COUNCIL**  
**MINUTES – 24 – 09**  
**THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB**

Minutes of the Full Council Meeting held at 7:00pm on Monday 19<sup>th</sup> September 2024

**Members Present:**

Councillors: D Turton (Mayor), B Gear, G Coulter, P Coates, T Elliott, P Crabb, J Williams, D Williams, N Townsend, ,  
T Huggins, H Perrin, T Ebert

**Officers Present:**

L Donovan (Proper Officer), C Coombs (Responsible Finance Officer), S Seatherton (Programme Manager)

**Others Present:** 2 members of the public

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

Apologies were received from Cllrs V Gates (personal), K Turton (resignation), M Fay (personal), M Welling (personal) and M Newland (work obligation).

Absent: Cllr G Schofield

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

Cllrs Elliott, Ebert and Huggins declared a personal interest in item 17.1.1. They are all board members of the Ilfracombe Community Land Trust.

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

The PO had a number of items to raise together with one item from Cllr D Turton.

**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 enquired as to whether the council had any knowledge regarding the situation with the museum and the end of their lease. The PO informed the public and members that through communications with NDC officers, the museum have been given some options following the publication of the Cultural Plan. They are being assisted in taking the next steps, however unless there are special circumstances the understanding is that their lease will not be renewed past December 2025.

**4.1. To introduce and welcome our new volunteer Town Crier**

Our new volunteer Town Crier was introduced to all members by the Mayor. He talked about his enthusiasm for the role and demonstrated a cry for all the members. The Council welcomed him to the role and wished him luck going forward.

**5. 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.

**6. To discuss and agree resignation of Councillor K Turton**

The PO informed members of the official resignation of Cllr K Turton. NDC will be informed and the position will then be advertised to the public. If by a set date a request for an election to fill the vacancy is made in writing to the Returning Officer by TEN electors for the Town, an election will be held to fill the vacancy, otherwise the vacancy will be filled by co-option.

- 7. To approve and adopt the Minutes of Full Council meeting – 12<sup>th</sup> August 2024 – Cllr D Turton**  
These minutes were proposed for approval and adoption by Cllr Coulter, seconded by Cllr D Williams with all in favour.
- 7.1. Update on actions taken from previous minutes**
- 7.1.1.** PO Update on agenda item 16.1.2 signage on St Brannoeks Road property – PO informed members that having spoken to DCC and the resident, the only way that signage can be permitted is through our Devon County Council representative. All information has been forwarded to Cllr Crabb to take to DCC.
- 7.1.2.** Item 18 regarding Councillor representation (Champion) on the Cultural Team – PO reiterated that Councillor representation on this team would be required. A soft launch meeting is due to be held on the 12<sup>th</sup> September at 6pm at the Lantern alongside the Marketing Forum launch and Councillors are encouraged to attend.
- 8. Minutes of Planning Committee meeting (to note and approve recommendations) – 19<sup>th</sup> August 2024 - Cllr J Williams**  
These minutes were noted by members.
- 8.1. Update on actions taken from previous minutes –** No updates to report.
- 9. Minutes of the Finance & General Purposes meeting (to note and approve recommendations) – 27<sup>th</sup> August 2024 - Cllr T Huggins**  
There were no minutes to present as the meeting was not quorate and could not take place.
- 9.1. Update on actions taken from previous minutes –** No updates to report as no meeting held.
- 10. Minutes of Staffing Committee meeting (to note and approve recommendations) – 19<sup>th</sup> August 2024 - Cllr M Fay**  
These minutes were noted by members.
- 10.1. Update on actions taken from previous minutes**
- 10.1.1. ITC 24054 – Report on Devon Pension Scheme**  
PO presented the report with recommendations. Cllr Crabb proposed to put the scheme into suspension by paying the monthly amount of £13.96 as well as the back pay owed (£167.52). Seconded by Cllr D Turton with all in favour. PO to look into further cost implications and report back in regards to having a staff member be part of the fund going forward.
- 11. Report from Proper Officer**
- 11.1. ITC 24051 – Proper Officer Report –** The PO provided a brief overview of her report, highlighting several points. The Marketing Forum taking place on the 12<sup>th</sup> September, update on resilience and reiteration of training available online for councillors.
- 11.2. ITC 24047 – To consider and agree the cost to replacement ITC ipads –** PO presented the report and recommendations. Cllr D Turton proposed repurposing the one ipad that had one year left to the facilities team and to purchase an additional tablet for the use on reception. This was seconded by Cllr Crabb with all in favour.
- 11.3. ITC 24049 – To discuss and agree potential storage container at Ropery Road Car Park –** PO presented the report and recommendations. Cllr Crabb proposed buying a new container to be housed either at Ropery Road Car Park or at the Vision Centre. This was seconded by Cllr Gear with all in favour.
- (Cllr Elliott left the meeting at this point)*
- 11.4. ITC 24055 – To review and agree recommendations as per Live Screening Report –** PO presented the report and policy with recommendations. Cllr T Huggins proposed that we trial live streaming for a 3 month period using our current equipment and adopted this current policy. This was seconded by Cllr D Williams with all in favour. Following this trial period the policy will need revisiting to consider publication legal implications as well as upgrade costs of equipment and creation of YouTube account.

## **12. Responsible Finance Officer Report**

**12.1. ITC 24052 – To review & agree current Accounting Status & Invoices for payment** –The RFO requested approval for the payment of the invoices listed in her report, as well as those on the addendum, this was proposed by Cllr Gear, seconded by Cllr Crabb with all in favour. The RFO explained the notes in her report in relation to the AGAR and the correspondence from PKF Littlejohn that the Council will be receiving a Section 3 notice.

## **13. Programme Manager Report; including One Ilfracombe**

**13.1. ITC 24043 – Programme Manager Report** – The PM highlighted some key points from his report. This was noted by Councillors.

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

**15. To receive reports from County/District Councillors** – NDC Cllr Wilson's report to council was noted. NDC Cllr J Williams notified members of the outcome of certain NDC planning applications. Cllr Crabb circulated his monthly DCC report in written form which was noted.

## **16. To receive reports from Working Groups and Councillor Champions**

**16.1. ITC 24056 – Lee & Lincombe Champion Report Cllr P Coates** – Cllr Coates highlighted some key items from her report. This was noted by Councillors with no questions coming forward.

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

### **17.1. Correspondence**

**17.1.1. To discuss & agree response to Community Right to Bid** – Cllrs Ebert and Huggins declared a personal interest in this item therefore abstained from any discussion or voting. Following some discussion Cllr Crabb proposed the PO respond that there is some concern about the timing of the Bid due to discussions taking place with the Emmanuel Church and NDC officers. This was seconded by Cllr D Turton with all in favour.

**17.1.2. Letter from Ilfracombe in Bloom** – This item was discussed and Councillors all agreed that currently the Council would be unable to help financially due to all grant funding having been allocated. The PO will recommend other grant avenues that Ilfracombe in Bloom can apply for including NDC and DCC Councillor grants.

### **17.2. Licences**

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

An application for the grant of a premises licence has been made by: Cork & Vine Company Ltd in respect of Cork & Vine, Unit C9 Tarka Self Storage Ltd, Hele Bay Business Park, Ilfracombe, Devon, EX34 9RA to enable online alcohol sales Monday to Sunday 24 hours a day, 7 days a week. The closing date for any representations is 11<sup>th</sup> September 2024.

This license application was noted by members.

**17.3. Notices** – None received.

## **18. To review and agree to draft Heads of Terms of Agreement for Biclescome Park and Harbour Public**

**Conveniences** – The PO explain the reasons received from NDC as to why the changes have been proposed. Councillor voted on each venue separately.

a) Cllr Crabb proposed to accept the HOT's for Biclescome Park Public Conveniences. Seconded by Cllr D Turton with all in favour.

b) Cllr Crabb proposed rejecting the HOT's for Harbour Public Conveniences based on changes made from original agreement. Seconded by Cllr D Turton with all in favour.

**19. IRB Update** – Nothing to report as no meeting was held in August.

## 20. Chairs Discretion

The PO highlighted the following items:

- a) A donation of £200 was made by one of the users of the Community Car Service with thanks for the service received as this is invaluable in getting to appointments. The PO has already sent a letter of thanks.
- b) The PO mentioned the passing of a previous Councillor and Town Mayor Keith Thompson. A card of condolence will be sent to his family.
- c) It is World Clean Up Day on the 20<sup>th</sup> September. Members of staff will go out on this day to do some litter picking. The PO invited all members of the council to join the staff. Details will be distributed shortly.
- d) The PO received a response to questions sent to NDC leaders following the meeting held with them in August. This will be circulated to all council members by email.
- e) Following a DALC Connect event attended by Cllr Coates and the PO about the proposed reforms to the NPPF (National Planning Policy Framework). The recording of this event and the link to the consultation will be forwarded via email to all members.

Cllr D Turton would like to extend his thanks to Silk Crystal for the work that has taken place in painting of the hoardings on Wilder Road.

## 21. Items for Next Agenda – None received.

The Chairman declared the meeting closed at 21:16, the next Full Council Meeting will be held at 19:00hrs on Monday 7<sup>th</sup> October 2024.

**Cllr Dan Turton (Mayor)**  
**Ilfracombe Town Council**  
**Chair**

**09/09/2024**