

BRAUNTON PARISH COUNCIL



Council Offices
Chaloners Road
Braunton

Date issued: 8 November 2023

Dear members of Braunton Parish Council,

You are summoned to attend the Full Council meeting of Braunton Parish Council, which will be held on **TUESDAY 14 NOVEMBER 2023 at 7pm**, in the Council Chamber, Chaloners Road, Braunton, for the purpose of transacting the undermentioned business.

In accordance with The Public Bodies (Admission to Meetings) Act 1960 members of the public and press are welcome to attend.

There will be a period not exceeding 15 minutes for questions by the public. Anyone wishing to ask questions is requested to notify the Parish Clerk by 12 noon on the day of the meeting.

Yours faithfully,

A handwritten signature in black ink that reads "T. Lovell".

Tracey Lovell BA (Hons)
Clerk to the Council & RFO

Public Participation. In accordance with Standing Order 49 a period not exceeding 15 minutes will be set aside at the start of the meeting for members of the public to ask a question or make a statement about, any matter relating solely to any function of the Council or any planning application being considered by the Council. Anybody wishing to ask a question is requested to inform the Parish Clerk prior to the meeting.

AGENDA

Part I

1. **Apologies** - receive apologies and reasons for absence.
2. Receive items for information not on the agenda, which in the opinion of the Chair should be brought to the attention of the Council.
3. **Declarations of Interest** – to receive declarations of personal interest and disclosable pecuniary interests (DPIs) in respect of items on this agenda. Members are reminded that all interests:
 - Should be declared at the beginning of the meeting, and
 - Declared prior to the item being discussed.
4. **Public Participation Period** – members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business relating to the Parish Council. The period of time which is designated for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business and shall not speak for more than 3 minutes. A

question asked by a member of the public during this period shall not require a response or debate at the meeting.

5. **Requests for Dispensation** - consider requests received for dispensation(s).
6. **Minutes** –
 - a. To approve and sign Minutes of the Council Meeting held on the 10 October 2023, attached.
 - b. To approve and sign Minutes of the Council Meeting held on the 24 October 2023, attached.
 - c. To ratify and adopt the Minutes of the Property Committee Meeting held on the 9 October 2023, attached.
 - d. To ratify and adopt the Minutes of the Finance and Administration Committee meeting held on the 7 November 2023, attached.
 - e. To ratify and adopt the Minutes of the Parks and Gardens Committee held on the 8 November 2023.
7. **Co-option to fill Vacancy of Office for Parish Councillor & Declaration of acceptance of Office.**
8. **Action Sheet** – consider updated action sheet, attached.
9. **Police Report** – receive latest newsletter for November 2023, attached.
10. **Report from Devon County Councillor** – receive Devon County Councillor.
11. **Report from North Devon Councillors** – receive North Devon District Councillors.
12. **Planning** – North Devon Council the determining Authority, has asked for comments from this Parish Council on the following applications (click on the application number to view the Application):

Cllrs E Spear and G Bell in their capacity as North Devon Councillors, stated that any opinions expressed during discussions on the following planning applications represent a preliminary view and that they will naturally reconsider the application fresh when presented all the facts at principal level.

- a) [77822](#) **Proposed:** Raising of roof and insertion of dormers to create additional accommodation and alterations
Location: Indiana South Street Braunton Devon EX33 2AS
Applicant: Mr and Miss Stapley and Carter
- b) [77023](#) **Proposed:** A new development of 10 dwellings with associated parking and gardens and a new access road (amended proposal, layout & plans)
Location: Candar Nursery Exeter Road Braunton Devon EX33 2BJ
Applicant: Mr Andy Wreford
- c) [77659](#) **Proposed:** Conversion of double garages into additional living space and storage and associated works including the replacement of x3 existing velux windows with new larger velux windows
Location: West Saunton Barn West Saunton Braunton Devon EX33 1LS
Applicant: Mr Howard Dawson

- d) [77845](#) **Proposed:** Conversion of loft to additional accommodation to include raising of roof and installation of velux windows and internal balcony detail
Location: 38 The Brittons Braunton Devon EX33 2HF
Applicant: Nathan Spice
- e) [77318](#) **Proposed:** Prior approval for change of use of agricultural building to dwelling house
Location: Boode Farm Halsinger Braunton Devon EX33 2NN
Applicant: Mr Gavin Fowler
- f) [77873](#) **Proposed:** Erection of maize clamp to store maize silage
Location: Boode Farm Halsinger Braunton Devon EX33 2NN
Applicant: Mr R. Fowler
- g) [77792](#) **Proposed:** Creation of additional car parking spaces
Location: Caen House Caen Street Braunton Devon EX33 1AH
Applicant: North Devon Homes

Certificate of Lawfulness

- b) [77778](#) **Proposed:** Application for a Lawful Development Certificate seeking confirmation that development under planning application 70312 has commenced within the required timeframe
Location: Saunton Sands Hotel Saunton Braunton Devon EX33 1QL
Applicant: P. R. Brend & Sons (Hoteliers) Ltd.

13. North Devon Council – Planning Decisions

- | | |
|-------|---|
| 76478 | Description: Part change use to C1 Hotel Rooms in relation to reconfiguration of 1 st floor function room/indoor skittle alley into 3 new double roomed rental accommodation.
Site Address: The London Inn 17 Caen Street Braunton Devon EX33 1AA
Applicant: Mr Miles Chapman
Decision: WITHDRAWN
Decision Date: 17/10/2023 |
| 77640 | Description: Variation of condition 2 (approved plans) and 3 (materials) attached to planning permission 77190 (partial conversion of garage into additional living accommodation and associated works) to allow for removal of window on South Elevation and change of roofing materials back to existing and garage door
Site Address: 3 Bias Lane Braunton Devon EX33 2E
Applicant: Mr Paul Griffin
Decision: Delegated Decision
Decision Date: 31/10/23 |

14. Accounts Due for Payment –

- a. To examine and agree the accounts due for payment, for the period 11 October – 14 November 2023 inclusive – schedule of payments will be issued prior to the meeting.
- b. To approve direct debit and standing order payments for October 2023 – attached.
- c. To approve PAYE, NI and pension contributions for November 2023 – schedule of payments will be issued prior to the meeting.

15. Representatives on Outside Bodies –

- a. Consider and approve rota for councillor reports who representative the Council on outside bodies.

- b. Receive Cllr Ray Shapland the Council's representative on the Braunton and District Museum and Information Centre.
 - c. Receive Cllr Tim Kirby the Council's representative on the Braunton Volunteers and North Devon Environmental Trust.
16. **Devon County Council's (DCC) proposed Introduction of On-Street Parking on Exeter Road** – Consider DCC's plans to introduce on-street parking on Exeter Road, Braunton.
17. **Community Emergency Plan (CEP)** – Annual review, CEP to follow.
18. **Interim Internal Audit 2023/24** – Receive and approve reports from the interim internal audit, attached.
19. **To ratify decisions taken under delegated powers from 11 October – 14 November 2023**, information attached.
20. **Braunton Twinning Association** – Consider invite from the Braunton Twinning Association for councillors to visit Plouescat in May 2024.
21. **Arrangements for Christmas 2023** -
- a. Free parking – Consider providing free parking in the Caen Street Car Park on Saturday 9, 16 and 23 December to help encourage Christmas shopping locally.
 - b. Parish Council Office Christmas closure –to approve closure of the Council Office at 12pm on Friday 22 December 2023 and reopen on Tuesday 2 January 2024.
22. **Christmas Events** –
- a) Consider request from the Braunton Caen Rotary to hold their annual Christmas Carol Concert on the Village Green on Saturday 16 December 2023 at 4pm.
 - b) Consider request from St. Brannock's Church to hold carols on Ralph Close at Saunton Park on Friday 22 December 2023 6.30pm to 7pm.

Part II

23. **Draft Budget and Precept 2024/25** – Consider and approve draft budget and precept 2024/25, attached.
24. **National Joint Council (NJC) Pay Agreement 2023/24** – information attached.