

BRAUNTON PARISH COUNCIL



Council Offices
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Devon
EX33 2ES

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Date of issue: 7 May 2025

Dear members of Braunton Parish Council

You are summoned to attend the Annual Council Meeting of Braunton Parish Council, which will be held on **TUESDAY 13 MAY 2025 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 blue 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 – Public

- 1. Election of Chairman for the Municipal Year 2025/26.**
- 2. Declaration of Office** – The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'.
- 3. Election of Vice Chairman for the Municipal Year 2025/26.**
- 4. Election Chairman of the Finance and Administration Committee for the Municipal Year 2025/26.**
- 5. Elect Finance and Administration Committee for 2025/26.**
- 6. Elect Parks & Gardens Committee for 2025/26.**

7. **Elect Property Committee for 2025/26.**
8. **Elect Lead Member for Planning for 2025/26.**
9. **Elect Deputy Lead Member for Planning for 2025/26.**
10. **Calendar of Meetings** – To set calendar of meetings for the forthcoming year.
11. **Apologies** – Receive apologies and accept reason for non-attendance. Please make apologies known to the Parish Clerk.
12. **Declarations of Interest** – Receive declarations of personal interests 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.
13. Receive items for information not on the agenda, which in the opinion of the Chair should be brought to the attention of the Council.
14. **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.
15. **Minutes** –
 - a. To approve and sign Minutes of the Council meeting held on 8 April 2025, attached.
 - b. To receive and adopt Minutes and recommendations contained therein of the Finance and Administration Committee meeting held on 23 April 2025, attached.
 - c. To receive and adopt Minutes and recommendations contained therein of the Property Committee meeting held on 6 May 2025.
16. **Action Sheet** – Note updated action sheet, information attached.
17. **Police Report** –
 - a. Receive police report/newsletter.
 - b. Receive Councillor Advocate Report.
18. **Reports from the Devon County Councillor.**
19. **Reports from North Devon Councillors.**
20. **Braunton Neighbourhood Plan** – Receive Sue Prosper Chairman of the Braunton Neighbourhood Plan Steering Group, information attached.
21. **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):

The North Devon District Councillors 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) [80127](#) **Proposed:** Demolition of dwelling & erection of new dwelling & storage building
 Location: The Nook Chaloners Road Braunton Devon EX33 2ES
 Applicant: Miss Kate Bater

- b) [80194](#) **Proposed:** Notification for prior approval for larger home extension which extends 4m beyond the rear wall, 3m to the ridge and 3m to the eaves
Location: 17 West Meadow Close, Braunton, Devon, EX33 1EF
Applicant: Mr Ben Eardley
- c) [80139](#) **Proposed:** Erection of a dwelling
Location: Land adjacent to Ash Road Braunton Devon EX33 2EF
Applicant: Mr & Ms Derek Morris & Cassy Pearce
- d) [80141](#) **Proposed:** Variation of condition 6 (permitted use) attached to planning permission 78064 (side extension to property) to allow for short term holiday use
Location: 2 Mint Park Road Braunton Devon EX33 1LE
Applicant: Mr & Mrs Poland
- e) [80143](#) **Proposed:** Erection of rear first floor extension, internal alterations and new windows
Location: Glen Lyn West Hill Lane Braunton Devon EX33 1AR
Applicant: Mr and Mrs Kershaw
- f) [79175](#) **Proposed:** Outline application for the erection of 20 dwellings & associated works with all matters reserved (amended location plan)
Location: Land at Knowle Braunton Devon
Applicant: Warwick
- g) [80109](#) **Proposed:** Extension to car park
Location: Braunton Football Club Lobb Sports Field Saunton Road Braunton Devon EX33 1HG
Applicant: Braunton Parish Council
- h) [80236](#) **Proposed:** Prior approval for change of use of agricultural building to 2 dwelling house (Class Q (A & B))
Location: Moor Lane Nursery Saunton Road Braunton EX33 1HG
Applicant: Mr S Thomas

22. North Devon Council – Planning Decisions

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| 79956 | <p>Description: Demolition of shed and erection of extension together with associated works</p> <p>Site Address: 36 Willoway Lane, Braunton, Devon, EX33 1BS</p> <p>Applicant: Mrs S Screech</p> <p>Decision: APPROVED</p> <p>Decision Date: 24/04/2025</p> |
| 80006 | <p>Description: Single storey rear and side extensions, replacement rear dormer windows and new front dormer windows</p> <p>Site Address: 10 The Village, Saunton, Braunton, Devon, EX33 1LW</p> <p>Applicant: Mr Neil Meldrum</p> <p>Decision: APPROVED</p> <p>Decision Date: 25/04/2025</p> |

23. Accounts Due for Payment –

- a. To examine and agree the accounts due for payment for the period 9 April to 13 May 2025 inclusive – schedule of payments will be issued prior to the meeting.
- b. To approve direct debit and standing order payments for April 2025 – attached.
- c. To approve PAYE, NI and pension contributions for May 2025 – schedule of payments will be issued prior to the meeting.

24. **50th Anniversary Twinned with Plouescat** – Approve arrangements to affix the Twinning Association's Plaque marking the 50th Plouescat on the exterior of the Bakehouse Centre.
25. **To ratify decisions taken under delegated powers since the 9 April to 13 May 2025**, information attached.
26. **Bank reconciliation Year End 31 March 2025** – To consider and agree the Council's bank reconciliation Year End 31 March 2025.
27. **Receive Internal Audit Report and Year End Internal Audit Observations 2025/26** - information to follow.
28. **Annual Governance and Accountability Return (AGAR) 2024/25** -
 - a. To discuss and agree the Annual Governance Statement detailed in the Annual Governance and Accountability Return 2024/25, attached.
 - b. To receive and agree the Accounting Statements detailed within the Annual Governance and Accountability Return 2024/25, attached.
 - c. Approve notice period for the Exercise or Public Rights 3 June to 14 July.
29. **Annual Insurance Review** – To consider renewal terms with Zurich Municipal.
30. **Parish Hall Floor** – Approve quotation to refurbish wooden floor.
31. **Public Conveniences, adj. Caen Car Park, Braunton** – receive update from Clerk regarding transfer of North Devon Council public conveniences to the Parish Council.
32. **Replacement Garage Door** – Consider quotation to replace garage door.
33. **Parish Hall Bookings** -
 - a. Approve DJ event on 30 May 2025 from 7.30pm to 11pm. Heartbreak Coffee will be serving alcohol.
 - b. Approve DJ event on 28 June 2025 from 7.30pm to 11pm. Rumbar will be serving alcohol.
 - c. Approve 40 Birthday Party on 19 July 2025 from 7.30pm to 11pm. Bring your own alcohol.