

## **BRAUNTON PARISH COUNCIL**



Council Offices  
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Date of issue: 8 May 2024

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 14 MAY 2024 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.*

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**AGENDA**

**Part A – Public**

- 1. Election of Chairman for the Municipal Year 2024/25.**
- 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 2024/25.**
- 4. Election Chairman of the Finance and Administration Committee for the Municipal Year 2024/25.**
- 5. Elect Finance and Administration Committee for 2024/25.**
- 6. Elect Parks & Gardens Committee for 2024/25.**

7. **Elect Property Committee for 2024/25.**
8. **Elect Lead Member for Planning for 2024/25.**
9. **Elect Deputy Lead Member for Planning for 2024/25.**
10. **Calendar of Meetings** – To set calendar of meetings for the forthcoming year.
11. **Apologies** – Receive apologies and accept reasons for non-attendance. Please make apologies known to the Parish Clerk.
12. **Declarations of Interest** – Receive declarations of disclosable pecuniary, other registerable and non-registerable interests 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. **Requests for Dispensation** - consider requests received for dispensation.
14. Receive items for information not on the agenda, which in the opinion of the Chair should be brought to the attention of the Council.
15. **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.
16. **Minutes** –
  - a. To approve and sign Minutes of the Council meeting held on 9 April 2024, attached.
  - b. To receive and adopt Minutes and recommendations contained therein of the Property Committee meeting held on 30 April 2024, attached.
17. **Action Sheet** – Note updated action sheet, information attached.
18. **Police Report** – Receive police report/newsletter.
19. **Cycle Route 27** – Receive Mr Goodwin regarding plans to replace the signage at Station Road signposting Cycle Route 27.
20. **Reports from the Devon County Councillor.**
21. **Reports from North Devon Councillors.**
22. **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)        [78525](#)        **Proposed:** Reserved matters application for access, appearance, landscaping, layout and scale (outline planning permission 76822 for erection of one dwelling with all matters reserved)  
**Location:** The White Cottage, Knowle, Braunton, Devon EX33 2NA  
**Applicant:** Mr Clive Higgs

- b) [78577](#) **Proposed:** Variation of condition 2 (approved plans) and 3 (materials) attached to planning permission 72839 (erection of two dwellings together with alterations to existing builder's workshop to be used as ancillary store) to allow for amended design  
**Location:** Plot 2 Land off Down Lane Braunton Devon  
**Applicant:** Mr M Robathan
- c) [78547](#) **Proposed:** Retrospective application for the creation of a slurry lagoon  
**Location:** Land at Fullabrook Bittadon Devon  
**Applicant:** Mr A Stanbury
- d) [78648](#) **Proposed:** Conversion of garage & alterations to dwelling together with erection of disabled ramp access  
**Location:** 5 Chestnut Close Braunton Devon EX33 2EH  
**Applicant:** Mrs Claire Faulkner
- e) [78627](#) **Proposed:** Application for a lawful development certificate for existing dwelling & amenity area  
**Location:** The Stables South Lobb Braunton EX33 1JG  
**Applicant:** Helen Bater

**Information only**

- f) [78615](#) **Proposed:** Notification of works to trees in a conservation area in respect of removal of 1 x Ash tree  
**Location:** 29 Church Street Braunton Devon EX33 2EL  
**Applicant:** Mrs Claire Appleby

**23. North Devon Council – Planning Decisions**

- 78312 Description: Variation of condition 2 (approved plans) attached to reserved matters application 77656 for layout, siting, scale and design (outline planning permission 77086 for erection of two dwellings with all matters reserved (resubmission of 76175)) to allow amended design  
Site Address: Land adjacent Oak House Lower Park Road Braunton Devon EX33 2LH  
Applicant: Arcadian Property Holdings Ltd  
Decision: APPROVED  
Decision Date: 19/04/2024
- 78388 Description: Reserved matters application for appearance, landscaping, layout and scale (outline application 76273 – erection of a dwelling with associated access and landscaping (all matters reserved))  
Site Address: Land to the Rear of Blackwells Lodge Boode Road Braunton Devon EX33 2NW  
Applicant: Miller Bay Limited  
Decision: APPROVED  
Decision Date: 24/04/2024
- 78435 Description: Erection of side extension with dormer windows & alterations to dwelling  
Site Address: 3 Deans Bridge Church Street Braunton Devon EX33 2EP  
Applicant: Mr & Mrs Evans  
Decision: APPROVED  
Decision Date: 23/04/2024

78577

Description: Variation of condition 2 (approved plans) and 3 (materials) attached to planning permission 72836 (erection of two dwellings together with alterations to existing builder's workshop to be used as ancillary store) to allow for amended design

Site Address: Plot 2 Land off Down Lane Braunton Devon

Applicant: Mr M Robathan

Decision: WITHDRAWN

Decision Date: 01/05/2024

**24. Accounts Due for Payment –**

- a. To examine and agree the accounts due for payment for the period 10 April – 14 May 2024 inclusive – schedule of payments will be issued prior to the meeting.
- b. To approve direct debit and standing order payments for April 2024 – attached.
- c. To approve PAYE, NI and pension contributions for May 2024 – schedule of payments will be issued prior to the meeting.

**25. To ratify decisions taken under delegated powers since the 10 April – 14 May 2024,** information attached.

**26. Chaloners Road Car Park entrance –** Consider quotations to carry out remedial works to the surface area on the access lane (Bias Lane) to Chaloners Road Car Park.

**27. Receive Internal Audit Report and Year End Internal Audit Observations 2023/24 -** information attached.

**28. Annual Governance and Accountability Return (AGAR) 2023/24 -**

- a. To discuss and agree the Annual Governance Statement detailed in the Annual Governance and Accountability Return 2023/24, attached.
- b. To receive and agree the Accounting Statements detailed within the Annual Governance and Accountability Return 2023/24, attached.
- c. Approve notice period for the Exercise or Public Rights 3 June to 12 July 2024.

**29. Annual Insurance Review –** To consider renewal terms with Zurich Municipal.

**30. Council Surgeries –** Consider and agree dates for future Council Surgeries.

**31. Training Opportunities –** Consider training opportunities for councillors.

**32. To resolve:** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item(s) as it involves the likely disclosure of confidential information.

**Part B – Exclusion of Press and Public**

**33. Acquisition of land –** Consider recommendation from the Property Committee to submit an application of ownership to land registry for part of Bias Lane.