

BRAUNTON PARISH COUNCIL



Minutes of the Braunton Parish Council meeting held on Tuesday 8 October 2024 at 7pm in the Council Chamber, Chaloners Road, Braunton.

	<u>Present</u>	Cllrs: M Shapland in the Chair, R Shapland, V Cann, E Blackmore, M Cann, L Childs, T Kirby and R Byrom.
	<u>In attendance</u>	Officers: T Lovell, Parish Clerk & RFO County and District Cllr Pru Maskell
133/2024/25	<u>Apologies</u>	Received from: Cllr Derrick Spear – personal reasons Cllr Liz Spear – personal reasons Cllr G Bell – childcare Cllr David Relph – away Cllr A Bryant – indisposed
134/2024/25	<u>Items not on the agenda, which in the opinion of the Chairman should be brought to the attention of the Council</u>	None received.
135/2024/25	<u>Declarations of Interest</u>	Cllr M Cann declared an Other Registrable Interest (ORI) in Minute Ref: 144/2024/25, as he is a Director on the Braunton Community Land Trust (BCLT) Cllr V Cann declared an ORI in Minute Ref: 144/2024/25, as she is a Director on the BCLT. Cllr R Byrom declared an ORI in Minute Ref: 145/2025/25 (b – 79258), as the applicant is a close friend. Cllr R Byrom declared a Non Registrable Interest (NRI) in Minute Ref: 166/2024/25 (a), as he is taking part in the event. Cllr M Cann declared an NRI in Minute Ref: 166/2024/25 (a), as he is taking part in the event.

Cllr V Cann declared a NRI in Minute Ref: 166/2024/25 (a), as she is taking part in the event.

136/2024/25	<u>Public Participation</u>	There was none.
137/2024/25	<u>Request for Dispensation</u>	None received.
138/2024/25	<u>Minutes</u>	<p>a. RESOLVED: That the Minutes of the Council Meeting held on the 10 September 2024 be approved and signed as a correct record. (NC)</p> <p>b. RESOLVED: That the Minutes of the Property Committee held on 2 October 2024 be ratified and adopted by Council. (7.0.2abs)</p>
139/2024/25	<u>North Devon (ND) Coast National Landscape</u>	<p>The Chairman welcomed Louse Reynolds Joint Manager and Dr. Eirene Williams Chairman of the ND Coast National Landscape.</p> <p>Dr. Eirene Williams has been the Chairman for the past four years and Lousie Reynolds is a Joint Manager responsible for overseeing Partnership and Operations.</p> <ul style="list-style-type: none">• In January 2024 the ND Coast National Landscape was rebranded, formally known as the AONB.• The ND Coast National Landscape covers 171 sq. KM and has 1,960 designations.• The team are hosted by Devon County Council and receives 75% of its funding from Defra and the remaining 25% is funded by the Local Authority.• It has four staff and two interns.• 30 organisations are involved in the partnership.• Its statutory purpose is to conserve and enhance natural beauty.• Governed under the National Parks and Access to the Countryside Act 1949 and Countryside and Rights of Way (CRoW) Act 2000. Amended under Section 245 of the Levelling-up and Regeneration Act (LURA) 2023.• The Management Plan 2025-2030 is currently being reviewed.• It covers landscape, geology, wildlife, historic and cultural environments.• Planning is one of its core functions to represent landscape interests but this is dependent on resources.• Exmoor National Park has a representative on the ND Coast National Landscape• It shares office space with the ND Biosphere.

- Anyone can sign up to receive e-news.
- There are always volunteer opportunities.

Funding and Projects:

- Received National Lottery funding to deliver a three year project 'Funding Natures Footprints'
- Four year grant scheme for Farming in Protected Landscapes (FiPL).
- Currently undertaking a project to remove overhead power cables in protected landscapes.
- Offers a Sustainable Development fund grants are available between £100 up to £4,000.
- Working on a project to improve habitat management, livestock on Braunton Burrows have been fitted with Norwegian collars operated by GPS to protect habitat (does not include calves under 6 months). It took approximately 3 weeks to train the livestock the collars also collect useful data regarding grazing patterns, etc.

The proposed White Cross Off Shore Windfarm onshore cable route only impacts on 100 yards of the designated AONB at Braunton Burrows. They are not a statutory consultee on planning but they do have three retired planners who help comment on planning applications but they must stick to their remit and only comment regarding the impact on the AONB.

The ND Coast National Landscape want to engage more with parish and town councils. It was suggested that a councillor could become a representative and attend committee meetings.

The Chairman thanked Dr. Eirene Williams and Louise Reynolds for their informative presentation.

140/2024/25 **Action Sheet**

Cllr E Blackmore reported brambles on Saunton Road at the bottom of Dune View. It was noted that this is a Devon County Council verge the Parish Council cuts the verge but under its agreement with County Council it is not responsible for the removal of brambles.

RESOLVED: That the action sheet be noted.

(NC)

141/2024/25 **Police Representation**

There were no police reports received.

It was noted that the Council's representatives Cllr Ray Shapland and Cllr Lorna Childs on the Police Crime Commissioner's Advocate Scheme had not received the link to the join tomorrow evenings Focus Group. The County Cllr Pru Maskell agreed to forward the link to them.

Cllr R Shapland reminded members that they could take part in the online police annual survey.

RESOLVED: That the Chairman requested the Clerk to write the Police Crime Commissioner and invite her to a future Council meeting to discuss members concerns.

(NC)

142/2024/25

**Report from
Devon County
Cllr**

The County Cllr's report was circulated prior to the meeting attached as – **appendix one**.

The County Cllr explained that County on-street civil enforcement officers had attended Wrafton Road during school drop off / pick up times and issued warnings to people parked in restricted areas. Buses and lorries can't turn into Barton Lane due to parked vehicles on double yellow lines. Residents in Wrafton Road have requested a 20mph limit

There is a shortage of police officers in Braunton for various issues the County Cllr had complained regarding the lack of policing. She had also applied for funding for the provision of CCTV.

143/2024/25

**Report from
North Devon
District
Councillors**

North Devon Cllr Graham Bell's report was circulated prior to the meeting attached as – **appendix two**.

North Devon Cllr Pru Maskell's report was circulated prior to the meeting attached as – **appendix one**.

North Devon Cllrs Liz Spear and Simon Maddocks had sent their apologies.

Cllr V Cann and Cllr M Cann declared an ORI and left the meeting.

144/2024/25

**Braunton
Community
Land Trust –
Parish Grant
2024/25**

RESOLVED: That the Council approves the BCLT's request for a grant of £550 towards their planning fees.

(NC)

Cllr V Cann and Cllr M Cann rejoined the meeting.

145/2024/25

Planning

(a) 79167

Proposed: Extension to the rear of existing buildings

Location: 15 – 15a Caen Street Braunton Devon
EX33 1AA

Applicant: Carol Carpenter

Moved by Cllr R Shapland, seconded by Cllr R Byrom to recommend refusal.

RESOLVED: That the Council recommends refusal on the grounds as follows:

- The proposed fronting onto Caen Street is in a Conservation Area, and is not in keeping with the current street scene as detailed in the Braunton Neighbourhood Plan Parish Design Guide and Character Assessment Area 1: Braunton Village Conservation Area 2.2.
- The proposed use of skylights in the extension roof is not in keeping with the existing roofs in Caen Street which are natural slate. The proposal is out of keeping with the existing area and contrary to the Parish Design Guide and Policy BE1 in the Braunton Neighbourhood Plan.
- The site is within flood zone 3, the applicant claims that the building will be made flood resistant the Council raised concerns regarding lack of open sustainable drainage systems. The application would be contrary to Policy NE8 in Braunton Neighbourhood Plan.
- Council also raised concerns regarding closing off the existing vehicular access to the site at the rear of the commercial shops along Caen Street.
(7.1.0abs)

Cllr R Byrom declared an ORI and left the meeting.

(b) 79258

Proposed: Conversion of redundant garages into a dwelling

Location: Garages East Street Braunton Devon EX33 2EA

Applicant: Mr Milton

Moved by Cllr R Shapland, seconded by Cllr L Childs to recommend refusal.

RESOLVED: That the Council recommends refusals on the grounds, as follows:

- Over intensification of site.
- The proposed development would not be in a suitable location due to the harmful effect on the character and appearance of the surrounding built up area.
- The proposed dwelling would not contribute to the wider character and appearance of the Conservation Area. The design, appearance and ridge height would be out of keeping and have an adverse impact on the built environment and neighbouring amenity.
- There are no provisions for off road parking and the applicant has not considered safe accessible access for refuse, emergency and delivery vehicles. The proposed dwelling is located on a busy junction accessing East Street, Abbots Hill and North Down Road. The proposed development would obscure visibility and be a

danger to pedestrians and road users.

- The proposed development is not compliant with the policies BE1 and H6 (ii), (iii) and (vii) in the Braunton Neighbourhood Plan. Nor is it compliant with the Braunton Parish Design Guide. Furthermore, the applicant has failed to consider Policy H1.

(NC)

Cllr R Byrom rejoined the meeting.

(c) 79013

Proposed: Removal of existing outbuildings and erection of single detached dwelling, with associate off street parking

Location: 28 Field Close Braunton Devon EX33 1EP

Applicant: Mr C. Ham

Moved by Cllr R Shapland, seconded by Cllr E Blackmore to recommend refusal.

RESOLVED: That the Council recommends refusal on the grounds, as follows:

- The proposal is over intensification of the site.
- It does not comply with Policy H9 in the Braunton Neighbourhood Plan as the building-to-plot ratio is not representative of adjacent plots.
- The relationship between the building size and plot size and design is out character.
- The scale, density and roofline are not in keeping with the surrounding area.
- The application does not comply with Policy H9 (vi, (v) and (vi) in the Braunton Neighbourhood Plan.

(NC)

146/2024/25

**North Devon
Council
Planning
Decisions**

78733

Description: Erection of a dwelling

Site Address: 35A The Brittons Braunton Devon EX33

Applicant: Yvonne Tuson

Decision: REFUSED

Decision Date: 26/09/2024

78811

Description: Extension to dwelling

Site Address: Boundary View First Field Lane Brau
Devon EX33 1ES

Applicant: Mr Ross Maynard

Decision: APPROVED

Decision Date: 20/09/2024

147/2024/25

Finance Matters

- (a) RESOLVED: That the supplier payments on the schedule from 11 September to 8 October 2024 were approved and drawn in the total sum of £7,543.20.
- (b) RESOLVED: That the Council's September 2024 direct debits and standing orders for the

- sum of £6,493.59 be retrospectively approved.
- (c) RESOLVED: That the PAYE, NI and pension contributions for October 2024 were approved and drawn in the total sum of £18,390.69. (NC)
- 148/2024/25 **Representatives on Outside Bodies** a. Members considered and noted Cllr R Shapland's report as the Council's representative on the Braunton and District Museum and Information Centre.
- Since my last report the Management Committee meeting and the Trustees meeting have been amalgamated. Basically, they were covering the same ground. These meetings take place approximately every three months. The Museum has now reverted to reduced winter hours. The summer, in line with most tourist attractions saw a decline in footfall and a greater decline in trading activity which will put an increased strain on operating costs this winter.
- This year marked the 50th Anniversary of the formation of the Museum (in Church Street) and the 25th Anniversary in its current location. This was celebrated by an evening reception in the Museum on the evening of August 31st attended by many people who have been associated with the Museum over the last 50 years. Although I was unable to attend, I understand it was very successful.
- In conjunction with the Anniversaries the Museum ran a celebratory draw with a cash prize of £100 plus many subsidiary prizes donated by local businesses. There is very little else to report except that with the approach of winter there is continuing concern about the damp seeping into the Museum via the rear double doors. This will not be cheap to rectify and will unfortunately be the responsibility of the Parish Council.
- b. Cllr M Shapland the Council's representative on the Twinning Organisation deferred her report as this item would be considered later in agenda.
- c. Cllr T Kirby's report on the Braunton Volunteers be deferred until the next meeting as the Committee will meet later this month.
- 149/2024/25 **Annual Governance and Accountability Return – External Auditor Report** RESOLVED: That it be noted that Section 3 – External Auditor Report and Certificate 2023/24, accounts ending 31 March 2024, had been signed and approved by the External Auditor PKF Littlejohns LLP. (NC)

150/2024/25	<u>Asset Register</u>	<p>Members considered the updated asset register. It was noted that the Council had provided new play equipment at a cost of £66,371, including:</p> <ul style="list-style-type: none"> • Calisthenics • Turnfly • Metal Pod Swing • Solar Powered Stop Watch • Trampoline • Football Goal • Ninja Trail, including: <ul style="list-style-type: none"> - Climbing Slope - Unstable Bridge - Warrior Ramp <p>RESOLVED: That the updated Council Asset Register be approved.</p>	(NC)
151/2024/25	<u>Financial Risk Assessment</u>	<p>The Clerk, prior to the meeting, circulated the Council's Financial Risk Assessment 2024/25.</p> <p>RESOLVED: That the Council's Financial Risk Assessment 2023/24 be approved, attached as – appendix three.</p>	(NC)
152/2024/25	<u>Effectiveness of Internal Controls and Internal Audit for year 2024/25</u>	<p>The Clerk, prior to the meeting, circulated the Council's Review of Effectiveness of Internal Controls 2023/24.</p> <p>RESOLVED: That the Council's Review of Effectiveness of Internal Controls 2024/25 be approved, attached as – appendix four.</p>	(NC)
153/2024/25	<u>North Devon Off-Street Parking Order (OSPO)</u>	<p>RESOLVED: That</p> <ol style="list-style-type: none"> a. this item be deferred until the next meeting as the Council needs to consider its budget regarding the setting of next year's parking tariff and it also wishes to explore parking of oversized vehicles in Caen Street Car Park. b. the Clerk to request an extension to respond to North Devon Council after the 12 November 2024. 	(NC)
154/2024/25	<u>Utilities Renewal</u>	<p>Members noted that six of the Council's property tariffs for gas and electric were due for renewal on the 1 November 2024. If the Council stays with its current supplier from the 1 November it will move to EDF Freedom variable tariff.</p> <p>The Clerk has contacted several utility brokers to obtain new contract terms but these had not been received at the time of the meeting.</p> <p>RESOLVED: That the Clerk to be given delegated powers to negotiate new contract terms, to email</p>	

councillors for approval once all information has been received.

(NC)

155/2024/25

**EX33
Subscription
Renewal**

The Council had agreed to publish its newsletter in the EX33 until February 2025. EX33 customers are requesting prime advertising space in next year's EX33, as the Parish Council have been long standing customer EX33 are giving the Council first refusal to reserve the centre pages next year. They have agreed to keep the price the same £165 (excluding VAT).

RESOLVED: That the Council renews its subscription in the EX33 from March 2025 to February 2026. The annual cost would be £2,376 including VAT.

(NC)

156/2024/25

**Ash Die Back
Annual Survey**

The Council's annual ash die back survey identified the following trees that needed to be removed.

- Memorial Garden T23
- Old railway line T44
- Caen Street Car Park T39 & T52
- Bats Meadow T39

In addition to the ash die back the Council received a request from number a resident in Station Close to cut back the trees overhanging their property.

The Clerk obtained the following quote:

To remove T23 – Memorial Gardens, T44 – Old Railway Line & T39/T52 Caen Car Park.	£2,400
To remove T39 -Bats Meadow Reduce size of trees around no. 9 Station Close	£875.00
To cut and collect Bats Meadow	£680.00
Total	£3,955

RESOLVED: That the Clerk be authorised to proceed with the works as detailed above, at a cost of £3,955 excluding VAT.

(NC)

157/2024/25

**Parish Council
Christmas 2024**

a. Parish Christmas Tree

RESOLVED: To

- i. approve purchase of a 25ft Christmas tree at £750 + Vat.
- ii. approve purchase of 5 sets of lights at £340 + delivery + Vat.
- iii. approve quote to install and remove lights at

£504 + Vat.

b. Free Parking Caen Street Car Park

RSOLVED: To provide free parking in Caen Street Car Park on Saturday 14 and 21 December 2024 to encourage people to shop locally in Braunton.

c. Christman and New Year Opening Hours

RESOLVED: To close the Council office on Tuesday 24 December 2024 at 12pm and reopen Thursday 2 January 2025 at 9am.

(NC)

158/2024/25

Communication and Social Networking Policy

Members considered the Communication and Social Networking Policy which had been circulated amongst members prior to the meeting.

It was suggested that 'Council representatives' be changed to 'Council members' as this could cause confusion with those who represent the Council on outside bodies.

If any councillors breach the Policy, then it would be dealt with in accordance with the Council's Complaints procedure. If unable to resolve the complaint the matter will be referred to the Monitoring Officer.

RESOLVED: That subject to the amendments detailed above, the Council adopts the Communication and Social Media Networking Policy, with attached Roles and Responsibilities document provided by the Devon Association of Local Council.

(NC)

159/2024/25

Braunton Remembrance 2024

Members noted arrangements for Remembrance in Braunton 2024.

Parade - Sunday 10 November 2024

The Parade is organised by the Royal British Legion – Braunton Branch. The Parade will set off from Caen Street Car Park at approximately 10am.

Service - Sunday 10 November 2024

- The Service held at St. Brannock's Church will start at 10.50am.
- The Caen Rotary Club have been asked to provide additional stewards to help get everyone safely into the Church and seated.
- Ben Byrom will provide a PA system outside of the Church for people to listen to the Service.
- Ben Byrom will also provide a PA system at the Memorial Shelter to broadcast the Cenotaph at 11am. RBL to organise this.

- Following the Service the Parade will march back to Caen Car Park and then disperse.

Armistice - Monday 11 November 2024

- DCC have refused to issue a road closure for The Square. On Monday 11 November the RBL have arranged for school children to meet at the Village Green at 11am for two-minute silence. This is a RBL event but open to the whole village to attend.
- Ben Byrom has agreed to provide a PA system.
- On Friday 8 November the RBL have arranged for school children to lay 71 crosses in the Memorial Gardens, these will be in place for Remembrance Sunday.

RESOLVED: That the Council

- a. to apply for the road closure for the Parade from Devon County Council
- b. to cordon off an area in Caen Street Car Park providing a safe area on Sunday 10 November 2024 for Parade participants to safely line up.
- c. To cordon off the Village Green on Monday 11 November 2024 along Caen Street.
- d. to provide a programme of events for Braunton Remembrance 2024.

(NC)

160/2024/25 **Twinning 50th Anniversary Celebrations 2025**

To celebrate Braunton's 50th Anniversary twinned with Plouescat, the Council

RESOLVED: To

- a. Host an evening celebration and buffet in the Parish Hall on Thursday 29 May 2025 starting at 7pm.
- b. Create a new Charter to mark the 50th Anniversary with Plouescat.
- c. Provided permission for the Twinning Association to install a sign near the Anchor area.
- d. Agreed to budget £2,000 in 2025/26.

(NC)

161/2024/25 **North Devon Christmas Market**

RESOLVED: That this item be deferred as information requested from the Organiser arrived too late to be considered at this meeting.

(NC)

162/2024/25 **Letters from Caen Primary School Children**

Cllr L Childs circulated amongst members letters addressed to 'Dear Councillor' received from children at Caen Street Primary School. The letters contained various environmental issues in the village including protection of hedgehogs. Cllr Childs had written a response to the children she apologised if her actions had caused members any offence. She had emailed members attaching her letter and asking for support or comments prior to it being sent. The Deputy Head at Caen Primary School had responded on behalf of the children who were delighted to receive the letter.

Cllr V Cann and T Kirby thanked Cllr Childs for her excellent letter.

RESOLVED: That the Clerk to scan and email the letters to Councillors.

(NC)

163/2024/25

Saunton Road Crossing

The Chairman expressed concerns regarding the poor condition of the Pedestrian and Zebra Crossing Lights on Saunton Road. There is an overgrown bush which obstructs the lights and the zebra markings are badly faded. It was understood that this was not an official Pedestrian and Zebra Crossing.

The Chairman proposed and it was unanimously agreed to suspend Standing Orders to allow the County Councillor to speak on this issue.

County Cllr Pru Maskell had received an email back in July from the Braunton Neighbourhood Highway Officer explaining that improvements to this crossing was a priority. She agreed to contact the Officer and provide an update to the Parish Council.

RESOLVED: That Standing Orders be reinstated.

(NC)

164/2024/25

To consider Motions of which notice has been submitted by members in accordance with the Council's procedure

To consider the following notice of motion from Cllr L Childs.

Cllr L Childs presented the notice of motion to Council.

It was moved by Cllr L Childs and seconded by Cllr V Cann that the notice of motion be adopted.

RESOLVED:

That the Council grants permission in principle, subject to further exploration regarding whether planning permission would be required, to site a Free Little Art Gallery on Parish Council land. The design including dimensions to be brought back to a future meeting for approval prior to installation.

(NC)

165/2024/25

Hire of Parish Hall

RESOLVED:

- a. Approve hire of the Hall on Friday 18 October for a birthday disco finishing at 11.30pm, bring your own alcohol.
- b. Approve hire of the Hall on Saturday 19 October for a birthday disco finishing at 11.30pm, bar with licence.
- c. Approve hire of Hall on Saturday 26 October for a birthday live band finishing at 11.30pm, bar with licence.
- d. Approve hire of the Hall on Saturday 30 November for a Christmas event with disco finishing at 11.30pm, bar with licence.

- e. Approve hire of the Hall on Friday 20 December for a Christmas party with disco finishing at 11.30pm, bring your own alcohol. (NC)

Cllr M Cann, V Cann and R Byrom declared an ORI.

166/2024/25 **Hire of Community Shared Space (CSS) Village Green**

- RESOLVED:
- a. To grant permission for the Village Carol Service to use the CSS and Village Green area from 5pm on Saturday 21 December 2024 for the annual Village Carol Service. To also grant permission to close off the Caen Street entrance to the car park for the event.
 - b. To grant permission for the RNLI to use the CSS on 10, 17, 24 & 25 October 2024 to raise funds and awareness for the RNLI. (NC)

167/2024/25 **Exclusion of Press and Public**

RESOLVED that, in view of the confidential nature of the business to be transacted, the following matters be taken in the absence of press and public (Public (Admissions to Meetings) Act 1960) as the items contain exempt information as defined by the Local Government Act 1972 Sch. 12a Pt. (3).

168/2024/25 **Station House Lease**

RESOLVED: That the Council agreed formal assignment of the lease based on the references provided by the purchaser.

The Council considered requested variations to the current lease. It expressed concerns that the requested amendments could negatively impact the Council at a later date. There is more than 100 years left on the lease and members were concerned that any deed of variation would remove existing protections currently in place for the Council. The Council understands the buyers concerns regarding the future viability of newsagents. If at a future date the buyer did wish to change the use of the premises the Council would consider their request at that time. (NC)

The meeting closed at 9.50pm.

Signed by the Chair:
(Cllr M Shapland)

Date: