

## **BRAUNTON PARISH COUNCIL**



### **Minutes of the Braunton Parish Council meeting held on Tuesday 11 November 2025 at 7pm in the Parish Hall, Chaloners Road, Braunton.**

#### **Present**

Cllrs: M Shapland, R Shapland, R Byrom, E Spear, D Spear, G Bell. T Kirby, L Childs, A Bryant and E Blackmore.

Officers: T Lovell, Parish Clerk & RFO  
District Councillor Pru Maskell

5 members of the public.

174/2025/26

#### **Apologies**

Received from:  
Cllr M Cann and Cllr V Cann who were away.  
Cllr D Relph away on a training course.

175/2025/26

#### **Items not on the agenda, which in the opinion of the Chairman should be brought to the attention of the Council**

The Chairman thanked everyone who attended Remembrance Sunday and the two minute silence on the Village Green earlier today. She thanked Ben Byrom for providing the PA systems at the Memorial Garden and St. Brannock's Church and arranging a vehicle which played music during the Parade. Also for providing a PA system on the Village Green for the two minutes silence on Armistice Day. She also thanked the Parish Clerk for organising the road closures and the work she had done behind the scenes leading up to Remembrance. Both events were well attended by the public and it was lovely to see the children from Southmead School at this morning's two minute silence on the Village Green.

The Chairman announced that Jhoots Pharmacy which was operating out of the building next to Caen Medical Centre would be taken over by Allied Pharmacy. They intend to relocate to Caen Street.

The Chairman was pleased with the works to the Chaloners Road Car Park. She thanked the Parish Clerk for all the work she had done organising contractors, obtaining road closures etc.

176/2025/26	<b><u>Declarations of Interest</u></b>	<p>All member of the Council declared an ORI in Minute Ref: 187/2025/26(d), as the Council is the applicant.</p> <p>The Chairman proposed and it was unanimously agreed to bring agenda item 18 'Notice of Motion received from Cllr R Shapland regarding dogs on the Recreation Ground' forward to this point on this the agenda.</p>
177/2025/26	<b><u>To consider motions of which notice has been submitted by Members in accordance with Standing Order 27</u></b>	<p>To consider the following notice of motion received from Councillor R Shapland - That the Council delays, for a period six months, the implementation of its resolution to ban dogs from the Recreation Ground to enable Council to monitor the ongoing situation for a period of time and to carry out further research.</p> <p>The notice of motion was moved by Cllr R Shapland and seconded by Cllrs E Spear, E Blackmore, D Spear, T Kirby, M Cann, V Cann, R Byrom and A Bryant.</p> <p>RESOLVED: That the Council</p> <ol style="list-style-type: none"> <li>to delay, for a period of six months, the implementation of its resolution to ban dogs from the Recreation Ground to enable Council to monitor the ongoing situation for a period of time and to carry out further research.</li> <li>to arrange a meeting of Parish Councillors to discuss in detail how it will monitor the situation over the next six months.</li> </ol> <p>(NC)</p>
178/2025/26	<b><u>Public Participation</u></b>	<p>There were none.</p>
179/2025/26	<b><u>Minutes</u></b>	<p>RESOLVED: That the</p> <ol style="list-style-type: none"> <li>Minutes of the Council meeting held on 14 October 2025 be approved and signed as a correct record.</li> <li>Minutes of the Property Committee meeting held on 15 October 2025 be ratified and adopted by Council.</li> <li>Minutes of the Finance and Administration Committee meeting held on the 6 November 2025 be ratified and adopted by Council.</li> </ol> <p>(NC)</p>
180/2025/26	<b><u>Braunton Football Club</u></b>	<p>The Chairman welcomed Ashley Lowe from the Braunton Football Club and noted that Curtis Netherway had sent his apologies. The Clerk read an email to members received from Curtis complementing the pitch conditions on the</p>

Recreation Ground and thanking the Council for its ongoing support.

Ashley had prior to the meeting circulated to members the Club's Committee structure. All Committee members are volunteers and the Club pays for their DBS checks. Ashley is the Club's Director and other committee members are responsible for certain areas such as social media/website, bar facilities, commercial team, etc. The Groundsmen are the only paid role but they still do a lot of voluntary work to help the Club.

The Club has recently painted and installed its crest in the home changing rooms. The additional parking area is still ongoing with planning but the Club are hoping for a decision before the end of the year. On Sunday they had three matches and there wasn't sufficient parking provision within the Club grounds spectators had to park in nearby residential streets. The Club would like to install floodlights so the pitches could be used more often. Long term the Club would like to find land to install an FA standard astro pitch.

The Club's membership is strong and continues to increase. Their first team are at the top of the league. It is great to see some young players who started at Braunton now put forward to play for Bristol.

Members were pleased that the Club was doing so well. One of their Committee members attended the last Council Surgery to thank the Council for its support and the use of the Recreation Ground.

The Chairman proposed and it was unanimously agreed to suspend standing orders to allow a member of the public to ask a question.

How do the Club propose storing the goals on the Recreation Ground between games? Ashley explained that the goals are for the 11 aside juniors and smaller than FA standard goals. The Club had considered storage containers but this would require planning permission and the siting of a porta cabin would not be in keeping with the open space area. The Club use volunteers to carry the existing goals from the storage area at the side of the Pavilion.

RESOLVED: That standing orders be reinstated.  
(NC)

Ashley explained that the Club had responded to the Council's consultation regarding banning dogs on the Recreation Ground. The Club wouldn't want

dogs banned but it is important that they are kept on leads and that owners pick up their dog's mess. The Club do inspect the pitch before every game and they have on occasion found dog mess on the pitch which is unacceptable.

The Council thanked Ashley for attending the meeting and updating the Council regarding the Branton Football Club.

181/2025/26

**Wrafton Road  
Action Group  
(WRAG)**

The Chairman welcomed Helen Cooper from the WRAG.

Helen explained that the WRAG's aims are to improve road safety, reduce motorists speed, improve on street parking and the safety of children. She had been involved in conversations with the schools on Wrafton Road and the County Council regarding the implementation of a 'School Street Scheme'. The schools do not have the resources to implement and monitor the scheme. Neither do the police have sufficient resources to police obstructive parking during school drop off/pick up times. The County Council are consulting residents regarding parking restrictions to improve access for school buses. The County Councillor had also suggested installing cameras to police unauthorised parking. Camara would be welcome but if no one is enforcing them they would ineffective and expensive.

Helen summarised the safety statistics in support of 20 mph speed limits. The Clerk reminded members that this action was detailed in the Branton Master Plan for the whole of the village. The Chairman suggested that the 20 mph limit should start at the Wrafton Road junction opposite Perrigo.

Helen requested what the Parish Council could do to help get a School Street Scheme and 20 mph limit implemented in Wrafton Road.

RESOLVED: That the Council writes a strong letter to Devon County Council in support for a 20 mph limit in Wrafton Road from the junction opposite Perrigo.

(NC)

182/2025/26

**Velator Quay**

The Clerk prior to the meeting circulated a report for members consideration.

There are many issues that affect Velator Quay including:

- Abandoned boats in varying forms of decay which can be hazardous to other vessels, the environment and wildlife.
- Fly tipping.

- Unauthorised development on riverbanks establishing pathways, boardwalk, sheds.
- Environmental concerns debris on riverbed, bank and abandoned boats washing out to sea into the Estuary.
- Liveaboards – lack of access to fresh water and disposal of foul water, waste and domestic rubbish.
- Dumped boats and lack of moorings for small boat owners.

The Clerk and Senior Council Officer met with the Chairman of the Small Boat and Angling Association (SBAA) and a representative from the Taw and Torridge Estuary Forum (TTEF) to discuss these issues and bring a proposal to Council for consideration. The Clerk proposed that the Council adopts a strategy working in partnership with boatowners and organisations to provide long term and sustainable solutions to clear up Velator Quay reestablishing the natural wildlife and public access for all to enjoy.

RESOLVED: That the Council

- a. to engage with liveaboards – soft approach, working together to improve living conditions the Council don't want to evict boatowners.
- b. to remove abandoned boats, unauthorised developments and fly tipped materials on the riverbank. The Clerk to report back to a future meeting regarding legalities and costs.
- c. to develop a long term strategy and project plan to address the issues identified above and include:
  - improving access – consider some type of register of authorised liveaboards and small boat owners and provide access to their boats.
  - establishing ownership of the Crown Estate, Braunton Parish Council and Marsh Inspectors land at Velator Quay.

(NC)

183/2025/26

**Action Sheet**

It was noted that the signage in Chaloners Road Car Park directing motorists to the Caen Street Car Park had not yet been installed.

Cllr L Childs updated members regarding the Free Little Art Gallery (FLAG) she is still making enquiries regarding whether planning permission is required.

RESOLVED: That the action sheet be noted.

(NC)

184/2025/26

**Police Representation**

- a. There was no police representative present.
- b. There was no Councillor Advocate Report.

185/2025/26

**Report from  
Devon County  
Councillor**

County Cllr Graham Bell had circulated his report to members prior to the meeting.

Cllr L Childs queried the suggestion to have no right turn out of South Street onto Exeter Road towards Barnstaple. She expressed concerns that this would negatively impact the residents of South Street as they would not be able to join the flow of traffic heading towards Barnstaple. It was agreed that the County Cllr would discuss this with Cllr L Childs outside of the meeting.

Cllr A Bryant asked about a recent publication from DCC regarding its clean energy prospectus to drive investment and innovation. He was particularly interested in DCC's involvement with the White Cross Offshore Windfarm. The County Cllr was unaware of this matter and would look into it and report back to Cllr Bryant.

Cllr M Shapland expressed concerns regarding potholes and sunken areas on the roundabout accessing Caen Street Car Park via Caen Street. These defects had been reported to DCC on several occasions and they responded that it does not meet their criteria for repair. People have reported damaging their cars on the roundabout she requested the County Cllr to chase this matter on behalf of the Parish Council.

186/2025/26

**Report from  
North Devon  
District  
Councillors**

District Cllr E Spear would update members regarding the Local Government Reorganisation following NDC's Full Council meeting in November. She tabled a positive article regarding the overwhelming community support to save the Otters in North Devon.

Cllr P Maskell expressed her disappointment that the NDC Planning Committee had refused the Branton Community Land Trust's planning application for 9 social rental homes in perpetuity.

187/2025/26

**Planning**

Cllr E Spear and Cllr G Bell in their capacity as North Devon Councillor, 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) 80964

Proposed: Removal of condition 5 (holiday occupation) attached to planning permission 57533 (Demolition of existing house & erection of 1 residential & 6 holiday apartments including rebuilding of existing garage and garden store, amended access & associated works) to allow an unrestricted dwelling

Location: The Chalet Saunton Braunton Devon EX33 1LG

Applicant: Col Tester LLP

Moved by Cllr G Bell, seconded by Cllr R Byrom to recommend approval.

RESOLVED: That the Council recommends approval.

It is noted that this application is outside of the development boundary but the Council would like to request that Policy H1 in the Braunton Neighbourhood Plan is applied.

(9.1.0abs)

b) 80890

Proposed: Extension to dwelling

Location: 31 Cavie Road Braunton Devon EX33 1DX

Applicant: Richard Holmes

Moved by Cllr L Childs, seconded by Cllr G Bell to recommend approval.

RESOLVED: That the Council recommends approval subject to the comments by the North Devon Council Sustainability Officer being taken on board.

(NC)

c) 80869

Proposed: Application for a lawful development certificate for existing siting of four timber structures and one metal toilet/shower cabin

Location: Goulds Farm, Nethercott, Braunton, Devon, EX33 1HT

Applicant: Mark Wright

Moved by Cllr R Shapland, seconded by Cllr L Childs that the Council makes no comment.

RESOLVED: That the Council makes no comment as it has no information regarding how long the four timber structures and metal toilet/shower cabin have been sited there.

(NC)

All members declared an ORI.

d) 80975

Proposed: Approval of details in respect of discharge of condition 4 (Habitat Management & Monitoring Plan) attached to planning permission 80109 (Extension to car park)

Location: Braunton Football Club, Lobb Sports Field, Saunton Road, Braunton, Devon, Devon, EX33 1HG

Applicant: Braunton Parish Council

The Council made no comment as it is the applicant.

**Council  
Planning  
Decisions**

Description: Change of use of existing holiday let (former annexe) into residential use  
Site Address: South Lobb House, Braunton, Devon  
Applicant: Mr & Mrs Pavitt  
Decision: WITHDRAWN  
Decision Date: 24/10/2025

80820

Description: Conversion of existing dormer window into French patio casements and balcony and removal of existing chimney  
Site Address: Cherry Cottage, Corilhead Road, Braunton, Devon, EX33 2EW  
Applicant: Garry Rawlinson  
Decision: APPROVED  
Decision Date: 22/10/2025

80805

Description: Demolition of garage and extension, erection of side and front extensions, and subdivision of dwelling to form 2no. dwellings  
Site Address: 30 Kingsacre, Braunton, Devon, EX33 1  
Applicant: Mr and Mrs Strahan  
Decision: WITHDRAWN  
Decision Date: 30/10/2025

80773

Description: Application for consent for works to trees covered by a tree preservation order in respect of – Group 1: Coppice 3 Alders to prevent failure and damage to stream bank. Group 2: Coppice 3 Alders to prevent failure and damage to stream bank  
Site Address: The Warren, Knowle, Braunton, Devon,  
Applicant: Walden  
Decision: APPROVED  
Decision Date: 29/10/2025

189/2025/26

**Finance**

- a. RESOLVED: That the supplier payments on the schedule from 15 October – 11 November 2025 were approved and drawn in the total sum of £52,979.23.
- b. RESOLVED: That the Council's October 2025 direct debits and standing orders for the sum of £7,263.84 be retrospectively approved.
- c. RESOLVED: That the PAYE, NI and pension contributions for November 2025 were approved and drawn in the total sum of £20,504.72.

(NC)

190/2025/26

**Representatives  
on Outside  
Bodies**

Cllr M Shapland reported that the Braunton Twinning Association had celebrated its 50<sup>th</sup> Anniversary with Plouescat this year. The Parish Council were involved in the celebrations providing grant funding



		for a plaque in the village and a new Charter hanging in the Council Chamber. The Council also hosted visitors from Plouescat in the Parish Hall when they visited in May. Next year the Braunton Twinning Association with visit Plouescat.	
191/2025/26	<b><u>To ratify decision taken under delegated powers 15 October – 11 November 2025</u></b>	RESOLVED: That the decisions taken under delegated powers from the 15 October – 11 November 2025 be ratified and adopted, attached as – <b>appendix appendix one.</b>	(NC)
192/2025/26	<b><u>Payment App in Parish Council Car Parks</u></b>	Further to the Clerk's report at the October Full Council meeting Minute Ref: 166/2025/26 the Parish Council are still waiting for a decision from NDC regarding creating two zones under their existing RingGo account. The Clerk updated members regarding an email received from NDC on 31 October implying that they may have a way forward that will support the Parish Council adding Caen Street and Chaloners Road to the NDC RingGo contract.	
		RESOLVED: That the Clerk to continue to liaise with NDC regarding this matter.	(NC)
193/2025/26	<b><u>EX33 Subscription</u></b>	RESOLVED: That the Council to extend its subscription with EX33 for a further 12 months from February 2026. At a cost of £495 + VAT per quarter.	(NC)
194/2025/26	<b><u>Braunton Community Emergency Plan (CEP)</u></b>	The Council reviewed its CEP and made no amendments.	
		RESOLVED: That the Clerk to contact all members on the Community Emergency Response Team (CERT) to request if they wish to remain on the CERT.	(NC)
195/2025/26	<b><u>North Devon Christmas Market 2025</u></b>	Member considered a request from Ginger Monkey Events the organiser of the Christmas Market to order light towers via the Council's Brandon Tool Station account.	
		RESOLVED: That the Council agrees to provide light towers for the North Devon Christmas Market 2025 subject to Ginger Monkey Events reimbursing the Council. At a cost of £471.34 + VAT.	(NC)
196/2025/26	<b><u>Internal Auditors Interim Report 2025/26</u></b>	Members considered the Independent Internal Auditor's Interim Report for 2025/26, circulated prior to the meeting, attached as – <b>appendix two.</b> The Clerk went through each item explaining the recommended actions. It was noted that the following actions had been taken:	

- The Council delegated to the Finance and Administration Committee to consider adopting the NALC Model Standing Orders.
- The Council's review of risk was carried out at its October meeting Minute Ref: 163/2025/26
- The Council formally considered its level of general reserves when setting its Budget for 2026/27 Minute Ref: 198/2025/26.
- The Council formally noted and approved the Credit Note of £653 raised to clear the NDDC car park income account.
- The Finance and Administration Committee noted that the incorrect Trail Balance reports had been issued with previous bank reconciliations. This was rectified when producing Bank Reconciliation 30 September 2025 Minute Ref: FA/17/2025/26 (c) and (d).

RESOLVED: That the Internal Auditor's Interim Report 2025/26 be noted and that the recommended actions be implemented.

(NC)

197/2025/26

**Councillor**  
**Surgeries,**  
**Parish Hall**

Members reported on the issues raised at the Councillor Surgery held on 1 November.

- Concern that signs around the village are a bit 'authoritarian' telling people not to do things rather than a positive attitude.
- A mini roundabout at the crossroads rather than traffic lights to alleviate the traffic in Caen Street.
- Tweedies Field should be open to public, especially for youngsters who could use it for football etc.
- There are 2 lights at Chicken Lane now – our solar one and the original one. He was not sure if they were both active.
- 20mph along the whole of Wrafton Road.
- Most of the attendees were coming to voice their concern about the dog ban on the Rec. They all mentioned the Parish Council ignoring the consultation result and the benefits of keeping the 'dogs on leads' and 'pick up poo' regime currently in place. They agreed with suggestions of more education and provision of free poo bags and another dog bin in the Rec.
- A Committee member from the Braunton Football Club passed on the Club's gratitude to the Parish Council for their continuing support.
- A resident of East Street complained about not receive post due to the Postman refusing to pass his neighbours property because they have a dog in their garden. This is very inconvenient and he has to collect his post from the Post Office.

		RESOLVED: That the Council to pass issues onto the relevant authorities for action and to write to Royal Mail requesting if they would consider reinstating their postal service to all properties in East Street.	
198/2025/26	<b><u>Council Budget 2026/27</u></b>	<p>The Clerk, prior to the meeting, circulated the Council's draft budget 2026/27.</p> <p>It was noted that the Council's Reserves brought forward from 2024/25 were £166,179. The Council had earmarked £62,494 for various projects and its quarterly running costs are £84,747.50. This would leave available in reserves £18,927.50.</p> <p>The draft budget recommended an increase of 20% in the Council's precept. Based on the 2025/26 Council Tax Base (3317.62) this would equate to an increase in the Band D Equivalent of 35 pence per week.</p> <p>RESOLVED: That the</p> <ol style="list-style-type: none"> <li>Council's budget for 2025/26 be set at £659,320 as detailed in – <b>appendix three</b>.</li> <li>Council's precept to be set at £406,475.</li> </ol>	(NC)
199/2025/26	<b><u>Parish Hall Booking</u></b>	<p>RESOLVED: That the Council approves the following bookings in the Parish Hall.</p> <ol style="list-style-type: none"> <li>Fund raising event for Con Alma on 22 November 2025 at 7.30pm - 11pm, Latin Music and Heartbreak Hotel Licenced bar.</li> <li>Fund raising event for North Devon Hospice on 29 November 2025 at 7.30pm – 11pm, bring your own alcohol.</li> <li>Fund raising event for Pickwell Foundation on 13 December 2025 at 7.30pm – 11pm, licenced bar.</li> </ol>	(NC)
200/2025/26	<b><u>Exclusion of Press and Public</u></b>	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).	
201/2025/26	<b><u>Station House</u></b>	<p>The Clerk updated members regarding damp issues found at Station House. The Council's tenants had provided photographs prior to carrying out remedial works to the floor area. The Council were of the opinion that these issues should have been picked up by the tenants Surveyor prior to them taking on the tenancy in April 2025.</p> <p>RESOLVED: That the tenant to follow this matter up with the Surveyor who carried out their Pre-Lease</p>	

202/2025/26

**Transfer of  
NDC's Public  
Conveniences,  
Caen Street Car  
Park**

Acquisition Survey and to request a copy. (NC)

NDC are keen to handover their public conveniences as soon as possible to the Parish Council. The Clerk has arranged an onsite snagging meeting on 12 November. Subject to all issues being rectified to a satisfactory standard the Parish Council could take the asset on from the 1 December. If this date is missed, due to Christmas and staff annual leave the Parish Council would not be able to take on the asset until 1 February 2026.

RESOLVED: That

- a. subject to all snagging requirements being completed the Council to take on the NDC public conveniences in Caen Street Car Park from 1 December, otherwise the transfer of the asset will be postponed until 1 February 2026.
- b. the Council to appoint A-tac Cleaning to clean and unlock the public conveniences daily (not including Christmas day and Boxing day) before 8am. At a cost of £20 per standard clean.
- c. the Council to appoint Guarantor Security to lock the public conveniences daily (not including Christmas day and Boxing day) after 6pm. At a cost of £10 per lock up.
- d. the Council to appoint Guarantor Security to provide key holder service initial annual fee £200, then £35 per hour if called out.
- e. the Council to not open the public conveniences on Christmas day and Boxing day.

The meeting closed at 9.35pm.

Signed by the Chair: .....  
(Cllr M Shapland)

Date: .....