



## **ILFRACOMBE TOWN COUNCIL**

### **Minutes of the MEETING OF THE COUNCIL held on 13 August 2018**

This meeting was held in the Ilfracombe Centre, High Street, Ilfracombe and started at 7pm

**Present:** Cllrs: V Gates (Mayor), L Aston, R Donovan, J Donovan, K Leck, G Coulter, R Courtnadge, P Crabb, M Edmunds, B Gear, N Pearson, G Schofield, P Yabsley, G Fowler.

**In attendance:** Pastor Hills, The Proper Officer & Centre Manager, the Programme Manager and 4 members of the public.

Pastor Hills opened with Prayers.

The Mayor welcomed everyone to this evening's meeting and began proceedings.

#### **4687. To receive apologies and reasons for absence;**

Cllrs: S Trebble (work commitments), G Squires (out of town), D Turton (family commitments), F Pearson (unwell).

#### **4688. To receive declarations of interest and consider members' submitted dispensation requests.**

Declarations of interest noted: A record book was made available and members were reminded of the requirement to note their declarations of interest as required under the code of conduct (revised 1/7/12).

*Cllr: R Donovan declared a pecuniary interest in item 4705.*

#### **4689. Notification of items for information to be raised at Chair's discretion.**

See item 4706.

#### **4690. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes.**

Mr Norman Bryant reported a sunken patch of tarmac in the road adjacent to Wetherspoons/Gilbert Grove and that it could cause an accident. He asked if it could be reported to Devon County Council on his behalf. Cllr P Crabb will report it to Devon County Council's Highways department.

#### **4691. To receive a report from the police representative.**

There were no representatives in attendance this evening.

#### **4692. To approve and adopt the minutes of the Full Council meeting – 9<sup>th</sup> July 2018.**

Cllr V Gates proposed that the minutes of the meeting were a true and correct record. Cllr B Gear seconded and with all in favour they were adopted. Members who were not present at the meeting abstained from voting.

Cllr N Pearson asked for an update on the Community Connector report, Cllr R Donovan noted that it is due out soon and will be presented at the next Full Council meeting.

Cllr N Pearson asked for an update regarding the big wheel on the seafront, Cllr P Crabb noted that he is investigating it for next year.

There had been no further information received regarding a hop-on hop-off service on the dotto train.

#### **4693. Minutes of Planning Committee meeting (to note & approve recommendations) – 16<sup>th</sup> July 2018**

Cllr G Fowler proposed that the minutes of the meeting were a true and correct record. Cllr K Leck seconded and with all in favour they were noted.

**4694. Minutes of the Finance & General Purpose Meeting (to note & approve recommendations) – 23<sup>rd</sup> July 2018**

Cllr R Donovan proposed that the minutes of the meeting were a true and correct record. Cllr G Coulter seconded and with all in favour they were noted.

The following recommendations made at the meeting were agreed and adopted by all members:

- to agree to the tabled report containing items which exceed budget predictions
- to agree to 2 car charging points being installed in Ropery Road car park, with the caveats that Cllr G Schofield looks at the lease in detail (which should include planning permission to be obtained from the supplier if required) and any break clause should be applicable to both parties
- to agree to purchase clearer, distinctive car park 'P' signs and some seagull signs to display in the advertising boards and on posts
- to agree to purchase 40 ID badges at £195 + VAT

The following recommendation was agreed in principle pending further information and costs:

- to agree to fix a large map of the High Street on to the wooden board near the Fore Street entrance at Ropery Road car park

**4695. Minutes of Staffing Committee meeting (to note and approve recommendations) – 2<sup>nd</sup> July 2018**

Cllr N Pearson proposed that the minutes of the meeting were a true and correct record. Cllr B Gear seconded and with all in favour they were noted.

**The following recommendations made at the meeting were agreed and adopted by all members:**

- to allow the Project Coordinator to attend a free workshop as per report ITC 338 with travelling expenses covered by One Ilfracombe.
- to allow staff time to assist DSFRS to talk to local people to promote the retained fire officer scheme.
- to allow staff time to complete Youth Council and Marketing work tasks and to review after the strategy meeting.
- to allow staff to undertake commissioned work by NDHT in addition to current work programme in their own time with all expenses met by One Ilfracombe.

**4696. Minutes of Staffing Committee meeting (to note and approve recommendations) – 6<sup>th</sup> August 2018**

Cllr N Pearson proposed that the minutes of the meeting were a true and correct record. Cllr K Leck seconded and with all in favour they were noted.

**The following recommendations made at the meeting were agreed and adopted by all members:**

- to allow the Administration Assistant to attend an Emergency First Aid at Work course at Petroc.
- to receive a proposal from the Proper Officer and the Programme Manager to consider all options for a cleaner/Handyperson (see item 4697).

**4697. Recommendation for staff recruitment – Cllr Netti Pearson**

Cllr N Pearson tabled report ITC 347 which had been previously circulated to all members. The report highlighted a requirement for a cleaner/handyperson and laid out options for members to discuss.

Cllr P Crabb proposed to employ a cleaner for 16 hours per week on a temporary 6 month renewable contract. Cllr N Pearson seconded with all members in favour, and 1 member against the motion was carried.

**4698. To approve and adopt the Process Plan (from Strategy Group) – Mayor, Cllr V Gates**

The Programme Manager highlighted the two amendments to the Process Plan;

- to include costs/resources
- to add a review/evaluation after delivery

Cllr V Gates proposed to agree and adopt the Process Plan as shown on the screen, Cllr N Pearson seconded and all members were in favour.

**4699. To agree on written evidence to submit to the House of Lords Select Committee on Regenerating Seaside Towns and Communities**

Cllr R Donovan volunteered to put a document together to form a collective response from all members. All members were requested to submit their views to Cllr R Donovan by Tuesday 28<sup>th</sup> August in preparation to agreeing a response at the next Full Council meeting on 10<sup>th</sup> September.

**4700. Report from the Programme Manager (to include One Ilfracombe Update).**

The Programme Manager tabled the update report ITC 348 this evening which was noted. To summarise the main points;

- Positive meeting with Big Lottery and more information has been requested to support the funding.
- Funding application to Macmillan for cancer support services in Ilfracombe has been approved.
- The first event for the diabetes commissioned work has been booked for 30<sup>th</sup> August.
- The Town Team radio mast has now been installed – thanks to Ilfracombe Football Club for allowing the installation and use of electricity at no cost.

#### **4701. Reports from County/District Councillors (written reports requested).**

Cllr P Crabb noted that the pot hole repairs are now being caught up with after issues with the contractor, work should be completed by October.

Cllr P Crabb also noted there are plans in place to resurface Hostle Park Road.

Cllr P Crabb is attending a meeting with a member of Okehampton Town Council to investigate ambulance response times and how they could be improved.

Cllr R Courtnadge noted that no action had been taken regarding the manhole cover repair in Cove Car Park, Cllr P Crabb said he would chase this up with North Devon Council.

Cllr G Fowler noted that he had been made aware that there hadn't been any fire cover in Ilfracombe over the last two weekends due to minimal personnel, he asked if a letter could be sent to the Fire Service asking them to confirm their coverage.

Cllr G Fowler noted that there is a Harbour Board meeting tomorrow at the Ilfracombe Centre with new member, Martin Cleary in attendance.

Cllr M Edmunds noted that he had attended the Parish Forum on behalf of this council, the minutes will be circulated to all members.

Cllr Mrs J Donovan left the meeting at 20:20

#### **4702. Reports from Community Engagement, Working Groups and Councillor Champions (written reports requested).**

Cllr N Pearson noted that there is currently a consultation open by NHS England for Cancer Care. Cllr N Pearson also noted that there will be a march on 18<sup>th</sup> September and more information will be provided and circulated in a report when more details are available.

Cllr G Fowler noted that the recent marketing group minutes had been circulated. It was noted that Sue Garwood's input in the meetings will be missed and sincere condolences are offered to her family.

Cllr G Fowler noted some events happening in the near future;

- Ilfracombe Carnival – 26<sup>th</sup> August
- Sea Ilfracombe Maritime Festival – 1<sup>st</sup> & 2<sup>nd</sup> September
- Tour of Britain – 3<sup>rd</sup> September

Cllr G Fowler noted that there will not be an Ilfracombe calendar produced for next year but it should be back for 2020.

Cllr N Pearson noted she had attended meetings with the senior and junior schools in Ilfracombe regarding the Youth Council which had been very positive.

Cllr R Donovan noted that an Ilfracombe Regeneration Board meeting had taken place last week which had been positive. Cllr R Donovan asked if members could submit their views on the seafront plans by NODE that had been previously circulated and to take on board the considerations by the Environment Agency.

#### **4703. Health and Safety.**

The Proper Officer noted that there is some sound proofing work being carried out on the wall between the CAB and DPT offices. The work is due to be completed tomorrow and has caused minimal disruption.

#### **4704. Correspondence/Licenses/Notices –**

- Herxheim twinning letter – Cllr V Gates had attended a meeting which sparked interest in their offer, Cllr V Gates will reply to ask for more information and will keep members advised of the outcome.
- A personal data request had been received and the Proper Officer had responded with all relevant information within the time frame under the new GDPR regulations – noted.
- An email had been received from Environmental Health at NDC regarding apparent anti-social behaviour – noted.
- A response to Cllr V Gates' letter had been received from the Parkwood Theatres Manager and the Contracts Delivery Manager at NDC, a meeting will be arranged to discuss further.
- A request for a letter of support had been received from The Martial Arts Hub, members were not in support of this and a reply will be sent.
- Letter received from Plastic Free Communities confirming Plastic Free Ilfracombe accreditation – noted.
- Letter of thanks received from the Victorian Committee – noted.

**4705. Finance**

**a) To adopt the Statement of accounts as at 31 July 2018** – The tabled statement of accounts was proposed by Cllr R Donovan, seconded by Cllr G Schofield and agreed by all.

**b) To pass invoices for payment as at 31 July 2018**

All invoices as tabled were proposed by Cllr R Donovan, seconded by Cllr P Crabb and agreed for payment by all.

Invoices for the Vision Community Centre were proposed by Cllr R Donovan, seconded by Cllr G Schofield and agreed for payment by all.

**4706. Chairs Discretion**

None this evening.



Miss Rachel Collins  
Proper Officer & Centre Manager

The meeting finished at 20.50

14 August 2018