



ILFRACOMBE TOWN COUNCIL
Minutes of the MEETING OF THE COUNCIL
held on 14 May 2018

This meeting was held in the Ilfracombe Centre, High Street, Ilfracombe and started at 7.15pm (immediately following the Annual Meeting)

Present: Cllrs: G Squires (A/Chair), L Aston, R Donovan, J Donovan, G Schofield, G Fowler, K Leck, M Edmunds, P Yabsley, G Coulter, B Gear, D Turton, N Pearson, F Pearson, R Courtnadge.

In attendance: Cllrs J Campbell & I Meadlarkin, Pastor Hills, the Proper Officer & Centre Manager, the Programme Manager, Paul Wright (APB Accountants) and 3 members of the public.

Cllr Mrs J Donovan proposed Cllr G Squires chaired the meeting in the absence of the Mayor and Deputy Mayor, Cllr R Donovan seconded and all members were in favour.

Pastor Hills opened with prayers.

The Acting Chair, Cllr G Squires, thanked Pastor Hills on behalf of the council for his words over the past 2 years, he welcomed everyone to this evening's meeting and began proceedings;

4624. To receive apologies and reasons for absence;

Cllrs: P Crabb (other commitments), V Gates (holiday), S Trebble (holiday).

4625. 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).

Cllrs N Pearson and F Pearson declared an interest in item 4644.

4626. Notification of items for information to be raised at Chair's discretion.

See item 4645.

4627. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes.

Dr Terry Elliott raised her concerns of unlicensed Houses of Multiple Occupation (HMOs), she requested that a restriction be put on HMOs and that North Devon Council are encouraged to be robust in planning and enforcing licenses. Cllr P Yabsley replied that Jeremy Mann of North Devon Council has information regarding a new legislation coming into force where every landlord will need to have a licence and meet the conditions and requirements of a HMO.

Cllr K Leck will draft an open letter to Jeremy Mann on behalf of Ilfracombe Town Council.

2 members of the public left the meeting after this item.

4628. To receive and note the Internal Audit Report.

Paul Wright (APB Accountants) thanked the Proper Officer & Centre Manager for her assistance during the internal audit and summarised the internal audit report which was received and noted.

Cllr G Squires thanked Mr Wright for attending this evening's meeting.

4629. Audit of Accounts – Annual Return financial year ending 31 March 2018 to adopt the Resolution 'To agree the Annual Governance Statement for passing to the external auditor'.

Cllr P Yabsley proposed to 'Agree the Annual Governance Statement for year ending March 2018 for passing to the external auditor', seconded by Cllr B Gear and with all members in agreement, the motion was adopted.

4630. Audit of Accounts – Annual Return financial year ending 31 March 2018 to adopt the Resolution 'To agree the Accounting Statements for passing to the external auditor'.

Cllr N Pearson proposed to 'Agree the Accounting Statements for year ending March 2018 for passing to the external auditor', seconded by Cllr G Schofield and with all members in agreement, the motion was adopted. Mr Wright left the meeting after this item.

4631. To receive a report from the Police representative.

Inspector Paul Searle had given his apologies for this evening's meeting and had sent a report which was tabled. The report showed an overall increase in recorded crime in Ilfracombe Feb-Apr 2018 compared to the same period in 2017.

4632. To approve and adopt the minutes of the Full Council meeting – 9th April 2018

Cllr B Gear proposed that the minutes of the meeting were a true and correct record. Cllr L Aston seconded and with all in favour they were adopted. Members who were not present at the meeting abstained from voting. There were no matters arising.

4633. Minutes of Planning Committee meeting (to note and approve recommendations) – 16th April 2018

Cllr G Fowler proposed that the minutes of the meeting were a true and correct record. Cllr G Squires seconded and with all in favour they were noted. There were no matters arising.

4634. Minutes of the Finance & General Purpose Meeting – 23rd April 2018 (to note minutes and approve recommendations)

Cllr G Schofield 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:

- That the Councils Financial accounts 31 March 2018 together with the Annual Governance Statement and Accounting Statements 2017/18 to be adopted.
- To formally allow the owner of a wall at Ropery Road car park to reinstate a door in the wall in response to his request.
- To agree a contribution of £500 for second year running costs for ND Records Office.

The resume of actions was noted.

4635. Minutes of Staffing Committee meeting (to note and approve recommendations) – 8th May 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.

Cllr M Edmunds proposed to amend 'Part B – to pass the resolution *'to exclude any attendee other than staffing committee members and that all reports and documents relating to items be confirmed as 'in confidence' due to the confidential nature of the next business to be discussed/transacted'* to 'Part B – to pass the resolution *'to exclude any attendee other than the council members and that all reports and documents relating to items be confirmed as 'in confidence' due to the nature of the next business to be discussed/transacted'*.

The following recommendations made at the meeting were discussed:

- To discuss a policy for use of the Lantern Courtyard. Members were happy in principle and all agreed it should be added to the next F&GP agenda with an accompanying report.

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

- To extend an existing agreement with a self-employed cleaner to clean the Ilfracombe Centre and the Lantern.
- To renew a subscription to the SLCC

The following recommendation made at the meeting was moved to Part B at the end of this meeting with agreement from all members.

- To increase the salary of an individual member of staff effective from 1st April 2018

4636. Resolution – That Ilfracombe Town Council adopt the 'General Power of Competence' Under the Localism Act 2011 – ITC 324

The Proper officer tabled the report which had been previously circulated.

Cllr G Fowler proposed that Ilfracombe Town Council resolves from 14th May 2018, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the general Power of Competence. Cllr B Gear seconded and with all members in favour, the motion was adopted.

4637. To consider making the first hour's parking at Ropery Road car park free and to put pressure on NDC to make the first two hours of Wilder Road car park free – Cllr Netti Pearson

Cllr N Pearson had previously circulated her report which was also tabled this evening. Members felt that there wasn't enough information/evidence provided for Ropery Road car park to agree to anything so it was suggested that more information is researched and evidence provided and presented at the next meeting. Members also suggested that District parking solutions should be taken to the next IRB (Ilfracombe Regeneration Board) meeting to be discussed.

4638. To consider purchasing 2 annual licences for Canva Software. – *Report ITC323 refers.*

The Programme Manager had previously circulated his report which was also tabled this evening. Cllr G Schofield proposed to agree to purchasing 2 licences as per the report, Cllr G Fowler seconded with all members in favour.

4639. Report from the Programme Manager (to include One Ilfracombe Update).

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

- The office of the Police and Crime Commissioner for Devon & Cornwall has agreed to £5k funding for the 2018/19 period. A plan to meet the requested outcomes will be presented at the One Ilfracombe Board meeting in May.
- The Home from Hospital pilot had 2 new referrals during February/March taking the total referrals to four over the course of the project.
- Ilfracombe Football Club has agreed for the mast and repeater to be sited at the club and it is envisaged the mast will be installed by the end of the month.
- The 'Mindful Community' project: Mindful Fair took place on 26th April at the Lantern with an estimated 400 in attendance.
- Application for Plastic Free status for Ilfracombe has now been submitted.

4640. Reports from County/District Councillors (written reports requested).

Cllr J Campbell noted that he has been looking into the parking issues and taxi rank outside Wetherspoons and suggested this council makes contact with the taxi drivers to find a solution. Cllr L Aston volunteered to make contact with the taxi drivers and report back to this council.

Cllr I Meadlarkin noted that he had been appointed to the Executive on the District Council for the next 12 months and would be happy to take any items to future meetings on behalf of Ilfracombe Town Council.

Cllr G Fowler noted that the Watersports Centre is aiming for a September start now that the Harbour Revision Order requirements have been completed. He also noted a recent Harbour Board meeting with the Environment Agency concerning flood prevention.

Cllr M Edmunds noted that there had been major problems with the planning application for the Former Lee Bay Hotel and that it is due to go before the District Planning Committee in July. He also noted that a National developer is involved with the Southern Extension.

4641. Reports from Community Engagement, Working Groups and Councillor Champions (written reports requested).

Nothing to report.

4642. Health and Safety.

Nothing to report.

4643. Correspondence/Licenses/Notices –

Cllr L Aston has received a letter from a vehicle owner that had used Ropery Road car park and had been issued a parking charge notice from Premier Park. The vehicle owner believed that the parking charge notice had been wrongfully issued and therefore did not pay the charge. The vehicle owner has now received a County Court Judgement and has asked if this council can offer any support in removing the charge and record of the CCJ. The Programme Manager noted that Ilfracombe Town Council has no legal powers to overturn a CCJ and suggests the vehicle owner makes contact with Citizen's Advice in the first instance and a solicitor to seek legal advice.

4644. Finance

a) To adopt the Statement of accounts as at 30 April 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 30 April 2018

All invoices as tabled were proposed by Cllr R Donovan, seconded by Cllr L Aston 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.

4645. Chairs Discretion

None this evening.

This part of the meeting finished as 20:30

Cllrs: I Meadlarkin and J Campbell, Pastor Hills, the Programme Manager and the remaining member of the public left the meeting at 20:30

4646. Part B – Cllr N Pearson proposed – **to pass the resolution ‘to exclude any attendee other than the council members and that all reports and documents relating to items be confirmed as ‘in confidence’ due to the nature of the next business to be discussed/transacted’** this was seconded by Cllr F Pearson and with all in favour was agreed.

To increase the salary of an individual member of staff:

Cllr N Pearson noted that the pay increase request, which was supported by the Line Manager, met the requisite for recommendation to Full Council and as such: Cllr N Pearson proposed to increase the salary of an individual member of staff, Cllr F Pearson seconded and all members were in favour.



Miss Rachel Collins
Proper Officer & Centre Manager

The meeting finished at 20.45

15 May 2018