



ILFRACOMBE TOWN COUNCIL

Minutes of the MEETING OF THE COUNCIL held on 11 May 2020

This meeting was held via <https://zoom.us/> and started at 7.00pm

Present: Cllrs: V Gates (Mayor), B Gear, J Williams, T Elliott, N Pearson, F Pearson, R Donovan, S Wilson, G Fowler, G Coulter, D Turton, P Crabb, G Schofield, K Leck, S Trebble (arr. 7.20).

In attendance: The Proper Officer and the Programme Manager.

In the absence of Pastor Hills, the Proper Officer opened with Prayers.
The Mayor welcomed everyone to this evening's meeting and began proceedings.

5152. To receive apologies and reasons for absence followed by an update from the Proper Officer;
Cllrs: P Coates (personal reasons), L Aston (work commitments).

The Proper Officer advised members that in accordance with the Local Government Act 1972, section 85 (1) & (2) Cllr Steve Trebble will cease to be a council member on 11th May 2020. This is due to non-attendance at Council/Committee meetings for a continuous period of 6 months (and without obtaining dispensation from Full Council). Cllr S Trebble joined the meeting at 7.20pm and standing orders were suspended to allow a discussion between members. Standing orders were reinstated following the discussion and all members agreed to approve Cllr S Trebble's reasons for absence and agreed that Cllr S Trebble is to remain on the Council.

5153. 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 10/12/18).

5154. Notification of items for information to be raised at Chair's discretion; See minute 5176

5155. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes.

No requests this evening.

5156. To receive and note the internal audit report

The Proper Officer noted that the internal auditor was yet to return his report, therefore this item was deferred until the next Full Council meeting.

5157. Audit of Accounts – Annual Return financial year ending 31 March 2020 to adopt the resolution 'To agree the Annual Governance Statement for passing to the External Auditor'.

The Proper Officer noted that the Internal Auditor had not yet completed the internal reporting section, therefore, this item was deferred until the next Full Council meeting.

5158. Audit of Accounts – Annual Return financial year ending 31 March 2020 to adopt the resolution 'To agree the Accounting Statements for passing to the External Auditor'.

The Proper Officer noted that the Internal Auditor had not yet completed the internal reporting section, therefore, this item was deferred until the next Full Council meeting.

5159. To approve and adopt the minutes of the Full Council meeting – 14th April 2020.

Cllr V Gates proposed that the minutes of the meeting were a true and correct record, Cllr K Leck seconded and with all in favour they were adopted. Members who were not present at the meeting abstained from voting. It was noted that the Annual Meeting of the Council will be re-arranged following updated legislation (minute 5140). Cllr T Elliott noted that Cllr P Crabb's County report was not circulated prior to the meeting but at the time of the meeting (minute 5146). There were no matters arising.

5160. Minutes of Planning Committee meeting – 20th April 2020 (to note & approve recommendations)

Cllr G Fowler presented the minutes of the meeting which were noted.

5161. Minutes of the Finance & General Purpose Meeting – 27th April 2020 (to note & approve recommendations)

Cllr R Donovan presented the minutes of the meeting which were noted.

The following recommendations made at the meeting were agreed;

- To adopt the Council's financial accounts 31 March 2020 together with the Annual Governance statement and accounting statements 2019/20 – pending internal audit. (proposed by Cllr R Donovan, seconded by Cllr B Gear, agreed by all members)
- To agree Vision Centre financial accounts 31 March 2020. (proposed by Cllr R Donovan, seconded by Cllr G Schofield, agreed by all members)
- To continue to allocate underspent money from the Staffing, Regeneration, Youth and Marketing budgets. (proposed by Cllr R Donovan, seconded by Cllr P Crabb, agreed by all members with 1 abstention)

5162. Minutes of Staffing Committee meeting – 4th May 2020 (to note and approve recommendations)

Cllr K Leck presented the minutes of the meeting which were noted.

The following recommendations made at the meeting were agreed;

- to adopt the Document Retention and Management Policy (proposed by Cllr K Leck, seconded by Cllr F Pearson, agreed by all members)

Cllr N Pearson asked the Programme Manager to ensure all items listed in the adopted ITC Publication Scheme are published on the ITC website as required.

5163. To resolve to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th 2021 or the repeal of legislation whichever is the earlier.

The Proper Officer had circulated the supplementary Standing Orders along with guidance notes, both of which should be read in conjunction with ITC's adopted Standing Orders. Cllr V Gates proposed to adopt the supplementary Standing Orders to meet statutory requirements for the holding of remote meetings, Cllr R Donovan seconded and all members were in favour.

5164. Neighbourhood Plan

Cllr S Wilson noted she had attended a Neighbourhood Planning and Climate Change webinar which provided useful information. Desktop research on Neighbourhood Planning will be carried out going forward.

5165. Climate Change

Cllr N Pearson noted she had attended a Neighbourhood Planning and Climate Change webinar which provided useful information.

5166. Watersports Centre Proposal

Cllr R Donovan is leading with a proposal and is waiting for feedback from North Devon Council. An update will be provided to all members at the next Full Council meeting.

5167. Salvation Army letter (housing)

A letter from the Salvation Army to Selaine Saxby MP for North Devon had been copied to this Council and circulated to all members. Cllr T Elliott and Cllr K Leck will work together with the Salvation Army to address concerns as highlighted in the letter. Cllr T Elliott and Cllr K Leck will work on putting a brief together.

5168. Covid-19: Forward Planning

Cllr V Gates noted that options need to be considered on managing the easing of lockdown. The Staffing Committee will discuss this at the next meeting. Cllr V Gates asked for a report of functions being currently being carried out compared to functions carried out pre-Covid-19, the Programme Manager will circulate a report to all members.

5169. To note the Proper Officer's report

The Proper Officer had circulated her report to all members and it was noted this evening.

5170. Report from the Programme Manager (to include One Ilfracombe Update).

The Programme Manager had circulated his report to all members and it was noted this evening. The Programme Manager noted it is business as usual and that changes to the website are being worked on.

5171. Reports from County/District Councillors (written reports requested).

Cllr P Crabb gave a verbal County update to all members.

Cllr N Pearson had submitted her District report which had been circulated to all members and was noted this evening. It was noted that a positive outcome of Covid-19 is the closer working between councils.

5172. Reports from Working Groups and Councillor Champions (written reports requested).

No reports received this evening.

5173. Health and Safety.

The Proper Officer had circulated the health and safety report along with a Covid-19 Risk Plan which was noted and agreed by all members.

5174. Correspondence/Licenses/Notices

- A letter received from the Salvation Army to Selaine Saxby MP for North Devon and copied to this Council was covered under minute 5167 at the meeting this evening.
- The Mayor had sent a thank you letter to NDC Parks Department regarding the tribute to the NHS on Capstone hill, the Proper Officer read the reply to all members which was noted this evening.
- A copy of Cllr T Elliott's letter to Inspector Searle and Jeremy Mann regarding housing concerns had been circulated to all members and was noted this evening.
- A letter received from the Ilfracombe & District Tourism Association to Selaine Saxby and copied to this Council regarding tourism and the path out of lockdown had been circulated to all members and was noted this evening.
- The Proper Officer noted she had received and responded to a freedom of information request. The requestor had not been satisfied with the response to the request being within 24 hours and over a weekend and further requested an internal review. Cllr V Gates will carry out the review and respond to the requestor within statutory timeframes.

5175. Finance

a) To adopt the Statement of accounts as at 30 April 2020 – The tabled statement of accounts was proposed by Cllr R Donovan, seconded by Cllr B Gear and agreed by all.

b) To pass invoices for payment as at 30 April 2020

All invoices tabled were proposed by Cllr R Donovan, seconded by Cllr K Leck and agreed for payment by all. Invoices for the Vision Community Centre were proposed by Cllr R Donovan, seconded by Cllr G Fowler and agreed for payment by all.

5176. Chairs Discretion

Cllr T Elliott noted her concerns regarding a development at a care home in Ilfracombe and that no public consultations were carried out prior to the felling of an old tree. Cllr P Crabb noted that a report had been done on the tree prior to felling and that replacement trees will be planted in its place.

Cllr S Trebble will arrange for the ride-on lawn mower to be delivered to the Allotment group this weekend.

Cllr J Williams asked if the District Councillors could contact NDC regarding replacing the flag located on top of Capstone Hill.

Cllr V Gates noted that on 12th May, the Verity statue located at the harbour will be lit up in blue to celebrate the NHS.

It was noted that Ropery Road car park will be used by the NHS as a Covid-19 drive-thru testing station on Tuesdays and Fridays starting from Friday 15th May 2020.

The meeting finished at 20:50



Miss Rachel Collins
Proper Officer

12th May 2020