



ILFRACOMBE TOWN COUNCIL

Minutes of the MEETING OF THE COUNCIL held on 8th June 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, G Schofield, K Leck, S Trebble, P Coates, P Yabsley, D Turton (arr. 7.10), P Crabb (arr. 7.10), L Aston (arr. 7.40)

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.

5177. To receive apologies and reasons for absence: None.

5178. To receive declarations of interest and consider members' submitted dispensation requests.
Declarations of interest noted: Members were reminded of the requirement to note their declarations of interest as required under the code of conduct (revised 10/12/18).

5179. Notification of items for information to be raised at Chair's discretion; See minute 5202

5180. 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.

5181. To receive a report from the Police Representative.
The latest newsletter had been circulated to all members.

5182. 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.

5183. 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.

5184. 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.

Cllrs: P Crabb and D Turton joined the meeting at 7.10pm

5185. To approve and adopt the minutes of the Full Council meeting – 11th May 2020.
Cllr V Gates proposed that the minutes of the meeting were a true and correct record, Cllr R Donovan seconded and with all in favour they were adopted. Members who were not present at the meeting abstained from voting. Cllr N Pearson asked again about having an alternative reserves report circulated, Cllr R Donovan noted that what is being requested is understood and that the internal audit report is required to be returned prior to the report being written. Cllr V Gates suggested Cllr N Pearson produces a proposal outlining the exact request and to present it to the next Full Council meeting. There were no matters arising.

5186. Minutes of Planning Committee meeting – 18th May 2020 (to note & approve recommendations)
Cllr G Fowler presented the minutes of the meeting which were noted.
The Proper Officer noted that a draft design brief had been received for the former Lee Bay Hotel and this would be discussed at the next Planning Committee meeting with a recommendation made to Full Council.

5187. Minutes of the Finance & General Purpose Meeting – 26th May 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;

- As a Council and in line with District and County Councils, charging for tickets in Ropery Road car park is to commence on 23rd May 2020 with enforcements anticipated to commence on 1st June 2020. (proposed by Cllr R Donovan, seconded by Cllr V Gates, agreed by all members).

It was noted that the advert for the Lantern Café had been published and that 2 walls in Ropery Road car park would need rendering prior to the completion of painting.

All outstanding and new actions were noted.

Members thanks Cllr S Trebble for delivering the ride-on lawn mower to the Allotment Society Group.

5188. Minutes of Staffing Committee meeting – 1st June 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 approve the continuation of the Community Developer Role for a further six months and that the ITC hosting fee of £5.5k from One Northern Devon is allocated to the Community Developer's salary to further extend the contract until the end of March 2021. (proposed by Cllr K Leck, seconded by Cllr P Coates, agreed by all members).

It was noted that Covid-19 Forward Planning was discussed from a staffing point of view and that the Cycle-to-Work scheme cannot be progressed until an information pack has been received.

5189. To adopt the ITC Annual Report

The Proper Officer had submitted and circulated the ITC Annual Report. Cllr N Pearson questioned whether the report should be adopted or simply noted and suggested that it should be received at the Annual Meeting of the Council in Future. The report was noted.

5190. Neighbourhood Plan

Cllr S Wilson noted that the working group are meeting once a month to discuss ideas and requested a meeting with the Programme Manager. It was suggested that the working groups consults with the Lee and Lincombe Residents' Association.

5191. Climate Change

Cllr N Pearson noted an Air Quality Policy had been agreed by NDC.

5192. Watersports Centre Proposal

Cllr G Fowler noted that engagements had taken place and that costs were being investigated.

5193. Ranguage Timeview & Maintenance renewal

The Programme Manager was asked to provide more information and report back to the next meeting of Full Council meeting.

Cllr L Aston joined the meeting at 7.40pm

5194. Covid-19: Forward Planning

The Programme Manager noted that information is being published on the website and social media pages to support local businesses and that NDC has funding available for businesses in preparation for their reopening. Cllr K Leck reminded members of the risk assessments and health and safety measures that had been carried out by the Proper Officer for ITC. It was suggested that the ITC Strategic Plan is revisited in light of Covid-19.

5195. To note the Proper Officer's report

The Proper Officer was thanked for a good, robust report which had been circulated to all members and was noted this evening.

5196. 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 talked through a presentation regarding activities and interventions during Covid-19 and a 3-month work plan as discussed at the last Staffing Committee meeting.

5197. 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.

Cllr G Fowler had submitted his District report which had been circulated to all members and was noted this evening.

5198. Reports from Working Groups and Councillor Champions (written reports requested).

Cllr T Elliott had submitted her housing champion report which had been circulated to all members and was noted this evening. Cllr N Pearson asked for a terms of reference to be produced for the working party proposed within the report.

5199. Health and Safety.

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

5200. Correspondence/Licenses/Notices

- An anonymous letter had been received regarding homeless people being relocated to Ilfracombe which was noted this evening.
- A letter had been copied to ITC from the Ilfracombe and District Trades Union Council to the Government Health Minister which was noted this evening.
- A draft Compliance and Monitoring Plan had been received from NDC – this will be discussed at the next Planning Committee meeting.
- An email had been received from the Police and Crime Commissioner's Office inviting a Councillor to be nominated for the Councillor Advocate Scheme – Cllr L Aston noted he would be happy to continue as the representative for ITC.
- The Proper Officer noted she had received a subject access request from a former member of staff and that she will respond within permitted deadlines in line with the Data Protection Act 2018.

5201. Finance

a) To adopt the Statement of accounts as at 31 May 2020 – The tabled statement of accounts was proposed by Cllr R Donovan, seconded by Cllr B Gear and agreed by all with 3 abstentions.

b) To pass invoices for payment as at 31 May 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 L Aston and agreed for payment by all.

Cllr R Donovan noted that correspondence had been received from the Ministry of Housing, Communities and Local government regarding an option to defer loan repayments.

5202. Chairs Discretion

Cllr V Gates noted that she had received an email from a resident of Hele with concerns about access to and from a junction in Hele. Cllr P Crabb will contact DCC Highways department and arrange a possible site visit.

The meeting finished at 20:45



Miss Rachel Collins

Proper Officer

9th June 2020