



ILFRACOMBE TOWN COUNCIL

Minutes of the MEETING OF THE COUNCIL held on 13th July 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, P Coates, D Turton, L Aston, P Crabb (arr. 19:10).

In attendance: C Beaver (PlanningSphere), D Powell (Acorn Blue), D Lugsden (Architect), 2 representatives of the Lee and Lincombe Residents' Association, 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.

5203. To receive apologies and reasons for absence: Cllr S Trebble (working), Cllr P Yabsley (working).

5204. 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).

5205. Notification of items for information to be raised at Chair's discretion; See minute 5231

5206. 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.

5207. To receive and note the internal audit report

Mr Paul Wright (APB Accountants) had sent a report which had been circulated to all members. The internal audit report was received and noted.

5208. 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'.

Cllr R Donovan proposed to 'Agree the Annual Governance Statement for year ending March 2020 for passing to the external auditor', seconded by Cllr K Leck and with all members in agreement, the motion was adopted.

5209. 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'.

Cllr R Donovan proposed to 'Agree the Accounting Statements for year ending March 2020 for passing to the external auditor', seconded by Cllr B Gear and with all members in agreement, the motion was adopted.

5210. To approve and adopt the minutes of the Full Council meeting – 8th June 2020.

Cllr N Pearson proposed that the minutes of the meeting were a true and correct record, Cllr F Pearson seconded and with all in favour they were adopted. Members who were not present at the meeting abstained from voting. Cllr N Pearson noted she had not yet completed a proposal to request a reserves report. Cllr P Crabb updated members on his site visit with DCC at Hele.

5211. Minutes of Planning Committee meeting – 15th June 2020 (to note & approve recommendations)

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

Members asked the Proper Officer to circulate a formal letter regarding the recommendations to refuse both applications for the Southern Extension prior to sending to North Devon Council.

Cllr F Pearson left the meeting at 7.20pm (unwell).

5212. Minutes of the Finance & General Purpose Meeting – 22nd June 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 purchase a scaffold tower at a cost of £1,073.99 + VAT, along with attendance by the Facilities Operatives to a PASMA training course at a cost of £118 per person (proposed by Cllr R Donovan, Seconded by Cllr G Coulter, agreed by all members).

It was noted that an applicant had been selected to take on the rental of the Lantern Café.
Cllr R Donovan noted that he would attend a meeting regarding charging points in the car park next week and will take the information to the next F&GP Committee meeting.
Cllr R Donovan also noted that the lease agreement for the Dotto Land Train will be discussed at the next F&GP Committee meeting.

5213. Minutes of Staffing Committee meeting – 6th July 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;

- the Staffing Committee form and lead a working group to conduct an operational review and examine the positive and negative learnings from the past few months and return to Council with findings and recommendations (proposed by Cllr K Leck, seconded by Cllr B Gear, agreed by all members).

Cllr T Elliot requested a terms of reference for the working group to be circulated.

- to reopen the Ilfracombe Centre from Monday 10th August on a part-time basis 3 days a week from 9am until 1pm. To invite the two Customer Service Advisors currently on Furlough leave back to work on a part-time basis with the two remaining furloughed members of staff continuing on furlough leave until October. NDC to be invited back to deliver their services from the Ilfracombe Centre (proposed by Cllr K Leck, seconded by Cllr B Gear, agreed by all members).

5214. To agree to postpone the Annual Meeting of the Council until May 2021

Cllr K Leck proposed that due to the current Covid-19 situation, the Annual Meeting of the Town Council be postponed until May 2021, Cllr G Fowler seconded and all members were in favour. Cllr K Leck thanked Cllr V Gates for her continued support and help.

5215. Considerations for Model Member Code of Conduct consultation (by 17th August)

After a lengthy discussion, it was agreed that members would read through the model and respond as individual Councillors.

5216. Lee Bay Hotel Design Brief

After a lengthy discussion which included comments from the land owners of the former Lee Bay Hotel and representatives from the Lee and Lincombe Residents' Association, members were in support of the design brief and support the comments from the Lee and Lincombe Residents Association, however, they were surprised to note that the landowners had not been consulted. Members would support an acknowledgement for the need of a viability test.

Cllrs: G Fowler & P Crabb declared an interest in this item.

5217. Pre-application enquiry for former Lee Bay Hotel

After a lengthy discussion, Cllr V Gates proposed to support the pre-application in principle, Cllr B Gear seconded and all members were in favour.

Cllrs: G Fowler & P Crabb declared an interest in this item and took no part in voting.

Members thanked the landowners, architect and representatives of the Lee and Lincombe Residents Association for attending this evening's meeting.

C Beaver, D Powell, D Lugsden and 2 members of the LLRA left the meeting after this item.

5218. Community Priorities – S106 funding

A list of priorities for S106 funding for Ilfracombe had been circulated to all members. After a lengthy discussion, Cllr V Gates noted that she and the Proper Officer would draft a response to North Devon Council.

5219. Neighbourhood Plan

Cllr S Wilson noted that a working group meeting had taken place and that the first round of public engagement had been agreed.

5220. Climate Change

Cllr N Pearson noted the first meeting of the Climate Action Team had taken place and that she will be presenting an environment policy to the Policy and Development Committee later this week.

5221. Watersports Centre Proposal

Cllr G Fowler noted that NDC had submitted a new funding bid.

5222. Rainuage Timeview & Maintenance renewal

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

5223. Covid-19: Forward Planning

Members agreed this item had been taken forward at the Staffing Committee meeting and can now be taken off the Full Council agenda.

5224. 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. It was noted that the work experience placement did not take place.

5225. 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. Cllr T Elliott noted that the report mentioned the Community Connector had dealt with issues of domestic violence, however, the Police report was yet to breakdown figures for this. Cllr V Gates will contact the Police Inspector to ask for a breakdown.

5226. Reports from County/District Councillors (written reports requested).

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

Cllr N Pearson gave a verbal District update to all members.

Cllr G Fowler noted congestion at the Quay, and that it will be discussed at the next IRB meeting. Members agreed to support a letter to NDC from a member of the public regarding this issue.

5227. Reports from Working Groups and Councillor Champions (written reports requested).

Terms of reference for the housing working group had been circulated to all members.

5228. Health and Safety.

The Proper Officer had produced and circulated the health and safety report along with Covid-19 Risk Assessments for Council Recovery, Re-opening the Ilfracombe Centre, Re-opening the Lantern and Council Operation which was noted and agreed by all members.

5229. Correspondence/Licenses/Notices

- The Proper Officer had received 2 phone calls from a member of the public regarding employees of Pall parking on Station Road – the Mayor has sent a letter to the Managing Director.
- A letter had been received from NDHT thanking the Facilities Operatives for their assistance with the Covid-19 Swab Testing station held at Ropery Road car park – noted.
- An email had been received from Ilfracombe Library detailing their plans for reopening – the Mayor has sent a letter of thanks.
- An email had been received regarding the waste bins located at Rupertswood Terrace – Cllr N Pearson will pursue the issue and look into solutions to the problem.

Cllr T Elliott left the meeting at 9.30pm

5230. Finance

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

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

All invoices tabled were proposed by Cllr R Donovan. Cllr N Pearson proposed an amendment that the invoice for the transfer of the lawn mower was excluded from the payments due to not being agreed by the Council, Cllr G Fowler seconded the amendment and all members were in agreement.

Cllr V Gates will contact Cllr S Trebble regarding the invoice for the transfer of the lawn mower.

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

The Proper Officer had circulated a reserves report to all members which was noted this evening.

5231. Chairs Discretion

Cllr R Donovan noted that Sea Ilfracombe would be meeting next week to decide on whether their event would go ahead in September.

Cllr V Gates noted that all reports for all meetings should be submitted with 3 days clear notice.

The meeting finished at 21:50



Miss Rachel Collins

Proper Officer

14th July 2020