



## **Minutes of the MEETING OF ILFRACOMBE TOWN COUNCIL held on 9<sup>th</sup> November 2020**

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

**Present:** Cllrs: V Gates (Mayor), B Gear, J Williams, N Pearson, F Pearson, S Wilson, G Fowler, T Elliott, P Coates, P Yabsley, G Coulter, D Turton, G Schofield, R Donovan, P Crabb (joined 8.20pm).

**In attendance:** The Proper Officer, the Programme Manager and one member of the public.

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

**5307. To receive apologies and reasons for absence:** Cllrs: L Aston (work commitments), K Leck (personal commitments).

**5308. 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).

**5309. Notification of items for information to be raised at Chair's discretion;** See minute 5327

**5310. 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.

**5311. To approve and adopt the minutes of the Full Council meeting – 12<sup>th</sup> October 2020.**

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

**5312. Minutes of Planning Committee meeting – 19<sup>th</sup> October 2020 (to note & approve recommendations)**

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

**5313. Minutes of the Finance & General Purpose Meeting – 26<sup>th</sup> October 2020 (to note & approve recommendations)**

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

Cllr R Donovan requested that the Facilities Operatives assist with checking the Dotto Train to make sure all is in good order prior to signing the lease agreement. Cllr P Yabsley noted that a full safety inspection should be carried out.

There were no recommendations made at this meeting to be agreed by Full Council.

**5314. Minutes of Staffing Committee meeting – 2<sup>nd</sup> November 2020 (to note and approve recommendations)**

Cllr V Gates presented the minutes of the meeting which were noted.

**Recommendation made at the meeting were agreed as follows;**

- to make the role of Operations Supervisor redundant (proposed by Cllr V Gates, seconded by Cllr P Coates, agreed by all members)
- to agree to changes to hours and job description for the role of Hygiene Operative (proposed by Cllr V Gates, seconded by Cllr R Donovan, agreed by all members)
- that the draft precept calculations include an allowance for a 2% increase in salaries plus on-costs (proposed by Cllr V Gates, seconded by Cllr N Pearson, agreed by all members)

**5315. Neighbourhood Plan**

Cllr S Wilson noted that the working group had a meeting on 23<sup>rd</sup> October and that over 500 replies had been received in response to the initial community engagement. Cllr S Wilson noted that community engagement will carry on into the spring to obtain more responses and thanked the team involved for their hard work.

Cllr N Pearson suggested better promotion on the ITC website and social media pages as well as via radio.

### **5316. Climate Change**

Cllr N Pearson had submitted a report which had been circulated to all members and was noted this evening. Cllr N Pearson requested that the working group is formally reconvened, the members are confirmed as; Cllrs; N Pearson, T Elliott, S Wilson, P Crabb and the Programme Manager.

Cllr G Coulter left the meeting at 7.30pm

### **5317. Watersports Centre Proposal**

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

### **5318. Dotto Train Contract**

As noted previously, the Proper Officer advised that the Dotto Train is required to be good working order and also required to undergo a full safety inspection prior to her signing the lease on behalf of ITC.

### **5319. To consider 'Free parking for Christmas shopping on 3 Saturdays in December' at Ropery Road car park, namely: 5<sup>th</sup>, 12<sup>th</sup> & 19<sup>th</sup> December 2020**

A majority of members agreed to provide free parking for Christmas at Ropery Road car park on 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup> December. Cllr B Gear asked that the banner is erected at the car park to promote this.

### **5320. To note the Proper Officer's report**

The Proper Officer had circulated her report to all members and the report and its contents were noted this evening.

### **5321. 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 he has chased up the situation with the finger posts with the supplier and it was suggested he drafts a letter to be reviewed and signed by the Mayor.

The Programme Manager had submitted two reports, ITC 444 (new laptop purchase request) and ITC 447 (newsletter funding request), the Proper Officer noted that no decisions could be made on these items due to no requests for the items to be added to this agenda and the reports not being submitted to all members in good time. Cllr V Gates advised the Programme Manager to go ahead with the newsletter. The laptop request should be taken to F&GP.

Cllr T Elliott asked the Programme Manager to make amendments on his programme report due to incorrect information.

### **5322. Reports from County/District Councillors (written reports requested).**

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

Cllr N Pearson had submitted a report which had been circulated to all members and was noted this evening.

Cllr D Turton noted the boats had been lifted out of the water for winter.

### **5323. Reports from Working Groups and Councillor Champions (written reports requested).**

Cllr T Elliott had submitted a Housing Champion report which had been circulated to all members and was noted this evening.

Cllr T Elliott suggested revisiting Community Land Trust and will work with the Proper Officer to bring a proposal to the next Full Council meeting.

### **5324. Health and Safety.**

The Proper Officer had produced and circulated the health and safety report to all members, the report and its contents were noted this evening. The Proper Officer noted that the Ilfracombe Centre and the Lantern is currently closed due to new lockdown restrictions.

### **5325. Correspondence/Licenses/Notices**

- Email received regarding Snake My Day – NDC Licensing/EH dealing – noted.
- Request for support from Plastic Free North Devon – all members in favour, the Proper Officer will draft a letter of support.
- Response to Cllr T Elliott letter regarding HMOs received from NDC planning policy department – noted.

Cllr P Crabb joined the meeting at 8.20pm and provided members with a verbal County Council update.

Cllr V Gates agreed to write a letter regarding the situation with drains in Ilfracombe.

### 5326. Finance

**a) To adopt the Statement of accounts as at 31 October 2020** – The tabled statement of accounts was proposed by Cllr R Donovan, seconded by Cllr N Pearson and agreed by all members.

**b) To pass invoices for payment as at 31 October 2020**

All invoices tabled were proposed by Cllr R Donovan, seconded by Cllr G Fowler and agreed for payment by all members.

Invoices for the Vision Community Centre were proposed by Cllr R Donovan, seconded by Cllr F Pearson and agreed for payment by all members.

### 5327. Chairs Discretion

- Cllr T Elliott had submitted a request for ITC to sign up with D&C Police to support the Zero Tolerance to Hate Campaign – a proposal will be taken to the next Full Council meeting.
- Cllr R Donovan asked if a letter could be sent from the Mayor to the major supermarkets in Ilfracombe requesting more prominent signage for the mandatory wearing of face coverings during the current pandemic – Cllr V Gates will write a letter.
- Cllr V Gates noted that there had been a recent marketing meeting involving the TIC and IDTA – a proposal to engage with makers of a promotional video of the town will go to the next Full Council meeting.
- Cllr S Wilson asked if the ITC grants scheme could be promoted – the Programme Manager will action.

The meeting finished at 20:45



Miss Rachel Collins  
Proper Officer

10<sup>th</sup> November 2020