



## Minutes of the MEETING OF ILFRACOMBE TOWN COUNCIL held on 4<sup>th</sup> May 2021

This meeting was held via <https://zoom.us/> and started at 7.50pm

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

**In attendance:** The Proper Officer, the Programme Manager, a representative from the North Devon Journal and 5 members of the public.

The Mayor welcomed everyone to this evening's meeting and began proceedings.

**5503. To receive apologies and reasons for absence:** Cllr P Yabsley (unwell).

**5504. 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).

**5505. Notification of items for information to be raised at Chair's discretion;** See minute 5531.

**5506. 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 were made this evening.

**5507. 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.

**5508. Audit of Accounts – Annual Return financial year ending 31 March 2021 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.

**5509. Audit of Accounts – Annual Return financial year ending 31 March 2021 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.

Cllr N Pearson noted that a full 'Council Audit' was a legal requirement and that one should be carried out for this Council to ensure it is working to 'Proper Practices'. The Proper Officer noted that she had contacted DALC regarding this matter and confirmed that a full 'Council Audit' is not a legal requirement and that applying for the Local Council Award ensures this Council is working to 'Proper Practices'. All members were happy that this Council is acting in an appropriate manner.

**5510. To approve and adopt the minutes of the Full Council meeting – 12<sup>th</sup> April 2021.**

Cllr K Leck proposed that the minutes of the meeting were a true and correct record, Cllr P Crabb seconded and with all in favour they were adopted. Members who were not present at the meeting abstained from voting.

Cllr T Elliott asked that the following update on the Tyrrell MIU was noted;

*"Due to the ongoing staffing redeployment arrangements NDHT are undertaking in response to the pandemic, the current temporary arrangement, with local GP practices providing minor injury services in the Ilfracombe area, will continue for a further 3 months beyond 1st April. A further update on the continued provision of minor injuries services will be provided ahead of this date."*

Cllr T Elliott also requested that written reports are circulated in good time in advance of meetings.

**5511. To approve and adopt the minutes of the Extraordinary Full Council meeting – 13<sup>th</sup> April 2021.**

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

**5512. Minutes of Planning Committee meeting – 19<sup>th</sup> April 2021 (to note & approve recommendations)**

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

**5513. Minutes of the Finance & General Purpose Meeting – 26<sup>th</sup> April 2021 (to note & approve recommendations)**

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

**Recommendations made at the meeting were deferred until the next Full Council meeting as follows;**

- To adopt the Council's Financial accounts 31 March 2021 together with the Annual Governance statement and accounting statements 2020/21.

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

- To agree Vision Centre financial accounts 31 March 2021 (proposed by Cllr R Donovan, seconded by Cllr V Gates, agreed by all members).
- to allocate underspent money from the Staffing, Regeneration, Youth, Marketing, High Street Lighting, Lee Toilets, Town Assets and Election budgets and to allocate £7k from general reserves to Lantern reserves to go towards the lift replacement (proposed by Cllr R Donovan, seconded by Cllr K Leck, agreed by all members).

**5514. Minutes of Staffing Committee meeting – 4<sup>th</sup> May 2021 (to note and approve recommendations)**

Due to the meeting being held this morning, the minutes will be circulated in advance of the next Full Council to be noted.

**5515. Tyrrell MIU**

There had been no further updates. Members agreed for this item to be removed from the agenda.

**5516. Neighbourhood Plan - to include report ITC 457, Community Land Trusts**

Cllr S Wilson noted that the working group had a meeting on 14<sup>th</sup> April to discuss consultation responses and to draft the next steps. It was noted that the Terms of Reference are almost complete.

**5517. Climate Change**

Cllr N Pearson noted that the Earth Repair shop had opened.

**5518. Watersports Centre**

Cllr G Fowler noted that intertidal work was being carried out.

**5519. Zip wire proposal**

Cllr D Turton had submitted a report which had been circulated to all members. Following a discussion, Cllr P Crabb proposed to allocate a small budget of £500 for pre-applications for planning permission for the proposal of a zip wire at 2 possible locations within the Town, this would not involve any Officer time, this was seconded by Cllr D Turton and with all members in favour, 1 against and 1 abstention, the motion was carried.

**5520. Public Toilets**

Nothing to report.

**5521. Dotto partnership agreement proposal**

Cllr R Donovan noted that the Programme Manager was doing work in the background and that ITC required legal channels for approval of the contract of agreement. The finalised document will be circulated to all members.

**5522. Transport Masterplan**

Cllr R Donovan had previously circulated an updated Transport Masterplan to all members and asked members to send their comments back to him.

**5523. Marketing report**

Cllr V Gates had submitted a Marketing report which had been circulated to all members and was noted this evening.

**5524. 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.

**5525. Report from the Programme Manager (to include One Ilfracombe Update).**

The Programme Manager provided a verbal update on Quay Road.

**5526. Reports from County/District Councillors (written reports requested).**

Cllr P Crabb provided members with a verbal County update.

Cllr D Turton provided members with a verbal District update.

Cllr G Fowler provided members with a verbal District update on the harbour CCTV.

Cllr N Pearson provided members with a verbal District update.

It was noted that there had been some railings installed at Preacher's Rock and that NDC had some regret about not carrying out any consultation. Cllr B Gear will draft a letter to NDC expressing the disappointment of the railings being installed and send to the Mayor for signing.

**5527. Reports from Working Groups and Councillor Champions (written reports requested).**

Cllr T Elliott had submitted a Housing report which had been circulated to all members and was noted this evening. It was noted that there is currently a consultation on HMO licensing scheme which is due to end in June, Cllr T Elliott will draft a response on behalf of this Council and circulate to all members.

Cllr N Pearson had circulated the NHS Bill 2021 which had already generated a lot of interest and will be debated at the next Full Council meeting.

**5528. 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. It was noted that the Lantern fire alarm had activated in the early hours of 23<sup>rd</sup> April to which the Facilities Operative attended.

**5529. Correspondence/Licenses/Notices**

- Copy of a letter received from the Secretary of Ilfracombe and District Trades Union Council sent to the North Devon Gazette regarding the proposed plans for the Southern Extension – noted.
- Email from Mike Edmunds regarding the proposed plans for the Southern Extension – noted.
- Letter received from a member of the public regarding parking in Ilfracombe – Proper Officer to acknowledge and respond.

**5530. Finance**

**a) To adopt the Statement of accounts as at 30 April 2021** – The tabled statement of accounts was proposed by Cllr R Donovan, seconded by Cllr L Aston and agreed by all members.

**b) To pass invoices for payment as at 30 April 2021**

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

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

**5531. Chairs Discretion**

- Cllr G Fowler noted a website survey in which Ilfracombe had scored low with tourists.
- Cllr V Gates noted that the Council would not be holding its meetings at the Lantern and that an alternative venue will be sought by Cllr R Donovan.
- Cllr V Gates asked the Programme Manager to ensure meeting information can be found easily by members of the public.

The meeting finished at 21:15



Miss Rachel Collins  
Proper Officer

6<sup>th</sup> May 2021