

BRAUNTON PARISH COUNCIL



Minutes of the Annual Braunton Parish Council meeting held on Tuesday 13 May 2025 at 7pm in the Parish Hall, Chaloners Road, Braunton.

	<u>Present</u>	Cllrs: M Shapland, E Spear, D Spear, V Cann, R Shapland, M Cann, L Childs, R Byrom, E Blackmore, T Kirby, A Bryant and G Bell. Officers: T Lovell, Parish Clerk & RFO A Corner, Senior Council Officer 2 members of the public.
001/2025/26	<u>Election of Chairman for the Municipal Year 2025/26</u>	There was one nomination, Cllr M Shapland proposed by Cllr T Kirby and seconded by Cllr V Cann. RESOLVED: That Cllr M Shapland be elected Chairman of the Council for the Municipal Year 2025/26. (NC)
002/2025/26	<u>Declaration of Acceptance of Office</u>	Cllr M Shapland signed the Chairman's Declaration of Acceptance of Office, witnessed by the Clerk and accordingly took the Chair for the meeting.
003/2025/26	<u>Election of Vice Chairman for the Municipal Year 2025/26</u>	There was one nomination, Cllr V Cann proposed by Cllr M Cann and seconded by Cllr R Byrom. RESOLVED: That Cllr V Cann be elected Vice Chairman of the Council for the Municipal Year 2025/26 (NC)
004/2025/26	<u>Election of Chairman of Finance & Administration Committee for the Municipal Year 2025/26</u>	There was one nomination, Cllr M Cann proposed by Cllr R Byrom and seconded by Cllr V Cann. RESOLVED: That Cllr M Cann be elected Chairman of the Finance and Administration Committee for the Municipal Year 2025/26. (NC)
005/2025/26	<u>Election of Finance and Administration Committee</u>	There were four nominations, Cllrs D Spear, E Spear, R Shapland and T Kirby. RESOLVED: That Cllrs M Shapland (Chairman Ex Officio), V Cann (Vice Chairman Ex Officio), M Cann

		(Chairman of Finance and Administration Ex Officio), D Spear, E Spear, R Shapland and T Kirby be elected members of the Finance and Administration Committee. (NC)
006/2025/26	<u>Election of Parks & Gardens Committee</u>	<p>There were four nominations, Cllrs D Spear L Childs, R Shapland and E Blackmore.</p> <p>RESOLVED: That Cllrs M Shapland (Chairman Ex Officio), V Cann (Vice Chairman Ex Officio), M Cann (Chairman of Finance and Administration Ex Officio), D Spear L Childs, R Shapland and E Blackmore be elected members of the Parks and Gardens Committee. (NC)</p>
007/2025/26	<u>Election of Property Committee</u>	<p>There were four nominations, Cllrs T Kirby, E Spear, R Byrom and L Childs.</p> <p>RESOLVED: That Cllrs M Shapland (Chairman Ex Officio), V Cann (Vice Chairman Ex Officio), M Cann (Chairman of Finance and Administration Ex Officio), T Kirby, E Spear, R Byrom and L Childs be elected members of the Property Committee. (NC)</p>
008/2025/26	<u>Election of Lead Member for Planning</u>	<p>There was one nomination, Cllr A Bryant proposed by Cllr M Shapland and seconded by Cllr R Shapland.</p> <p>RESOLVED: Cllr A Bryant be elected Lead Member for Planning. (NC)</p>
009/2025/26	<u>Election of Deputy Lead Member for Planning</u>	<p>There was one nomination, Cllr M Shapland proposed by Cllr T Kirby and seconded by Cllr R Shapland.</p> <p>RESOLVED: Cllr M Shapland be elected Deputy Lead Member for Planning. (NC)</p>
010/2025/26	<u>Calendar of Meetings for 2025/26</u>	<p>Members considered the proposed calendar of meetings circulated prior to the meeting.</p> <p>RESOLVED: That the Council agrees the calendar of meetings for 2025/26. (NC)</p>
011/2025/26	<u>Apologies</u>	Apologies were received from Cllr D Relph.
012/2025/26	<u>Declarations of Interest</u>	<p>Cllr R Byrom declared a Non-registerable Interest (NRI) in Minute Ref: 022/2025/26 (f), as he owns land adjacent.</p> <p>Cllr G Bell declared an Other Registrable Interest (ORI) in Minute Ref: 022/2025/26 (a – h), as he spoken with the applicant whilst out canvassing for the County Council.</p> <p>All members declared an ORI in Minute Ref: 022/2025/26 (h), as the Council is the applicant.</p>

013/2025/26	<u>Items not on the agenda, which in the opinion of the Chairman should be brought to the attention of the Council</u>	The Chairman informed members that the North Devon Council Planning Committee had approved the White Cross onshore cable planning application 77576 at its meeting on the 7 May. The Parish Council had consistently refused the application on various grounds and would issue a press release expressing its disappointment at the Planning Committee's decision.
014/2025/26	<u>Public Participation</u>	There were none.
015/2025/26	<u>Minutes</u>	<p>RESOLVED: That the</p> <p>a. Minutes of the Council meeting held on 8 April 2025 be approved and signed as a correct record. (NC)</p> <p>b. Minutes of the Finance and Administration Committee meeting held on the 23 April 2025 be ratified and adopted by Council. (NC)</p> <p>c. Minutes of the Property Committee meeting held on the 6 May 2025 be ratified and adopted by Council. (NC)</p>
016/2025/26	<u>Action Sheet</u>	<p>Following the County Cllr's report at the Council's last meeting, Cllr A Bryant had contacted Devon County Council (DCC) to establish whether the funding for the remaining parts of Tarka Trail extension between Knowle and Willingcott had been secured. DCC confirmed that the funding had not been secured. He requested if the newly elected County Cllr Graham Bell would take this matter up with County officers. The County Cllr would be meeting with Cllr Peter Leaver and Cllr Andrea Davies regarding the Tarka Trail extension and requested if Cllr A Bryant could send any information he has on the matter prior to his meeting.</p> <p>RESOLVED: That the action sheet be noted. (NC)</p>
017/2025/26	<u>Police Representation</u>	<p>a. There was no police representative present. (NC)</p> <p>b. Cllr L Childs informed members that the Police Crime Commissioner had announced more money for 'hot spot' areas which includes Barnstaple and Bideford.</p> <p>The PCC is currently carrying monthly meetings with police to check that they are doing their job correctly.</p> <p>Cllr L Childs will be attending a meeting later in the month with the local policing team and will report back to Council.</p>
018/2025/26	<u>Report from Devon County Councillor</u>	The newly elected County Cllr Graham Bell reported that he intends to submit a monthly report to Council on the 1 st of each month.

019/2025/26	<u>Report from North Devon District Councillors</u>	<p>North Devon Cllr Graham Bell's report was circulated prior to the meeting attached as – appendix one.</p> <p>District Cllr Pru Maskell had sent her apologies as she had to attend another meeting.</p>
020/2025/26	<u>Braunton Neighbourhood Plan</u>	<p>The Clerk, prior to the meeting, circulated the Chairman of the Braunton Neighbourhood Plan Steering Group's (BNPSG) report, attached as - appendix two.</p> <p>Members expressed their concerns that the North Devon Council (NDC) planning officers were still not taking the Braunton Neighbourhood Plan policies into consideration when determining planning applications.</p> <p>At the NDC Planning Committee Meeting held on the 7 May when the Committee approved the Whitecross application 77576. A Senior Planning Officer commented that NDC have a strong enforcement team that will take action straight away if the applicant breaches any of the 39 conditions applied to their planning consent. Members expressed concerns as the NDC planning enforcement team had failed to enforce the conditions relating to the recent development on land adj. to 86 Velator and planning application 79294 Park Farm, Lower Park Road.</p> <p>RESOLVED: That the</p> <ol style="list-style-type: none"> Clerk be instructed to write to Ken Miles and copy in senior planning officers to express the Council's concerns regarding the lack of planning enforcement in Braunton. Council thanks Sue Prosper for her report and to pass its thanks onto the Steering Group members for the work they do. <p style="text-align: right;">(NC)</p> <p>The Chairman proposed and it was unanimously agreed to bring agenda item 24 – 50th Anniversary Twinned with Plouescat forward to allow the Braunton Twinning representatives to leave the meeting.</p>
021/2025/26	<u>50th Anniversary Twinned with Plouescat</u>	<p>Members considered a report circulated by the Clerk prior to the meeting.</p> <p>RESOLVED: That the Council</p> <ol style="list-style-type: none"> grants permission for the Braunton Twinning Organisation to countersink their plaque into the exterior wall on the Bakehouse Centre, to minimise risk of the plaque being stolen for scarp value. The installation of the plaque to be carried out by the Twinning Organisation. due to insufficient funds in the budget, will not relocate the existing Plouescat Twinning sign from the

privately owned car park on Exeter Road to the Village Green.

(NC)

022/2025/26

Planning

(a) 80127

Proposed: Demolition of dwelling & erection of new dwelling & storage building

Location: The Nook Chaloners Road Braunton Devon EX33 2ES

Applicant: Miss Kate Bater

Moved by Cllr M Cann, seconded by Cllr L Childs to make comments regarding the proposed planning application.

Moved by Cllr T Kirby, seconded by Cllr R Shapland to make an amendment to recommend refusal.

With seven votes in favour, one refusal and three abstentions the amendment was carried.

RESOLVED: That the Council recommends refusal on the grounds, as follows:

- The application is not compliant with policy NE3 in the Braunton Neighbourhood Plan (BNP) as it does not provide a 10% uplift in Biodiversity Net Gain (BNG). The proposed development will remove approx. 23m² of existing biodiversity and the Council feel strongly that Policy NE3 should be applied and the applicant requested to replace and provide at minimum 10% uplift in BNG.
- The Council notes the applicant's reason to demolish and rebuild rather than extend due to tax relief purposes. The Council is concerned regarding the negative impact that the demolition of the existing property would have on neighbouring properties in terms of noise and dust pollution. The application is therefore not compliant with Policy BE1(2)(iii) in the BNP.
- The proposed development does not meet a high level of sustainable design. It is disappointing that the applicant has not incorporated any renewable technologies such as solar panels and heat pumps. As the application stands it is not compliant with Policy BE3(2) in the BNP.

(9.0.3abs)

(b) 80194

Proposed: Notification for prior approval for larger home extension which extends 4m beyond the rear wall, 3m to the ridge and 3m to the eaves

Location: 17 West Meadow Close, Braunton, Devon, EX33 1EF

Applicant: Mr Ben Eardley

The Council did not make comment.

(c) 80139

Proposed: Erection of a dwelling

Location: Land adjacent to Ash Road Branton Devon
EX33 2EF

Applicant: Mr & Ms Derek Morris & Cassy Pearce

Moved by Cllr Cann, seconded by Cllr L Childs to
recommend approval.

RESOLVED: That the Council recommends approval

- Although the proposed size of the dwelling does not meet the greatest housing need as identified in the Branton Housing Needs Assessment (HNA). The Council notes that the HNA does demonstrate some need for family homes with 4+ bedrooms and that the applicants intend to make this their prime residency. The proposal is therefore compliant with Policy H2 in the Branton Neighbourhood Plan (BNP).
- The proposed siting, footprint and height of the proposed dwelling is considered appropriate to the area and is compliant with policies NE6 and BE1 in the BNP.
- The Council welcomes the installation of renewable solar PV panels which is compliant with Policy BE3(2)(vi) in the BNP.
- The Council also notes the installation of bat boxes and sparrow terrace which is compliant with Policy NE3. It is disappointed that the applicant will not provide a 10% uplift in BNG due it being a self build plot but the Council notes the applicant's willingness to introduce biodiversity on the site.
- As this is an infill site between two permitted developments Policy H1 Principal Residence should be applied.

(11.0.1abs)

(d) 80141

Proposed: Variation of condition 6 (permitted use)

attached to planning permission 78064 (side extension to property) to allow for short term holiday use

Location: 2 Mint Park Road Branton Devon EX33 1LE

Applicant: Mr & Mrs Poland

Moved by Cllr M Shapland, seconded by Cllr M Cann to
recommend refusal.

RESOLVED: That the Council wishes to recommend refusal the extension should remain ancillary to the main dwelling. The extension to this residential property is not suitable to be used as holiday accommodation due to the impact this would have on the highway safety and amenity. Condition 6 attached to planning permission 78064 should remain in place to ensure compliance with Policy BE1 in the Braunton Neighbourhood Plan

(11.0.1abs)

(e) 80143

Proposed: Erection of rear first floor extension, internal alterations and new windows

Location: Glen Lyn West Hill Lane Braunton Devon EX33 1AR

Applicant: Mr and Mrs Kershaw

Moved by Cllr V Cann, seconded by Cllr M Cann to recommend approval.

RESOLVED: That Council recommends approval subject to the comments made by the Sustainability Officer being taken into consideration.

(11.0.1abs)

(f) 79175

Proposed: Outline application for the erection of 20 dwellings & associated works with all matters reserved (amended location plan)

Location: Land at Knowle Braunton Devon

Applicant: Warwick

RESOLVED: That the Council wishes to reiterate its recommendation for approval.

- That the Council have no objections and wishes to recommend approval of the outline application for 20 homes, including affordable homes, as detailed in the Joint North Devon and Torridge Local Plan Policy KNW01.
- The Council were pleased that the applicant had made reference to Policy H2 in the Braunton Neighbourhood Plan when addressing local housing needs. To ensure that local housing needs are met the developer should consider the Braunton Housing Needs Assessment 2022.
- The provision of public open space is welcome but there are concerns regarding safe access off of the A361. The Council is keen to hear from Devon County Council the local highway authority, and would support traffic calming measures particularly reducing the speed limit on this stretch of road.
- Whilst the application makes generic reference to a high quality of environmental standard for the build, the experience previously has been that these general commitments are made and then changed as an application proceeds to full application with cost issues cited. The applicant should be required to

provide a full environmental specification for the properties setting out the measures to be taken – solar, heat pumps, insulation and the standards to be achieved. The Council would draw the applicant's attention to policies BE2 and BE3 in the Braunton Neighbourhood Plan and also the Parish Design Guide.

- Additionally, the Council would request that the development is tailored to meet all relevant policies as set out in the approved Neighbourhood Plan, as follows:

NE3 Protecting and Increasing the Parish's Biodiversity

NE4 Protecting Devon Banks, Hedgerows and Trees

NE5 Protecting the Footpath, Bridlepath & Cycle Path Networks

NE8 Water Courses and Drainage

BE1 Built Character and Accessibility

BE2 Sustainable and Healthy Development

BE3 Building Resilience to Climate Change

BE8 Promotion of Active Travel

BE9 Vehicle Movement Assessments

H1 Principal Residence Requirement

H2 Responding to Local Housing Market Needs

H3 Meeting Affordable Housing Needs

H6 Proposals Within Development Boundaries – Braunton and Knowle

H10 Major Development Proposals

(10.0.2abs)

All members declared an ORI.

(g) 80109

Proposed: Extension to car park

Location: Braunton Football Club Lobb Sports Field

Saunton Road Braunton Devon EX33 1HG

Applicant: Braunton Parish Council

The Council did not consider this application as it was the applicant.

(h) 80236

Proposed: Prior approval for change of use of agricultural building to 2 dwelling house (Class Q (A & B))

Location: Moor Lane Nursery Saunton Road Braunton EX33 1HG

Applicant: Mr S Thomas

No comment was made.

023/2025/26

North Devon
Council
Planning
Decisions

79956

Description: Demolition of shed and erection of extension together with associated works

Site Address: 36 Willoway Lane, Braunton, Devon, EX33 1BS

Applicant: Mrs S Screech

Decision: APPROVED
Decision Date: 24/04/2025

80006

Description: Single storey rear and side extensions, replacement rear dormer windows and new front dormer windows

Site Address: 10 The Village, Saunton, Braunton, Devon, EX33 1LW

Applicant: Mr Neil Meldrum

Decision: APPROVED

Decision Date: 25/04/2025

024/2025/26	<u>Finance</u>	<p>a. RESOLVED: That the supplier payments on the schedule from 9 April to 13 May 2025 were approved and drawn in the total sum of £15,714.40.</p> <p>b. RESOLVED: That the Council's April 2025 direct debits and standing orders for the sum of £8,937.35 be retrospectively approved.</p> <p>c. RESOLVED: That the PAYE, NI and pension contributions for May 2024 were approved and drawn in the total sum of £20,902.23.</p> <p>(NC)</p>
025/2025/26	<u>To ratify decision taken under delegated powers since the 9 April to 13 May 2025</u>	<p>RESOLVED: That the decisions taken under delegated powers from the 9 April to 13 May 2025 be ratified and adopted, attached as - appendix three.</p> <p>(NC)</p>
026/2025/26	<u>Bank Reconciliation Year End 31 March 2025</u>	<p>RESOLVED: That the Council approves the bank reconciliation year end 31 March 2025 and that it be signed by the Chairman and Responsible Financial Officer.</p> <p>(NC)</p>
027/2025/26	<u>Internal Auditor Report 2024/25</u>	<p>Copies of the Internal Auditor's Report including his observations and recommendations, had been circulated prior to the meeting.</p> <p>It was agreed that the following observations would be referred to the Finance and Administration Committee for further consideration.</p> <ul style="list-style-type: none">• Obtain quotation from surveyors to ensure that major insured assets have been subject to a recent valuation.• Review aged debtors and creditors• Review Council's Investment Strategy• Review Council's Time off in Lieu (TOIL) Policy. <p>The remainder of the Internal Auditors' observations would be considered by Full Council.</p>

		<p>RESOLVED: That the Council considered and endorsed the</p> <ol style="list-style-type: none"> Braunton Parish Council Year End Internal Audit Observations and Internal Audit Summary 2024-25 – appendix four. Annual Internal Audit Report 2023/24 – appendix five. <p>(NC)</p>
028/2025/26	<u>Annual Governance Statement</u>	<p>The Council reviewed the Annual Governance Statement Section 1, attached as – appendix six, in relation to its system of internal controls for 2024/25</p> <p>RESOLVED: That</p> <ol style="list-style-type: none"> with regard to the Annual Governance Statement for the year ended 31 March 2025, the answers to the questions listed in Section 1 of the Annual Return be as follows: questions 1, 2, 3, 4, 5, 6, 7, 8 be answered 'yes', question 9 be answered 'n/a'. Braunton Parish Council authorises the Chairman and Clerk to sign the Annual Governance Statement for the year ended 31 March 2025 as shown in Section 1 of the Annual Governance & Accountability Return. <p>(NC)</p>
029/2025/26	<u>Accounting Statements</u>	<p>The Council considered the Accounting Statements 2024/25 Section 2, attached as – appendix seven, of the Local Councils, Internal Drainage Boards and Other Smaller Authorities, Annual Governance and Accountability Return 2024/25.</p> <p>RESOLVED: That</p> <ol style="list-style-type: none"> Braunton Parish Council approves the accounting statements for the year ended 31 March 2025 as shown at Section 2 of the Annual Governance & Accountability Return. Braunton Parish Council authorises the Chairman to sign the unaudited accounting statements for the year ended 31 March 2025 as shown at Section 2 of the Annual Governance & Accountability Return. Braunton Parish Council approves the Annual Governance & Accountability Return for the year ended 31 March 2025 for the submission to the external auditor. <p>(NC)</p>
030/2025/26	<u>Exercise of Public Rights</u>	<p>In view of the requirements associated with the timeframe for the period for the exercise of public rights it was</p> <p>RESOLVED: That the period for the exercise of public rights of inspection of Braunton Parish Council's unaudited Annual Government and Accountability Return – Accounts for the year ended 31 March 2025 be 3 June to 14 July 2025.</p> <p>(NC)</p>

031/2025/26	<u>Annual Insurance Review</u>	<p>The Clerk informed the Council that it was entering its final year of a 3 year agreement with Zurich insurance. There were no changes to the policy and the renewal would be effective from the 1 June 2025 to 31 May 2026.</p> <p>RESOLVED: That the Council renews with Zurich for its third year of its three-year long-term agreement at an annual cost of £9,321.82.</p> <p>(NC)</p>
032/2025/26	<u>Parish Hall Floor</u>	<p>RESOLVED: That the Council endorses the Property Committee's decision Min Ref: PR/42/2024/25 to appoint Total Floor Care to refurbish the Parish Hall floor, excluding the stage, at a cost of £3,215.51 plus VAT.</p> <p>(NC)</p>
033/2025/26	<u>Public Conveniences</u>	<p>The Clerk prior to the meeting circulated emails received from NDC regarding the transfer of the public conveniences in the Caen Street Car Park. NDC had responded to the Parish Council's concerns, as follows:</p> <ul style="list-style-type: none"> • NDC agreed to carry out all repairs as per the snagging list resulting from the site visit on the 6 February 2025. • NDC had provided an Electrical Installation Condition Report (EICR) for the building which lapses in June 2025. • NDC confirmed that they were not the landowner and therefore felt that they were not in a position to obtain indemnity insurance on the land at the rear of the building which has been encroached on by Punch Taverns. NDC believe according to their title that the land belongs to the Parish Council save for the land beneath the eaves • Prior to transfer of the asset NDC will change all lock barrels and issue the Parish Council with new keys which NDC will not have access to. • NDC will not reinstate cubicle 6 as a public convenience it agreed to tidy up the cubicle and leave any remaining fixtures and fittings to be utilised by the Parish Council. • NDC gave the Parish Council permission to gate off the alleyway to toilet 6 to prevent anti social behaviour. • NDC requested a suitable timeline from the Parish Council to transfer the asset. <p>RESOLVED: That the</p> <ol style="list-style-type: none"> a. Council would not take on the asset without an up to date EICR. b. Clerk to investigate ownership and legal access with the Council's solicitor. c. Council is unable to provide a timeline as the transfer is subject to the remedial works required to be carried by NDC.

- 034/2025/26 **Replacement
Garage Door**
- The Clerk informed members that the grounds team whilst putting away the Kubota ride on mower on 22 April drove into the garage doorframe and damaged the door. The Clerk had obtained two quotes to replace the garage door the cheapest quote including VAT was £1,875.
- RESOLVED: That the Council proceeds with the quote received ND Garage Doors and it claims on its insurance for accidental damage.
- (NC)
- 035/2025/26 **Parish Hall
Bookings**
- RESOLVED: That the Council grants permission for the following events at the Parish Council, as follows:
- a. DJ event on 30 May 2025 from 7.30pm to 11pm. Heartbreak Coffee will be serving alcohol.
 - b. DJ event on 28 June 2025 from 7.30pm to 11pm. Rumbar will be serving alcohol.
 - c. 40th Birthday Party on 19 July 2025 from 7.30pm to 11pm. Bring your own alcohol
- (NC)

The meeting closed at 9.05pm.

Signed by the Chair:
(Cllr M Shapland)
Date: