

Sutcombe Parish Council

Minutes of Sutcombe Parish Council Meeting held in the Memorial Hall on Monday 8th September 2025 which commenced at 19:45.

Members of the Council Present: Councillors Chris Quance Chair, Barry Galbraith-Marten Vice Chair, Emma Horn, Claire Furse and Chris Rose. Also present was the Clerk Jane Elliott and District Councillor Steve Harding.

- 1) Chair's announcements** The Chair Chris Quance welcomed all to the meeting.
- 2) Declarations of Interest**
 - a) Register of Interest: Councillors are reminded of the need to update their register of interests.
 - b) To declare any personal interests in items on the agenda and their nature. There were none declared
 - c) To declare any disclosable pecuniary interests in items on the agenda and their nature. There were none declared
- 3) Apologies and reasons for absence:** Councillor John Shepherd. District Councillor Anna Dart and County Councillor Lynne Rowsell.
- 4) Public Comment Session:** No members of the public present.
- 5) Reports from District and County Councillors:** Councillor Steve Harding described the levelling up process was still ongoing but he was uncertain how this will work for the Holsworthy area. Investment in Torridge includes Bideford Pannier Market which has received better seating and a sound system. The Globe Hotel in Great Torrington has been awarded funds; members of the community have matched this through buying shares and now own the building. Hatchmoor Industrial estate in Great Torrington will have improved wifi. The shipyard and marine centre at Appledore are both doing well and corn is being imported by Mole Valley Farmers. Holsworthy Pool has benefited from triple glazing and a renewed heating system. Playgrounds in Great Torrington and Holsworthy have been improved. Torridge is in a good financial position with a healthy reserve. In the devolution process officers have been steering the meetings and the direction has been towards Torridge being in partnership with Exeter due to the population and airport, but further meetings are scheduled as nothing has been decided.
- 6)** All members of the Council had received a copy of the minutes of the Parish Council meeting held on the 7th July 2025 by email, the contents were deemed true and correct, they were approved by a show of hands and duly signed by the Chair Councillor Chris Quance.
- 7) Matters Arising:** 1) Sutcombe Playing field -update. Claire was thanked by the members present for removing the Pirate Ship which had become unsafe. There was a discussion about the covered shelter and which funds were available for the work. There are already some holes in the perimeter fence which may need a small gate to allow children to retrieve any footballs kicked over the fence. The Playing Field inspection is due in November and councillors agreed to make an action plan following this. Anything that did not meet Health and Safety requirements, Chloe's bench and raised manholes/paving slabs would be fixed before the inspection. The fencing has been done but was £1,200 more than the projected cost 2) A letter was signed by 2 x signatories to request Nat West Bank to change the name on the statements to LJ Elliott the new Clerk 3) There is still a vacancy for a Parish Councillor
- 8) Planning Applications:** Cllr Dart had flagged up an email regarding funds that could be made available to the Playing Field. The Clerk was asked to write to Cllr Dart and TDC James Clements to

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confirm an expression of interest from the Parish Council with a list of possible pay items that would enhance the existing apparatus. Suggested items were a set of swings, and outdoor gym for older residents and for the covered area at the rear of the Playing Field. Planning Decisions: There were none. Planning Appeals: There were none.

9) Finance:

a) The financial report to date, a spread sheet of the finances was presented at the meeting. The current account bank balance of £8,594.05, the deposit account at £6,512.93, both were supported by the current bank statements and bank rec. Councillor Chris Rose pointed out that VAT had been paid, but not itemised. The Clerk acknowledged this was an error on her part and that she would adjust the spreadsheet and claim back the eligible VAT. Councillor Emma Horn offered to assist the Clerk who was unfamiliar with VAT claims.

b) The cheques for the following were approved and each signed by two Councillors: 1) Clerk's salary £317.46. 2) Clerk's expenses £29.25. 3) HMRC £227.51 (including a penalty of £100 for late filing which the Clerk has appealed against). 4) R Stoneman, grass cutting £240

10) Correspondence: as below emails 7th July to 8th September

i) DALC Newsletters 2025 ii) R.S.N Bulletins J iii) NALC Newsletters iv) Planning updates published weekly

11) Matters for discussion or to be noted, and matters brought to the attention of the Chair

1) Cllr Quance asked the Clerk for an update of the overgrown hedge near Sutcombe Mill which is obscuring a road sign.

2) The church clock has stopped working; Cllrs Emma Horn and John Shepherd to look into the situation to see if help is required or whether it is a church matter.

3) Some names on the War Memorial are not legible and the monument needs cleaning. Cllr B Galbraith-Marten agreed to inspect the memorial.

4) There was a discussion about Remembrance Day and a suggested donation to the British Legion of £25.00. Cllrs Emma Horn and Barry Galbraith-Marten agreed to organise the wreaths and donation.

5) The next Parish Council meeting will include the annual grant awards for organisations in the Parish. The Clerk was asked to announce the application process and put up posters with a closing date of 20th October 2025.

The next meeting was set for the 3rd November 2025.

There being no further business the meeting closed at 21:05

Signed Date.....