

11th July 2025

**Minutes of Yarnscombe Parish Council Meeting
Wednesday, 25th June 2025
Village Hall, 7.30pm**

Present: Cllrs.Brice(Chair), Cllr. Cooke, Farr, Newberry, Pengilley, Elliott(Torridge District Council/TDC), and M. Dymond(clerk)

25.68 Apologies, Declarations of Interests and Dispensations

Apologies had been received and accepted by Cllrs. Ellison, Jeffery and Elliott(Torridge District Council/TDC), there were no declarations of interest and no requests for dispensations had been received.

25.69 Public Participation and Feedback

Cllr. Cooke explained that he would trim back hedge at Clogshill Cross this coming Friday. Cllr Farr raised the issue of the scaffolding around Greenacre in the centre of the village. The gap between scaffolding edge and opposite wall has to be 3mtrs. According to the builder's license which expires on 15th August. Cllr. Farr explained the difficulties that agricultural vehicles have in safely navigating this gap, in some cases vehicles have to take often lengthy diversions. He will try and contact builders to see what can be done to improve situation.

Actions taken: Cllr. Farr to report back next month.

25.70 Representatives Reports

1) County/District Councillors

County- You will be pleased to hear I spent a day travelling throughout Torrington Rural in the Highways van with our neighbourhood highways officer this month. We were looking at the state of our roads, and I was learning about different methods and processes and finding out about what has been prioritised for future work. As well as this, it was the opportunity for me to highlight the many roads and areas that have been raised with me by local residents in the past few months. It looks to me that it will be really frustrating not knowing when work is scheduled to be done despite being on "the list". I'm also keen to find out more about innovative ways and processes to improve our roads, as well as saving money on so much that is wasted through external contractors. I attended the public meeting in the pannier market from Torrington Regeneration Board to find out what has been happening and some of their planned projects. They have created a new website for the town, building on the original OneGreatTorrington website that was set up 5 years ago. This website has new branding and will be updated regularly to show all of the local events taking place etc. I was particularly interested to find out about the Tarka the Otter Trail initiative which will involve a number of sculptures across Great Torrington and the Commons, and a dedicated book linking to the trail. The regeneration board is looking for people to join them, so if you would like to join or have any ideas for the town please email great-torrington@torridge.gov.uk As your county councillor I have £8000 available through the locality budget! Very exciting! This can be used for projects that benefit the local community. Please get in touch with me first if you are interested in applying. The application form is very simple and can be found here along with more information about who can apply and what it can be used to support: [Locality budgets - Democracy in Devon](#). I was really pleased to be invited to the Friends of Great Torrington Library's AGM and to hear from their guest speaker Alex Kittow, Chief Executive of Libraries Unlimited. I heard about the numerous craft events, message in a bottle, bounce and rhyme, walk and talk, plans for a repair café, and being the only place to print in Great Torrington. The friends have raised £1500 from book sales and do such a fab job volunteering at the library. Summer '25 has a new reading scheme with an underwater adventure theme, launching 12th July! The importance of the summer reading challenge

was really emphasised, and I learned that children drop two reading levels at school if they don't read over the summer holidays! There was a reminder too that libraries are a charity. Libraries Unlimited run 54 libraries across Devon, have 2.3million visits, and receive help from more than 700 volunteers offering more than 24,000 volunteer hours (including teenagers doing their Duke of Edinburgh Award!). Yes reading is a tool to increase life chances. But libraries are much more than a place to borrow books. The slogan for Libraries Unlimited is "Enriching lives, building communities", they are a community hub where everyone is welcome and libraries are for everybody. And in terms of looking after the environment, libraries are the ultimate form of recycling. Why buy when you can borrow? I was shocked to hear on the news the plans to phase out fire service co-responders across the Southwest and put forward a response on the same day, and will be looking to find out the details and whether the decision can be reconsidered. [Devon County Council's concern at plans to phase out co-responder service – News Finally...](#) please can I ask you to support The Globe Hotel community project in Great Torrington if you are able. They held a well-attended public meeting Saturday 14th June and they are well on their way to purchasing the building. I believe there is currently around £150,000 raised but the goal they need to reach is £230,000. Luckily they have been able to extend the deadline to raise the money. Once the amount is raised the hotel will be owned by the community and a grant of more than half a million pounds will be released by central government towards its renovation. The aim of the globe project is to provide a training hotel to train young people in the hospitality sector. It would raise aspirations and would transform our town centre. Wouldn't it be great to have a hotel right next door to our Plough Arts Centre! Community shares start at just £50. Please spread the word with everyone and encourage them to invest. Link to crowdfunder here: [The Globe Hotel Torrington - a Community crowdfunding project in Torrington by The Globe Hotel Torrington District](#) -

Update on parking machines across the districts car parks. We are in the process of installing brand new latest generation of parking machines. They have all the individuals tariffs on the easy to use colour screens. Still exceptions cash, however we will have to reassess this possibly in 2 to 3 years time as the number of cash transactions have been dropping.

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2022/2023:

Cash transactions: 45%

Card transactions: 21%

Phone transactions: 34%

Number of total transactions: 750,751

2023/2024:

Cash transactions: 35%

Card transactions: 24%

Phone transactions: 40%

Number of total transactions: 768,641

2024/2025:

Cash transactions: 29%

Card transactions: 26%

Phone transactions: 45%
Number of total transactions: 770,970
2025/2026: (Only April so far)
Cash transactions: 23%
Card transactions: 26%
Phone transactions: 51%
Number of total transactions: 71,438

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As you can also see from the above information, the number of transactions (Cars parked) is increasing so the car parks are being used more despite the tariff increases. So, the tariff increase is not putting people off using our towns and car parks.

These new machines have a lifespan roughly of 15 to 20 years. Some of the machines will be a mix of solar only, mains and solar and some will just be mains. But there is hope that after the first year, they may be all solar. The machines are capable of both.

We have also signed up to the NPP (National parking platform) which has the ability to allow one code for a car park to show on a number of different parking apps on your phone. So you don't have to keep downloading another app every time you park up somewhere different. This will hopefully go live next year.

We are on the verge of braking if not already, £2 million on income from parking. Although that sounds great and helps towards the councils expenses. To manage the car parks comes at a cost. The refurb that was carried out on river bank car park 2 years ago, cost £500,000. The cost top the company that collects our cash from the machines is £40,000 a year. Why don't we collect it ourselves, it is cheaper to outsource as when you consider the training for all the staff so they can all do it. The insurance on the vehicle/s used. The fact that another council that does so, they have to replace their van every 2 years due to the wear on the suspension from the weight ect and that's with heavy duty suspension. Consider all the lock boxes ect and security involved as well. Currently in westward ho, we are trialling extending our chargeable times. It was 0800hrs to 1800hrs, but we are trialing 0800hrs to 1900hrs. The idea of this is to see whether the extra hour of charge will reduce the need for the increase in parking fees. There will be a report at the end of the year.

Ev charging, we have terminated our contract with the previous supplier for ev charging points under the non performance clause. The new contract is currently out for tender. The idea is to have 25 across the district by the end of the year.

Cllr.Elliott also investigated and reported back regarding scaffolding and question raised by councillor re. ANPR usage in car parks.

ANPR - Parking Services and Parks Officer, Steve Macey:

Under the current legislation as a District Council, we are unable to use ANPR cameras for enforcement purposes this is restricted to private car parks only. Below is the 2 replies I have had from our Neighbourhood Highways Officer regarding the scaffolding you highlighted to me at last Wednesdays parish Council meeting. All be it a nuisance for this week, hopefully it will be sorted by the end of the week and the width of passage increased (sent on 30/06/25)

I have, to date, received 2 enquiries from members of the public, in relation to this scaffold, and have responded to both. The scaffold was originally granted as an emergency scaffold, as it was reported that pieces of render had been falling from the building in question, onto the Highway, causing a potential threat to the safety of road users. At that time, one of the conditions of the scaffold license was that a minimum road width of 3 metres was maintained on the Road from Sunnybank to Ley Park. This is the minimum desirable road width for single lane traffic which is

likely to include Heavy Goods Vehicles. Following the customer contact, I visited site to assess the scaffold in situ and ensure it met the conditions set, which it does. I do understand, however, that some agricultural vehicles may be difficult to manoeuvre through the site and in order to try and

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offer some assistance to those local farmers looking to use this stretch of the road at the moment, I have today contacted the scaffold company, to see if there is some action that they can take to increase the width of the road. They are getting in touch with the contractor that is carrying out the repair work to the building, to ascertain what work they are currently doing and what scaffolding they require and will then visit site to see what can be done. I am hoping to hear back from the

scaffolder either today, if they can get to site later this afternoon, or on Monday, if they cannot visit until over the weekend. I have heard back from the scaffolder this morning.

They have spoken to the building contractor who is repairing the render on the property, explaining the situation, and the contractor will now be prioritising work on the gable end, which is where the scaffolding is decreasing the road width. They are expecting to have work complete there by the end of this week and will need the scaffolding in its current form to achieve that. This means that the scaffolder should be able to remove the scaffold from the gable end area on Friday, returning this part of the road to its full width.

Actions taken: None at present.

2) Village Hall / Social Club - Marquee approved by Air Ambulance Service for day of fete.

3) Youth Club - None

4) PCSO/Police Report – Four weekly teams meetings are still taking place, PC Gutteridge will re-send invite, next meeting on 16th July. PCSO Cole starting in July.

In respect to crime stats, they are not provided anymore. If you go on to the Devon and Cornwall website, type Yarnscombe into the 'what's happening in your area', this will bring up the Torrington stats and if you go on to the 'crime map' tab then you can click on the map for your area and it will show the figures.

5) Playing Field – There are still issues with goal posts, clerk had obtained up-to-date site plan of area need for air ambulance. Cllrs. Brice and Newberry had to move goals again just before tonight's meeting. After the fete, goal posts will most probably be pegged into place. Field will be cut weather permitting, before fete.

Actions taken: On 23rd July, 11am clerk will meet representative of DAAT (Air Ambulance Service) and he will inspect field and explain how much space is needed. Then, goal posts can be pegged in situ.

25.71 Minutes from Meeting of 28th May 2025

Minutes were approved and signed off as a true record.

25.72 Matters arising from last Meeting

Disposal of old PC documents stored in Village Hall – Update by Cllr. Brice and Newberry
Cllr. Brice and Newberry arranged date to sort through remaining documents. They all should now fit in existing filing cabinet in village hall.

Purchase of fireproof storage boxes – not necessary after sorting old records

25.73 New Matters

Yarnscombe website update – All councillors (apart from Cllr. Jeffery) can now receive emails via their yarnscombe.org.uk account.

Actions taken: Cllr. Jeffery needs to be able to access PC emails, to be put on next agenda.

Donation to South Western Ambulance Charity for Community Response Vehicle
Although Response Vehicle would probably be of limited use for parishioners, it was decided to give small grant of £50-00. Cllr. Brice, proposed, Cllr. Pengilley seconded. All agreed.

Actions taken: Cheque was written out and countersigned. Clerk to send off.

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ICO Renewal 52-00

This has to be paid by 8/7/25 by debit card. Cllr. Pengilley proposed, Cllr. Brice seconded. All agreed.

Actions taken: Clerk to pay via debit card, invoice signed off by two councillors.

Internal Auditor Invoice £ 190-00

Cllr. Brice proposed, Cllr. Newberry seconded. All agreed.

Actions taken: Cheque was written out and countersigned. Invoice had been signed by two councillors.

Data Protection Compliance Toolkit

Cllr. Pengilley had attended a webinar presented by Breakthrough Communications, a company that can provide a Data Protection Compliance Toolkit and advice tailored to the needs of parish council, as from next 2025/26 "Assertion 10 " will form part of AGAR. As Cllr. Pengilley explained, Assertion 10 is not just a tick list, but council will to provide evidence of the following:

- Council needs to have generic email account hosted on authority-owned account (Cllr. abc@yarnscombe.org.uk instead of Cllr.abc@hotmail.com)
- Council needs to operate a fully accessible website and have an IT Policy
- Provide evidence of complying with GDPR and Data Protection Act 2018, which includes Risk assessing all personal data held by council, having appropriate data protection and information compliance policies, putting in place regular and relevant data protection training

By registering and buying access to Breakthrough Communications, Yarnscombe PC would have access to relevant information, webinars and templates for necessary policies. Access for 12months would cost £594 -00 incld. VAT (which can be claimed back). Cllr. Brice proposed, Cllr. Farr seconded. All agreed to register and pay £594-00.

In presence of councillors clerk registered council.

Actions taken: Clerk and Cllr. Brice to visit Lloyds in Barnstaple to set up electronic payment, as invoice is due on 16th July and company doesn't accept cheques

25.74 PROW Monthly Report

Clerk had a meeting with parishioner who has taken on role as PROW in which he clarified that he walks footpaths on regular basis and notes repairs that need to be carried out, but he does not maintain footpaths or carries out repairs. He informed clerk that a

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County Council contractor usually comes towards the end of June to carry out strimming and minor repairs. Clerk contacted DCC contractor who will repair loose fence wire by church gate, this had been pointed out to clerk by website administrator.

For major repairs and/or ongoing maintenance a contact with DCC has to be established in order to access P3 funds.

Actions taken: Clerk and PROW to contact DCC regarding P3 funding.

25.75 Planning

1/0951/2022/FUL – Visit and report from enforcement officer

"I recently visited this site; the building being constructed is under 1/0951/2022/FUL and at this stage of building it is not yet much above the first-floor level and appears to be built in accordance with the agreed plans. At the time of my site visit I was told by the builders that the loss of light issues was a civil matter and have been settled to both parties' satisfaction.

In this instance I do not think that a new case needs to be raised as there are no identifiable breaches,"

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Actions taken: None at present

25.76 Additional Planning - None

25.77 Accounts

ICO Renewal 52-00 see item 25.73

Internal Auditor 190-00 see item 25.73

Meeting ended 8.30pm

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