

Minutes of the Council Meeting held 03/03/22, 19:30 at Witheridge Parish Hall

PRESENT:

Cllr Harvey	Chairman	Cllr Dorow	Cllr Searles	Cllr Wells
		Cllr Goodwin	Cllr Smith	Cllr J Yabsley
		Cllr Northam		

In Attendance:

District & County Cllr J Yabsley	4 Members of the public
	P G Dunn - Clerk

1. Public Session (maximum 3 mins per subject overall max. 15 minutes).

The Chairman expressed thanks to all parishioners who had helped out in the community during the recent storms and power cuts.

Representations were made in respect of:-

- Availability of minutes. It was advised this would be dealt with under agenda item 5.2 when the council would debate a recommendation for adoption.
- A second application following number 73742 had been submitted.

2. To Approve Apologies for Absence.

RESOLVED: Apologies approved from Cllr Martin.

3. To note no public request to fill the current cllr vacancy by election and the requirement to now co-opt. <https://www.middevonparish.co.uk/witheridge/being-a-councillor/>

Noted. The clerk reported an advertisement for the vacancy had been posted on the parish council noticeboards inviting written applications to be considered at the April Parish Council meeting.

4. To receive the following Reports (strictly maximum 15 minutes – long reports should be submitted in advance to the clerk to circulate to councillors prior to the meeting):-

4.1. Police update - <https://www.police.uk/devon-and-cornwall/DEV.4108/> .

None.

4.2. District and County.

Cllr Yabsley reported:-

- District and County Councils' Council Tax increases.
- Barnstaple town centre improvements.
- Additional staff provision by District Council in certain departments.
- Second application 74847 following 73742 in respect of the proposed development adjacent to Willow Rise. Cllr Searles queried the requirements to validate applications at the District and cited examples of documents referenced in 74847 which were not present online. The clerk reported speaking to the lead Planning Officer who had advised the second application should be treated separately in its own right. A member of the public sought to intervene and it was stated that the Public Session was over and the parish council needed to make progress.

Cllr Yabsley left the meeting 19:50.

5. Minutes.

5.1. 03/02/22. To sign if approved, minutes of the Council.

RESOLVED: Cllr Searles proposed, Cllr Smith seconded and all were in favour approval.

5.2. Public access to minutes and other council documents.

The clerk reported correspondence dated 02/02/22 from Mr England had been circulated to councillors with their papers which was read; further councillors had been circulated the correspondence for comment. Taking all the comments into consideration together with a timely reminder from Cllr Searles of the "Nolan Principles of Public Life" and access to minutes and the right to charge to cover the costs of providing those minutes where requested over and above the council's normal means of communication. The clerk stated the bulk of the costs involved in

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meeting such a request was the employee time costs. To this end the clerk had drafted a recommended text to publish on all parish council meeting agendas:-

“Council Agendas, Minutes, Councillors’ Register of Interests together with Finance & Policy Documents are available on the parish council website. For those without personal internet access, computers and printing facilities are provided at Devon Libraries allowing you to read and print any information you require for a small fee. Alternatively following advance payment by cheque payable to Witheridge Parish Council the clerk can provide documents by post.

A printed copy of the latest minutes following the posting of this notice will be available to read during coffee mornings at the Rest A While Day Centre”.

The clerk advised the Rest A While Day Centre was open Monday-Saturday 10:00-12:00.

RESOLVED: Cllr Goodwin proposed, Cllr Northam seconded and all were in favour adopting the recommendation. **Clerk to action.**

There was a request to address the council from the public and the Chairman reminded the council were in session and had a long agenda to work through. At the resident’s insistence the clerk advised councillors they could resolve to suspend Standing Orders to allow a comment. There being no forthcoming proposal to suspend Standing Orders the request was denied and the meeting progressed.

6. To consider Code of Conduct Matters:-

6.1. Written councillor dispensation requests arising.

None.

6.2. Declarations of Interests not declared in the Register of Interests.

Agenda	Councillor	Type	Reason	Dispensation
	None			

7. To consider the following Planning Matters.

7.1. Planning applications received following agenda publication.

See planning report appended.

7.2. Enforcement Issues Arising.

7.2.1. Case Nos. 11250 and 41527 – Cannington Road Open Space Maintenance.

NDC Enforcement correspondence dated 02/02/22, 09/02/22 and 11/02/22 included with councillors papers was noted and confirmed actions required of Greenbelt to restore the open space maintenance in compliance with the Deed of Covenant dated 01/09/2010 governing the maintenance of open spaces at Cannington Road,

7.2.2. Case No. 13249 - Willow Rise Open Space for transfer to parish council.

NDC Enforcement correspondence dated 25/02/22 was noted. The Chairman reported meeting the Enforcement Officer and the clerk to review the land which currently had been graded using subsoil full of stone and waterlogged not suitable for extension of the Adventure Playground facilities.

7.3. Willow Rise Section 106 Highways requirements update.

Councillors considered DCC Highways correspondence dated 03/02/22.

RESOLVED: Cllr Searles proposed, Cllr Northam seconded and all were in favour rejecting the proposal in respect of the speed limit extension on the approach to the village from Tiverton and seek further options for consideration. **Clerk to action.**

RESOLVED: Cllr Goodwin proposed, Cllr Searles seconded and all were favour approval of the new bus shelter recommendation on the B3137 opposite Providence House. **Clerk to action.**

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RESOLVED: Cllr Wells proposed, Cllr Goodwin seconded and all were in favour the recommendation for the installation of a pedestrian crossing at the school subject to the School's support. **Clerk to action.**

8. To consider the following Finance & Policy matters:-

8.1. Finance update circulated to councillors' for review.

RESOLVED: Cllr Goodwin proposed, Cllr Dorow seconded and all were in favour to note 24/02/22 Report and Bank Reconciliations including online banking payments raised reviewed with no issues.

8.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Smith proposed, Cllr Dorow seconded and all were in favour settlement accounts 8.2.1 through 8.2.14, clerk to setup online payments, Chairman to authorise. **Chairman and clerk to action.**

9. To consider the following Property/Environment matters:-

9.1. Highways, Drainage & Public Rights of Ways Issues.

<https://devon.roadworks.org/> | <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

The clerk reported thanks expressed by DCC Public Rights of Way to Mr Fred Hanbury for his time spent acting as parish paths warden.

The Chairman outlined the requirements for the current annual paths survey. The Chairman, Cllr Dorow and Cllr Goodwin volunteered to undertake the survey. **Clerk to distribute maps and coordinate annual return.**

Cllr Goodwin reported drains backing up at the bottom of Butts Close during rainfall, the Chairman added that during rainfall water was running the length of the road. **Clerk to report to Highways.**

Councillors considered correspondence dated 26/02/22 from a resident querying the a statement in the planning application pertaining to the proposed Phase 2 development off Willow Rise document "Non-Motorised User Audit". 3.6 states "The DCC response acknowledges that the pedestrian access to facilities on Fore Street has already been dealt with by the s106 funded footway and bus stop improvement s secured by the Phase 1 scheme". Councillors agreed this was inaccurate, the s106 funding made no provision and the footpath required upgrading. **Clerk to notify Planning Department.**

Cllr Searles reported a pothole Tiverton bound at the Templeton turn-off. **Clerk to report.**

9.2. Playgrounds.

9.2.1. Inspection Report (1258226-417194 24/01/2022).

Councillors considered the report.

RESOLVED: Cllr Smith proposed, Cllr Wells seconded and all were in favour inclusion of the parish council mobile contact number on the playground signage. **Clerk to action.**

9.2.2. Parish Hall Playground – replacement swings order update.

Councillors considered correspondence between the clerk and contractor concerning the contractor's Terms and Conditions.

RESOLVED: Cllr Northam proposed, Cllr Wells seconded and all were in favour the clerk should advise the contractor the disputed terms should be addressed for the order to progress. **Clerk to action.**

9.2.3. Adventure Playground – refurbishment Tender document approval.

RSOLVED: Cllr Wells proposed, Cllr Goodwin seconded and all were in favour adoption and publication of the tender. **Clerk to action.**

9.2.4. Youth Shelter Cleaning.

Councillors considered the council's cleaner's costs to undertake a deep clean of the shelter.

RESOLVED: Cllr Dorow proposed, Cllr Smith seconded and all were in favour undertaking the deep clean. **Clerk to action.**

Cllr Yabsley returned 20:55.

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The Chairman reported the current tenant would not be renewing their tenancy and advised another interested potential tenant and their outline requirements.

9.3.1. Tenancy Vacancy – Consideration of clauses 18.2.10 18.2.3.2.

RESOLVED: Chairman and Clerk to review office following the current tenant leaving. **Clerk to action.**

9.3.2. Tenancy available from 19/04/2022.

RESOLVED: Progressing a new tenancy with the interested party, to include:-

- 10% increase in monthly rent.
- Stipulation all material changes to the accommodation comply with the tenancy agreement and be undertaken by qualified trades with appropriate public liability and other relevant insurances.

Clerk to action.

9.4. Parish Clock.**9.4.1. Quote to repair current fault “Time-side” automatic winding (Report ref: Quote 2).**

RESOLVED: Cllr Searles proposed, Cllr Goodwin seconded and all were in favour:-

- Estimate acceptance.
- Verification with Cumbria Clock any faculty requirements.
- Further quotation for restoration of the clock cabinet.

Clerk to action.

9.4.2. Quote to overhaul clock face horizontal connecting rods and bevel gears (Report ref: Quote 1).

It was agreed to monitor the rods as part of the annual service.

9.4.3. Quote to replace current automatic winding system of the complete movement to include works in respect of 8.4.1 (Report ref: Quote 3).

As there was currently no issue with the chimes movement winding it was agreed to maintain as present.

9.5. Licensing the Triangle at the junction of B3137/B3042 update.

Cllr Northam confirmed no response had been received from the owner concerning request to license the land to regularise the funding of Triangle's grounds maintenance by the parish council.

RESOLVED: Cllr Northam proposed, Cllr Smith seconded and all were in favour appointment solicitors to investigate viability of registering the land. **Clerk to action.**

9.6. Village Litter Picking Coordinator/1st Aider appointment.

Thanks were expressed to Cllr Northam for undertaking the role to date. It was agreed to advertise for the role in Witheridge Voice and seek costs from St Johns Ambulance to provide 1st Aid cover for 4 x 2hr sessions per annum. **Chairman and clerk to action.**

10. Correspondence / Consultations Received for consideration:-**10.1. Mid Devon Local Plan Reg. 18 Issues Consultation.**

Noted.

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11. Dates of Next meetings recommended:-

11.1. Parish Council

- 17/03/22 – Recommend cancel.

RESOLVED: Approved. *Clerk to action.*

11.2. Annual Parish Meeting

- 07/04/22 – 19:00 prior to Parish Council.

Noted.

11.3. Parish Council

- 07/04/22 – Agenda deadline 25/03/22.

Noted.

11.4. **Agenda Items for consideration by the next meeting.**

The Chairman reported a letter from the Church Warden concerning involvement in the Jubilee Flower Festival. There was no support to progress an entry from the parish council.

PART II

RESOLVED: Cllr Northam proposed, Cllr Goodwin seconded and all were in favour moving to Part II. Members of the public were thanked for attended and requested to leave the meeting for the Part II session.

12. 2021/22 Clerk Pay Review.

The clerk included a short report and relevant national pay scales with councillors papers for consideration and left the meeting for the item, returning to record the decision.

RESOLVED: Cllr Wells proposed, Cllr Smith seconded and all were in favour the award of a pay scale increment to SCP25 effective 01/04/22. *Clerk to action.*

Meeting Closed 21:50.

WITHERIDGE PARISH COUNCIL

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Planning List (Cllrs can access the Local Plan [here](#) , applications [here](#))

Application No.	Description
74879	Residential development of 155 dwellings and associated infrastructure (Phase 2) at Land south of Broomhouse Park and west of Willow Rise Witheridge Tiverton Devon Grid Ref: 280364; 113978 Recommended: Defer to next meeting.
74847	Change of use of land, erection of two yurts & one timber-built facilities pod, together with associated access, parking and landscaping for the purposes of tourist accommodation at West Pilliven Witheridge Tiverton Devon EX16 8QD Grid Ref: 281823; 114975 Recommended: No Objection.

Payment Schedule

Item	Chq Ref	Payee	Purpose	£
8.2.1.	OB	Wicksteed Leisure Ltd (£672.00)	Inspection 26/10/20 0409425/811985	170.40
8.2.2.	OB		Inspection 28/04/21 1253475/816810	206.40
8.2.3.	OB		Inspection+FLZ Dip Bar plaque 24/01/22 1258226/816757	295.20
8.2.4.	OB	South West Water Business	12/11/21-02/02/22	100.92
8.2.5.	OB	S Sandland	Toilet Management & Cleaning Contract	300.00
8.2.6.	CC	iNet Telecoms Ltd	Voip Tel No 09/02/22 *8658	3.60
** Staff Salaries & Expenses **				
8.2.7.		Redacted under GDPR	Total:-	840.40
8.2.8.				
8.2.9.				
To Ratify:-				
8.2.10.	OB	North Devon Council	Dog Waste Bin Servicing 10/21-12/21 *883	218.40
8.2.11.	OB	Cruwys Morchard Parish Hall	Jan 20 th PC Meeting	36.00
8.2.12.	OB	Dart Electrics Ltd	21/22 Christmas Lights 6621	288.00
8.2.13.	OB	S Sandland	Toilet Management & Cleaning Contract - Jan	300.00
8.2.14.	OB	J Harvey	Chairmans Allowance – working lunch	37.00

SO – Standing Order | DD – Direct Debit | OB – Online Banking* | CC – Charge Card

Receipts

Tenant	Rent	173.33
Devon County Council	PRoW 2021 P3 Grant	600.00

Signed:

Chairman.

Date: