

WITHERIDGE PARISH COUNCIL

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Minutes of the Council Meeting held 04/07/24, 19:30 at Rest A While Day Centre

PRESENT:

Cllr Harvey Chairman Cllr Bibby – part meeting Cllr Fox Cllr Richardson
Cllr Northam Vice Chairman Cllr Cunningham Cllr Goodwin Cllr Smith

In Attendance:

District Cllr P Jones

P G Dunn – clerk

“Minutes of proceedings of a council and of its committees must be kept. They are intended to be formal records of official acts and decisions, not reports, still less verbatim reports of speeches...” Local Council Administration.

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

(Please note in accordance with Council Standing Order 3(h) a question shall not give rise to a debate or require an immediate response).

New Parish Council Matters Raised:-

None

2. To Approve Apologies for Absence.

RESOLVED: Apologies approved from Cllr Dorow.

3. To receive the following Reports (strictly maximum 15 minutes – long reports should be submitted in advance to allow circulation to councillors prior to the meeting – reports appended to minutes):-

3.1. Police update - <https://www.police.uk/pu/your-area/devon-and-cornwall-police/south-molton/>.

3.2. District and County.

3.3. Parish Groups with Council Representatives.

See appended.

4. Minutes.

4.1. **06/06/24.** To sign if approved, minutes of the Council.

RESOLVED: Cllr Richardson proposed, Cllr Cunningham seconded and all were in favour approval.

5. To consider Code of Conduct Matters:-

5.1. Written councillor dispensation requests arising.

None.

5.2. Declarations of Interests.

Agenda	Councillor	Reason	Dispensation
	None		

5.3. To consider any application(s) Co-Option to fill councillor vacancy.

None.

6. To consider the following Planning & Licensing Matters.

6.1. Planning applications received following agenda publication.

None.

6.2. Enforcement Issues Arising.

None.

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

7.1. Finance update circulated to councillors' for review.

RESOLVED: Cllr Richardson proposed, Cllr Bibby seconded and all were in favour to note 02/07/24 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

Initialled:

Chairman.

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7.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Northam proposed, Cllr Smith seconded and all were in favour settlement accounts 7.2.2 through 7.2.11, **clerk to setup online payments, Chairman to authorise.**

7.3. Parish Hall 2024 Disputed Grounds Maintenance Charges.

RESOLVED: Cllr Goodwin proposed, Cllr Smith seconded and all were in favour the write-off the shortfall between the amount invoiced and paid. **Clerk to action.**

7.4. Section 106 (Juniper Way) Funding - Parish Council Projects (Chairman).

RESOLVED: Cllr Cunningham proposed, Cllr Richardson seconded and all were in favour formation of a working group to include Chairman and Cllrs Bibby, Dorow, Richardson and Dist Cllr Jones to explore viability of acquiring recreational land. **Chairman to action.**

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

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

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

It was reported Post Office Lane had been cut.

Traffic Lights at Trafalgar Square intermittent. **Chairman to review.**

8.2. Grounds Maintenance Contractor - Issues Response.

Correspondence dated 22/06/24 was considered and noted.

8.3. Toilet Block.

8.3.1. Determine rent increase and delegate Office Lease Renewal to Clerk in liaison with Chair and Vice-Chair.

RESOLVED: Cllr Goodwin proposed, Cllr Smith seconded and all were in favour a rent increase of £100pa and delegation of the renewal process. **Chairman, Vice-Chairman and clerk to action.**

8.3.2. Completed Electrical Survey.

Electrical Report and Certificate for Works undertaken dated 25/06/24 were noted.

Cllr Northam to remind contractor of council change of address previously notified 16/08/23.

8.4. Playgrounds.

8.4.1. Adventure Playground - Footpath & Roundabout Issues Update (Clerk).

Correspondence sent to contractor 24/06/24 was noted, response awaited.

RESOLVED: Cllr Goodwin proposed, Cllr Northam seconded and all were in favour writing giving seven days' notice to respond with a proposed action plan to resolve the path issues. **Clerk to action.**

8.4.2. Adventure Playground - Gaffiti.

Cllrs Northam and Cunningham were thanked for dealing with the graffiti.

8.4.3. Adventure Playground - Skateramp Repairs Update (Cllr Dorow).

None.

8.4.4. Adventure Playground - BMX Track Restorations Update (Cllr Cunningham).

Cllr Cunningham reported a meeting was being arranged with Allison Homes and their Groundworks Team.

8.4.5. Adventure Playground - Signage.

Cllr Cunningham agreed to remove and dispose of redundant signage to right of pedestrian access off B3137.

8.4.6. Parish Hall Playground - Lease (Cllr Dorow).

Cllr Bibby outlined discussions with the hall Chairman and Treasurer and it was agreed in principle if funded by the parish council lease arrangements could be progressed. **Clerk to obtain solicitor's quote for drafting a lease.**

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8.5. Defibrillator Provision.

8.5.1. Surgery.

Defer. **Clerk to re-agenda.**

8.5.2. Fire Station – Review DFSRS Memorandum of Understanding (T&Cs).

Defer. **Clerk to re-agenda.**

8.6. Parish Clock – Abatement Notice Update.

No response to correspondence sent to North Devon Council dated 08/02/24 and 20/06/24 received.
District Cllr Jones to follow-up.

9. Dates of Next meetings recommended:-

9.1. Parish Council - 05/09/24 – agenda deadline noon 23/08/24.

Noted.

9.2. Agenda Items for consideration by the next meeting.

Ceremonial Flags. Lakelands bench replacement. Review addition of bus shelter weeding by FGP Committee to Grounds Maintenance Schedule. **Clerk to action.**

Meeting closed 22:15.

Payments

Item	Ref	Payee	Purpose	£
7.2.1.	OB	Hooper Services (SW) Ltd	Grounds Maintenance 219	1266.00
7.2.2.	OB	Hooper Services (SW) Ltd	Grounds Maintenance 206	600.00
7.2.3.	OB	Dart Electrics Ltd	Toilet Block Electrical Survey 7848	494.74
7.2.4.	OB	Rest A While Day Centre	Meeting Bookings & Tables Reinforcement	100.00
7.2.5.	OB	Witheridge Voice	2024/25 Qtly Page Article *431	119.00
7.2.6.	OB	S Sandland	Toilet Management & Cleaning Contract	220.00
	** Staff Salaries & Expenses **			
7.2.7.		Redacted under GDPR	Total:-	1006.98
7.2.8.				
7.2.9.				
7.2.10.				
	To Ratify:-			
7.2.11.	OB	North Devon District Council	Non Domestic Rates Public Toilet Storeroom	279.44

7.2.1 Cllr Northam reported a replacement corrected invoice was due.

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Outlined Community Champion Awards

North Devon buses to run night buses

If parish hall wifi goes ahead aim is to make it available at the youth shelter

Feasibility study into Involving youth in community projects

Anti-social behaviour and racism at playgrounds discussed.

Chairman sought more random police foot patrols and interaction with youth at the playgrounds rather than just drive by patrols. Cllr Smith would raise the suggestion.

District Council – Cllr Jones

A number of grants currently available for applications:-

- Rural Agriculture Grant supporting diversification
- Community Grant for cultural activities
- Others available through North Devon Plus

Next week Cty Cllr Yabsley would be addressing the DCC Cabinet concerning bus issues

NDC recycling centre investment project underway

Section 106 projects progressing

Expressed thanks to all involved in St Johns Fair

Rest A While Day Centre

Damp issue raised. Cllr Goodwin will pass on grant information.