

WITHERIDGE PARISH COUNCIL



NOTICE OF MEETING

A **Meeting** of the **Council** will be held at Witheridge Parish Hall on **Thursday 5th September 2024 19:30**. All members* of the Council are hereby summonsed to attend for the purpose of considering and resolving upon the business as detailed in the attached agenda.

29/08/24

* Cllrs:	Harvey (Chairman)	Fox
	Northam (Vice Chairman)	Goodwin
	Bibby	Richardson
	Cunningham	Smith
	Dorow	Vacancy

Peter Dunn

Clerk to the Parish Council

(Contact:- **07922 926017**, E-mail:- parishclerk@witheridgepc.org, Web:- www.witheridgepc.org *)

Members of the public are welcome to attend.

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 payable to Witheridge Parish Council documents can be provide by post.

AGENDA

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).
2. **To Approve Apologies for Absence.**
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– submitted reports will be appended to meeting 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. **Allison Homes (subject to confirmation).**
 - 3.4. **Parish Groups with Council Representatives.**
 - 3.5. **Parish Council Section 106 Working Group (Chairman).**
4. **Minutes.**
 - 4.1. **04/07/24.** To sign if approved, minutes of the Council.
5. **To consider Code of Conduct Matters:-**
 - 5.1. **Written councillor dispensation requests arising.**
 - 5.2. **Declarations of Interests.**
(Code of Conduct available on website under Finance & Policy*).
 - 5.3. **Application(s) for co-option.**
6. **To consider the following Planning & Licensing Matters.**
 - 6.1. **Planning list (appended).**
 - 6.2. **Note Applications received during recess circulated to councillors to consider meeting for review.**
 - 6.3. **Planning applications received following agenda publication.**
 - 6.4. **Enforcement Issues Arising.**

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7. To consider the following Finance & Policy matters:-
 - 7.1. Finance update circulated to councillors' for review.
 - 7.2. Sanction payment schedule appended & instruct signatories.
 - 7.3. Financial Year Ending 31/03/24 - External Auditor Conclusion of Audit with no qualifications.
 - 7.4. Willow Rise – Northern Public Open Space Transfer (Chairman).
 - 7.5. Bank - Business Charge Card Changes.
 - 7.6. Bank - FSCS cover excluded.
 - 7.7. HMRC_ PAYE - GNN - Late filing notice.
 - 7.8. Section 106 (Juniper Way) Funding - Parish Council Projects (Chairman).
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/>
 - 8.2. Village Maintenance.
 - 8.2.1. Issues Report (Cllr Northam).
 - 8.2.2. Bow Railings (Chairman).
 - 8.2.3. Grounds Maintenance (Chairman).
 - 8.3. Playgrounds.
 - 8.3.1. Quarterly Inspection Reports.
 - 8.3.2. Adventure Playground - Footpath & Roundabout Issues Update (Clerk).
 - 8.3.3. Adventure Playground - Skateramp Repairs Update (Cllr Dorow).
 - 8.3.4. Adventure Playground - BMX Track Restorations Update (Cllr Cunningham).
 - 8.3.5. Adventure Playground - Signage.
 - 8.4. Defibrillator Provision.
 - 8.4.1. Surgery.
 - 8.4.2. Fire Station – Review DFSRS Memorandum of Understanding (T&Cs).
 - 8.5. Public Toilet Block.
 - 8.5.1. Wallgate – Service Contract renewal.
 - 8.5.2. Salon - Broadband connection request.
 - 8.6. Parish Clock.
 - 8.6.1. Abatement Notice update.
 - 8.6.2. Annual Service Report.
 - 8.7. Diversification of range of flags raised on the village flag pole (Cllr Fox).
9. Correspondence / Consultations Received for consideration:-
 - 9.1. Resident – Street Lighting.
 - 9.2. DCC LGPS - Technical Briefing about ceasing participation in the Devon Pension Fund.
 - 9.3. Legal & General – Juniper Way Development Social Housing.
10. Dates of Next meetings recommended:-
 - 10.1. Parish Council - 03/10/24 – agenda deadline noon 20/09/24.
 - 10.2. Agenda Items for consideration by the next meeting.

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

Application No.	Description
78971	Outline application for the demolition of building and erection of a dwelling and associated development with some matters reserved (appearance, landscaping, layout and scale) at Tooks 4 Rackenford Road Witheridge Devon EX16 8AQ Grid Ref: 280736; 114634
79093	Retrospective application for erection of substation at Substation Juniper Way Witheridge Grid Ref: 280516; 113941
78945	First floor extension with balcony at West Wilson Farm Rackenford Tiverton Devon EX16 8ED Grid Ref: 283062; 117690

Applications received during recess circulated to councillors to consider meeting to review:-

Received	Application No.	Description
16/07/24	78837	Single storey extension to dwelling at 11 Apple Tree Close Witheridge Tiverton Devon EX16 8AR Grid Ref: 280650; 114478 RECOMMENDATION: No Comment
16/07/24	78959	Roof covering for existing cattle loafing yard at North Coombe Farm Witheridge Tiverton Devon EX16 8QH Grid Ref: 282506; 116994 RECOMMENDATION: No Comment
16/07/24	78958	Roof covering for existing cattle loafing yard at North Coombe Farm Witheridge Tiverton Devon EX16 8QH Grid Ref: 282495; 117005 RECOMMENDATION: No Comment
24/07/24	78870	Technical Details Consent for the proposed erection of a dwelling at Cross Park North Street Witheridge Tiverton Devon EX16 8AG Grid Ref: 280843; 114521 RECOMMENDATION: No Comment
30/07/24	79000	Installation of a gate and erection of a double garage at Land Opposite The Patches Tracey Green Witheridge Tiverton Devon EX16 8AD Grid Ref: 280293; 114398 RECOMMENDATION: No Comment

Payment Schedule

Item	Payee	Purpose	£
7.2.1.	Hooper Services Ltd	Grounds Maintenance 0245	1410.00
7.2.2.	PKF Littlejohn	31/03/24 External Audit	756.00
7.2.3.	S Sandland	Toilet Management & Cleaning Contract	220.00
7.2.4.	EDF	Public Toilet Electricity Supply 01/04-30/06	414.63
7.2.5.	Easily Ltd	Webmail Annual Renewal	13.19
7.2.6.	Staff Salaries & Expenses		TBC
To Ratify:-			
7.2.7.	North Devon District Council	Non Domestic Rates Public Toilet Storeroom	279.44
Recess Payments To Ratify*:-			
7.2.8.	S Sandland	Bus Shelters The Square cleaning	120.00
7.2.9.	Dart Electrics Ltd	Toilet Block Electrical Survey 7848 - VAT	98.95
7.2.10.	Hooper Services Ltd	Grounds Maintenance 0219	1236.00
7.2.11.	Hooper Services Ltd	Grounds Maintenance 0234	726.00
7.2.12.	Wicksteed Leisure	Qtly Inspection Reports *5732	338.58
7.2.13.	Cumbria Clock Co.	Annual Service *964	228.00
7.2.14.	North Devon District Council	Dog Bin Service Contract 01/04-30/06 *950	262.08
7.2.15.	Witheridge Rest A While Day Centre	Bookings & Re-enforcement of Tables	100.00
7.2.16.	S Sandland	Public Toilet Management Contract July	220.00
7.2.17.	C Northam	Postage – Signed Salon Lease to Clerk	2.10
7.2.18.	J Bibby Ltd	Replacement Pubic Toilet Door Lock	162.83

* Payments authorised for payment under Financial Regulation 5.5 by the Clerk & Chairman for ratification.