

WITHERIDGE PARISH COUNCIL

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Minutes of the Council Meeting held 05/09/24, 19:30 at Witheridge Parish Hall

PRESENT:

Cllr Harvey Chairman
Cllr Northam Vice Chairman Cllr Cunningham Cllr Goodwin Cllr Richardson
Cllr Dorow Cllr Smith

In Attendance:

County Cllr J Yabsley – part meeting 6 Members of the public
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:-

Request for more information to include L&G contacts on the new Allison Homes Willow Rise Noticeboard.

2. To Approve Apologies for Absence.

RESOLVED: Apologies approved from Cllrs Bibby and Fox.

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.

Cllr Yabsley left 20:20.

3.3. Allison Homes (subject to confirmation).

Deferred. **Clerk to re-agenda.**

Time 20:35.

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.

RESOLVED: Cllr Cunningham proposed, Cllr Richardson 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 list.

See appended.

Initialled:

Chairman.

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6.2. Note Applications received during recess circulated to councillors to consider meeting for review.

See appended.

6.3. Planning applications received following agenda publication.

None.

6.4. Enforcement Issues Arising.

NDC correspondence dated 20/08/24 noted.

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

7.1. Finance update circulated to councillors' for review.

RESOLVED: Cllr Goodwin proposed, Cllr Richardson seconded and all were in favour to note 28/08/24 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

7.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Northam proposed, Cllr Smith seconded and all were in favour settlement accounts 7.2.1 through 7.2.29, **clerk to setup online payments, Cllr Smith to authorise.**

7.3. Financial Year Ending 31/03/24 - External Auditor Conclusion of Audit with no qualifications.

The clerk reported notices had been published online and posted on the parish council notice board in the Square in accordance with regulations.

RESOLVED: Cllr Northam proposed, Cllr Richardson seconded and all were in favour noting.

7.4. Willow Rise – Northern Public Open Space Transfer (Chairman).

Reported top soil bank, planting around old sales office location and pedestrian path not reinstated per S106 handover requirements. **Clerk to contact Allison Homes.**

7.5. Bank - Business Charge Card Changes.

Correspondence dated 06/24 noted.

7.6. Bank - FSCS cover excluded.

Correspondence dated 06/24 noted.

7.7. HMRC_ PAYE - GNN - Late filing notice.

Correspondence dated 02/06/24 noted.

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

RESOLVED: Cllr Dorow proposed, Cllr Richardson seconded and all were in favour extending the Working Group's remit to include all S106 Open Space Funding projects within the scope of the Parish Council's remit.

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/>

None.

8.2. Village Maintenance.

8.2.1. Issues Report (Cllr Northam).

- Quotation for replacement of Lakelands corner bench. **Clerk to action.**
- Request Grounds Maintenance Contractor remove and dispose dumped tyre and gorse bush at Adventure Playground. **Clerk to action.**
- Replace 4 digit combo padlock on service gate at Adventure Playground. **Cllr Cunningham to action.**

8.2.2. Bow Railings (Chairman).

Addressed under County Cllr Report.

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8.2.3. Grounds Maintenance (Chairman).

Agenda Finance & General Purposes Committee review of Grounds Maintenance Schedule.

Clerk to action.

8.3. Playgrounds.

8.3.1. Quarterly Inspection Reports.

Request Playgrounds Caretaker to:-

- Tighten handles on Tots roundabout.
- Remove rough edges from timber steps at Tots.

Clerk to action.

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

The clerk reported the roundabout had been repaired/replacement parts installed.

Kompan correspondence dated 02 & 03/09/24 noted.

Respond to Kompan highlighting contractual obligations. **Cllr Dorow to draft wording for clerk to action.**

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

Clerk to re-agenda.

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

Cllr Cunningham reported meeting with Allison Homes to review required groundworks.

Cllr Jones advised it was likely planning would be required and would make further enquiries with the District Planning Department once a plan and schedule of works was available.

8.3.5. Adventure Playground - Signage.

Thanks were expressed to Cllr Richardson for erecting the new sign and to Cllr Cunningham for removing the expired rule notice to me.

8.4. Defibrillator Provision.

8.4.1. Surgery.

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

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

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

8.5. Public Toilet Block.

8.5.1. Wallgate – Service Contract renewal.

RESOLVED: Cllr Northam proposed, Cllr Goodwin seconded and all were in favour 3 year renewal. **Clerk to action.**

8.5.2. Salon - Broadband connection request.

Cllrs instructed the clerk to notify the tenant the salon was not wired for broadband.

22:10 Concerns were expressed as to the hour and meetings exceeding the Standing Order's two hour limit of late. Cllr Northam left.

It was noted the Public Session was regularly exceeding its allocated time and had taken the first hour of the current meeting dominated by District and County Council matters.

RESOLVED: Cllr Richardson proposed, Cllr Smith seconded and all were in favour parish council meetings commencing 19:00. **Clerk to action.**

8.6. Parish Clock.

8.6.1. Abatement Notice update.

NDC correspondence 16/07/24 advising the notice would stand un-amended was noted.

8.6.2. Annual Service Report.

Report 23/07/24 was noted.

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8.7. Diversification of range of flags raised on the village flag pole (Cllr Fox).

Deferred. **Clerk to re-agenda.**

9. Correspondence / Consultations Received for consideration:-

9.1. Resident – Street Lighting.

Correspondence 13/08/24 noted and referred to County Cllr Yabsley.

9.2. DCC LGPS - Technical Briefing about ceasing participation in the Devon Pension Fund.

Correspondence 12/08/24 noted.

9.3. Legal & General – Juniper Way Development Social Housing.

Correspondence 18/07/24 to be posted on noticeboard noted. **Clerk to action.**

10. Dates of Next meetings recommended:-

10.1.Parish Council - 03/10/24 – agenda deadline noon 20/09/24.

Noted.

10.2.Agenda Items for consideration by the next meeting.

Witheridge Parish Hall Committee proposed change to constitution reducing number of parish cllrs on the management committee.

Meeting closed 22:40.

Planning List

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 Took 4 Rackenford Road Witheridge Devon EX16 8AQ Grid Ref: 280736; 114634 Recommended: No Objections subject to Highways approval of means of access/egress.
79093	Retrospective application for erection of substation at Substation Juniper Way Witheridge Grid Ref: 280516; 113941 Recommended: No Objections.
78945	First floor extension with balcony at West Wilson Farm Rackenford Tiverton Devon EX16 8ED Grid Ref: 283062; 117690 Recommended: No Objections.

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

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Payments

Item	Ref	Payee	Purpose	£
7.2.1.	OB	Hooper Services Ltd	Grounds Maintenance 0245	1410.00
7.2.2.	OB	PKF Littlejohn	31/03/24 External Audit	756.00
7.2.3.	OB	S Sandland	Toilet Management & Cleaning Contract	220.00
7.2.4.	DD	EDF	Public Toilet Electricity Supply *0001	414.63
7.2.5.	CC	Easily Ltd	Webmail Annual Renewal	13.19
** Staff Salaries & Expenses Aug **				
7.2.6.	OB	Devon County Council Pension Fund	Employer & Employee Contributions – Aug	209.43
7.2.7.	CC	HMRC	PAYE Tax & NI – Aug	0.89
7.2.8.	SO	D Williams	Salary – Aug	74.36
7.2.9.	SO	P Dunn	Salary – Aug	722.30
To Ratify:-				
7.2.10.	OB	North Devon District Council	Non Domestic Rates Public Toilet Storeroom	279.44
Recess Payments To Ratify*:-				
7.2.11.	OB	S Sandland	Bus Shelters The Square cleaning	120.00
7.2.12.	OB	Dart Electrics Ltd	Toilet Block Electrical Survey 7848 – VAT	98.95
7.2.13.	OB	Hooper Services Ltd	Grounds Maintenance 0219	1236.00
7.2.14.	OB	Hooper Services Ltd	Grounds Maintenance 0234	726.00
7.2.15.	OB	Wicksteed Leisure	Qtly Inspection Reports *5732	338.58
7.2.16.	OB	Cumbria Clock Co.	Annual Service *964	228.00
7.2.17.	OB	North Devon District Council	Dog Bin Service Contract 01/04-30/06 *950	262.08
7.2.18.	OB	Witheridge Rest A While Day Centre	Bookings & Re-enforcement of Tables	100.00
7.2.19.	OB	S Sandland	Public Toilet Management Contract July	220.00
7.2.20.	OB	C Northam	Postage – Signed Salon Lease to Clerk	2.10
7.2.21.	OB	J Bibby Ltd	Replacement Pubic Toilet Door Lock	162.83
** Staff Salaries & Expenses July **				
7.2.22.	OB	Devon County Council Pension Fund	Employer & Employee Contributions – Jul	209.43
7.2.23.	CC	HMRC	PAYE Tax & NI – Jul	0.89
7.2.24.	SO	D Williams	Salary – Jul	74.36
7.2.25.	SO	P Dunn	Salary – Jul	722.30

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

Invoices Received after Agenda compilation - To Be Ratified

7.2.26.	DD	EDF	Public Toilet Electricity Supply *0003	79.11
7.2.27.	DD	EDF	Public Toilet Electricity Supply *0002	85.18
7.2.28.	OB	Witheridge Parish Hall Committee	Bookings Apr+June 159	60.00
7.2.29.	OB	Zurich Municipal	Insurance Renewal *578	1770.58

Signed:

Chairman.

Date:

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Agenda Item 3 – Reports

Police – Cllr Smith

Police & Crime Commissioner's Police Advocate surgeries to be held [more information on the scheme available <https://devonandcornwall-pcc.gov.uk/councillor-advocate-scheme>].

County Council – Cllr Yabsley

Surface dressing being undertaken, funding shortfall in respect of roads maintenance.

Roads in a poor state of repair at Nomansland, Farm Flowers, subsidence on South Molton road noted.

HNO to identify drain location on PO Lane footpath.

Through bus services covering two contiguous numbered routes are charged for each route section.

No finance for a direct service to Exeter.

Waiting for S106 funding to undertake Bow railings changes.

District Council – Cllr Jones

Work commenced on new Local Plan.

Additional volunteers needed for the project monitoring local rivers.

Allison Homes local projects fund available for applications from local groups.

Update on S106 projects.

Sports Field Management Committee – Cllr Dorow

Looking at funding opportunities with a view to the return of Withy Fest.

Section 106 Working Group

Meeting outstanding.