

Minutes of the Council Meeting held 07/11/24, 19:00 at Witheridge Parish Hall**PRESENT:**

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

In Attendance:

County Cllr J Yabsley – part meeting
District Cllr P Jones

Allison Homes
3 Members of the public
Parish 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. 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):-

1.1. County and District.

1.2. Police Advocate update.

<https://devonandcornwall-pcc.gov.uk/councillor-advocate-scheme>

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

1.3. Allison Homes – Juniper Rise Development Update.

Cllr Yabsley left the meeting 19:35.

1.4. Parish Groups with Council Representatives.

None.

2. 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).

Matters raised:-

- Farmers not cleaning up roads of mud deposited by their traffic.
- Poor road signage during recent closure of Long Drag during burst water main incident.
- Pavement widening adjacent to Adventure Playground.

Council Session – No public participation

3. To Approve Apologies for Absence.

None.

4. Minutes.

4.1. 03/10/24. To sign if approved, minutes of the Council.

RESOLVED: Cllr Northam 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.

Minutes of the Council Meeting held 07/11/24, 19:00 at Witheridge Parish Hall

5.2. Declarations of Interests.

Agenda	Councillor	Reason	Dispensation
7.5	Northam	Witheridge in Bloom Chairman	n/a
7.2.7	Smith	Recipient	n/a
7.5	Bibby	Committee member	n/a
7.5	Cunningham	Committee member	n/a
7.5	Richardson	Committee member	n/a
7.2.8/9	Harvey	Recipient	n/a

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.

Cllr Jones to clarify details pertaining to Enforcement case ref 12609 re Land South of Butts Close.

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

7.1. Finance update circulated to councillors' for review.

RESOLVED: Cllr Cunningham proposed, Cllr Fox seconded and all were in favour to note 05/11/24 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

7.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Dorow proposed, Cllr Cunningham seconded and all were in favour settlement accounts 7.2.1 through 7.2.21, **clerk to setup online payments, Chairman to authorise.**

7.3. Parish Council Section 106 Working Group Update (Chairman).

None.

7.4. Parish Hall Playground Governance and associated Responsibilities.

The current relationship governing the playground was discussed and it was agreed options to define responsibilities between operator and the custodian of the site were limited.

RESOLVED: Cllr Bibby proposed, Cllr Richardson seconded that the parish council should secure a lease of the land for a peppercorn fee from the parish hall trust as the only viable solution for the council to continue to operate the playground funding the trust's legal cost up to £3000. **Clerk to action.**

7.5. Annual Grants.

RESOLVED: Cllr Goodwin proposed, Cllr Smith seconded and all were in favour a grant of £200 in addition to the current fees paid for a page per edition. **Clerk to action.**

Cllrs Bibby, Cunningham and Richardson left for consideration of St Johns Fair's application.

RESOLVED: Cllr Goodwin proposed, Cllr Fox seconded and all were in favour a grant of £500. **Clerk to action.**

Cllr Northam left for consideration of Witheridge in Bloom's application.

RESOLVED: Cllr Dorow proposed, Cllr Cunningham seconded and all were in favour a grant of £660. **Clerk to action.**

7.6. Ratify Local Gov. Services Pay Agreement 2024/25 (Clerk Contractual Pay Settlement).

The matter of the government changes to National Insurance was raised and potential for impact on the settlement. The clerk explained this pertained to Employers NI not Employees NI and explained the council had a contract of employment with the clerk which incorporated the annual Local Gov. Pay Agreement.

RESOLVED: Cllr Goodwin proposed, Cllr Northam seconded and all were in favour ratification.

Minutes of the Council Meeting held 07/11/24, 19:00 at Witheridge Parish Hall

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/>

Highways acknowledgements to report references W241791091 and W241791095 related to damaged boardwalk and bridge on the Two Moors Way north of the parish hall noted.

8.2. Playgrounds.

8.2.1. Adventure Playground – Footpath Update.

Contractor correspondence dated 17/10/24 proposing works be undertaken in the new year noted.

8.2.2. Adventure Playground – Skateramp Repairs Update (Cllr Dorow).

Contractor estimate/options dated 07/11/24 considered.

RESOLVED: Cllr Dorow proposed, Cllr Northam seconded and all were in favour Cllr Dorow clarify queries arising and delegate to the clerk in liaison with Chairman and Vice-Chairman to determine any contracted works. **Chairman, Vice Chairman, Cllr Dorow and clerk to action.**

8.2.3. Adventure Playground – BMX Track Restorations Update (Cllr Cunningham).

Awaiting outcomes from Allison Homes' site meeting.

8.2.4. Parish Hall Playground – Section 107 Railings Grant Update.

Communication to NDC dated 23/10/24 and NCD response dated 29/10/24 advising an extension of up to one year to complete the works was permissible.

RESOLVED: Cllr Dorow proposed, Cllr Richardson seconded and all were in favour accepting the extension. **Clerk to action.**

8.2.5. Parish Hall Playground – Entrance surface rutting (Cllr Northam).

RESOLVED: Cllr Northam proposed, Cllr Smith seconded and all were in favour requesting grounds maintenance contractor address the issue. **Clerk to action.**

8.3. Defibrillator Provision (Cllr Northam).

Correspondence noted:-

- Mid Devon Medical Practise and Electrical works quote correspondence dated 01/11/24.
- Community Heartbeat defibrillator and cabinet costs dated 05/11/24.

RESOLVED: Cllr Dorow proposed, Cllr Harvey seconded and all were in favour an application to the L&G Partnership Fund to fund the project. **Clerk to action.**

8.4. Annual Christmas Tree in The Square arrangements.

The Chairman reported applying to the Allison Homes Partnership Fund and subsequent monies had been earmarked for the tree and lighting.

RESOLVED: Cllr Dorow proposed, Cllr Northam seconded and all were in favour the allocated funds be drawn down. **Clerk to action.**

8.5. Parish Clock repairs quotation.

Contractor quote dated 31/10/24 noted.

RESOLVED: Cllr Cunningham proposed, Cllr Dorow seconded and all were in favour acceptance, **Clerk to action.**

9. Correspondence / Consultations Received for consideration:-

9.1. Resident – Vermin in Square.

Correspondence dated 02/10/24 was noted.

RESOLVED: Cllr Dorow proposed, Cllr Goodwin seconded and all were in favour the matter be reported to NDC Environmental Health. **Clerk to action.**

Minutes of the Council Meeting held 07/11/24, 19:00 at Witheridge Parish Hall

9.2. Draft Devon and Torbay Local Transport Plan.

<https://www.devon.gov.uk/haveyoursay/consultations/devon-and-torbay-local-transport-plan-4/>

Noted

9.3. Devon Countywide Local Cycling and Walking Infrastructure Plan (LCWIP).

<https://www.gov.uk/government/publications/the-second-cycling-and-walking-investment-strategy>

Noted.

9.4. DALC – Guidance Sexual Harassment in the Work Place.

Clerk to review

10. Dates of Next meetings recommended:-

10.1. Finance & General Purposes Committee 21/11/24.

Members Cllrs Harvey, Northam, Goodwin, Richardson and Smith. Cllr Goodwin nominated Cllr Bibby attend as her substitute.

10.2. Parish Council - 05/12/24 – agenda deadline noon 22/11/24.

Noted.

10.3. Agenda Items for consideration by the next meeting.

Gov. consultation on Remote Meetings.

Meeting closed 21:00.

Payments

Item	Ref	Payee	Purpose	£
7.2.1.	OB	Hooper Services Ltd	Grounds Maintenance *270	1158.00
7.2.2.	OB	North Devon District Council	Dog Waste Bin Service Jul-Sep 24 *893	262.08
7.2.3.	OB	Wallgate Ltd	Three Yr Service Contract Yr 1 Of 3 *384	518.70
7.2.4.	OB	S Sandland	Toilet Management & Cleaning Contract	220.00
7.2.5.	2691	Poppy Appeal	Remembrance Wreath	20.00
7.2.6.	Transfer	Witheridge Parish Council	Transfer to Deposit Account	15000.00
7.2.7.	OB	S Smith	Police Advocate Meeting Exeter Racecourse	36.45
			Mileage - 81 miles	
7.2.8.	OB	J Harvey	Xmas Tree Farm – mileage 58 miles	26.10
7.2.9.	OB	J Harvey	Union Flag	125.80
7.2.10.	CC	Viking Office UK Ltd	Grounds Maint Supplies *615	31.68
		** Staff Salaries & Expenses **		
7.2.11.		Redacted under GDPR	Total:-	1262.68
7.2.12.				
7.2.13.				
7.2.14.				
7.2.15.				
7.2.16.				
		To Ratify:-		
7.2.17.	OB	Source for Business	Water & Sewerage Charges 18/05-06/08	105.30
7.2.18.	DD	EDF Energy	Electricity Charges 09/24	88.96
7.2.19.	OB	Mid Devon District Council	Trade Waste 01/10/24-31/03/25	122.10

Invoices Received after Agenda compilation - To Be Ratified

7.2.20.	CC	Dropbox International	Cloud Storage Annual Renewal *H46	95.88
7.2.21.	DD	EDF Energy	Public Toilet Block Electricity Charges *005	93.04

Signed:

Chairman.

Date:

WITHERIDGE PARISH COUNCIL

pcmwf241107.docx

Minutes of the Council Meeting held 07/11/24, 19:00 at Witheridge Parish Hall

Agenda Item 3 – Reports

County Council – Cllr Yabsley

DCC collected Highways S106 contribution from developer.

Public Rights of Way closure at development granted by Secretary of State,

Lakelands bus shelter cladding identified.

Additional street light at Willow Rise to be provided.

District Council – Cllr Jones

Community frustration at extended closure of public rights of way in vicinity of Allison Homes development.

Legal & General match funding Allison Homes £15000 Community Partnership Fund.

Those interested in the Legal & General social housing should register with Devon Home Choices.

Following up North Devon Homes concerning blocked drains.

Attend London march for clean river waters.

Upcoming District Parish Forum.

Monitoring Cannington Road Open Space.

Report all missed recycling collections.

Police – Cllr Smith

Cllr Smith stated surgery's well attended with police attending 50% the remaining supported by others mitigating lone worker risks.

Allison Homes Development

Target completion summer 2026.

First plots available shortly.

Parking at Sales Office.

Advertising imminently.

Site Meeting to review refurbishment of BMX Track, no works until spring at the earliest.

Public Rights of Way closures until spring 2025, reviewing viability of limited opening during Xmas site shutdown.

Partnership Fund applications totalling £37k received to date.

Seeking clarification on Willow Rise street lighting.

Misunderstandings with sub-contractor on the laying out of the Willow Rise Northern Open Space for transfer to the parish council.

Section 106 Working Group - Chairman

Meeting to be organised.