

Minutes of the Council Meeting held 05/12/24, 19:00 at Witheridge Parish Hall

PRESENT:

Cllr Harvey	Chairman	Cllr Bibby	Cllr Richardson
Cllr Northam	Vice Chairman	Cllr Cunningham	Cllr Goodwin

In Attendance:

County Cllr J Yabsley – part meeting	SW Care Homes
District Cllr P Jones	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. South West Care Homes - proposal to extend The Firs Care Home.**

Representatives from South West Care Homes outlined plans and supporting information for their proposals to extend the care home providing an additional 12 rooms. It was hoped a formal application would be submitted to the Planning Authority early January 2025.

Cllr Bibby arrived during report.

SW Care Homes representatives left following report.

- 1.2. County and District.**

- 1.3. Police Advocate update.**

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

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

Cllr Cunningham arrived during report.

- 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).

None.

Council Session – No public participation

- 3. To Approve Apologies for Absence.**

RESOLVED: Apologies approved from Cllrs Fox and Smith.

[Clerks note: Chairman advised apologies received from Cllr Dorow by email read following the meeting].

- 4. Minutes.**

4.1. 07/11/24. To sign if approved, minutes of the Council.

- 5. To consider Code of Conduct Matters:-**

- 5.1. Written councillor dispensation requests arising.**

None.

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5.2. Declarations of Interests.

(Code of Conduct available on website under Finance & Policy*).

Agenda	Councillor	Reason	Dispensation
6.1 79343	Cllr Harvey	Applicant tenant	n/a
6.1 79353	Cllr Harvey	Applicant tenant	n/a
6.1 79349	Cllr Harvey	Applicant Friend	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 list.

See planning appended. Cllr Harvey left the meeting and the Vice Chairman took the Chair for 79343, 79353 and 79349.

6.2. Planning applications received following agenda publication.

None.

6.3. Enforcement Issues Arising.

Cllr Jones correspondence dated 17/11/24 confirmed Enforcement Case reference 12609 related to public open space at Cannington Road to the rear of Drayford Lane.

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

7.1. Finance update circulated to councillors' for review.

RESOLVED: Cllr Richardson proposed, Cllr Goodwin seconded and all were in favour to note 04/12/24 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

7.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Cunningham proposed, Cllr Richardson seconded and all were in favour settlement accounts 7.2.1 through 7.2.16, **clerk to setup online payments, Chairman to authorise.**

7.3. FGP Committee Recommendation - 2024/25 Budget/Spend to date review.

Noted. [See FGP Minutes for reports].

7.4. Financial Year 2025/26 – Approve Budget & Precept.

RESOLVED: Cllr Goodwin proposed, Cllr Bibby seconded and all were in favour a budget of £60000 and setting a Precept of £43000 for 2025/26, with difference funded from General Reserve. **Clerk to action.**

7.5. Appoint Internal Auditor.

RESOLVED: Cllr Northam proposed, Cllr Richardson seconded and all were in favour appointing Parish and Town Auditing Services. **Clerk to action.**

7.6. Banking – Review Account Changes.

Correspondence dated 27/09/24 and 15/10/24 noted.

7.7. Charity Commission – Yr Ending 31/03/24 Annual Return Submission.

Noted.

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

The Chairman reported a letter to local landowners seeking land had been drafted. The Chairman clarified the draft would be submitted for the parish council's review and approval. A meeting was being arranged with skate park providers.

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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/>

Issues with Highways addressing reports of dangerous potholes was discussed. **Cllr Cunningham to raise with County Cllr Yabsley.**

8.2. Playgrounds.

8.2.1. Parish Hall Playground – Governance Update.

The Chairman reported the Parish Hall Committee has agreed to proceed with appointing solicitors to draft a 99 year lease of the playground to the parish council with peppercorn rent.

8.2.2. Adventure Playground – Skate ramp Repairs Update (Cllr Dorow).

Clerk to re-agenda.

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

Clerk to re-agenda.

8.3. Defibrillator Provision Update (Cllr Northam).

Cllr Northam reported a grant application had been submitted to the L&G Partnership Fund associated with the Allison Homes development.

Cllr Yabsley arrived.

8.4. Willow Rise NPOS Transfer Update.

Solicitors' correspondence dated 19/11/24 was noted.

RESOLVED: Cllr Goodwin proposed, Cllr Northam seconded and all were in favour transfer of legal work to the recommended solicitors following closure of the current solicitor's Commercial Dept.

Clerk to action.

9. Correspondence / Consultations Received for consideration:-

9.1. Enabling remote attendance and proxy voting at local authority meetings.

<https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings> .

The consultation was discussed and it was agreed given the disparate views individual responses would be submitted. **Cllrs to action.**

9.2. Allison Homes – Willow Rise additional street light update.

Correspondence dated 08/11/24 was noted.

9.3. Mid Devon Mobility – Funding Request.

RESOLVED: Cllr Goodwin proposed, Cllr Northam seconded and all were in favour a contribution of £50. **Clerk to action.**

9.4. Citizens Advise – Funding Request.

RESOLVED: Cllr Goodwin proposed, Cllr Northam seconded and all were in favour a contribution of £50. **Clerk to action.**

10. Dates of Next meetings recommended:-

10.1.Parish Council – 02/01/25 – agenda deadline noon 13/12/24.

Noted.

10.2.Finance & General Purposes Committee – 16/01/25.

Noted. **Clerk to action.**

10.3.Agenda Items for consideration by the next meeting.

None.

Meeting closed 21:00.

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

Application No.	Description
79089	Conversion of barn to dwelling (amended plans) at Goldens Rackenford Tiverton Devon EX16 8EU Grid Ref:287456; 116553 Recommendation: No comment as already determined by Planning Authority
79417	Demolition of existing dwelling and erection of replacement dwelling with parking provision & associated works at Greenacres Witheridge Tiverton Devon EX16 8QB Grid Ref: 279894; 117168 Recommendation: No objections.
79343	Erection of a roofed silage clamp at New Hole Farm Witheridge Tiverton Devon EX16 8QD Grid Ref: 281793; 115431 Recommendation: No objections.
79353	Erection of roofed silage clamp at New Hole Farm Witheridge Tiverton Devon EX16 8QD Grid Ref: 281804; 115428 Recommendation: No objections.
79349	Part retrospective erection of roofed silage clamp at North Coombe Farm Witheridge Tiverton Devon EX16 8QH Grid Ref: 282530; 116940 Recommendation: No objections.

Payments

Item	Ref	Payee	Purpose	£
7.2.1.	OB	Cumbria Clock Co.	Replace Pendulum Return Spring *431	660.00
7.2.2.	OB	Source for Business	Public Toilet water & Sewerage Charges 07/08-07/11	157.03
7.2.3.	OB	S Sandland	Toilet Management & Cleaning Contract	220.00
7.2.4.	OB	Witheridge Parish Hall Committee	Committee Room Booking Sept-Dec *169	120.00
7.2.5.	OB	St Johns Fair	Grant	500.00
7.2.6.	OB	Witheridge Voice	Grant	200.00
7.2.7.	OB	Witheridge in Bloom	Grant	660.00
7.2.8.	CC	Easily Ltd	Website Domain Name Renewal *169	18.84
** Staff Salaries & Expenses **				
7.2.9.		Redacted under GDPR	Total:-	1036.14
7.2.10.				
7.2.11.				
7.2.12.				
To Ratify:-				
7.2.13.	CC	Dropbox International	Cloud Storage Annual Renewal *H46	95.88
7.2.14.	DD	EDF Energy	Public Toilet Block Electricity Charges *005	93.04

Invoices Received after Agenda compilation - To Be Ratified

7.2.15.	DD	EDF Energy	Public Toilet Block Electricity Charges *006	109.48
7.2.16.	OB	N Stevens	Xmas Tree Supply & Delivery *20	600.00

Signed:

Chairman.

Date:

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Agenda Item 3 – Reports

South West Care Homes - proposal to extend The Firs Care Home.

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County Council – Cllr Yabsley

Reiterated DCC collected Highways S106 contribution from developer.
Use of an alternative compound for Highways patching was in use.
Subsidence of the road from Pilliven down to Five Crosses was discussed.

District Council – Cllr Jones

Report to be sent to clerk by email for inclusion in minutes.

Police – Chairman

Following suspension of the current Acting Chief Constable a further temporary appointment had been made.