

Minutes of the Council Meeting held 03/04/25, 19:30 at Witheridge Parish Hall

PRESENT:

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

In Attendance:

County Cllr J Yabsley – part meeting	2 Members of the public
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.

Meeting scheduled to commence 19:30, delayed start time 20:08 due to Annual Parish Meeting overrun.

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).

Highways safety issues with potholes and trees raised.

Monthly Reports presented to preceding Annual Parish Meeting.

Council Session – No public participation

2. To Approve Apologies for Absence.

RESOLVED: Apologies approved from Cllrs Fox and Goodwin.

3. Minutes.

3.1. 06/03/25. To sign if approved, minutes of the Council.

RESOLVED: Cllr Dorow proposed, Cllr Northam seconded and all were in favour approval.

4. To consider Code of Conduct Matters:-

4.1. Written councillor dispensation requests arising.

None.

4.2. Declarations of Interests.

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

Agenda	Councillor	Reason	Dispensation
7.2.3	Cllr Bibby	Quoted for works	n/a

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

None.

5. To consider the following Planning & Licensing Matters.

5.1. Planning list.

See report appended.

5.2. Planning applications received following agenda publication.

See report appended.

5.3. Enforcement Issues Arising.

RESOLVED: Cllr Dorow proposed, Cllr Harvey seconded and all were in favour raising the lack of progress from developer transferring the Willow Rise Northern Open Space to the Parish Council in accordance with the Willow Rise development Section 106 Agreement with NDC Enforcement.

Clerk to action.

Cllr Jones reported an anomaly with the Juniper Way houses being built adjacent to Wiriga Way which was being reviewed by the Planning Officer.

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

6.1. Finance update circulated to councillors' for review.

RESOLVED: Cllr Richardson proposed, Cllr Bibby seconded and all were in favour to note 29/03/25 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

6.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Dorow proposed, Cllr Richardson seconded and all were in favour settlement accounts 7.2.1 through 7.2.15, **clerk to setup online payments, Chairman and Cllr Smith to authorise.**

6.3. Financial Year End 31/03/25.

6.3.1. PKF Littlejohn - External and Internal Audit Notifications.

<https://www.pkf-l.com/services/audit-assurance/limited-assurance-regime>

Submission deadline 30/06/25 noted. **Clerk to action.**

6.3.2. Note DCC LGPS Annual Return.

Noted.

[For 6.3.3-6.3.8 see <https://www.middevonparish.co.uk/witheridge/finance-policy/> Standing Order(SO) and Financial Regulations(FR)]

6.3.3. Notice Exercise of Public Rights (FR3.11).

Noted.

6.3.4. Note Receipts & Payments Account (SO17d).

Draft Noted.

6.3.5. Approve Asset Register (FR16.2).

Noted.

6.3.6. Approve Annual Risk Assessment (FR2.2).

Noted.

6.3.7. Review Statement of Internal Control (FR2.4).

Reviewed with no changes. **Clerk to update reviewed date.**

6.3.8. Note VAT126 Reclaim submitted (VAT for Local Authorities).

Noted.

6.4. Willow Rise Northern Public Open Space Transfer Update.

See item 5.3.

6.5. Local Governance Review (Parish Merger Proposal).

RESOLVED: Cllr Dorow proposed, Cllr Northam seconded the proposal was not viable due to the current sustained council workload, the proposal was passed 5 votes for 2 against. **Clerk to action.**

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

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

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

The Chairman queried progress with the Public Rights of Way annual P3 grant. **Clerk to follow up.**

7.2. Public Toilet Building.

7.2.1. Toilet Door Lock Update.

Cllr Northam reported a new magloc timer had been installed resolving the automated locking issues, Cllr Northam reported the storeroom light fitting was faulty suggesting (and agreed) it be replaced with a standard bulb fitting it being cheaper and easier to replace lightbulbs in future.

Cllr Cunningham sought clarification on delegation of such matters. The clerk clarified delegated authority in Standing Orders and Financial Regulations assigned to the clerk.

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7.2.2. Wallgate - Inspection Report.

Report dated 10/03/25 noted.

The Chairman reported the soap required refilling. **Clerk to action.**

7.2.3. Roof estimates – query respons(es).

Cllr Bibby left for this item.

RESOLVED: Cllr Cunningham proposed, Cllr Northam seconded, subject to acceptable start/completion dates and clarification of Listed Building status, the contract be awarded to J Bibby Ltd. **Cllr Dorow to check Listed Building status on national register and Cllr Jones to raise with Planning Dept.**

Cllr Bibby returned and was updated on the decision with dates discussed and was advised the car parking in the Square was the responsibility of Devon County Council Highways Authority.

7.3. Playgrounds.

7.3.1. Parish Hall Playground - Bennock Fencing railings update.

Correspondence dated 14/03/25 noted.

7.3.2. Parish Hall Playground – Signage update for approval.

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

7.3.3. BMX Track Restorations Update.

Cllr Cunningham reported correspondence sent to Allison Homes and awaiting response.

7.3.4. Parish Council Section 106 Working Group Update.

Cllr Cunningham reported working on a draft tender for the project which he would submit to the next meeting for approval. **Clerk to agenda.**

8. Correspondence / Consultations Received for consideration:-

8.1. Resident - vandalised fencing and bin parish hall.

It was noted fencing was due to be replaced with new railings in April.

RESOLVED: Chairman proposed, Cllr Smith seconded and all were in favour:-

- To lift and move fallen fencing securing to fencing still standing in the interim. **Cllrs Bibby and Cunningham's to action.**
- To remove and dispose of the Youth Shelter vandalised litter bin. **Clerk to action.**
- To consider bin replacement once parish hall playground and youth shelter lease agreed. **Clerk to action.**

8.2. Resident - 250316 J Moss - War Graves.

RESOLVED: To support proposal in principle and advise the closed cemetery was administered by the Congregational Federation. **Clerk to action.**

8.3. Dist. Cllr Jones – Request PC write to parishes re. Social Housing Cascade.

RESOLVED: Cllr Bibby proposed, Cllr Cunningham and all were in favour writing to “cascade” parish councils advising the availability of social housing at Juniper Way. **Cllr Jones to provide neighbouring parish council details to clerk, clerk to action.**

8.4. Bank - Lloyds - interest rate changes.

Correspondence dated 10/02/25 noted.

9. Dates of Next meetings recommended:-

9.1. Annual Parish Council - 01/05/25 – agenda deadline noon 18/04/25.

Noted.

9.2. Agenda Items for consideration by the next meeting.

Meeting closed 21:55.

WITHERIDGE PARISH COUNCIL

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Planning

Application No.	Description
79777	Erection of roofing over an existing livestock gathering area at Cannington Farm Witheridge Tiverton Devon EX16 8PT Grid Ref: 279580; 114127 Recommended: No objections.
79778	Erection of roof over an existing livestock gathering area at Cannington Farm Witheridge Tiverton Devon EX16 8PT Grid Ref: 279580; 114120 Recommended: No objections.
79780	Erection of roof over an existing livestock gathering area and slurry pit at Cannington Farm Witheridge Tiverton Devon EX16 8PT Grid Ref: 279599; 114120 Recommended: No objections.
79781	Erection of roof over an existing slurry pit at Cannington Farm Witheridge Tiverton Devon EX16 8PT Grid Ref: 279583; 114111 Recommended: No objections.
79897	Change of use, conversion and extension of existing buildings to create two dwellings at Cart Linhay and the Stables Queen Dart Hill EX16 8EA Grid Ref: 283851; 116798 Recommended: No objections.
79901	Siting of 1 non illuminated stack sign & 3 non illuminated way finding signs at Land at Willow Heights Witheridge EX16 8FD Grid Ref: 280685; 113883 Recommended: Support by majority vote 6 to 1 with 1 abstention,

Payments

Item	Ref	Payee	Purpose	£
6.2.1.	OB	Dart Electrics Ltd	Toilet Door Magloc – replace faulty relay 8198	96.36
6.2.2.	OB	Dart Electrics Ltd	Toilet Door Magloc – timer replacement 8206	64.88
6.2.3.	OB	S Sandland	Toilet Management & Cleaning Contract	220.00
6.2.4.	CC	Tesco	Chairman's council mobile	29.99
** Staff Salaries & Expenses - March **				
6.2.5.		Redacted under GDPR	Total:-	1096.18
6.2.6.				
6.2.7.				
6.2.8.				
To Ratify:-				
6.2.9.	Transfer	Witheridge Parish Council	Deposit to Current Account Transfer	5000.00
6.2.10.	DD	EDF Energy	Toilet Block Electricity Charges - *009	129.01
6.2.11.	DD	Public Works Loan Board	Toilet Block Refurbishment Loan repayment - PW506606	1173.51

Invoices Received after Agenda compilation - To Be Ratified

6.2.12.	OB	North Devon District Council	Non-Domestic Rate – Toilet Block Store	279.44
6.2.13.	OB	Hooper Services Ltd	Grounds maintenance 359	867.60
6.2.14.	OB	S Smith	Police Advocate Mileage 44 miles	19.80
6.2.15.	OB	Spirebourne Ltd	Public Toilet Jetting sewer line *936	132.00

Signed:

Chairman.