

Minutes of the Annual Meeting held 01/05/25, 19:00 at Witheridge Rest A While Day Centre**PRESENT:**

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

In Attendance:

District Cllr P Jones

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.

Annual Council Business**1. To Elect the Council Chairman.**

A single nomination for Cllr Harvey was accepted.

RESOLVED: Cllr Northam proposed, Cllr Bibby seconded and all were in favour Cllr Harvey be appointed.

2. To receive the Chairman's declaration of acceptance of office in accordance with LGA72s83.

The Chairman read and signed the declaration.

3. To Elect the Council Vice-Chairman.

Two nominations in respect of Cllrs Cunningham and Northam received and accepted.

RESOLVED: By majority vote Cllr Cunningham appointed.

4. To Approve Apologies for Absence.

RESOLVED: Apologies approved from Cllr Smith.

5. To Appoint Committees and representatives for the Council Year:-**5.1. Finance & General Purposes Committee (Chair, Vice Chair + 3).**

RESOLVED: Cllr Bibby proposed, Cllr Cunningham seconded and all were in favour Cllrs Dorow, Goodwin and Richardson be appointed.

5.2. Juniper Way Section 106 Open Space Projects Working Group.

RESOLVED: Cllr Cunningham proposed, Cllr Northam seconded and all were in favour appointment Cllrs Bibby, Cunningham, Dorow, Harvey and Richardson be appointment,

5.3. Parish Hall Committee Council Representatives (3 cllrs required by the Trust Deed).

RESOLVED: Cllr Cunningham proposed, Cllr Richardson seconded and all were in favour Cllrs Harvey, Richardson and Smith be appointed.

5.4. Sports Field Management Committee (1 cllr required by the Trust Deed).

RESOLVED: Cllr Richardson proposed, Cllr Bibby seconded and all were in favour Cllr Dorow be appointed.

5.5. Witheridge in Bloom.

RESOLVED: Cllr Cunningham proposed, Cllr Fox seconded and all were in favour Cllr Northam be appointed.

5.6. Any Other Appointments.

RESOLVED: Cllr Richardson be appointed Litter Pick coordinator. **Clerk to agenda consideration of schedule.**

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- 6. 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):-**

6.1. County and District to include Juniper Rise Section 106 Open Space Funding Review Outcomes.

No County Cllr Report due to elections.

RESOLVED: Cllr Richardson proposed, Cllr Bibby seconded and all were in favour supporting the principles of the Juniper Rise Section 106 Open Space Funding Review Outcomes.

Cllr Dorow stated a preference for equal funding between the MUGA and Skatepark.

Cllr Bibby queried whether the Parish Hall bid's supporting quotation was up to date with the inflationary increase in materials costs.

6.2. Police Advocate update.

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

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

Report included with cllr papers and noted.

6.3. Groups with Council Representatives.

- 7. 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).

Representations for a 20mph speed limit were made.

Cllr Richardson reported meeting with Cllr Yabsley and the Highways Neighbourhood Officer to discuss re-aligning the 30mph speed limit signs at the triangle.

Monthly Business

~~8. To Approve Apologies for Absence.~~

9. Minutes.

9.1. 03/04/25. To sign if approved, minutes of the Council.

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

10. To consider Code of Conduct Matters:-

10.1. Written councillor dispensation requests arising.

None.

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

Agenda	Councillor	Reason	Dispensation
	None		

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

None.

11. To consider the following Planning & Licensing Matters.

11.1. Planning list.

See report appended.

11.2. Planning applications received following agenda publication.

None.

11.3. Enforcement Issues Arising.

None.

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

12.1. Finance update circulated to councillors' for review.

RESOLVED: Cllr Goodwin proposed, Cllr Dorow seconded and all were in favour to note 19/04/25 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

12.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Northam proposed, Cllr Cunningham seconded and all were in favour:-

- Settlement accounts 7.2.1 through 12.2.18 and 12.2.21,
- 12.2.19 raise queries with Payee concerning service gate latches and ground "stay"
- 12.2.20 raise queries with Payee,

Cllr Northam to address 12.2.20, clerk to address 12.2.19 and setup online payments, Chairman and Cllr Goodwin to authorise payments.

12.3. Financial Year End 31/03/25.

12.3.1. Review Bank Signatories & Payees approved for payments by Direct Debit, Standing Order and Charge Card Continuous Authority.

RESOLVED: Cllr Cunningham proposed, Cllr Richardson seconded and all were in favour schedule initialled and dated by Chairman. **Clerk to action.**

12.3.2. Internal Audit Report.

RESOLVED: Cllr Goodwin proposed, Cllr Northam seconded and all were in favour noting report with report recommendations referred to Finance and General Purposes Committee for consideration of recommendations, **Clerk to action.**

12.3.3. Note Public Works Loan Board Annual Audit Statement.

RESOLVED: Cllr Cunningham proposed, Cllr Dorow seconded and all were in favour noting.

12.3.4. Approve Annual Governance Statement *.

RESOLVED: Cllr Goodwin proposed, Cllr Fox seconded and all were in favour completion with no qualifications. **Clerk to complete, publish on the council website and submit to External Audit.**

12.3.5. Approve Bank Reconciliation, Accounts & Accounting Statements *.

RESOLVED: Cllr Dorow proposed, Cllr Bibby seconded and all were in favour approval. **Clerk to publish on the council website and submit to External Audit**

* Documents available <https://www.middevonparish.co.uk/witheridge/finance-policy/>

12.4. Harassment Legislation Review requirements.

Cllrs noted example policies from other local councils. **Clerk to draft a policy for Finance and General Purposes Committee review.**

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

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

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

None.

13.2. Public Toilet Building.

13.2.1. Approve MDDC Waste Transfer Notice.

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

13.2.2. Damaged Sanitiser Dispenser.

Cllr Northam reported the unit had been removed.

13.2.3. NDC Listed Building Status Response.

Following further clarification sought from North Devon Council Planning Authority correspondence dated 22/04/25 confirmed the Public Toilet Building is not Listed.

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Dealt with under 12.2.19.

13.3.2. BMX Track Restorations Update.

Update awaited

RESOLVED: Cllr Dorow proposed, Cllr Bibby seconded and all were in favour delegation to the clerk submission of a planning application. ***Cllr Bibby to produce a scale drawing for Planning Authority review, clerk to action.***

13.3.3. Skatepark Tender Review.

RESOLVED: Cllr Dorow proposed, Cllr Bibby seconded and all were in favour approval Tender. ***Cllr Cunningham to action.***

13.3.4. Skateramp Repairs Update.

Cllr Dorow agreed to follow up contractor for completion of contracted works.

13.3.5. Springer quote update and Playgrounds Maintenance/Service Estimate.

RESOLVED: Cllr Goodwin proposed, Cllr Bibby seconded and all were in favour accepting revised springer quotation. ***Clerk to action.***

RESOLVED: Cllr Bibby proposed, Cllr Richardson seconded and all were in favour accepting quote for all maintenance excepting parish hall playground toddler multi-play unit. ***Clerk to action.***

13.4. Parish Council Section 106 Working Group Update.

Cllrs Bibby and Cunningham reported discussions with CROS owner.

Cllr Fox reported update on formation of a Community Orchard Working Group, a public meeting was arranged for Saturday 17th 14:00-16:00 at the Parish Hall.

14. Correspondence / Consultations Received for consideration:-**14.1. EWPC – Thanks for considering merger discussions.**

Correspondence dated 10/04/25 noted.

15. Dates of Next meetings recommended:-**15.1. Parish Council - 05/06/25 – agenda deadline noon 23/05/25.**

Noted.

15.2. Agenda Items for consideration by the next meeting.

None.

Meeting closed 21:26.

WITHERIDGE PARISH COUNCIL

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Planning

Application No.	Description
79782	Extension to manure storage building at Cannington Farm Witheridge Tiverton Devon EX16 8PT Grid Ref: 279558; 114126 Recommendation: No objections.

Payments

Item	Ref	Payee	Purpose	£
12.2.1.	OB	S Sandland	Toilet Management & Cleaning Contract	220.00
12.2.2.	OB	Devon Association of Local Councils	Annual Membership Renewal *667	582.37
12.2.3.	OB	North Devon Council	Dog Waste Bin Servicing Contract Jan-Mar 25 *511	262.08
12.2.4.	OB	Mid Devon District Council	Trade Waste Bin Service Apr-Sep 25 *966	162.80
12.2.5.	DD	EDF Energy	Public Toilet Block Electricity Charges *010	123.64
12.2.6.	OB	PHS Group	Public Toilet Sanitary Waste Service *266	260.40
12.2.7.	OB	PHS Group	Public Toilet Services Credit *446	-23.53
12.2.8.	OB	S Murphy	Paint Noticeboards The Square & Drayford	515.00
12.2.9.	CC	Giffgaff	Chairman's Mobile Monthly Rental *216	6.00
** Staff Salaries & Expenses - Apr **				
12.2.10.	OB	Devon County Council Pension Fund	Employer & Employee Contributions	216.79
12.2.11.	CC	HMRC	PAYE Tax & NI	61.73
12.2.12.	OB	D Williams	Salary	73.57
12.2.13.	OB	P Dunn	Salary	747.88
To Ratify:-				
12.2.14.	OB	North Devon District Council	Non-Domestic Rate – Toilet Block Store	279.44
12.2.15.	OB	Hooper Services Ltd	Grounds maintenance 359	867.60
12.2.16.	OB	S Smith	Police Advocate Mileage 44 miles	19.80
12.2.17.	OB	Spirebourne Ltd	Public Toilet Jetting sewer line *936	132.00

Invoices Received after Agenda compilation - To Be Ratified

12.2.18.	OB	S Murphy	Public Noticeboard (Square) Lettering	80.00
12.2.19.	OB	Ben Nock Ltd	Parish Hall Playground Railings 6600	14592.70
12.2.20.	OB	Hooper Services Ltd	Grounds Maintenance *363	1468.80
12.2.21.	OB	Paul Russell T/AS Parish & Town Auditing Services	Internal Audit IA/0114/25	225.00

Totals	SO	0.00
	DD	123.64
	OB	19383.86
	CC	67.73
	Total:-	9332.02

SO – Standing Order | DD – Direct Debit | OB – Online Banking* | CC – Charge Card

Signed:

Chairman.

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Agenda Item – Reports

District Cllr Jones:-

- Outlined Housing Allocation process for Affordable Housing at Juniper Way.
- Investigation into flooding into Cannington Rd from Juniper Way development under investigation.
- Error in build of Juniper Way property adjacent to Wiriga Way to be regularised by retrospective planning application.
- Liaising with Allison Homes on diverted footpaths in vicinity of Juniper Way development.
- Presentation of a report into Juniper Rise Section 106 Open Space Funding Review Outcomes – Cllr Jones to provide full report for publication with these minutes.

Police – Report provided by Cllr Smith

More police officers will be on the beat in Devon and Cornwall thanks to a £4.7m grant from the Home Office. The neighbourhood policing grant will see 45 more police officers and 55 more Police Community Support Officers for Devon & Cornwall Police, alongside 10 Special Constable volunteers. It will also fund extra investment in recruitment and associated costs.

The funding forms parts of the Government's Neighbourhood Policing Guarantee, which aims to ensure every community gets the visible, proactive policing it deserves and makes £200 million available to police forces nationally in 2025/26 to support the increase of neighbourhood officers in years to come.

The neighbourhood policing grant is in addition to £1 million funding from the Home Office to deliver hotspot policing in Devon and Cornwall for a second year.

In 2024-25, the project delivered more than 22,000 hours of foot patrols by police and local authority street marshals.

Current data shows they attended 1,376 reported ASB incidents, made 204 arrests, used policing powers 949 times, and engaged with almost 79,000 members of the public. The hotspot policing initiative also benefited from an additional £200,000 funded by the OPCC for partnership patrols.

The criminal investigation into suspended Devon & Cornwall Police Chief Constable Will Kerr has been dropped. Mr Kerr was suspended by Commissioner Hernandez in July 2023 following a mandatory referral to the Independent Office for Police Conduct (IOPC). PONI has now announced that following its file being submitted to Public Prosecution Service for Northern Ireland (PPSNI), the decision has been taken not to prosecute. The IOPC said that in light of the announcement, it would be resuming its investigation into allegations of misconduct against Mr Kerr. He will remain suspended until the outcome of this investigation.

Chief Constable James Vaughan, who was appointed to the role in December 2024, will remain in post until any outstanding matters are concluded.

If you think you are being stalked you probably are. Trust your instinct and reach out for help. There are so many people who can help you including the police, the National Stalking Helpline, support services for victims and charities. "There is still so much more that can be done to help victims of stalking and there are pockets of outstanding practice both in the UK and all over the world that could swiftly be brought together and implemented to save the lives of women."

Stalking is classified as being a pattern of fixated and obsessive behaviour which is repeated, persistent, intrusive and causes fear of violence or alarm and distress for the victim. It is a crime and is one of the most frequently experienced forms of abuse and can escalate to rape and murder.

If you are concerned about the behaviour of someone you know, there are systems in place to help, including Sarah's Law and Claire's Law. Free support is also available from the Devon & Cornwall Police Victim Care Unit – regardless of whether it has been reported to the police or not. To make contact please click here or call 01392 475900.

Help is also available from the National Stalking Helpline - 0808 802 0300.

For every crime that is committed or incident of antisocial behaviour inflicted, it is crucial to remember how far the repercussions spread and the devastating impact it can cause in people's lives. This applies to not just victims but also their family and friends as well as communities and witnesses.

Police officers do an excellent job investigating crimes and bringing perpetrators to justice but, disappointingly, there are times when the victims of those crimes don't always receive the support they should. The need for support has never been more apparent; latest force figures reveal there were 104,811 victim-based crimes recorded in

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the 12 months to February 2025. It's an increase of 13.5 per cent compared with the previous year. Anyone who has been a victim a crime, whether or not it has been reported to the police, is urged to take that first step and reach out for help when you are ready to do so. Experiencing a crime can be daunting and overwhelming but you are not alone - and there is access to the support you need.

To access free victim support, please visit the OPCC's Victim Care website, www.victimcaredc.org for more details. To contact the Devon & Cornwall Police Victim Care Unit email victimcareunit@dc.police.uk or call 01392 475900. Alternatively, if you have not reported your crime to the police, then support is available from Victim Support, an independent charity commissioned by the OPCC. For more details visit <https://www.victimsupport.org.uk/> or call 0808 168 9111 (24-hour support line).