

## WITHERIDGE PARISH COUNCIL



## NOTICE OF MEETING

A **Meeting** of the **Council** will be held at Witheridge Parish Hall on **Thursday 4th September 2025 19:00**. All members\* of the Council are hereby summonsed to attend for the purpose of considering and resolving upon the business as detailed in the attached agenda.

28/08/25

|          |                            |            |
|----------|----------------------------|------------|
| * Cllrs: | Harvey (Chairman)          | Goodwin    |
|          | Cunningham (Vice Chairman) | Northam    |
|          | Bibby                      | Richardson |
|          | Dorow                      | Smith      |
|          | Fox                        | Vacancy    |

**Peter Dunn**

Clerk to the Parish Council

(Contact:- **07922 926017**, E-mail:- [parishclerk@witheridgepc.org](mailto:parishclerk@witheridgepc.org), Web:- [www.witheridgepc.org](http://www.witheridgepc.org) \*)

**Members of the public are welcome to attend.**

**Council Agendas, Minutes, Councillors' Register of Interests together with Finance & Policy Documents are available on the parish council website\*. For those without personal internet access, computers and printing facilities are provided at Devon Libraries allowing you to read and print any information you require for a small fee. Alternatively following advance payment payable to Witheridge Parish Council documents can be provide by post.**

## AGENDA

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/your-area/devon-and-cornwall-police/south-molton/>
  - 1.3. Parish Groups with Council Representatives.
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).

### Council Session – No public participation

3. To Approve Apologies for Absence.
4. Minutes.
  - 4.1. 03/07/25. To sign if approved, minutes of the Council.
  - 4.2. 15/07/25. To sign if approved, minutes of the Extraordinary Council Meeting.
5. To consider Code of Conduct Matters:-
  - 5.1. Written councillor dispensation requests arising.
  - 5.2. Declarations of Interests.  
 (Code of Conduct available on website under Finance & Policy\*).
  - 5.3. To consider any application(s) for co-option.
6. To consider the following Planning & Licensing Matters.
  - 6.1. Planning list (appended).
  - 6.2. Planning applications received following agenda publication.

# WITHERIDGE PARISH COUNCIL



## NOTICE OF MEETING

- 6.3. Note Applications received during recess circulated to councillors to consider meeting for review.
- 6.4. Enforcement Issues Arising.
7. To consider the following Finance & Policy matters:-
  - 7.1. Finance update circulated to councillors' for review.
  - 7.2. Sanction payment schedule appended & instruct signatories.
  - 7.3. Conclusion of External Audit - Year Ending 31/03/25 with no qualifications.
  - 7.4. Ratify Annual Insurance Renewal (Year 2 of 3 year deal).
  - 7.5. Ratify Contractual NJC Clerk Annual Pay Award 3.2% effective 01/04/25 (April annual inflation rate 3.4%).
  - 7.6. Acquisition of NDC land adjacent to Adventure Playground (redundant allotment land).
8. To consider the following Property/Environment matters:-
  - 8.1. Highways, Drainage & Public Rights of Ways Issues (see correspondence).  
<https://devon.roadworks.org/> | <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>
  - 8.2. Grounds Maintenance.
    - 8.2.1. Works Undertaken.
    - 8.2.2. Drayford Green Tree Survey Update.
  - 8.3. Public Toilet Building.
    - 8.3.1. Solicitors - Tenancy Agreement Review Terms and Funding.
    - 8.3.2. Tenant - Roofing Works Complaint.
  - 8.4. Playgrounds.
    - 8.4.1. Quarterly Operational Inspection Reports.
    - 8.4.2. Parish Hall Playground.
      - 8.4.2.1. Lease Update.
      - 8.4.2.2. Railings Update.
      - 8.4.2.3. Litter Bin Provision.
    - 8.4.3. Adventure Playground.
      - 8.4.3.1. BMX Track Planning Application Biodiversity Net Gain regulations.
      - 8.4.3.2. Skatepark Tender – Review dates and consider JCT Minor Works Contract requirements.
      - 8.4.3.3. Skateramp Repairs Update.
      - 8.4.3.4. Damaged Service Gate.
  - 8.5. Youth Provision – Cllr Smith.
  - 8.6. Parish Council Section 106 Working Group Update..
9. Correspondence / Consultations Received for consideration:-
  - 9.1. Resident - Juniper Way Development representation.
  - 9.2. Peninsula Transport - £100k Rural Mobility Fund
10. Dates of Next meetings recommended:-
  - 10.1. Parish Council - 02/10/25 – agenda deadline noon 19/09/25.
  - 10.2. Agenda Items for consideration by the next meeting.
  - 10.3. Clerk's Annual Leave.

## WITHERIDGE PARISH COUNCIL



## NOTICE OF MEETING

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

| Application No. | Description  |
|-----------------|--|
| 80648           | Listed building consent for installation of external lift at Cheffings Witheridge Tiverton Devon EX16 8QD Grid Ref: 281418; 115271 |

**Applications received during recess circulated to councillors to consider meeting to review:-**

| Received | Application No. | Description   |
|----------|-----------------|---|
| 09/07/25 | 79809           | Ground floor extension to existing care home at The Firs 27 Fore Street Witheridge EX16 8AH Grid Ref:280625; 114354<br><b>RECOMMENDATION:</b> No Objections |

**Payment Schedule**

| Item   | Payee  | Purpose  | £        |
|--|--|--|----------|
| 7.2.1.   | Hooper Services Ltd  | Grounds Maintenance *432                                     | 3080.60  |
| 7.2.2.   | Hooper Services Ltd  | Grounds Maintenance *409 Replacement unchanged               | 3051.00  |
| 7.2.3.   | Source For Business  | Toilet Block Water & Sewerage *768                           | 154.38   |
| 7.2.4.   | Zurich Municipal   | Insurance Renewal Yr 2of3 agreement *931                     | 1827.97  |
| 7.2.5.   | N Cann Pest Control  | Wasp Nest Treatment Adv Playground                           | 96.00    |
| 7.2.6.   | Bertram Law  | Tenant Lease Changes on Account Charges                      | 780.00   |
| 7.2.7.   | Ken White Signs  | Replacement Parish Hall Playground Sign *241                 | 60.00    |
| 7.2.8.   | S Sandland   | Toilet Management & Cleaning Contract                        | 220.00   |
| 7.2.9.   | Giffgaff   | Chairman's mobile Apr-Aug 2025                               | 30.00    |
| 7.2.10.  | Staff Salaries & Expenses  |  | TBC      |
| <b>To Ratify (03/07/25 Payments received following agenda publication):-</b> |  |  |          |
| 7.2.11.  | EDF Energy   | Public Toilet Electricity Charges *013                       | 107.18   |
| 7.2.12.  | Easily Ltd   | Domain name renewal *455                                     | 14.51    |
| 7.2.13.  | J Bibby Ltd  | Toilet Block Roof Deposit                                    | 9320.76  |
| 7.2.14.  | Hooper Services Ltd  | Grounds Maintenance *409                                     | 3051.00  |
| <b>Recess Payments To Ratify*:-</b>  |  |  |          |
| 7.2.15.  | T K Play Ltd   | Supply & Installation Springer and Safer Surfacing *433      | 3006.00  |
| 7.2.16.  | S Sandland   | Public Toilet Management Contract                            | 220.00   |
| 7.2.17.  | John Bibby Ltd   | Public Toilet Roof   | 17146.42 |
| 7.2.18.  | North Devon Council  | Dog Waste Bin Service Apr-Jun 25 *265                        | 269.57   |
| 7.2.19.  | T K Play Ltd   | Playgrounds Maintenance *435                                 | 1704.00  |
| 7.2.20.  | Wetheridge Parish Hall   | Bookings (April, June & July) 13                             | 90.00    |
| 7.2.21.  | Devon Association of Parish Councils                             | Training - Harassment *806                                   | 42.00    |
| 7.2.22.  | Wicksteed Leisure Ltd  | July qly inspection reports *155                             | 395.28   |
| 7.2.23.  | Wallgate Ltd   | WallgateCare service plan for Thrii & ThriiTap - Year 2 *133 | 518.70   |
| 7.2.24.  | EDF  | Toilet Block Electricity Supply 14                           | 101.91   |
| 7.2.25.  | C Richardson   | Replacement padlock  | 23.99    |
|  | Staff Salaries & Expenses (July) – Redacted under GDPR – Total:- |  | 1125.24  |
| 7.2.26.  |  |  |          |
| 7.2.27.  |  |  |          |
| 7.2.28.  |  |  |          |
| 7.2.29.  |  |  |          |
| 7.2.30.  |  |  |          |

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