

## WITHERIDGE PARISH COUNCIL



## NOTICE OF MEETING

A **Meeting** of the **Council** will be held at Witheridge Parish Hall on **Thursday 2nd October 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.

22/09/25

* 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/pu/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. 04/09/25. To sign if approved, minutes of the Council.
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 applications received following agenda publication.
  - 6.2. Enforcement Issues Arising.
7. To consider the following Finance & Policy matters:-
  - 7.1. Finance update circulated to councillors' for review.

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- 7.2. Sanction payment schedule appended & instruct signatories.
- 7.3. 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.  
<https://devon.roadworks.org/> | <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>
- 8.2. Grounds Maintenance.
- 8.2.1. Works Undertaken (Cllr Northam).
- 8.2.2. Drayford Green Tree Survey Report.
- 8.2.3. Cleaning Quote.
- 8.3. Public Toilet Building.
- 8.3.1. Tenant proposed change in services provided update (Vice-Chairman).
- 8.3.2. \*Approval Bertram Law Legal Work Agreement – Office (Salon) Lease Renewal.
- 8.3.3. Toilet Door automatic locking issue (Cllr Northam).
- 8.4. Playgrounds.
- 8.4.1. Parish Hall Playground.
- 8.4.1.1. \*Lease Update and Approval Bertram Law Legal Work Agreement – Lease of Playground Land.
- 8.4.1.2. Railings Update.
- 8.4.2. Adventure Playground.
- 8.4.2.1. Skatepark Tender and consider JCT Minor Works Contract (Cllr Bibby).
- 8.4.2.2. Skateramp Repairs Update.
- 8.4.2.3. Damaged Service Gate (Vice-Chairman).
- 8.4.2.4. \*Approval Bertram Law Legal Work Agreement – Transfer of NPOS.
- 8.5. Parish Council Section 106 Working Group Update.
- 8.6. 2025 Christmas Tree Arrangements.
9. Correspondence / Consultations Received for consideration:-
- 9.1. NDC - Housing and Economic Land Availability Assessment Publication and Call for Sites.
10. Dates of Next meetings recommended:-
- 10.1. Parish Council – 06/11/25 – agenda deadline noon 24/10/25.
- 10.2. Finance & General Purposes Committee – 19/11/25.
- 10.3. Agenda Items for consideration by the next meeting.

**Payment Schedule**

Item	Payee	Purpose	£
7.2.1.	Hooper Services Ltd	Grounds Maintenance Inv 409	2871.00
7.2.2.	Hooper Services Ltd	Grounds Maintenance Inv 432	2738.60
7.2.3.	A M Lane	Drayford Lane Tree Survey	416.64
7.2.4.	S Sandland	Toilet Management & Cleaning Contract	220.00
7.2.5.	S Smith	Police Advocate Mileage Claim 55m @45ppm	24.75
7.2.6.	Staff Salaries & Expenses		TBC
<b>To Ratify:-</b>			
7.2.7.	Tesco	Stationary	9.35
7.2.8.	Dropbox International	Cloud Service – Annual Renewal	95.88
7.2.9.	EDF Energy	Public Toilet Electricity Charges *015	89.17
7.2.10.	Cumbria Clock Co	Quarter and strike winding units replacement	7548.00
7.2.11.	PWLB	Loan Repayment Due 01/10/2025	1173.51