

Minutes of the Council Meeting held 04/09/25, 19:00 at Witheridge Parish Hall**PRESENT:**

Cllr Cunningham Vice Chairman	Cllr Bibby	Cllr Fox	Cllr Northam
		Cllr Goodwin	Cllr Richardson
			Cllr Smith

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.

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.**

Cllr Smith arrived.

Cllr Richardson arrived.

- 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.**

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).

Representations concerning:-

- Car parking congestion in The Square. **Clerk to allocate agenda consideration.**
- Accuracy of Witheridge Voice Chairman's report and a correction requested in the next edition. References to identification of allotment land being identified by Cllr Jones was actually identified by a local resident.
- Vandalism around parish hall.
- Time taken to repair skateramps. Vice-Chairman explained
- 20s Plenty progress. Cllr Jones stated Cllr Hopley looking into.

Council Session – No public participation

3. **To Approve Apologies for Absence.**

Apologies approved from Cllrs Dorow and Harvey. Cllr Smith arriving later.

4. **Minutes.**

- 4.1. **03/07/25.** To sign if approved, minutes of the Council.

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

- 4.2. **15/07/25.** To sign if approved, minutes of the Extraordinary Council Meeting.

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

Minutes of the Council Meeting held 04/09/25, 19:00 at Witheridge Parish Hall

5. To consider Code of Conduct Matters:-

5.1. Written councillor dispensation requests arising.

None.

5.2. Declarations of Interests.

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

Agenda	Councillor	Reason	Dispensation
MDDC 25/01103/ FULL (6.2)	Cllr Northam		

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 report appended.

Recess planning response noted.

6.2. Planning applications received following agenda publication.

See planning report appended.

6.3. Enforcement Issues Arising.

None.

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

7.1. Finance update circulated to councillors' for review.

RESOLVED: Cllr Northam proposed, Cllr Fox seconded and all were in favour to note 12/08/25 and 02/09/25 Report and Bank Reconciliations including online banking payments raised reviewed with no issues.

7.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Goodwin proposed, Cllr Richards seconded and all were in favour settlement accounts 7.2.3 through 7.2.138, **clerk to setup online payments, Cllrs Goodwin and Cllr Smith to authorise.**

Issues raised with item 7.2.1 and 7.2.2. **Cllr Northam to contact contractor.**

7.3. Conclusion of External Audit - Year Ending 31/03/25 with no qualifications.

Noted.

7.4. Ratify Annual Insurance Renewal (Year 2 of 3 year deal).

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

7.5. Ratify Contractual NJC Clerk Annual Pay Award 3.2% effective 01/04/25 (April annual inflation rate 3.4%).

RESOLVED: Cllr Goodwin proposed, Cllr Fox seconded and all were in favour ratification. **Clerk to action.**

7.6. Acquisition of NDC land adjacent to Adventure Playground (redundant allotment land).

Cllr Fox reported the land area was not sufficient for an orchard, discussions ensued and it was agreed all cllrs would visit the site and the item would be further reviewed at the next meeting. **Cllrs and clerk to action.**

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/>

Cllr Goodwin reported a recent accident involving a mobility scooter overturning due to potholes in North St; report and photos sent to Highways.

8.2. Grounds Maintenance.

8.2.1. Works Undertaken.

Reports dated 01/08/25, 12/08/25 and 29/08/25 noted.

8.2.2. Drayford Green Tree Survey Update.

RESOLVED: Cllr Cunningham proposed, Cllr Fox seconded noting quote accepted and works commissioned under delegation by clerk.

8.3. Public Toilet Building.

8.3.1. Solicitors - Tenancy Agreement Review Terms and Funding.

Cllrs reviewed correspondence dated 01/09/25 circulated by email to all cllrs.

There was general consensus that the cost implications arising should be met by the tenant should the tenant wish to proceed.

RESOLVED: Cllr Fox proposed, Cllr Bibby seconded and all were in favour the Vice-Chairman meet with the council's tenant to discuss the legal guidance and costs. **Vice-Chairman to action.**

8.3.2. Tenant - Roofing Works Complaint.

Cllrs reviewed correspondence dated 21/07/25.

RESOLVED: Cllr Northam proposed, Cllr Fox seconded a refund of rent for the month during which the works were undertaken impacting the tenant's business. The motion was carried 5 in favour 1 against and Cllr Bibby abstained. **Clerk to action.**

Cllr Jones let the meeting 21:05.

8.4. Playgrounds.

8.4.1. Quarterly Operational Inspection Reports.

Noted. The clerk reported T K Play had undertaken the agreed maintenance, servicing of the zip wire and trampet inspection.

8.4.2. Parish Hall Playground.

8.4.2.1. Lease Update.

Clerk to re-agenda.

8.4.2.2. Railings Update.

Clerk to chase contractor.

8.4.2.3. Litter Bin Provision.

RESOLVED: Cllr Goodwin proposed, Cllr Northam seconded and all were in favour replacement of the new bin provided by the parish hall committee adjacent to the youth shelter. **Clerk to action.**

8.4.3. Adventure Playground.

8.4.3.1. BMX Track Planning Application Biodiversity Net Gain regulations.

RESOLVED: Cllr Cllr Northam proposed, Cllr Richardson seconded and all were in favour sending the outline proposal to restore the track surface to the Planning Department for further consideration as now requested by them via District Cllr Jones; this followed previous guidance in correspondence dated 17/06/25:-

Minutes of the Council Meeting held 04/09/25, 19:00 at Witheridge Parish Hall

“Thank you for sending this through, having looked at the rough plan and other consents we have considered for pump tracks, I consider that the works go beyond those which could be considered minor for the purposes of using permitted development rights of the Parish Council and would amount to engineering operations requiring planning consent. This would be consistent with permissions granted at South Molton (app 60656), Braunton (58119) and Rock Park (40868).”

Clerk to action.**8.4.3.2. Skatepark Tender – Review dates and consider JCT Minor Works Contract requirements.**

RESOLVED: Cllr Northam proposed, Cllr Fox seconded and all were in favour Cllr Bibby liaise with Chris Searles to review the Tender to include JCT Design and Build Contract requirements. **Cllr Bibby to action.**

8.4.3.3. Skateramp Repairs Update.

The Vice-Chairman reported following additional works identified during the ramps removal the contractor had agreed to re-quote before commencing any works.

8.4.3.4. Damaged Service Gate.

RESOLVED: Cllr Cunningham proposed, Cllr Northam seconded and all were in favour Cllr Cunningham repair the damaged gate. **Cllr Cunningham to action.**

8.5. Youth Provision – Cllr Smith.

Cllr Smith reported he had identified teenagers will to join a youth working group. Traffic concerns were reiterated over children accessing the parish hall site.

8.6. Parish Council Section 106 Working Group Update.

Nothing further.

9. Correspondence / Consultations Received for consideration:-**9.1. Resident - Juniper Way Development representation.**

Correspondence dated 10/08/25 forwarded to the Planning Authority was noted.

9.2. Peninsula Transport - £100k Rural Mobility Fund.

Correspondence dated 20/08/25 noted.

10. Dates of Next meetings recommended:-**10.1.Parish Council - 02/10/25 – agenda deadline noon 19/09/25.**

Noted.

10.2.Agenda Items for consideration by the next meeting.

Nothing further.

11. Clerk's Annual Leave.

Annual leave two weeks commencing 08/09/25 noted.

Meeting closed 21:50.

WITHERIDGE PARISH COUNCIL

pcmwf250904.docx

Minutes of the Council Meeting held 04/09/25, 19:00 at Witheridge Parish Hall

Planning

Application No.	Description
80648	Listed building consent for installation of external lift at Cheffings Witheridge Tiverton Devon EX16 8QD Grid Ref: 281418; 115271 RECOMMENDATION: No objection.
MDDC 25/01103/FULL	Change of use from agricultural building to B8 storage Land at NGR 280864 113908 (Cannington Farm) Witheridge Devon RECOMMENDATION: Object:- <ul style="list-style-type: none"> The proposal will compromise the MDDC Local Plan Land Allocation for Recreation adjacent to the proposal. NDC Local Plan has a land allocation for extension of the Market Fields Business Park for commercial use. Proposal impact on neighbouring residential properties. Hazard of commercial lorries traffic accessing the site from the B3137 on a long bend in the road with limited sight lines for traffic regularly travelling in excess of 50mph. Environmental concerns impacting neighbouring residential properties specifically light and noise associated with operation. Proposal outside the Witheridge development boundary in open countryside. If minded to approve the Parish Council would suggest:- Restrictions on the hours of business activity to Mon-Fri 08:00-18:00 given proximity to residential properties. Restrictions on the number of daily vehicular movements to and from the site to reduce the hazard presented by the access to the site from the B3137.
Applications received during recess circulated to councillors to consider meeting to review:-	
79809	Ground floor extension to existing care home at The Firs 27 Fore Street Witheridge EX16 8AH Grid Ref:280625; 114354 RECOMMENDATION: No Objections

Payments

Item	Ref	Payee	Purpose	£
7.2.1.	OB	Hooper Services Ltd	Grounds Maintenance *432	3080.60
7.2.2.	OB	Hooper Services Ltd	Grounds Maintenance *409 Replacement unchanged	3051.00
7.2.3.	CC	Source For Business	Toilet Block Water & Sewerage *768	154.38
7.2.4.	OB	Zurich Municipal	Insurance Renewal Yr 2of3 agreement *931	1827.97
7.2.5.	OB	N Cann Pest Control	Wasp Nest Treatment Adv Playground	96.00
7.2.6.	OB	Bertram Law	Tenant Lease Changes on Account Charges	780.00
7.2.7.	OB	Ken White Signs	Replacement Parish Hall Playground Sign *241	60.00
7.2.8.	OB	S Sandland	Toilet Management & Cleaning Contract	220.00
7.2.9.	CC	Giffgaff	Chairman's mobile Apr-Aug 2025	30.00
** Staff Salaries & Expenses - Aug **				
7.2.10.		Redacted under GDPR	Totl:-	1293.05
7.2.11.				
7.2.12.				
7.2.13.				

Initialled:

Chairman.

WITHERIDGE PARISH COUNCIL

pcmwf250904.docx

Minutes of the Council Meeting held 04/09/25, 19:00 at Witheridge Parish Hall

To Ratify (03/07/25 Payments received following agenda publication):-

7.2.14.	DD	EDF Energy	Public Toilet Electricity Charges *013	107.18
7.2.15.	CC	Easily Ltd	Domain name renewal *455	14.51
7.2.16.	OB	J Bibby Ltd	Toilet Block Roof Deposit	9320.76
7.2.17.	OB	Hooper Services Ltd	Grounds Maintenance *409	3051.00

Recess Payments To Ratify*:-

7.2.18.	OB	T K Play Ltd	Supply & Installation Springer & Safer Surfacing *433	3006.00
7.2.19.	OB	S Sandland	Public Toilet Management Contract	220.00
7.2.20.	OB	John Bibby Ltd	Public Toilet Roof	17146.42
7.2.21.	OB	North Devon Council	Dog Waste Bin Service Apr-Jun 25 *265	269.57
7.2.22.	OB	T K Play Ltd	Playgrounds Maintenance *435	1704.00
7.2.23.	OB	Witheridge Parish Hall	Bookings (April, June & July) 13	90.00
7.2.24.	OB	Devon Association of Parish Councils	Training - Harassment *806	42.00
7.2.25.	OB	Wicksteed Leisure Ltd	July qtlly inspection reports *155	395.28
7.2.26.	OB	Wallgate Ltd	Wallgate Care service plan - Year 2 *133	518.70
7.2.27.	DD	EDF	Toilet Block Electricity Supply 14	101.91
7.2.28.	OB	C Richardson	Replacement padlock	23.99

** Staff Salaries & Expenses - Jul **

7.2.29.		Redacted under GDPR	Total	1099.97
7.2.30.				
7.2.31.				
7.2.32.				

Invoices Received after Agenda compilation - To Be Ratified

7.2.33.	CC	Tesco	Stationary	9.35
7.2.34.	CC	Dropbox International	Cloud Service – Annual Renewal	95.88
7.2.35.	DD	EDF Energy	Public Toilet Electricity Charges *015	89.17
7.2.36.	OB	Cumbria Clock Co	Quarter and strike winding units replacement	7548.00
7.2.37.	DD	PWLB	Loan Repayment Due 01/10/2025	1173.51
7.2.38.	OB	A M Lane	Drayford Lane Tree Survey	416.64

Agenda Item 1 – Reports

District & County Cllrs.

District Cllr Jones:-

- Juniper Way Housing Update
- Unitary Review update – a “Whole” Devon being the main option being considered
- L & G Grants under review
- Resident expression of concern at possible use of the old allotment land for a community orchard

Police Advocate Report

Cllr Smith submitted extensive written reports for July and August 2025, email copy available on request.
Grant monies available for CCTV provision.
Winter Fuel welfare payments fraud activity ongoing.

Initialled:

Chairman.