

WITHERIDGE PARISH COUNCIL

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Minutes of the Council Meeting held 02/10/25, 19:00 at Witheridge Parish Hall

PRESENT:

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

In Attendance:

District Cllr P Jones	2 Members of the public Parish Clerk
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"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.

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:-

- Recent Anti-Social Behaviour in the village.

Council Session – No public participation

3. To Approve Apologies for Absence.

Apologies approved from Cllr Dorow.

4. Minutes.

4.1. 04/09/25. To sign if approved, minutes of the Council.

RESOLVED: Cllr Richardson proposed, Cllr Cunningham seconded and all were in favour approval.

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
	None		

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

None.

Initialled:

Chairman.

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6. To consider the following Planning & Licensing Matters.

6.1. Planning applications received following agenda publication.

None.

6.2. Enforcement Issues Arising.

None.

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

7.1. Finance update circulated to councillors' for review.

RESOLVED: Cllr Cunningham proposed, Cllr Bibby seconded and all were in favour to note 01/10/25 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

7.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Northam proposed, Cllr Cunningham seconded and all were in favour settlement accounts 7.2.1 through 7.2.18, **clerk to setup online payments, Chairman and Cllr Goodwin to authorise.**

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

Cllr Jones reported the District were will to lease the land for peppercorn rent for 25 years to the parish council. The District are prepared clear the site, confirm presence of any in ground utilities. Lease proposal would be subject to public consultation. Cllr Jones was exploring options to purchase.

Cllrs discussed the viability of the land for a community orchard/space.

Clerk to re-agenda.

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/>

Cllr Goodwin reported Newbridge B3137 now re-open.

Raised later in meeting, railings adjacent to DCC verge at hammerhead in Apple Tree Close. **Clerk to report.**

8.2. Grounds Maintenance.

8.2.1. Works Undertaken (Cllr Northam).

Cllr Northam reported the extensive growth of rumex obtusifolius at Drayford Green. It was agreed enquiries should be made with the grounds maintenance contractor regarding treatment.

Cllr Northam to action.

Resident correspondence dated 27/08/25 concerning dog bin waste capacity at the path junction of Broomhouse Park and Drayford Lane discussed under correspondence. The clerk suggested the standard District sticker "Litter and Dog Waste" should be affixed to the adjacent litter bin. **Cllr Jones to obtain stickers, Cllr Northam to update resident.**

8.2.2. Drayford Green Tree Survey Report.

Report dated 28/08/25 reviewed.

RESOLVED: Cllr Northam proposed, Cllr Fox seconded and all were favour acceptance recommendation to further review the large horse-chestnut (T1) in 2026 and 2027 and pruning to the two young oaks (T4 & T5). **Clerk to action.**

8.2.3. Cleaning Quote.

RESOLVED: Cllr Richardson proposed, Cllr Cunningham seconded and all were in favour acceptance costings for noticeboards, heritage finger post and exterior of toilet block correspondence 15/09/25. **Clerk to action.**

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8.3. Public Toilet Building.

8.3.1. Tenant proposed change in services provided update (Vice-Chairman).

Cllr Cunningham reported discussions with tenant.

RESOLVED: Cllr Goodwin proposed, Cllr Northam seconded and all were in favour adopting the council's legal guidance dated 0/09/25 with the tenant being responsible for arranging the sub-lease and associated costs. **Cllr Cunningham and clerk to action.**

8.3.2. *Approval Bertram Law Legal Work Agreement – Office (Salon) Lease Renewal.

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

8.3.3. Toilet Door automatic locking issue (Cllr Northam).

Cllr Northam reported following vandalism the Magloc failed to engage and this had subsequently been rectified by Cllr Cunningham.

Extensive discussions ensued concerning on-going anti-social behaviour at various places around the village. It was agreed to approach youth professionals working in local towns for guidance on dealing with the issues. **Cllrs Cunningham, Smith and Jones to action, clerk to re-agenda.**

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.

The Chairman reported the Charity Commission's response to the Parish Hall Committee's solicitor. This advised the Parish Hall Committee should seek a Designated Advisor to ascertain current land value and possible steps to improve the land value.

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

8.4.1.2. Railings Update.

The clerk reported writing to the contractor again 01/10/25 seeking outstanding issues be addressed within the month.

8.4.2. Adventure Playground.

8.4.2.1. Skatepark Tender and consider JCT Minor Works Contract (Cllr Bibby).

Ongoing. **Clerk to re-agenda.**

8.4.2.2. Skateramp Repairs Update.

Clerk to re-agenda.

8.4.2.3. Damaged Service Gate (Vice-Chairman).

Cllr Cunningham reported the repair was in progress.

8.4.2.4. *Approval Bertram Law Legal Work Agreement – Transfer of NPOS.

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

8.5. Parish Council Section 106 Working Group Update.

Nothing further.

8.6. 2025 Christmas Tree Arrangements.

RESOLVED: Cllr Smith proposed, Bibby seconded and all were in favour arrangements as per last year. **Chairman and Cllr Northam to action.**

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Correspondence dated 18/09/25 noted.

10. Dates of Next meetings recommended:-**10.1.Parish Council – 06/11/25 – agenda deadline noon 24/10/25.**

Noted.

10.2.Finance & General Purposes Committee – 19/11/25.

Noted.

10.3.Agenda Items for consideration by the next meeting.

None.

Meeting closed 21:30.

Payments

Item	Ref	Payee	Purpose	£
7.2.1.	OB	Hooper Services Ltd	Grounds Maintenance Inv 409	2871.00
7.2.2.	OB	Hooper Services Ltd	Grounds Maintenance Inv 432	2738.60
7.2.3.	OB	A M Lane	Drayford Lane Tree Survey	416.64
7.2.4.	OB	S Sandland	Toilet Management & Cleaning Contract	220.00
7.2.5.	OB	S Smith	Police Advocate Mileage Claim 55m @45ppm	24.75
** Staff Salaries & Expenses **				
7.2.6.		Redacted under GDPR	Total:-	1136.14
7.2.7.				
7.2.8.				
7.2.9.				
To Ratify:-				
7.2.10.	CC	Tesco	Stationary	9.35
7.2.11.	CC	Dropbox International	Cloud Service – Annual Renewal	95.88
7.2.12.	DD	EDF Energy	Public Toilet Electricity Charges *015	89.17
7.2.13.	OB	Cumbria Clock Co	Quarter and strike winding units replacement	7548.00
7.2.14.	DD	PWLB	Loan Repayment Due 01/10/2025	1173.51

Invoices Received after Agenda compilation - To Be Ratified

7.2.15.	OB	E Phillips	Rent Refund	216.66
7.2.16.	OB	Hooper Services Ltd	Grounds Maintenance Inv 455	1115.40
7.2.17.	CC	Giffgaff	Chairs Mobile 1/10	6.00
7.2.18.	CC	Post Office Ltd	Book 2 nd Stamps	6.96

Signed:

Chairman.

Date:

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Minutes of the Council Meeting held 02/10/25, 19:00 at Witheridge Parish Hall**Agenda Item 1 – Reports****District & County Cllrs.****District Cllr Jones:-**

- Quarterly report available on Facebook
- L & G grants determined – new defib at surgery supported – **Clerk to action**.
- Juniper Rise part-buy properties due to come to market.

Police Advocate Report**Cllr Smith reported:-**

- Online safety advice published for young people heading to university
- Public encouraged to report all ASB to the police

Cllr Cunningham expressed concerns that the Advocate role was evolving from the original aim of being a means to aid communications between the police and parish council/public and queried which body police or parish council the Advocate reported to. It was agreed Cllr Smith should seek written Terms of Reference from the police organisers as to the reporting lines and brief for council. **Cllr Smith to action**.