

WITHERIDGE PARISH COUNCIL

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Minutes of the Council Meeting held 05/02/26, 19:15 at Witheridge Parish Hall

PRESENT:

Cllr Harvey Chairman Cllr Bibby
Cllr Cunningham Vice Chairman Cllr Dorow

Cllr Northam

In Attendance:

District Cllr P Jones 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.**

- 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.**

Parish Hall Committee.

Cllr Harvey reported requesting a draft of the proposed lease for the parish hall playground.

The clerk reported correspondence from Cllr Smith requesting the parish council prepare council property currently stored in committee room for transfer to the car park storage container. **Clerk to agenda.**

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).

None.

Council Session – No public participation

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

RESOLVED: Apologies approved from Cllrs Fox, Goodwin, Richardson and Smith.

4. **Minutes.**

- 4.1. **08/01/26.** To sign if approved, minutes of the Council.

RESOLVED: Cllr Northam proposed, Cllr Dorow 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.

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See report appended.

6.2. Planning applications received following agenda publication.

None

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 Bibby proposed, Cllr Cunningham seconded and all were in favour to note 03/02/26 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

7.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Cunningham proposed, Cllr Bibby seconded and all were in favour settlement accounts 7.2.1 through 7.2.14, **clerk to setup online payments, Chairman and Cllr Smith to authorise.**

7.3. Appoint recruitment Working Group.

The Chairman reported receipt of the clerk's resignation dated 26/01/26 [detailing 12 weeks' notice ending 20/04/26]. The post had been advertised, closing date for applications 20/02/26 with interviews week commencing 09/03/26.

RESOLVED: Cllr Cunningham proposed. Cllr Dorow seconded and all were in favour appointing a Recruitment Working Group to include Chairman, Vice Chairman and Cllr Northam.

7.4. Acquisition of NDC land adjacent to Adventure Playground (redundant allotment land).
Dealt with under District Cllr Report.**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/>

Cllrs and parishioners should keep reporting potholes.

8.2. Public Toilet Building.**8.2.1. Tenant proposed change in services provided.**

Cllr Cunningham reported the tenant had appointed a solicitor.

8.2.2. Public Toilet Storeroom - VOA property details update request.

Noted.

8.3. Playgrounds.**8.3.1. Parish Hall Playground - Bennock Fencing railings update.**

The clerk reported writing requesting an update, no response to date.

RESOLVED: Cllr Dorow proposed, Cllr Northam seconded and all were in favour writing advising the contractor of their liability for any issues arising from the deficiencies in the current installation and the upcoming playground operational inspection report. **Clerk to action.**

8.3.2. Parish Hall Playground – Lease update.

Dealt with under reports.

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8.3.3. BMX Track & Skatepark Works Update.

Cllr Cunningham presented a draft of the revised Tender document which was reviewed. Updates to be emailed to Cllr Cunningham to amend and submit to NDC Richard Slaney seeking advice on partnership/tendering process. **Cllr Cunningham to action.** Chairman thanked Cllr Cunningham.

8.4. Medical Centre – Defib Provision.

Correspondence dated 15/01/26 advising conditions for public liability cover. Further discussion considered responsibility/PL cover for accessing the facility through the Medical Centre grounds.

Clerk to raise further query with insurer.

8.5. 2025 Christmas celebrations review.

The Chairman and Cllr Dorow raised the need for coordination of the event in future.

RESOLVED: Cllr Dorow proposed, Cllr Bibby seconded and all were in favour appointing an Events Working Group. The motion was carried 4 votes to 1.

9. Correspondence / Consultations Received for consideration:-

9.1. Witheridge In Bloom – Grant Thanks.

Noted.

9.2. NDC – Trade Waste Service Cessation.

Correspondence dated 02/02/26 confirmed the previous decision to cease trade waste collection had been reversed with conditions.

9.3. NDC – LGR Asset Transfers.

Dealt with under Reports.

9.4. EDF – Electricity Charge Increases.

Correspondence dated 15/12/25 noted.

10. Dates of Next meetings recommended:-

10.1. Parish Council - 05/03/26 – agenda deadline noon 20/02/26.

Noted.

10.2. Agenda Items for consideration by the next meeting.

None.

Meeting closed 21:00

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Planning

Application No.	Description
79897	Change of use of stables to a single dwelling (Amended description) at Cart Linhay and the Stables Queen Dart Hill Rackenford EX16 8EA Grid Ref:283851; 116798 Recommended: No Comment
81246	Erection of a single storey extension to dwelling at Hollyfield Farm Rackenford Tiverton Devon EX16 8EU Grid Ref: 286998; 116009 Recommended: No Objections

Payments

Item	Ref	Payee	Purpose	£
7.2.1.	OB	S Sandland	Toilet Management & Cleaning Contract	220.00
7.2.2.	OB	Citizens Advice	Donation	50.00
7.2.3.	OB	Witheridge In Bloom	Grant	100.00
** Staff Salaries & Expenses **				
7.2.4.		Redacted under GDPR	Total:-	1414.89
7.2.5.				
7.2.6.				
7.2.7.				
7.2.8.				
To Ratify:-				
7.2.9.	OB	Hooper Services Ltd	Christmas Tree delivery/erection/disposal	900.00

Invoices Received after Agenda compilation - To Be Ratified

7.2.10.	CC	Giffgaff	Council Mobile - Chairman	6.00
7.2.11.	OB	Source For Business	Water & Sewerage Charges	143.82
7.2.12.	DD	EDF Energy	Electricity Charges *019	144.42
7.2.13.	DD	EDF Energy	Electricity Charges *020	173.56
7.2.14.	OB	N Stevens	2025 Christmas Tree	720.00

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Agenda Item 1 – Reports

District & County Cllrs.

District Councillor Update:-

- Change in process for asset transfers, Expression of Interest form now required to be completed and submitted. **Clerk to action**.
- Juniper Way Affordable Housing update.
- Developer committed to undertaking ramp access works at Rest A While.
- Issue with no street lighting in some cul-de-sacs at the new development.
- Endeavouring to get some of the public rights of way re-opened at the development.
- ASB – Police patrols increased – appealed for all issues to be reported to the Police.
- NDC Policy Committee dates change, now conflicting with WPC meetings therefore will endeavour to attend WPC following Policy Committee.

Advocate Report – available at www.witheridgepc.org with minutes.

Circulated to councillors prior to meeting and noted.