

Minutes of the Council Meeting held 05/11/20, 19:30 Online*

6.3. Enforcement Issues Arising.

None.

6.4. Development Adjacent Butts Close update.

See District Councillor report above. The clerk confirmed receipt of a letter from North Devon Council confirming apparent outstanding milestones compliance was being reviewed by Enforcement.

7. To consider the following Finance & Policy matters:-**7.1. Finance update circulated to councillors' for review.**

RESOLVED: Cllr Martin proposed, Cllr Northam seconded and all were in favour noting 29/10/20 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

7.2. Sanction payment schedule appended & instruct cheque signatories.

RESOLVED: Cllr Martin proposed, Cllr Searles seconded and all were in favour settlement accounts 7.2.1 through 7.2.17, clerk to setup online payments, Cllr Smith to authorise. **Cllr Smith and clerk to action.**

7.3. Football Club - lighting grant request.

Councillors considered a letter of application for funding from the Section 106 funding associated with the development adjacent to Butts Close. It was noted the Section 106 funding could only be used by the Tennis Club, Parish Hall and the refurbishment of the Adventure Playground and therefore the application did not fall within the Section 106 remit. **Clerk to respond.**

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/>

Councillors and residents were encouraged to continue reporting potholes online at the address above.

8.2. Street Nameplates Update Proposal.

Cllr Wells submitted a report of recommendations compiled by himself and Cllr Yabsley:-

- a) **Chapple Rd junction with Fore St.** New residential streets are missing.
Recommend: Remove Butts Close (signed from top of village), add "Medical Centre" & "Cannington Rd".
- b) **Chapple Rd junction with Brooke Rd.**
Recommend: Reduce size of lettering of "Cannington Rd" and add "Broomhouse Park".
- c) **Brooke Rd junction with Greenslade Rd.** Add "Leading to Shortridge Close" and "Melhuish Close".

Moving into Cannington Rd itself, signage found to be in about the right position and adequate with problems previously experienced diminished.

RESOLVED: Cllr Goodwin proposed, Cllr Martin seconded and all were in favour adoption of the recommendations and to proceed with obtaining an itemised quote from North Devon Council. **Cllr Yabsley to action.**

8.3. Office Letting update.

The clerk reported:-

- In addition to the issues with the prospective tenant's planning application a quote had been sought for the works to install a sink/unit in the walk-in "file store" cupboard.
- Response from North Devon Council Legal Department concerning the draft lease still outstanding.
- Response received to VAT position dated 02/11/20 following enquiries.

8.4. Public Toilet Emergency Alarm.

Councillors considered replacement of the alarm facility.

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RESOLVED: Cllr Martin proposed, Cllr Wells seconded and all were in favour contacting the supplier to review a more robust replacement option and costs. **Chairman to action.**

8.5. Drayford Green Tree Inspection quote.

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

8.6. Xmas Tree preparations update.

The Chairman confirmed tree selection and delivery arrangements, contractor booked to erect tree, electrician booked to dress lights and replace bulbs as required.

Cllr Yabsley joined the meeting.

8.7. Playgrounds Qly Inspection Report.

RESOLVED: Cllr Northam proposed, Cllr Dorow seconded and all were in favour:-

- Removal of swings.
- Repair of skateramp.
- Budget £300 delegated to clerk to arrange.

Clerk to action.

8.8. Adventure Playground Refurbishment Working Group report.

The Chairman reported meeting with the Working Group and discussed at length project progression, survey requirements and viable sources of additional funding.

It was agreed a survey via Survey Monkey would provide an indication of support for different play features as part of the Adventure Playground refurbishment, it would not be sufficiently robust to substantiate major funding bids should the refurbishment proposals exceed the likely Section 106 funding availability. It was felt the parish council was responsible to ensure the Section 106's outcomes targeted all age ranges.

The clerk suggested council agreed to adopt a phased approach:-

- 1) Play equipment to refurbish the existing "skate ramps area" and "swings/outdoor gym areas" of the Adventure Playground. The parish council could progress this in accordance with its obligation to provide play equipment in parallel.
 - 2) A Feasibility Study into the viability of a new skatepark located in place of the existing BMX track.
- (1) and (2) would be informed by the Survey monkey survey, residents could be consulted on tenders received to ascertain the preferred option(s).

Cllr Yabsley left the meeting.

Cllr Dorow reminded councillors of his request to be considered for joining the Working Group. The Chairman outlined constraints related to the Government's Covid regulations "Rule of Six" resulting in a current maximum of six members.

9. Correspondence / Consultations Received for consideration:-

- 9.1. **NDC - Local List 2020 - Revised and updated consultation.**
- 9.2. **DCC - Local Flood Risk Management Strategy Newsletter.**
- 9.3. **HMRC - Employer Bulletin October 2020 Issue 86.**

Items 9.1 through 9.3 noted.

10. Dates of Next meetings recommended:-

10.1. Finance & General Purposes Committee - 19/11/20.

Noted.

10.2. Parish Council

- 03/12/20 – agenda deadline noon 20/11/20.

Noted.

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10.3. Agenda Items for consideration by the next meeting.

Public Toilet wheelchair access.

Vehicular weight restriction requirements on Mill Lane.

Adventure Playground Refurbishment Working Group update.

Closed 21:25.

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

Application No.	Description
72188	Erection of a rural workers dwelling & garage at Land South of Agricultural Barn Charnafor Farm Witheridge Tiverton Devon EX16 8QL Grid Ref: 282010; 114493 Recommended: No objections.
72321	Conversion of existing stable building into residential unit at 6 Hope House The Square Witheridge Tiverton Devon EX16 8AE Grid Ref: 280414; 114579 Recommended: No objections.
72298	Change of use from offices to beauty room at Public Conveniences The Square Witheridge Devon Grid Ref: 280342; 114515 Recommended: To raise the following issues with the application:- As a planning authority consultee given the parish council’s interest, the parish council would normally not make a comment on the application. As the Freehold holder of the building the council would offer the following:- 1. Application Form Section 1 - the application is made against the Public Convenience address section of the building not the “Office adjacent to the public convenience” as the office is officially registered. 2. The Location Plan identifies the whole building being subject to the “Change of Use” application i.e. “Public Conveniences” + “Office adjacent to...” + “Storeroom adjacent to...”. 3. Application Form Section 17 does involve change of use of non-residential floorspace. 4. Application Form Section 25 – no written notification received by the parish council, Witheridge Parish Council not identified as owner (address should be c/o 3 Drakes... the clerk as resident/owner of 3 Drakes does not own the council’s building). The clerk has been identified as Agent for the applicant and no such arrangement exists. As is, the application could result in the Public Toilet becoming a “beauticians” or the Public Toilet+Office+Store becoming a “beauticians”.

WITHERIDGE PARISH COUNCIL

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Payment Schedule

Item	Chq Ref	Payee	Purpose	£
7.2.1.	OB	S Sandland	Toilet Management & Cleaning Contract	300.00
7.2.2.	OB	Devon Association of Local Councils	Planning Law Seminar – Cllr Harvey	18.00
7.2.3.	DD	EDF Energy Customers Ltd	Toilet building electricity charges 26/9	21.02
7.2.4.	OB	North Devon District Council	Dog Waste Bins servicing July-Sept 2020 ***8282	218.40
7.2.5.	OB	Mid Devon District Council	Trade Waste Collection 1/10/20-1/4/21 ***8327	107.82
7.2.6.	CC	Dropbox International	Cloud storage annual renewal	95.88
7.2.7.	CC	Giffgaff Ltd	Mobile no. registration for online council accounts 2 step verification	6.00
7.2.8.	CC	iNet Telecoms	Landline no. ***5411 17/9	3.60
7.2.9.	CC	iNet Telecoms	Landline no. ***3193 17/10	3.60
** Staff Salaries & Expenses **				
7.2.10.		Redacted in accordance with GDPR	Redacted in accordance with GDPR	966.95
7.2.11.				
7.2.12.				
7.2.13.				
7.2.14.				
7.2.15.				
7.2.16.				
To Ratify:-				
7.2.17.	OB	AllPests Pest Control Ltd	Treat wasp nest Adventure Playground	130.00
Invoices Received after Agenda compilation - To Be Ratified				
7.2.18.	OB	J Harvey	Xmas Tree – mileage 57 miles	25.65

Signed:

Chairman.

Dated: