

**Minutes of the Council Meeting held 06/10/22, 19:30 at Witheridge Parish Hall****PRESENT:**

|              |               |            |              |                |
|--------------|---------------|------------|--------------|----------------|
| Cllr Harvey  | Chairman      | Cllr Dorow | Cllr Martin  | Cllr Wells     |
| Cllr Northam | Vice Chairman |            | Cllr Searles | Cllr J Yabsley |
|              |               |            | Cllr Smith   |                |

**In Attendance:**

4 Members of the public  
P G Dunn - Clerk

**1. Public Session (maximum 3 mins per subject overall max. 15 minutes).**

Representations were received in respect of:-

- Site Visit and Committee Meeting dates considering application 73742.

The Chairman advised the Planning Committee Site Visit and Planning Committee Meetings were scheduled 13/10/22 commencing approximately 11:15 and 19/10/22 respectively. Site Visit attendees were only permitted to observe proceedings.

- Parish Council's response to the allocation of Affordable Housing in respect of application 73742.

The clerk advised the parish council planning consultation response was based on an analysis of the District Council's Local Plan Policies [ST18 and ST19], highlighting the application's departure from these policies. District Cllr Yabsley confirmed the District Council policy was for developments to provide 30% Affordable Housing provision.

Excerpt from 03/02/22 Parish Council minutes (see pages 8-10 for full analysis and comment), concluding with the summary:-

[Affordable Housing] *Parish Response*

*The Parish Council notes that Affordable Housing is identified as a strategic priority in the adopted local plan (page 72). The existing development has provided just 17% of affordable homes, which in itself is a departure from the policy, a further development with over twice the number of houses but with less than half of the previous number of affordable homes is unacceptable to the Parish Council. Furthermore, the Developer has failed to justify the local market need for such a large development.*

- Capacity of existing infrastructure to cope with application 73742 proposed 155 new dwellings. The clerk clarified all responses from the Utility providers were publicly available on the District Council website and these could freely reviewed by the public at [www.northdevon.gov.uk](http://www.northdevon.gov.uk).
- No vehicular access between Cannington Road and the proposals under application 73742 and the potential consequences for example Medical Centre' attendees access to the allocated parking spaces located the wrong side of the "divide".

Cllr Yabsley advised the Cannington Road developer had a retained "ransom strip" preventing access.

- References to application 73742 as "Phase 2".

Cllr Yabsley and the clerk reported when the current Local Plan was being consulted on the Parish Council lobbied with public meeting support for removal of the field to the rear of the now Medical Centre from the draft with it being replaced by the allocation of land now occupied by Willow Rise. The argument for doing so was to avoid yet another village extension begin tagged onto successive developments accessed via Brooke Road and the development impact of yet more construction on those residents. Reference to application 73742 development proposal as "Phase 2" of Willow Rise has evolved as a convenient reference and is a departure from the current Local Plan being outside the current Development Boundary made possible due to the current Local Plan not being adopted.

- Thanks for the replacement swings in the Parish Hall Playground and a request for council to bring forward the Adventure Playground Tender agenda item in the running order.

**Minutes of the Council Meeting held 06/10/22, 19:30 at Witheridge Parish Hall**

**2. To Approve Apologies for Absence.**

**RESOLVED:** Apologies approved from Cllr Goodwin.

**3. To receive the following Reports (strictly maximum 15 minutes – long reports should be submitted in advance to the clerk to circulate to councillors prior to the meeting):-**

**3.1. Police update - <https://www.police.uk/pu/your-area/devon-and-cornwall-police/south-molton/>**  
(To include details of ND & Torridge Community Safety Partnership Grant Scheme).

Cllr Smith reported:-

- Attendance at the Town & Parish Council Advocate Scheme Seminar in Plymouth.
- Details in respect of Community Service resource availability to local communities and suitable projects were sought.

**3.2. District and County.**

Taken prior to Police Report in error.

Cllr Yabsley reported:-

- County Budgetary issues being worked through.
- Outstanding issues raised by the Medical Centre concerning application 73742 and was seeking a meeting on their behalf with the Planning Officer. If unresolved he would be seeking a deferral in determining the application at Planning Committee 19/10/22.

**4. Minutes.**

**4.1. 01/09/22.** To sign if approved, minutes of the Council.

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

**5. To consider Code of Conduct Matters:-**

**5.1. Any Application(s) for co-option.**

The Chairman invited Mr Clive Richardson to address council and proceeded to introduce himself.

Mr Richardson completed the Candidate Consent to Co-option form whilst the meeting progressed.

**RESOLVED:** Cllr Martin Proposed, Cllr Searles seconded and all were in favour taking item 8.2 at this point in the meeting at the request a member of the public.

**RESOLVED:** Cllr Northam proposed, Cllr Smith seconded and all were in favour co-option Mr Clive Richardson. Mr Richardson completed a Declaration of Acceptance of Office. **Clerk to action.**

**5.2. Written councillor dispensation requests arising.**

None.

Cllr Yabsley left the meeting 20:25.

**5.3. Declarations of Interests not declared in the Register of Interests.**

| Agenda    | Councillor   | Type | Reason    | Dispensation |
|-----------|--------------|------|-----------|--------------|
| 7.2.7-9   | Cllr Northam | DPI  | Recipient | n/a          |
| 7.2.23-24 | Cllr Smith   | DPI  | Recipient | n/a          |

**6. To consider the following Planning Matters.**

**6.1. Planning list (appended).**

See planning report appended.

**6.2. Planning applications received following agenda publication.**

See planning report appended.

**6.3. Enforcement Issues Arising.**

None.

## Minutes of the Council Meeting held 06/10/22, 19:30 at Witheridge Parish Hall

**6.4. Willow Rise Northern Open Space freehold transfer update.**

Reported during 8.2 but minuted here.

The clerk reported establishing a contact at Allison Homes and an initial discussion to arrange a site meeting. It was agreed the Chairman, Vice-chairman, Cllr Searles and the clerk meet with the developer. **Clerk to action.**

**6.5. Planning Applications 73742 / 74879 – Committee Date 19/10/22 / Open Space provision update.**

Date noted, Chairman to address Committee.

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

**RESOLVED:** Cllr Dorow proposed, Cllr Searles seconded and all were in favour to note 26/09/22 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

**7.2. Sanction payment schedule appended & instruct signatories** (New swings contractor payment subject to receipt of satisfactory Inspection Report).

**RESOLVED:** Cllr Martin proposed, Cllr Wells seconded and all were in favour settlement accounts 7.2.1 through 7.2.25, clerk to setup online payments, Chairman to authorise. **Chairman and clerk to action.**

**7.3. Completion of Audit 31/03/22.**

Noted signed off with no qualifications.

**7.4. Insurance Renewal 01/10/22.**

Annual renewal noted.

**7.5. Pensions Regulator Re-Enrolment.**

Noted, **Clerk to action.**

**7.6. Clerk Resource Review**

Council considered a report from the clerk concerning work load and options to manage.

**RESOLVED:** Cllr Dorow proposed, Cllr Wells seconded and all were in favour allocating an additional 2 hours per week clerk time bringing the total to 52 hours per calendar month. **Clerk to action.**

**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/>

(To include Footpath Repairs, Chapple Corner Shrubbery Maint. & PO Lane Water Leak).

Cllr Searles reported the redundant tree pavement cut-out adjacent to the Vicarage entrance was a trip hazard and required attention. It was agreed to request Highways to fill in the cut-out. **Clerk to action.**

Cllr Northam raised shrub maintenance on Chapple Corner and it was agreed this would meet the criteria for Community Service. **Cllr Northam to action.**

Cllr Northam reported running water down Post Office Lane. **Clerk to report.**

The Chairman reported a water leak on the Rackenford road. **Clerk to report.**

The clerk reported DCC correspondence dated 06/10/22 advising:-

- Zebra Crossing works scheduled spring half term 2023.
- Legal work for 30mph extension scheduled to go to HATOC followed by public consultation.

**8.2. Adventure Playground Refurbishment Tender Award.**

Item taken during 5.1 but minuted here.

The Chairman reported of the Tenders received, qualifying tender included with councillors papers.

**Minutes of the Council Meeting held 06/10/22, 19:30 at Witheridge Parish Hall**

Cllr Searles reminded the meeting the Tender Specification was based on desired outcomes not any specific play equipment.

**RESOLVED:** Cllr Northam proposed, Cllr Searles seconded and all were in favour acceptance Kompan Tender with one abstention. **Clerk to action.**

**8.3. Public Toilet Block.**

**8.3.1. Leased Room agreement compliance (signage & boiler).**

Councillors considered compliance issues.

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

- Serving one month's notice to remove boiler installation works installed in council Storeroom instead of leased premises in error.
- Approval subject to relevant planning permission being acquired for the display of signage on the leased premises exterior wall.

**Clerk to action.**

**8.3.2. Minor maintenance requirements & estimates.**

The Chairman presented an estimate for minor works to resolve a roof leak and replace peeling door handles.

**RESOLVED:** Cllr Dorow proposed, Cllr Martin seconded and all were in favour approval.

**Clerk to action.**

**8.3.3. Electricity sub-meter & emergency lighting installation Certificate of Works.**

Noted.

**8.3.4. Electricity charges increase notification.**

Noted.

**8.3.5. Smart Meter Installation.**

Noted scheduled 18/10/22. **Clerk to action.**

**8.3.6. PHS Hazardous Waste Quarterly Return Summary.**

Noted.

**8.3.7. PHS Duty of Care Note.**

Noted.

**8.4. Drayford Lane Tree Works Update.**

The clerk reported the Western Power works had been completed however the additional Tree Survey Report works appeared outstanding and clarification was being sought with the contractor.

**Clerk to action.**

**8.5. Playgrounds Inspection Reports.**

Noted, **Chairman to follow-up skate ramps welding quote.**

**8.6. Litter Pick 03/09/22 Completed Risk Assessment.**

Noted.

**8.7. Annual Christmas Tree & Lights Arrangements.**

**RESOLVED:** Cllr Dorow proposed, Cllr Martin seconded and all were in favour repeating 2021 arrangements. **Chairman and Vice-chairman to action.**

**9. Correspondence / Consultations Received for consideration.**

None.

**10. Dates of Next meetings recommended:-**

**10.1. Parish Council** - 03/11/22– agenda deadline noon 23/09/22.

Noted.

**10.2. Finance & General Purposes** - 17/11/22.

Noted.

**Minutes of the Council Meeting held 06/10/22, 19:30 at Witheridge Parish Hall**

**10.3. Agenda Items for consideration by the next meeting.**

Street signage cleaning.

Sports Field Management Committee representative appointment.

Meeting Closed 22:10.

**Planning**

| <b>Application No.</b> | <b>Description</b>  |
|------------------------|---|
| <b>75938</b>           | Listed building consent for replacement windows & doors and minor internal alterations together with replacement of a garage door with a pedestrian door along with the removal of a small lean to roof and replacement with a pitched roof. 5 Fore Street Witheridge Tiverton Devon EX16 8AH<br><b>Recommended:</b> No objection.  |
| <b>6017</b>            | Removal of condition 6 (occupancy) attached to planning permission 46849 (conversion of barn to form 2 units of holiday accommodation) at Cherry Blossom Cottage & Primrose Cottage Upcott Squire Farm Rackenford Tiverton Devon EX16 8EA Grid Ref: 283873; 116303  |
| <b>75972</b>           | Listed building consent for creation of swimming pool to the rear of the house. at Higher Queen Dart Rackenford Tiverton Devon EX16 8EA Grid Ref: 283800; 116902  |
| <b>75969</b>           | Creation of swimming pool to the rear of the house at Higher Queen Dart Rackenford Tiverton Devon EX16 8EA Grid Ref: 283800; 116902   |
| <b>75833</b>           | Listed Building Consent for alterations to the rear elevation and courtyard to include replacement of corrugated roofs with slate roofs, insertion of bi-fold doors, construction of a replacement wall and installation of a replacement first floor window at 7 Fore Street Witheridge Tiverton Devon EX16 8AH Grid Ref: 280525; 114460   |
| <b>75832</b>           | Alterations to the rear elevation and courtyard to include the replacement of corrugated roofs, insertion of bi-fold doors, construction of a replacement wall and installation of a replacement first floor window at 7 Fore Street Witheridge Devon EX16 8AH Grid Ref: 280525; 114460   |
| <b>73742</b>           | Reference: 73742 - Residential development of 155 dwellings and associated infrastructure (amended plans dated 18/07/2022) at Land south of Broomhouse Park and west of Willow Rise Witheridge Tiverton Devon EX16 8FD Grid Ref:280364; 113978<br><b>Recommended:</b> No further comment as amendments related to drainage technical details.<br>Councillors discussed Site & Planning Committee representatives. It was agreed Cllr Searles would attend the Site Meeting and the Chairman would address the Planning Committee. |

**Planning Decisions/Matters to note for information:-**

| <b>Application No.</b> | <b>Description</b>  |
|------------------------|---|
| 75382                  | Malson Annex Malson Farm Rackenford Tiverton Devon EX16 8ED Application for a lawful development certificate for existing use as a permanent self contained dwellinghouse<br>Decision: Approved - Noted |

# WITHERIDGE PARISH COUNCIL

pcmwf221006.docx

## Minutes of the Council Meeting held 06/10/22, 19:30 at Witheridge Parish Hall

### Payment Schedule

| Item    | Chq Ref | Payee  | Purpose   | £        |
|---------|---------|--|---|----------|
| 7.2.1.  | OB      | T K Play Ltd (subj. to receipt of satisfactory Inspection Report)  | Supply & Installation new swings at Parish Hall Playground    | 10860.00 |
| 7.2.2.  | OB      | A J Gallagher Insurance  | Insurance Renewal   | 1751.77  |
| 7.2.3.  | DD      | UK Debt Management Office  | Public Wrks Loan Board Repayment                              | 1173.51  |
| 7.2.4.  | OB      | Hoopers (SW) Ltd   | Grounds Maintenance 6279                                      | 1056.00  |
| 7.2.5.  | OB      | S Sandland   | Toilet Management & Cleaning Contract                         | 300.00   |
| 7.2.6.  | DD      | EDF Energy Customers Ltd   | Toilet Block Electricity Supply Charges 08/09/22              | 173.25   |
| 7.2.7.  | OB      | C Northam <b>(Tot: £56.07)</b>                                     | Safety Supply Co. – 6 Hi Viz Vests                            | 16.62    |
| 7.2.8.  | OB      |  | Derbyshire Services – 2 Bin bag holders                       | 19.47    |
| 7.2.9.  | OB      |  | Ebay Manjit Grover – 4 picker sticks                          | 19.98    |
| 7.2.10. | CC      | iNet Telecoms Ltd  | Mnthly Landline Number ***6229                                | 3.60     |
|         |         | <b>** Staff Salaries &amp; Expenses **</b>                         |   |          |
| 7.2.11. |         | Redacted under GDPR  | Total:-   | 943.60   |
| 7.2.12. |         |  |   |          |
| 7.2.13. |         |  |   |          |
| 7.2.14. |         |  |   |          |
|         |         | <b>To Ratify:-</b>   |   |          |
| 7.2.15. | CC      | iNet Telecoms Ltd  | Mnthly Landline Number ***9468                                | 3.60     |
| 7.2.16. | CC      | iNet Telecoms Ltd  | Mnthly Landline Number ***2730                                | 3.60     |
| 7.2.17. | OB      | Dart Electrics Ltd   | Sub-metering Public Toilet Building 7015                      | 544.46   |
| 7.2.18. | OB      | Source for Business  | Public Toilet Building Water & Sewerage Charges 04/08/22      | 44.26    |
| 7.2.19. | N/A     | PHS Group  | Credit renewal contract arrangement                           | -8.05    |
| 7.2.20. | DD      | EDF Energy Customers Ltd   | Public Toilet Block Electricity Charges 21/07/22              | 143.33   |
| 7.2.21. | OB      | Edwards Plumbing   | Leased room water sub-meter                                   | 693.38   |
|         |         | <b>Invoices Received after Agenda compilation - To Be Ratified</b> |   |          |
| 7.2.22. | OB      | Hoopers (SW) Ltd   | Grounds Maintenance 6334                                      | 1224.00  |
| 7.2.23. | OB      | S Smith (Tot: £75.65)  | Mileage attendance Police Advocate Seminar Plymouth 157 miles | 70.65    |
| 7.2.24. | OB      |  | Parking   | 5.00     |
| 7.2.25. | OB      | Mid Devon District Council   | Trade Waste 01/10-31/03 ***2800                               | 111.06   |
|         |         | <b>Receipts</b>  |   |          |
|         |         | Tenant   | Sept Rent   | 191.66   |

Signed:

Chairman.

Date:

Page 6 of 6