

Minutes of the Council Meeting held 06/04/23, 19:30 at Witheridge Parish Hall**PRESENT:**

Cllr Northam Vice Chairman

Cllr Martin
Cllr Richardson
Cllr Searles

Cllr Smith

In Attendance:3 Members of the public
P G Dunn - Clerk**1. Public Session (maximum 3 mins per subject overall max. 15 minutes).**

Representations received in respect of:-

- Style of the new shelter installed at the relocated School Bus Stop. The Vice Chairman explained the parish council had made representation to DCC Highways advising an open sided shelter would not be adequate however were advised there was insufficient room for the previous style bus stop at the revised Tiverton bound location. The contact details of the Highways Officer responsible for the project were provided.
- Drainage in Butts Close – ongoing issue with water running down the road. It was reported by Mr Jones that following a meeting with Cllr Yabsley a scheme to address the issue was being looked at by DCC Highways.
- Monitoring of compliance with planning conditions pertaining to application number 73742. It was stated North Devon District Council were the authority for monitoring and enforcing the conditions they imposed on application number 73742. It was suggested if wished the concerns be raised in writing to the clerk for presentation to the new council taking office in May.
- Lack of bus timetables at the newly installed bus shelters. It was stated it was understood the current draft was still undergoing refinements and would in due course be provided.
- Potential use of remaining Highways related Section 106 funding on other schemes. It was stated the parish council had made significant representations for numerous safety improvements utilised elsewhere on the B3137 approaching its junction with Willow Rise none of which were agreed to by DCC Highways; the funding could only be used in accordance with the Section 106 Agreement pertaining to application number 62777. In response a request as to who to write to, the contact details of the Highways Officer and Cabinet Member at DCC Highways. In response to access to expenditure details pertaining to Section 106 funds it was stated the detail should be in the accounts of the respective spending authorities, further Freedom of Information requests addressed to the Data Protection Officer could be submitted to the respective spending authorities.
- Who was currently funding the cutting of the grass on the Norther Public Open Space at Willow Rise. It was stated it was currently being maintained by the Management Company at the request of the Developer.
- Mr Peter Jones introduced himself as a candidate for the upcoming District Council Election.

2. To Approve Apologies for Absence.**RESOLVED:** Apologies approved from Cllrs Harvey and Wells.**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/>.**

Cllr Smith reported the Police Advocate Meeting attended 25/03/23 in Saltash:-

- Outline given of continuing work of the Devon and Cornwall Police Force and an outline of the strengths and visions of Will Kerr, OBE., the new Chief Constable.
- Thanks given to all of the Police Advocates and also to the Voluntary Custody Inspectors.

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- Proposed dates and themes for the next four meetings given:
 - 16th May Drugs
 - 17th July Road Safety
 - 19th September Violence
 - 21st November ASB (anti-social behaviour)
- Time for Advocates to mix and discuss issues with each other including time for a one-to-one meeting with the Police Commissioner.
- Individual video interviews in preparation of publicity documentation and media material.

3.2. District and County.

None.

4. Minutes.

4.1. 02/03/23. To sign if approved, minutes of the Council.

RESOLVED: Cllr Searles proposed, Cllr Smith seconded and all were in favour approval.

4.2. 13/03/23. To sign if approved, minutes of the Council.

RESOLVED: Cllr Searles proposed, Cllr Martin 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 not declared in the Register of Interests.

Agenda	Councillor	Type	Reason	Dispensation
	None			

6. To consider the following Planning Matters.

6.1. Planning list (appended).

See report appended.

6.2. Planning applications received following agenda publication.

None.

6.3. Enforcement Issues Arising.

None.

6.4. Section 106 Public Open Space Projects Update.

Correspondence dated 14/03/23 from Cllr Yabsley to North Devon Council detailed the following projects in no particular order and noted:-

- Construction of a MUGA / All Weather Pitch on land currently available within the public realm.
- Acquisition of land for Sports Pitch(es) and/or other Public Open Space use in Witheridge.
- Improvement or enhancement of facilities at the Witheridge Adventure Playground.
- Improvement or enhancement of facilities at Witheridge Parish Hall and grounds.
- Extension of the Cemetery.
- Provision of additional Car Parking.

(It was felt that there was no need to specifically mention "Skate Park" as this forms part of the Adventure Playground and similarly no need to mention the Tennis Club specifically as this also is included within the Parish Hall grounds complex).

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

7.1. Finance update circulated to councillors' for review.

Further the clerk reported completion and signing of a bank mandate removing retiring councillors as signatories from the council's accounts. **Clerk to action.**

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RESOLVED: Cllr Searles proposed, Cllr Martin seconded and all were in favour to note 05/04/23 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

7.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Searles proposed, Cllr Martin seconded and all were in favour settlement accounts 7.2.1 through 7.2.18, clerk to setup online payments, Cllr Smith to authorise. **Cllr Smith and clerk to action.**

7.3. Financial Year Ending 31/03/23:-

7.3.1. P K F Littlejohn – External Audit Requirements.

Correspondence dated 20/03/23 noted.

7.3.2. LCAS – Internal Audit Requirements.

Correspondence dated 29/03/23 noted.

7.3.3. Peninsula Pensions – End of Year Return Requirements.

Correspondence dated 21/02/23 noted.

7.3.4. Parish Hall – Grounds Maintenance Re-Charge.

Invoice dated 31/03/23 noted.

7.4. Devon Association of Parish Councils Annual Membership Renewal.

Correspondence dated 04/04/23 noted.

7.5. Insurance Policy Schedule Amendment.

Correspondence and Policy Amendment dated 29/09/23 noted.

7.6. Grant Application(s).

None.

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/>

The state potholes on the local roads was discussed, specifically a deep pothole Tiverton bound on the B3137 immediately following the privately signposted right turning to Pennymoor Timber. The clerk advised he had reported this a second time after the previous meeting and was advised it did not meet the requirements for attention. Cllrs expressed the given pothole was dangerous and required attention.

8.2. Public Toilet Block / Leased Premises.

8.2.1. Planning Consent for Signage.

Correspondence dated 23/03/23 confirmed planning consent granted noted.

8.2.2. Lighting Installation Request.

RESOLVED: To request photos of proposed lighting for circulation to councillors for review and response to clerk for action. **Clerk to action.**

8.2.3. Expansion of Services Proposal & any Lease/Insurance considerations/implications.

Cllrs considered correspondence dated 22/02/23.

RESOLVED: To confirm:-

- The Lease Tenant remain solely responsible for compliance with all Lease Conditions, Rent, Utilities and all other Additional Costs arising under the Lease.
- The Tenant’s insurance provision meets all requirements specified in the Lease in respect of anyone else in addition to the Tenant providing services from the Leased Premises.

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The Vice-Chairman confirmed the works had been completed including the new replacement door handles.

8.2.5. Community Heartbeat Trust Defibrillator Activation Protocol.

The Vice-Chairman reported correspondence dated 18/03/23 detailing the protocol and advised the emergency call the subject of discussion on 02/03/23 agenda item 9.3, had not met the criteria for the release of the defibrillator access code. Further the Vice-Chairman confirmed reviewing lighting of the facility after dark and confirmed lighting was sufficient to clearly see the access code pin pad.

8.3. Playgrounds.**8.3.1. Refurbishment Project Update.**

The clerk reported wet weather delays to laying the safer surfacing. It was hoped the current revised schedule would permit the Post Installation Report to be undertaken 20/04/23 and reviewed by council at an additional council meeting suggested 27/04/23 with payment raised if appropriate.

8.3.2. Willow Rise Northern Open Space (NPos) Transfer Update.

No update available. **Clerk to follow up.**

8.3.3. Skateramps repairs Update.

None.

9. Correspondence / Consultations Received for consideration:-**9.1. Cumbria Clock - Annual Service Price Increase.**

Correspondence dated 13/03/23 was noted.

9.2. South West Heritage Trust – Use of archive material in public display.

Correspondence dated 01/03/23 was consider and there were no issues raised. **Clerk to consent.**

9.3. Witheridge Rest A While Day Centre – Grant thanks.

Noted.

9.4. Public – expression of gratitude for well maintained public toilet.

Noted.

10. Dates of Next meetings recommended:-**10.1. Parish Council – 27/04/23 19:30.**

Noted.

10.2. Annual Council – 18/05/23 19:30 – agenda deadline noon 05/05/23.

Noted.

10.3. Agenda Items for consideration by the next meeting.

Update on access improvements to The Bow.

Meeting closed 20:40.

WITHERIDGE PARISH COUNCIL

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

Application No.	Description
76776	Extension to dwelling at 8 Wiriga Way Witheridge Tiverton Devon EX16 8EQ Grid Ref: 280332; 114220 Recommendation: No objection.
75762 APP/X1118/W/22/3310242	Notice of Planning Appeal West Pilliven, Witheridge, EX16 8QD (Hazy Valley Glamping) Change of use of land & erection of two yurts together with associated access, parking and landscaping for the purposes of tourist accommodation. An appeal has been made to the Secretary of State in respect of the decision of North Devon Council to refuse planning permission for the application outlined above. Recommendation: Noted.

Payment Schedule

Item	Chq Ref	Payee	Purpose	£
7.2.1.	OB	Hoopers (SW) Ltd	Grounds Maintenance 6468	624.00
7.2.2.	OB	S Sandland	Toilet Management & Cleaning Contract	300.00
7.2.3.	DD	UK Debt Management Office	Loan Repayment 03/04/23	1173.51
7.2.4.	OB	AJG	Insurance increased cover effective 03/04/23	519.87
7.2.5.	DD	EDF	Toilet Block Electricity Charges 26/11-27/02/23	573.38
7.2.6.	OB	North Devon Council	Toilet Block Storage Room Non Domestic Rates 23/24	277.69
7.2.7.	n/a	North Devon Council	Toilet Block Public Toilet Non Domestic Rates 23/24	0.00
7.2.8.	OB	Devon Association of Local Councils	Annual Subscription	405.38
7.2.9.	OB	Witheridge Parish Hall Committee	Bookings Jan-Mar 23	90.00
7.2.10.	OB	J McDonald	Minor Toilet Block Repairs 21/03/23	275.00
7.2.11.	OB	S Stevens	Saltash Police Advocates Meeting Mileage & Toll	75.50
** Staff Salaries & Expenses **				
7.2.12.		Redacted under GDPR	Total	1151.88
7.2.13.				
7.2.14.				
7.2.15.				
7.2.16.				
7.2.17.				
To Ratify:-				
7.2.18.	OB	Wicksteed Ltd	Qtly Inspection Reports *858	206.40

Receipts

Tenant	Rent - Mar	191.66
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Signed:

Chairman.

Date: