

WITHERIDGE PARISH COUNCIL



NOTICE OF MEETING

The **Annual Meeting** of the **Council** will be held at Witheridge Parish Hall on **Thursday 18th May 2023 19:30**. All members* of the Council are hereby summonsed to attend for the purpose of considering and resolving upon the business as detailed in the attached agenda.

* Cllrs: Harvey (Chairman)
Dorrow
Northam

Richardson
Smith
5 Vacancies

11/05/23

Peter Dunn

Clerk to the Parish Council

(Contact:- **07922 926017**, E-mail:- parishclerk@witheridgepc.org, Web:- www.witheridgepc.org *)

Members of the public are welcome to attend.

Council Agendas, Minutes, Councillors' Register of Interests together with Finance & Policy Documents are available on the parish council website*. For those without personal internet access, computers and printing facilities are provided at Devon Libraries allowing you to read and print any information you require for a small fee. Alternatively following advance payment by cheque payable to Witheridge Parish Council the clerk can provide documents by post.

Prior to the meeting council members will sign a copy of the Acceptance of Office declaration in respect of the new term of office following the 04/05/23 elections.

AGENDA

Annual Council Business

1. To Elect the Council Chairman.
2. To receive the Chairman's declaration of acceptance of office in accordance with LGA72s83.
3. To Elect the Council Vice-Chairman.
4. To Approve Apologies for Absence.
5. To Consider Councillor Vacancies following the Election.
6. To Appoint Committees and representatives for the Council Year:-
 - 6.1. Finance & General Purposes Committee (Chair, Vice Chair + 3).
 - 6.2. Parish Hall Committee Council Representatives (3 cllrs required by the Trust Deed).
 - 6.3. Sports Field Management Committee (1 cllr required by the Trust Deed).
 - 6.4. Witheridge in Bloom.
 - 6.5. Any Other Appointments.

Monthly Business

7. Public Session (maximum 3 mins per subject overall max. 15 minutes).
8. To Approve Apologies for Absence.
9. 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):-
 - 9.1. Police update - <https://www.police.uk/pu/your-area/devon-and-cornwall-police/south-molton/>.
 - 9.2. District and County.
10. Minutes.
 - 10.1. 06/04/23. To sign if approved, minutes of the Council.



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11. **To consider Code of Conduct Matters:-**
 - 11.1. **Written councillor dispensation requests arising.**
 - 11.2. **Declarations of Interests not declared in the Register of Interests.**
(Members should leave for any item where they have a Pecuniary or Prejudicial Interest).
 - 11.3. **Members Registers of Interests.**
12. **To consider the following Planning Matters.**
 - 12.1. **Planning list (appended).**
 - 12.2. **Planning applications received following agenda publication.**
 - 12.3. **Enforcement Issues Arising.**
 - 12.4. **NDC - Section 106 Schemes Eligibility.**
 - 12.5. **NDC - Publication of five-year land supply statement for North Devon and Torridge.**
13. **To consider the following Finance & Policy matters:-**
 - 13.1. **Finance update circulated to councillors' for review.**
 - 13.2. **Sanction payment schedule appended & instruct signatories.**
 - 13.3. **Financial Year End 31/03/23.**
 - 13.3.1. **Note Annual VAT126 Reclaim submitted.**
 - 13.3.2. **Note Annual Local Gov. Pension Scheme Return submitted.**
 - 13.3.3. **Note Public Works Loan Board Annual Audit Statement.**
 - 13.3.4. **Re-state payees approved for payments by Standing Order & Direct Debit.**
 - 13.3.5. **Review Bank Signatories.**
 - 13.3.6. **Internal Audit Report.**
 - 13.3.7. **Approve Asset Register & Annual Risk Assessment.**
 - 13.3.8. **Approve Annual Governance Statement.**
 - 13.3.9. **Approve Bank Reconciliation, Accounts & Accounting Statements.**
 - 13.4. **Age Concern Funding Support Request.**
14. **To consider the following Property/Environment matters:-**
 - 14.1. **Highways, Drainage & Public Rights of Ways Issues.**
<https://devon.roadworks.org/> | <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>
 - 14.2. **Drayford Tree Survey.**
 - 14.3. **Public Toilet Building.**
 - 14.3.1. **Wallgate Service Report.**
 - 14.3.2. **Tenants Services Update.**
 - 14.4. **Parish Hall Playground.**
 - 14.4.1. **Qtly Inspection Report.**
 - 14.4.2. **Motorbike Springer Maintenance Quote.**
 - 14.4.3. **Railings Section 106 Funding Agreement.**
 - 14.5. **Adventure Playground.**
 - 14.5.1. **Refurbishment Update & Post Installation Report.**
 - 14.5.2. **Refurbishment Payment Approval.**
 - 14.5.3. **Qtly Inspection Report.**
 - 14.6. **Willow Rise Northern Public Open Space update.**
 - 14.7. **MDDC – Trade Waste Collection Agreement.**
 - 14.8. **Memorial Consideration.**
15. **Correspondence / Consultations Received for consideration:-**
 - 15.1. **Resident - MUGA and Meeting Queries.**

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15.2. Resident – Drainage Butts Close Queries.

16. Dates of Next meetings recommended:-

16.1. Parish Council – 01/06/23.

16.2. Agenda Items for consideration by the next meeting.

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

Applications Considered between Meetings under delegation:-

Application No.	Description
76905	Erection of garage/store/plant room, porch and installation of solar panes and ground source heat pump at Horestone Farm Rackenford Tiverton Devon EX16 8EU Grid Ref: 287399; 116639 Recommendation: None – insufficient responses from councillors.
75694	Amended plans/materials to planning permission 70296 and extension to agricultural barn and widening of vehicular access (amended description) at Barn at Little Yeo Witheridge Devon EX16 8QA Recommendation: None – insufficient responses from councillors.

Current Application(s):-

76913	Technical details consent for erection of one dwelling following a permission in principle (76133) at Cross Park North Street Witheridge Tiverton Devon EX16 8AG Grid Ref: 280843; 114521
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Payment Schedule

Item	Payee	Purpose	£
13.2.1.	Wicksteed Leisure Ltd	Playgrounds Qtly Report *491	266.40
13.2.2.	A Marshall (LCAS)	Internal Audit Yr Ending 31/03/23 23/0011	175.00
13.2.3.	S Sandland	Bus Shelter Cleaning x 4	240.00
13.2.4.	C Richardson	British Red Cross Emergency 1sr Aid at Work	198.00
13.2.5.	Staff Salaries & Expenses		TBC
	To Ratify:-		
13.2.6.	C Richardson	British Red Cross – 1 st Aid Course	198.00
13.2.7.	PHS Group	Public Toilet Sanitary Waste Service	216.00
13.2.8.	A M Lane Ltd	Drayford Green Tree Risk Assessment	349.44
13.2.9.	North Devon Council	Dog Waste Bin Servicing 01/23-03/23	218.40
13.2.10.	S Sandland	Toilet Management & Cleaning Contract - May	300.00