

Minutes of the Annual Council Meeting held 18/05/23, 19:30 at Witheridge Parish Hall

PRESENT:

Cllr Harvey	Chairman	Cllr Dorow	Cllr Richardson
Cllr Northam	Vice Chairman	Cllr Fox	

In Attendance:

County Cllr J Yabsley	4 Members of the public
District Cllr P Jones	P G Dunn - Clerk

Prior to the start of the meeting councillors signed their Acceptance of Office Declarations. **Clerk to submit copies to North Devon Council.**

Annual Council Business

1. To Elect the Council Chairman.

Cllr Harvey was nominated and accepted.

RESOLVED: Cllr Northam proposed, Cllr Richardson seconded and all were in favour Cllr Harvey be appointed Chairman.

2. To receive the Chairman’s declaration of acceptance of office in accordance with LGA72s83.

Cllr Harvey read and signed the declaration.

3. To Elect the Council Vice-Chairman.

Cllr Northam was nominated and accepted.

RESOLVED: Cllr Richardson proposed, Cllr Dorow seconded and all were in favour Cllr Northam be appointed Vice-Chairman.

4. To Approve Apologies for Absence.

Apologies noted from Cllr Smith.

5. To Consider Councillor Vacancies following the Election.

District Council and Devon Association of Parish Councils co-option guidelines were noted.

Mr Woody Fox expressed an interest in co-option.

RESOLVED: Cllr Richardson proposed, Cllr Northam seconded and all were in favour co-option Mr Woody Fox. The clerk arranged for the completion of the Co-option and Acceptance of Office documents.

6. To Appoint Committees and representatives for the Council Year:-

6.1. Finance & General Purposes Committee (Chair, Vice Chair + 3).

Deferred pending further councillor vacancy appointments.

6.2. Parish Hall Committee Council Representatives (3 cllrs required by the Trust Deed).

Cllrs Dorow, Smith and Richardson.

6.3. Sports Field Management Committee (1 cllr required by the Trust Deed).

Cllr Dorow.

6.4. Witheridge in Bloom.

Cllr Northam.

6.5. Any Other Appointments.

None.

RESOLVED: Cllr Northam proposed, Cllr Dorow seconded and all were in favour appointments in respect of items 6.1-6.5. **Clerk to action.**

Minutes of the Annual Council Meeting held 18/05/23, 19:30 at Witheridge Parish Hall

Monthly Business

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

Representations received in respect of:-

- Memorial to the late Mrs Margaret Hunsten.
- Lease of part of the Willow Rise Northern Open Space to the Developer for the siting of a Sales Office in respect of planning application 73742.
- Use of the Sports & Recreation Field.
- District and County Council contact information. Cllr Yabsley advised all public communications with District and County Councils should be addressed to Customer Services and they would direct it to the relevant department.

Customer Services:-

District: 01271 327711 customerservices@northdevon.gov.uk.

County: 0345 155 1015 customer@devon.gov.uk.

Cllr Yabsley stated non parish council matters should be addressed to the relevant principle authority not the parish council.

8. To Approve Apologies for Absence.

Apologies noted Cllr Smith.

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/>.

- Correspondence dated 12/04/23 and 10/05/23 noted.

9.2. District and County.

District Cllr Jones reported the following in respect of specific parish issues:-

- Butts Close garages owned by North Devon Homes who will be reviewing the state of the garages.
- Anyone with outstanding fire arms renewals due to expire should contact him.
- Contact details on the District Council website.

County Cllr Yabsley reported the following in respect of specific parish issues:-

- Butts Close spring water rising drainage issues being investigated by Devon County Council Highways.
- New CEO review of council processes.

10. Minutes.

10.1. 06/04/23. To sign if approved, minutes of the Council.

RESOLVED: Cllr Northam proposed, Cllr Richardson seconded and all were in favour adoption.

11. To consider Code of Conduct Matters:-

11.1. Written councillor dispensation requests arising.

None.

11.2. Declarations of Interests not declared in the Register of Interests.

Agenda	Councillor	Type	Reason	Dispensation
13.2.4	Cllr Richardson	DPI	Recipient	n/a

11.3. Members Registers of Interests.

District Council correspondence dated 03/05/23 detailing process for the completion and return to the District Council Member Services a Register of Interest by each parish councillor was noted.

Minutes of the Annual Council Meeting held 18/05/23, 19:30 at Witheridge Parish Hall**12. To consider the following Planning Matters.****12.1. Planning list.**

See planning appended.

12.2. Planning applications received following agenda publication.

See planning appended.

12.3. Enforcement Issues Arising.

The siting of two mobile homes on local land was noted. Clerk to notify Planning Department for review of compliance. **Clerk to action.**

12.4. NDC - Section 106 Schemes Eligibility.

District correspondence dated 19/04/23 advising proposed car parking and cemetery provisions were not eligible noted.

12.5. NDC - Publication of five-year land supply statement for North Devon and Torridge.

Noted.

13. To consider the following Finance & Policy matters:-**13.1. Finance update circulated to councillors' for review.**

RESOLVED: Cllr Dorow proposed, Cllr Richardson seconded and all were in favour to note 17/05/23 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

Cllr Fox gave apologies and left the meeting.

13.2. Sanction payment schedule appended & instruct signatories.

Cllr Richardson left for item leaving the meeting in-quate. On return:-

RESOLVED: Cllr Dorow proposed, Cllr Northam seconded and all were in favour settlement accounts 13.2.1 through 13.2.15 excluding 13.2.4, clerk to setup online payments, Chairman to authorise. **Chairman and clerk to action.**

13.3. Financial Year End 31/03/23.**13.3.1. Note Annual VAT126 Reclaim submitted.**

Noted.

13.3.2. Note Annual Local Gov. Pension Scheme Return submitted.

Noted.

13.3.3. Note Public Works Loan Board Annual Audit Statement.

Noted.

13.3.4. Re-state payees approved for payments by Standing Order & Direct Debit.

RESOLVED: Cllr Northam proposed, Cllr Dorow seconded and all were in favour approval bank list dated 27/04/23.

13.3.5. Review Bank Signatories.

RESOLVED: Cllr Cllr Dorow proposed, Cllr Northam seconded and all were in favour Cllr Richardson be added to the list of signatories. **Clerk to action.**

13.3.6. Internal Audit Report.

Cllrs reviewed the Report dated 29/04/23.

The clerk explained that the Cash Book software use of the terms Income and Expenditure was configurable to Receipt & Payments. However the Council Accounts compiled from the Cash Book software was appropriately titled Receipts and Payments.

Cllrs considered the recommendation for a councillor to periodically check the Payroll Tax/NI calculations was noted however cllrs considered the review of pay advises provided with invoices as part of the monthly Schedule of Payments provided for authorisation was sufficient.

Minutes of the Annual Council Meeting held 18/05/23, 19:30 at Witheridge Parish Hall**13.3.7. Approve Asset Register & Annual Risk Assessment.**

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

- Removal of the hose reel from the Asset Register having been disposed.
- Location of the step ladder being corrected to the parish hall storage shed.
- Addition of the new bus shelters at Lakelands and the Adventure Playground to the Asset Register once transferred to the parish council by the county council.

Clerk to action.

13.3.8. Approve Annual Governance Statement.

RESOLVED: Cllr Richardson proposed, Cllr Northam seconded and all were in favour completion with no qualifications. **Clerk to complete, publish on the council website and submit to External Audit.**

13.3.9. Approve Bank Reconciliation, Accounts & Accounting Statements.

RESOLVED: Cllr Dorow proposed, Cllr Richardson seconded and all were in favour approval. **Clerk to publish on the council website and submit to External Audit.**

13.4. Age Concern Funding Support Request.

Noted.

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/>

The Chairman requested councillors keep reporting potholes and other County matters on the County website.

RESOLVED: Cllr Dorow proposed, Cllr Richardson seconded and all were in favour continuing the meeting past the two hour limit.

14.2. Drayford Tree Survey.

Cllrs reviewed the survey dated 06/03/23. It was agreed to obtain quotes for the remainder of the work to the large Horse Chesnut (T1). **Chairman and clerk to action.**

14.3. Public Toilet Building.**14.3.1. Wallgate Service Report.**

Noted.

14.3.2. Tenants Services Update.

Tenant's correspondence dated 21/03/23 and the clerk's response was noted.

14.4. Parish Hall Playground.**14.4.1. Qtly Inspection Report.**

Report dated 04/04/23 was reviewed and noted.

14.4.2. Motorbike Springer Maintenance Quote.

Cllrs considered the repairs cost vs replacement of the springer and it was agreed to obtain a second quote for replacement. **Clerk to action.**

14.4.3. Railings Section 106 Funding Agreement.

The Agreement was circulated with cllrs' papers.

RESOLVED: Cllr Northam proposed, Cllr Dorow seconded and all were in favour signing the Section 106 Funding Agreement. The Chairman signed. **Clerk to action.**

Minutes of the Annual Council Meeting held 18/05/23, 19:30 at Witheridge Parish Hall**14.5. Adventure Playground.****14.5.1. Refurbishment Update & Post Installation Report.**

Cllrs considered the Report and correspondence between the contractor and the clerk concerning security of the site and works being undertaken to mitigate issues raised in the Report.

RESOLVED: Cllr Dorow proposed, Cllr Harvey seconded and all were in favour commissioning a second Post Installation Report once the additional works were complete, chargeable to the contractor. **Clerk to action.**

14.5.2. Refurbishment Payment Approval.

Defer.

14.5.3. Qtly Inspection Report.

Report dated 04/04/23 was reviewed and noted.

14.6. Willow Rise Northern Public Open Space update.

The clerk reported correspondence dated 17/05/23 from the parish council's solicitor advising Searches were awaited.

14.7. MDCC – Trade Waste Collection Agreement.

RESOLVED: Cllr Richardson proposed, Cllr Dorow seconded and all were in favour signing the Agreement. The Chairman signed. **Clerk to action.**

14.8. Memorial Consideration.

RESOLVED: Cllr Richardson proposed, Cllr Dorow seconded and all were in favour providing a plaque to be fixed to the public bench on the Two Moors Way overlooking the Parish Hall. **Clerk to action.**

15. Correspondence / Consultations Received for consideration:-**15.1. Resident - MUGA and Meeting Queries.**

Cllrs considered correspondence dated 09/04/23.

It was clarified the Section 106 Agreement for planning application 73742 had not been finalised by the District Council Planning Department and therefore the criteria for expenditure of Open space Funding was not known at present. It was noted if an allocation were included for the provision of a MUGA then it would be up to a qualifying organisation with available land to host one to compile an application to submit to the District Council for consideration for a funding grant.

At this stage the parish council only has land available within its control at the Adventure Playground and the public consultation leading to the Adventure Playground refurbishment does not identify a MUGA as a priority, rather a preference for a refurbished skatepark and bump track.

It was agreed parish council minutes in accordance with legislation were to record the decisions of council and not the full discussion leading to the decisions; meetings were the primary forum for council communication through the Public Session.

15.2. Resident – Drainage Butts Close Queries.

It was agreed given the Highways nature of these queries they should be passed to Devon County Council the Highways Authority for their consideration and response. **Clerk to action.**

16. Dates of Next meetings recommended:-**16.1. Parish Council – 01/06/23.**

Noted.

16.2. Agenda Items for consideration by the next meeting.

Litter Pick.

Meeting closed 22:20.

WITHERIDGE PARISH COUNCIL

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Minutes of the Annual Council Meeting held 18/05/23, 19:30 at Witheridge Parish Hall

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 Recommendation: Objection, the scale of the proposal is not in keeping with the surrounding dwellings and as such also not suitable for local people in North Devon on typical average earnings.
77089	Erection of conservatory at 62 Butts Close Witheridge Tiverton Devon EX16 8AJ Grid Ref: 280599; 114062 Recommendation: No Objection.

Payment Schedule

Item	Chq Ref	Payee	Purpose	£
13.2.1.	OB	Wicksteed Leisure Ltd	Playgrounds Qtly Report *491	266.40
13.2.2.	OB	A Marshall (LCAS)	Internal Audit Yr Ending 31/03/23 23/0011	175.00
13.2.3.	OB	S Sandland	Bus Shelter Cleaning x 4	240.00
13.2.4.	OB	C Richardson	British Red Cross Emergency 1sr Aid at Work	198.00
** Staff Salaries & Expenses **				
13.2.5.		Redacted under GDPR	Total:-	1130.97
13.2.6.				
13.2.7.				
13.2.8.				
To Ratify:-				
13.2.9.	OB	PHS Group	Public Toilet Sanitary Waste Service	216.00
13.2.10.	OB	A M Lane Ltd	Drayford Green Tree Risk Assessment	349.44
13.2.11.	OB	North Devon Council	Dog Waste Bin Servicing 01/23-03/23	218.40
13.2.12.	OB	S Sandland	Toilet Management & Cleaning Contract - Apr	300.00
Invoices Received after Agenda compilation - To Be Ratified				
13.2.13.	OB	The Play Inspection Co. Ltd	Post Installation Report 61050	420.00
13.2.14.	OB	Mid Devon District Council	Trade Waste Bin Service 01/04-30/09 *3736	114.42
13.2.15.		Redacted under GDPR	Total:-	5.98

Signed:

Chairman.

Date: