

**Minutes of the Council Meeting held 03/08/23, 19:30 at Witheridge Parish Hall**

**PRESENT:**

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

**In Attendance:**

17 Members of the public  
P G Dunn - clerk

“Minutes of proceedings of a council and of its committees must be kept. They are intended to be formal records of official acts and decisions, not reports, still less verbatim reports of speeches...” Local Council Administration.

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

Representations concerning Parish Council matters:-

- Impact of the Withfest Festival on the local community.
- Use of remaining Open Space Section 106 Funding associated with the Willow Rise development.
- Speedwatch.

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

Apology noted from Cllr Jones.

**3. To Consider Application(s) for Co-option.**

None.

**4. 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):-**

**4.1. Police update - <https://www.police.uk/pu/your-area/devon-and-cornwall-police/south-molton/>.**

Cllr Smith reported:-

- Campaign promoting motorcycle safety was underway and local speed checks.
- Chief Constable suspension.

**4.2. District and County.**

None.

**4.3. Parish Groups with Council Representatives.**

Parish Hall Committee

Cllrs Dorow and Richards confirmed attendance at a recent meeting and reported the committee is planning undertake a needs survey with a view to remodelling the hall using future Section 106 funding.

**5. Minutes.**

**5.1. 06/07/23.** To sign if approved, minutes of the Council.

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

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

**6.1. Written councillor dispensation requests arising.**

None.

**6.2. Declarations of Interests.**

Agenda	Councillor	Reason	Dispensation
11.4	Cllr Richardson	Representative of Local Speedwatch Group	None

**7. To consider the following Planning & Licensing Matters.**

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

See planning report appended.

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None.

**7.3. MDDC - Public consultation on a Meeting Housing Needs Supplementary Planning Document.**

Noted.

**7.4. NDC - Consultation On Revised Licensing Act 2003 Statement Of Licensing Policy.**

**RESOLVED:** Cllr Northam proposed, Cllr Dorow seconded and all were in favour supporting the draft policy, specifically proposals detailed below being prioritised as mandatory not "suggested":-

- Event Management
- Risk Assessment requirements
- Neighbourhood Disturbance
- Local Consultation

**Clerk to action.**

**8. To consider the following Finance & Policy matters:-****8.1. Finance update circulated to councillors' for review.**

**RESOLVED:** Cllr Fox proposed, Cllr Northam seconded and all were in favour to note 02/08/23 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

**8.2. Sanction payment schedule appended & instruct signatories.**

**RESOLVED:** Cllr Dorow proposed, Cllr Northam seconded and all were in favour settlement accounts 8.2.1 through 8.2.16, clerk to setup online payments, Cllr Smith to authorise. **Cllr Smith and clerk to action.**

**8.3. Annual Insurance Renewal.**

**RESOLVED:** Cllr Northam proposed, Cllr Smith seconded and all were in favour completion and submission. **Clerk to action.**

**9. To consider the following Property/Environment matters:-****9.1. Highways, Drainage & Public Rights of Ways Issues.**

<https://devon.roadworks.org/> | <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

None, the Chairman reminded councillors to keep making reports online.

**9.2. Public Toilet Block.****9.2.1. Parish Council Proposed Change of Postal Address / Requirements to:-**

“ Witheridge Parish Council  
Unit 1, Store Adjacent Public Convenience,  
The Square, Witheridge, Tiverton, EX16 8AE”.

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

- Adoption of the address and proposed signage.
- Purchase of the proposed external letter box.

**Clerk to action.**

**9.2.2. Review and Confirm Building Maintenance requirements / Quotation Request(s).**

The Chairman reported with Cllr Northam identification of requirements to renew guttering and down pipes. **Cllrs Dorow and Richardson agreed to seek quotations** from Mr Bibby and Mr Ettles respectively to be sent to the clerk.

**Minutes of the Council Meeting held 03/08/23, 19:30 at Witheridge Parish Hall****9.2.3. Review Public Toilet Cleaning Requirements.**

**RESOLVED:** Cllr Northam proposed, Cllr Dorow seconded and all were in favour cessation the enhanced level of cleaning implemented during Covid with a return to cleaning once daily.  
**Clerk to action.**

**9.3. Playgrounds.****9.3.1. Adventure Playground Refurbishment Update & Payment Arrangements.**

Following correspondence included with councillor papers noted:-

- 06/07/23 NDC - confirmation Adventure Playground entrance dog waste bin added to service contract.
- 17/07/23 & 01/08/23 Kompan updates on parts order for multiplay unit.
- 23/07/23 Resident email concerning closure and response sent.

**9.3.2. Draft Adventure Playground Signage.**

**RESOLVED:** Draft 20/07/23 approved. **Clerk to action.**

**9.3.3. Quarterly Operational Playgrounds Inspection Reports.**

**Cllr Dorow to follow up a local firm** concerning the skateramp repairs.

**9.4. District Cllr request for Parish Council to undertake Post Office Lane's neighbouring properties grounds maintenance.**

**RESOLVED:** Cllr Northam proposed, Cllr Dorow seconded and all were in favour supporting Devon County Council's Highways Department's action to use its powers to enforce neighbouring property owners to undertake their responsibilities and not undertake the works at cost to the parish council and general public cost.

**9.5. Willow Rise Section 106 Public Open Space Project Funding.**

**RESOLVED:** Cllr Richardson proposed, Cllr Smith seconded and all were in favour progressing an application for the remaining funds to be used towards new railings at the Adventure Playground.  
**Clerk to action.**

**9.6. 20s Plenty Scheme.**

**RESOLVED:** Cllr Dorow proposed, Cllr Smith seconded and the majority were in favour 5 to 1 not recommending the adoption of the scheme following a presentation. No further action.

**10. Management of Meetings.**

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

- Noting resident's correspondence dated 04/07/23.
- Confirming most of the matters raised were beyond the powers of the parish council but the District or County Councils;
- Had been discussed numerous times at the parish council already.
- No further meeting to discuss any further was required by the parish council.

**11. Correspondence / Consultations Received for consideration:-****11.1. Resident representations concerning planning application 77237.**

Correspondence dated 16/07/23 following the parish council's response to the Planning Authority was noted.

**11.2. Resident thanks to council for completion of parish clock works.**

Correspondence dated 20/07/23 noted.

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Cllr Northam left the meeting during this item.

It was confirmed the Sports Field Management Committee are responsible for the management of the Witheridge Playing Fields Charitable Trust registration number 1116536 and concerns should be addressed to the Committee Chairman. [Full details on the Charity together with contact information are available on the Parish Council website:-

<https://www.middevonparish.co.uk/witheridge/amenities/parish-open-spaces-public-rights-of-way/> ].

**11.4. Speedwatch – Funding request for a body worn camera.**

Cllr Richardson outlined the requirements then left the meeting for the item's discussion.

**RESOLVED:** To invite submission of a formal grant application from the local Speedwatch Group supported by a letter from the local police confirming the camera specification and quote for consideration during the annual grants in November. ***Cllr Richardson to action.***

**11.5. Parish Hall – Open Day Stall.**

Cllr smith reported the event was schedule for 04/10/23. Councillors declined to host a stall.

**12. Dates of Next meetings recommended:-****12.1. Parish Council - 07/09/23 – agenda deadline noon 25/08/23.**

Noted.

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

None. Meeting closed 22:30

# WITHERIDGE PARISH COUNCIL

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### Planning

Application No.	Description
77299	Extensions to dwelling at East Betham Witheridge Tiverton Devon EX16 8QE Grid Ref: 282196; 115406 <b>Recommended:</b> Object, overdevelopment.
77429	Listed building for formation of extended en-suite at 4 The Square Witheridge Tiverton Devon EX16 8AE Grid Ref: 280410; 114522 <b>Recommended:</b> No objection.

### Payments

Item	Ref	Payee	Purpose	£
8.2.1.	OB	Cumbria Clock Company Ltd	Replace the automatic Timeside winding & effect repairs to address back barrel bearing excessive wear – balance payment (deposit paid £817.20)	<b>3904.80</b>
8.2.2.	OB	Dart Electrics Ltd	Installation of new 2 gang switched metal socket for above.	<b>110.06</b>
8.2.3.	OB	S Sandland	Toilet Management & Cleaning Contract	<b>300.00</b>
8.2.4.	OB	North Devon District Council	Dog Waste Bin Servicing Apr-Jun 23	<b>228.00</b>
8.2.5.	OB	Wicksteed Leisure Ltd	Qtly Playgrounds Inspections *2313	<b>293.04</b>
8.2.6.	OB	Devon Association of Local Councils	Cllrs Richardson & Fox attendance Being a Good Councillor Full Day Course	<b>180.00</b>
<b>** Staff Salaries &amp; Expenses **</b>				
8.2.7.		Redacted under GDPR	Total:-	<b>1137.90</b>
8.2.8.				
8.2.9.				
8.2.10.				
<b>To Ratify:-</b>				
8.2.11.	CC	Easily Limited	Webmail service annual renewal *0462	<b>11.99</b>
8.2.12.	OB	Hoopers (SW) Ltd	Grounds Maintenance 22+28/06 0082	<b>1412.10</b>
<b>Invoices Received after Agenda compilation - To Be Ratified</b>				
8.2.13.	CC	Giffgaff Ltd	Council Mobile Credit *1310	<b>10.00</b>
8.2.14.	CC	Amazon	Printer Toner *8010	<b>57.98</b>
8.2.15.	CC	Amazon	3 Pack 35l Really Useful Storage Crates *AEUI	<b>38.00</b>
8.2.16.	OB	Hooper Services	Grounds Maintenance	<b>1368.00</b>

Signed:

Chairman.

Date:

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