

**Minutes of the Council Meeting held 07/09/23, 19:30 at Witheridge Parish Hall****PRESENT:**

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

**In Attendance:**

District Cllr P Jones

21 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.
- Proposal for provision of an all-weather pitch at the Sports and Recreation Field.
- Location of new dog bin at Adventure Playground entrance.
- Parish Clock time-keeping – engineer booked.
- Support for Speedwatch Bodycam provision.
- No response to resident's letter repeating a number of matters previously raised – Chairman advised matters dealt with previously.
- Transfer of Willow Rise Northern Public Open Space to Parish Council and proposed siting of developer Sales Office.

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

Apology noted from Cllr Yabsley.

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

**RESOLVED:** Cllr Richardson proposed, Cllr Fox seconded and all were in favour co-option Mr J Bibby.  
**Clerk to action.**

**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/your-area/devon-and-cornwall-police/south-molton/>.**  
None.

**4.2. District and County.**

Cllr Jones reported:-

- Meeting with Residents and Withyfest representatives and proposals agreed to scale back 2024 to the size of event held three years previous.
- Update on Recycling issues and advised new vehicles due April 2024.
- Update on proposals to monitor local river quality.
- Reporting drainage issues in Post Office Lane to Post Office Stores.
- Butts Close collapsed drain repaired.

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

None.

**5. Minutes.**

**5.1. 03/08/23.** To sign if approved, minutes of the Council.

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

**5.2. 31/08/23.** To sign if approved, minutes of the Council.

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

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

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

None.

**6.2. Declarations of Interests.**

Agenda	Councillor	Reason	Dispensation
9.2	Cllr Bibby	Submission of quote.	None

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

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

None.

**7.2. Enforcement Issues Arising.**

Cllr Jones updated council in respect of application changes to 77237 to mitigate representations made.

**7.3. NDC - Public Spaces Protection Order Consultation.**

The Chairman outlined proposals.

Cllr Dorow proposed, Cllr Northam seconded approval for the proposals, with two for, three against and one abstention the motion failed.

**8. To consider the following Finance & Policy matters:-**

**8.1. Finance update circulated to councillors' for review.**

**RESOLVED:** Cllr Northam proposed, Cllr Richardson seconded and all were in favour to note 28/08/23 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

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

**RESOLVED:** Cllr Northam proposed, Cllr Fox seconded and all were in favour settlement accounts 8.2.1 through 8.2.19, clerk to setup online payments, Chairman to authorise. Raised cheque to be signed by Chairman and Cllr Richardson. **Chairman, Cllr Richardson and clerk to action.**

**8.3. Financial Year Ending 31/03/23 - External Auditor Conclusion of Audit.**

**RESOLVED:** Cllr Northam proposed, Cllr Richardson seconded and all were in favour noting signed off with no qualifications.

**8.4. Annual Insurance Renewal Quotes.**

Three quotations considered.

**RESOLVED:** Cllr Richardson proposed, Cllr Northam seconded and all were in favour acceptance the lowest quote on a three year discounted rate. **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.

**9.2. Public Toilet Building Guttering quotes.**

Cllr Bibby left for this item. One estimate and one quotation considered, a third contractor withdrew.

**RESOLVED:** Cllr Dorow proposed, Cllr Fox seconded acceptance the quotation "OG" option, with four in favour and one abstention the motion was carried. **Clerk to action.**

**9.3. Playgrounds.**

**9.3.1. Consider Adventure Playground Refurbishment Post Installation Report & Signed JCT Contract.**

Dealt with 31/08/23.

**Minutes of the Council Meeting held 07/09/23, 19:30 at Witheridge Parish Hall****9.3.2. Review Adventure Playground Signage Requirements.**

Cllr Richardson reported deferring fitting the new signage having reviewed the proposed position, advising the Kompan fitted signage displayed age recommendation would have been obstructed. It was agreed to fit to the road side railings. **Cllr Richardson to action.**

**9.3.3. Consider Parish Hall Playground Springer repair/replacement quotes.**

Defer, re-agenda. **Clerk to action.**

**9.3.4. Consider Parish Hall Playground Railings quotes.**

Three quotes sought two received. Clarification required as to inclusion of removal and disposal of old fencing in one of the quotes. **Clerk to action.**

**9.4. Willow Rise – Northern Public Open Space.****9.4.1. Solicitor's Report on transfer of land to Parish Council.**

Councillors raised the following matters:-

- Impact of Adventure Playground in close proximity to the proposed Sales Office site.
- Copy of approved planting scheme for the Northern Open Space required.
- Scale Plan for the proposed leased area footprint.
- Meeting with the developer to discuss further.

**Clerk to action.**

**9.4.2. Appointment of signatories.**

Defer, re-agenda. **Clerk to action.**

**9.5. Drayford Green – Tree works quote(s).**

Defer, re-agenda. **Clerk to action.**

**9.6. Annual Christmas Tree arrangements.**

Defer, re-agenda. **Clerk to action.**

**10. Correspondence / Consultations Received for consideration:-****10.1. Resident – winter gritting.**

Council outlined it did not have capacity to take on responsibility for winter gritting given the undertakings required by Devon County Council and Insurers as linked to under the parish council website Contacts page and detailed in a response to the resident.

**10.2. Resident – clock overnight bell striking.**

Noted.

**10.3. Resident – foul smelling road drain.**

Clerk's response sign-posting resident to the relevant statutory service provider noted.

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

**11.1. Parish Council - 05/10/23 – agenda deadline noon 22/09/23.**

Noted.

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

Proposed Litter Pick 28/10/23.

Meeting closed 21:45

**WITHERIDGE PARISH COUNCIL**

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**Minutes of the Council Meeting held 07/09/23, 19:30 at Witheridge Parish Hall****Payments**

<b>Item</b>	<b>Ref</b>	<b>Payee</b>	<b>Purpose</b>	<b>£</b>
8.2.1.	OB	S Sandland	Toilet Management & Cleaning Contract	<b>250.00</b>
8.2.2.	OB	Source for Business	Water & Sewerage Charges 24/08	<b>113.18</b>
8.2.3.	OB	Play Inspection Company	Post Installation Report (3) *383	<b>360.00</b>
8.2.4.	OB	PKF Littlejohn LLP	External Audit Yr end ing 31/03/23 *481	<b>504.00</b>
8.2.5.	OB	Wallgate Ltd	Service Plan Annual Renewal *040	<b>399.00</b>
8.2.6.	OB	PHS Group	Credit 07/08/23-06/09/23	<b>(23.53)</b>
8.2.7.	OB	Ken White Signs	Playground & Storeroom Signage *541	<b>69.60</b>
8.2.8.	CC	Amazon	Storeroom Outside Letter Box	<b>55.49</b>
<b>** Staff Salaries &amp; Expenses **</b>				
8.2.9.		Redacted under GDPR	Total:-	<b>1162.66</b>
8.2.10.				
8.2.11.				
8.2.12.				
8.2.13.				
<b>To Ratify:-</b>				
8.2.14.	CC	Giffgaff Ltd	Council Mobile Credit *1310	<b>10.00</b>
8.2.15.	CC	Amazon	Printer Toner *8010	<b>57.98</b>
8.2.16.	CC	Amazon	3 Pack 35l Really Useful Storage Crates *AEUI	<b>38.00</b>
<b>Invoices Received after Agenda compilation - To Be Ratified</b>				
8.2.17.	CHQ	Kompan Ltd (£153,755.90)	Adv Playground Refurbishment	<b>154,475.90</b>
8.2.18.	CHQ		Credit two Re-Inspection PI Reports	<b>(720.00)</b>
8.2.19.	DD	UK Debt Management Office	PWLB 6mthly repayment	<b>1173.51</b>

Signed:

Chairman.

Date:

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