

**Minutes of the Council Meeting held 05/10/23, 19:30 at Witheridge Parish Hall****PRESENT:**

Cllr Harvey Chairman Cllr Fox  
Cllr Northam Vice Chairman Cllr Dorow

**In Attendance:**

County Cllr J Yabsley – Part meeting 3 Members of the public  
District Cllr P Jones – Part Meeting 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).**

New representations concerning Parish Council matters:-

- Some gravel distribution on safer surfacing from new Adventure Playground path. The clerk advised the quarterly playground inspection was undertaken 03/10/23 and any substantive issues would be raised in the report for council's attention.

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

**RESOLVED:** Apologies approved from Cllrs Richardson and Smith. [Clerks note: Apology email received from Cllr Bibby read following meeting].

Apology noted for late arrival due to District meeting 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/>.**

Written report 02/10/23 noted.

**4.2. District and County.**

Cllr Yabsley reported the following in respect of parish matters:-

- Gidley X to Link Road works complete.
- Planning to move the 30mph speed limit at the Triangle progressing.
- Endeavouring to get the Zebra Crossing lights working.
- Street lighting issues at Willow Rise currently responsibility of the developer as the road is not as yet adopted.
- Missed street light at Willow Rise to be installed.
- Agreement to arrange site meeting with Highways to review Trafalgar Square pedestrian safety.
- Embargo on major road patching works.

Cllr Yabsley left 20:10.

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

None.

**5. Minutes.**

**5.1. 07/09/23.** To sign if approved, minutes of the Council.

**RESOLVED:** Cllr Fox proposed, Cllr Dorow seconded and all were in favour approval subject to correction of header meeting date. **Clerk to action.**

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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
8.2.15/16	Cllr Harvey	Recipient.	None

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

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

None.

**7.2. Enforcement Issues Arising.**

3 Mobile Homes, 2 Caravans and 1 Shed reported. **Clerk to report.**

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

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

**RESOLVED:** Cllr Northam proposed, Cllr Fox seconded and all were in favour to note 28/09/23 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, Chairman to authorise. **Chairman, and clerk to action.**

**8.3. Insurance update.**

The clerk reported due to a discrepancy quotations from two of the insurance providers had been re-requested and reported to cllrs and subsequently the renewal business was placed with Zurich.

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

**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/>

It was agreed this standing item should be for the consideration of significant issues and general reporting of Highways defects should be made by individuals using the DCC "Report A Problem" online portol.

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

**RESOLVED:** The Chairman proposed, Cllr Fox seconded and all were in favour replacement elephant springer from T K Play. **Clerk to action.**

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

**RESOLVED:** Cllr Dorow proposed, Cllr Northam seconded and all were in favour quotation from J Brown Tree Care. **Clerk to action.**

**9.4. PHS - Controlled Waste Transfer Note.**

Noted.

**9.5. WPH - discontinue Parish Hall Field grounds maintenance from 2024.**

Noted. It was agreed to continue provision of dog waste bin and trade waste services. **Clerk to action.**

**9.6. Annual Christmas Tree & Lights Arrangements.**

**RESOLVED:** Cllr Dorow proposed, Cllr Fox seconded and all were in favour repeat of previous year arrangements with the tree erection to be completed by 29/11/23. **Chairman, Vice-Chairman and clerk to action.**

**9.7. Litter Pick 28/10/23.**

**RESOLVED:** The Chairman proposed, Cllr Dorow seconded and all were in favour.

**Minutes of the Council Meeting held 05/10/23, 19:30 at Witheridge Parish Hall****10. Correspondence / Consultations Received for consideration:-****10.1. Allison Homes - development liaison meeting request.**

**RESOLVED:** Cllr Northam proposed, Cllr Fox seconded and all were in favour attendance a public meeting to be arranged by Allison Homes. **Clerk to action.**

**10.2. NDC - Street Name Consultation.**

Noted.

**10.3. Dist. Cllr Jones – Representations to South West Water.**

**RESOLVED:** Cllr Fox proposed, Cllr Dorow seconded and all were in favour writing to South West Water Ltd seeking in respect of Witheridge Sewage Works:-

- Capacity of the works.
- Frequency of releases.
- Frequency of solid waste removal.
- Frequency of liquid waste removal.

**Clerk to action.**

**11. Dates of Next meetings recommended:-****11.1. Parish Council**

**– 02/11/23 – agenda deadline noon 20/10/23.**

Noted.

**11.2. Finance & General Purposes Committee – 16/11/23 11:00 TBC (constitute committee).**

It was agreed to meet as Council and book the Rest A While Day Centre 19:30. **Clerk to action.**

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

Parish Hall Playground site ownership.

Christmas Tree Event Grant.

Meeting closed 22:00

**WITHERIDGE PARISH COUNCIL**

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Item	Ref	Payee	Purpose	£
8.2.1.	OB	Hoopers (SW) Ltd	Grounds Maintenance 0126	<b>1032.00</b>
8.2.2.	OB	S Sandland	Toilet Management & Cleaning Contract	<b>220.00</b>
<b>** Staff Salaries &amp; Expenses **</b>				
8.2.3.		Redacted under GDPR	Total:-	<b>1137.90</b>
8.2.4.				
8.2.5.				
8.2.6.				
<b>To Ratify:-</b>				
8.2.7.	2689	Kompan Ltd ( <b>£153,755.90</b> )	Adv Playground Refurbishment	<b>154,475.90</b>
8.2.8.	2689		Credit two Re-Inspection PI Reports	<b>(720.00)</b>
8.2.9.	DD	UK Debt Management Office	PWLB 6mthly repayment	<b>1173.51</b>
8.2.10.	OB	Zurich Insurance	Council Insurance	<b>1566.76</b>

**Invoices Received after Agenda compilation - To Be Ratified**

8.2.11.	CC	North Devon District Council	Council New Address Registration Fee	<b>75.25</b>
8.2.12.	CC	Libraries Unlimited	Printing 29/08	<b>3.50</b>
8.2.13.	DD	EDF Energy	Public Toilet Building Electricity Charges 01/06-29/08	<b>272.90</b>
8.2.14.	OB	Witheridge Parish Hall Committee	Hall Bookings Jul-Sept 115	<b>90.00</b>
8.2.15.	OB	J Harvey (£48.60)	25/08 Tiverton Bank Mandate - 22 miles	<b>9.90</b>
8.2.16.	OB		27/09 Exeter Racecourse DALC AGM – 86 miles	<b>38.70</b>

Signed:

Chairman.

Date:

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