

**Minutes of the Council Meeting held 02/11/23, 19:30 at Witheridge Parish Hall****PRESENT:**

Cllr Harvey Chairman Cllr Bibby Cllr Richardson  
Cllr Northam Vice Chairman Cllr Dorow Cllr North Cllr Smith

**In Attendance:**

District Cllr P Jones

2 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).**

(Please note in accordance with Council Standing Order 3(h) a question shall not give rise to a debate or require an immediate response).

New representations concerning Parish Council matters:-

None.

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

Apologies noted from Cllrs Fox and Yabsley.

**3. To receive the following Reports (strictly maximum 15 minutes – long reports should be submitted in advance to allow circulation to councillors prior to the meeting):-****3.1. Police update - <https://www.police.uk/your-area/devon-and-cornwall-police/south-molton/>.**

None.

**3.2. District and County.**

Cllr Jones reported:-

- Periodic written report published on Facebook, Witheridge Voice and emailed to parish council [circulated to cllrs].
- Cllr Yabsley dealing with Zebra Crossing lights.
- Lobbying in respect of students travel by bus to college.
- Recycling improvements – disputed by parish cllrs.
- Proposal to involve community in allocation of future Section 106 funding.
- Training for Little Dart river catchment area water quality monitoring.

The Chairman thanked Cllr Jones.

Cllr Dorow raised the ongoing drainage issue in Post Office Lane advising he had raised again with shop manager.

**3.3. Parish Groups with Council Representatives.****Parish Hall Committee**

Cllr Dorow stated he was unclear what was happening with the parish hall field grounds maintenance. The Chairman advised she had spoken to the Parish Hall Committee (PHC) Chairman who was clear the PHC would be paying for works committed to and completed by the Parish Council contractor for 2023.

**4. Minutes.**

**4.1. 05/10/23.** To sign if approved, minutes of the Council.

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

**5. To consider Code of Conduct Matters:-****5.1. Written councillor dispensation requests arising.**

None.

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**5.2. Declarations of Interests.**

Agenda	Councillor	Reason	Dispensation
7.3	Cllr Dorow	Chairman of applicant organisation	n/a

**5.3. Consider any applications for co-option.**

An application from Mr Russell North was considered.

**RESOLVED:** Cllr Bibby proposed, Cllr Dorow seconded and all were in favour co-option Mr North. Mr North signed the Declaration of Acceptance of Office. **Clerk to action.**

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

**6.1. Planning list.**

See report appended.

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

None.

**6.3. Enforcement Issues Arising.**

None.

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

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

**RESOLVED:** Cllr Richardson proposed, Cllr Dorow seconded and all were in favour to note 01/11/23 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

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

**RESOLVED:** Cllr Northam proposed, Cllr Richardson seconded and all were in favour settlement accounts 7.2.1 through 7.2.22, clerk to setup online payments, Chairman to authorise, Cllr Richardson to countersign 7.2.22. **Chairman, Cllr Richardson and clerk to action.**

**7.3. Knights of Witheridge Grant Application.**

Cllr Dorow gave a brief outline to the application then left for this item.

**RESOLVED:** Cllr Northam proposed, Cllr Smith seconded and all were in favour a grant of £300 for the provision of children's Christmas gifts at the Christmas Tree light up event. **Clerk to action.**

**8. To consider the following Property/Environment matters:-**

**8.1. Highways, Drainage & Public Rights of Ways Issues.**

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

None.

**8.2. Transfer of Willow Rise Northern Public Open Space (to include display of developer signage scaffold).**

**RESOLVED:** Cllr Dorow proposed, Cllr Richardson seconded and all were in favour disaggregating the matter of the signage scaffold from the initial land transfer process and confirming the requirement to re-instate the original sales office footprint to grass. **Clerk to action.**

**8.3. Playgrounds.**

**8.3.1. Qtly Inspection Reports.**

Actions arising:-

- Removal of redundant collapsed gate and post on BMX access track.
- Raise Cable Run rubber stop and re-tensioning.
- Weeds under skateramps.
- Loose roundabout grip.
- Reset grass mat safer surfacing.

**Clerk to action.**

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It was noted no issues had been raised in respect of the new Adventure Playground path surfacing and adjacent safer surfacing areas.

**8.3.2. Qly Inspections Order 2024.**

Noted.

**8.3.3. Parish Hall Playground Railings quotes.**

Cllrs considered a revised estimate from W M Ironwork. It was agreed to respond advising an all inclusive quote was required and to obtain a third quote in lieu of the third non responding contractor previously invited to quote. **Clerk to action.**

**8.3.4. Review Kompan Installation maintenance requirements and approve updated weekly visual inspection checklists.**

Kompan playground installation maintenance handover documents alongside revised weekly inspection sheets included with meeting papers for cllr's review.

**RESOLVED:** Cllr Richardson proposed, Cllr Northam seconded and all were in favour approval and adoption revised checklists. **Clerk to action.**

**8.4. Christmas Tree Arrangements Update.**

The following was reported:-

- Tree selected and order placed to include delivery.
- Electrician booked for lights installation.
- Contractor booked to erect tree and subsequent take-down and disposal.
- **Chairman to instruct Playgrounds Caretaker** to remove crowd barriers from storage for collection by contractor.
- **Chairman to request cleaning contractor** to undertake a clean of the outside of the toilet block storeroom.

**8.5. Note Litter Pick 28/10/23 Risk Assessment.**

Noted. The Chairman reported after eight years Cllr Northam had stepped down from leading the Litter Pick and invited Cllr Richardson as the trained First Aider for the event if he would be willing to take over the organisation. Cllr Richardson agreed. **Cllr Richardson to action.**

**8.6. Note Leased room utilities invoice.**

Noted.

**9. Correspondence / Consultations Received for consideration:-****9.1. NDC – Polling Stations Review Consultation.**

Noted.

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

**10.1. Parish Council** - 07/12/23 – agenda deadline noon 24/11/23.

Noted.

**10.2. Parish Council (Finance)** - 16/11/23 – Rest A While 19:30.

Noted.

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

Regular cleaning of the outside of the toilet block.

Parish Clock chimes complaint received by NDC Enforcement.

Future Section 106 funding allocation.

Parish Hall Playground ownership.

Lakelands Bus Shelter.

Meeting closed 22:00

**WITHERIDGE PARISH COUNCIL**

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**Minutes of the Council Meeting held 02/11/23, 19:30 at Witheridge Parish Hall****Planning**

Application No.	Description
77408	Listed building works for removal of chimney, replacement of roof tiles and replacement of door at 25 West Street Witheridge Tiverton Devon EX16 8AA Grid Ref: 280324; 114461 <b>Recommendation:</b> No objection subject in principal to approval of Conservation Officer. <b>Clerk to action.</b>

**Payments**

Item	Chq Ref	Payee	Purpose	£
7.2.1.	OB	Hoopers (SW) Ltd	Grounds Maintenance 133	<b>918.00</b>
7.2.2.	OB	S Sandland	Toilet Management & Cleaning Contract	<b>300.00</b>
7.2.3.	OB	North Devon District Council	Dog Waste Bin Service Jul-Sep 23	<b>249.60</b>
7.2.4.	OB	Mid Devon District Council	Trade Waste Bin Service 011023-310324 *5078	<b>114.42</b>
7.2.5.	OB	Wicksteed Leisure Ltd	Qtly Playgrounds Inspection *3280	<b>338.58</b>
7.2.6.	OB	Devon Association of Local Councils	AGM & Conference – Chairman attendance	<b>54.00</b>
<b>** Staff Salaries &amp; Expenses **</b>				
7.2.7.		Redacted under GDPR	Total:-	<b>1137.89</b>
7.2.8.				
7.2.9.				
7.2.10.				
<b>To Ratify:-</b>				
7.2.11.	OB	North Devon District Council	Council New Address Registration Fee	<b>75.25</b>
7.2.12.	CC	Libraries Unlimited	Printing 29/08	<b>3.50</b>
7.2.13.	DD	EDF Energy	Public Toilet Building Electricity Charges 01/06-29/08	<b>272.90</b>
7.2.14.	OB	Witheridge Parish Hall Committee	Hall Bookings Jul-Sept 115	<b>90.00</b>
7.2.15.	OB	J Harvey (£48.60)	25/08 Tiverton Bank Mandate - 22 miles	<b>9.90</b>
7.2.16.	OB		27/09 Exeter Racecourse DALC AGM – 86 miles	<b>38.70</b>

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

7.2.17.	CC	Dropbox	Cloud storage Annual Renewal	<b>95.88</b>
7.2.18.	CC	MDDC	Parking Crediton	<b>1.50</b>
7.2.19.	CC	Libraries Unlimited	28/09 Printing	<b>7.80</b>
7.2.20.	CC	Libraries Unlimited	17/10 Printing	<b>1.10</b>
7.2.21.	CC	Libraries Unlimited	26/10 Printing	<b>1.80</b>
7.2.22.	2690	RBL Poppy Appeal	Remembrance Wreath	<b>18.00</b>

Signed:

Chairman.

Date:

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