

**Minutes of the Council Meeting held 07/12/23, 19:30 at Witheridge Parish Hall**

**PRESENT:**

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

**In Attendance:**

County Cllr J Yabsley – part meeting	5 Members of the public
District Cllr P Jones	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:-

- Pavement dropped kerb requirements opposite Providence House B3137 raised with DCC. **Confirm with Cllr Yabsley.**
- Parish Clock striking overnight and impact on local resident.

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

Apologies noted from Cllr North.

**3. To consider any application(s) for co-option.**

None.

**4. 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):-**

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

Correspondence dated 01/12/23 circulated with councillors’ papers. Vision Zero pledge process noted.

**4.2. District and County.**

Concerning specific parish matters:

Cllr Jones reported:-

- Thanks to all involved in Christmas Tree lighting, lantern procession event.
- Looking into bus service issues being experienced locally and request for specific examples of service failure dates/times/impact [contact Peter Jones:- <https://www.northdevon.gov.uk/council/councillors-and-committees> .

Cllr Yabsley reported (as part of 9.1 following arrival):-

- Bradford Bridge flooding works scheduled 09/12/23.
- Drains outside Providence House being looked at.
- Zebra Crossing lighting issues ongoing.
- Trafalgar Square pedestrian safety issues reviewed several times by Highways and no satisfactory proposals were forthcoming. Agreed again to follow up the parish council’s request for a site visit with Highways Officers. **Cllr Yabsley to action.**
- Post Office Lane running water from neighbouring property drainage – agreed to raise with Highways.

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

The Chairman thanked all those involved in organising the Christmas Tree lighting, lantern procession event.

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**Parish Hall Committee**

Cllr Dorow sought confirmation as to the councillors appointed to fill the three parish councillor seats on the Parish Hall Management Committee. It was confirmed Cllrs Dorow, Smith and Richardson. Any other councillors present on the committee were not sitting as parish council representatives.

***Chairman to discuss with Parish Hall Chairman.***

**5. Minutes.**

**5.1. 02/11/23.** To sign if approved, minutes of the Council.

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

**5.2. 16/11/23.** To sign if approved, minutes of the Council.

**RESOLVED:** Cllr Northam proposed, Cllr Richardson 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
8.2.10	Cllr Northam	Recipient	n/a
8.2.11	Cllr Harvey	Recipient	n/a
8.5	Cllr Northam	Chairman Witheridge in Bloom	n/a

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

**7.1. Planning list.**

See report appended.

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

None.

**7.3. Enforcement Issues Arising.**

None.

**7.4. NDC - New Landscape Character Assessment for North Devon and Torridge.**

Noted.

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

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

**RESOLVED:** Cllr Richardson proposed, Cllr Northam seconded and all were in favour to note 06/12/23 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 Richardson seconded and all were in favour settlement accounts 8.2.1 through 8.2.29 excluding 8.2.10 & 8.2.11, ***clerk to setup online payments, Cllr Smith to authorise.***

Cllrs Harvey and Northam left the meeting for items 8.2.10 & 8.2.11.

**RESOLVED:** Cllr Dorow proposed, Cllr Fox seconded and all were in favour Cllr Richardson take the Chair for 8.2.10 & 8.2.11.

**RESOLVED:** Cllr Richardson proposed, Cllr Dorow seconded and all were in favour settlement 8.2.10 & 8.2.11 ***clerk to setup online payments, Cllr Smith to authorise.***

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**8.3. 2024 Grounds Maintenance Specification.**

Councillors considered the revised draft circulated with councillors' papers.

**RESOLVED:** Cllr Northam proposed, Cllr Dorow seconded and all were in favour adoption subject to the removal of the annual Christmas Tree works requirements, to be dealt with separately. **Clerk to action.**

**8.4. VAT126 Reclaim.**

Cllrs noted a claim for 01/04/23-30/09/23 had been submitted and payment received.

**8.5. Grant Applications (Witheridge in Bloom).**

Cllr Northam left for this item.

**RESOLVED:** Cllr Fox proposed, Cllr Smith seconded and all were in favour a grant of £570.00. **Clerk to action.**

**8.6. Parish Hall Playground responsibility – Cllr Dorow.**

Cllrs Dorow and Smith raised specific issues discussed at the recent Parish Hall Committee meeting. It was agreed the queries re responsibilities associated with land ownership should be addressed by the Parish Hall Committee to their insurers. Councillors expressed a preference to simplify the chain of indemnity with the transfer of the playground ownership to the Parish Council given the Council's Precepting powers to raise adequate funds annually through Council Tax to maintain the playground at the public expense. **Council representatives to report to Parish Hall Committee.**

**8.7. Section 106 Project Funding.**

District Cllr Jones outlined his wish to assemble all parties with an interest in the Section 106 Open Space funding associated with the latest residential development to discuss projects. Cllr Jones to draft proposal for consideration at January council. **Clerk to agenda.**

It was agreed the remainder of the Willow Rise development Section 106 Open Space funding should be applied for to contribute towards replacement equipment at the Parish Hall playground.

**Clerk to organise application.**

**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. Wallgate - Service Report.**

Noted.

**9.3. Lakelands Bus Shelter – Cllr Richardson.**

Cllr Richardson outlined the impact of endeavours to clean the shelter glass following graffiti vandalism during Withyfest. It was confirmed the new shelter had not yet been adopted and County **Cllr Yabsley advised he would look into replacement glass** being provided by DCC.

**9.4. Toilet Block Building – Exterior Cleaning Requirements.**

The Chairman reported a one off clean had been undertaken. It was agreed to draft an updated schedule of cleaning works in respect of parish council assets. **Clerk to action.**

Cllr Yabsley left the meeting.

**9.5. Vehicular Weight Restriction on Mill Lane update (raised 03/12/20 Council, chased 08/12/21, raised again 01/12/22 with Cty Councillor - no response to date).**

**Clerk to re-agenda.**

**9.6. Request to hang Christmas Wreath outside hairdressers.**

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

**Minutes of the Council Meeting held 07/12/23, 19:30 at Witheridge Parish Hall****10. Correspondence / Consultations Received for consideration:-****10.1. NDC WK202303356 - Noise complaint Witheridge Church bells.**

NDC Environmental Health correspondence dated 24/11/23 was reported. The process NDC would undertake to address the alleged complaint was noted and it was agreed once the resulting report was received any implications and action required by the parish council would be considered further.

**10.2. Resident - Apple Tree Close path to school maintenance.**

Correspondence dated 06/11/23 seeking maintenance by the parish council and the clerk's response was noted. Cllr Northam confirmed the matter was now being addressed correctly by the school.

**10.3. Resident – Sale of Amenity Land Cannington Road.**

Correspondence concerning the public open space between Drayford Lane and Cannington Road offering local residents the opportunity to purchase lots to enhance their properties was brought to the attention of the parish council. It was noted the land was governed by a Deed of Covenant with the resident. ***Cllr Jones agreed to bring to the attention of the District Council*** as the regulator of the Deed of Covenant [available here:- <https://www.middevonparish.co.uk/witheridge/amenities/> ].

**10.4. Knights of Witheridge – Grant Thanks.**

Noted.

**10.5. NDC - Changes to Postal and Proxy Voting.**

Noted.

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

**11.1. Parish Council - 04/01/24 – agenda deadline noon 22/12/23.**

Noted.

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

Willow Rise Northern Open Space update.

Parish Hall Playground Railings.

Meeting closed 21:40

# WITHERIDGE PARISH COUNCIL

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### Planning

Application No.	Description
77800	Erection of garage (revised garage design from approved application ref 74001) at East Betham Witheridge Tiverton Devon EX16 8QE Grid Ref: 282202; 115401 <b>Recommended:</b> No objection
APP/X1118/W/22/3310242	Hazy Valley Glamping EX16 8QD APPEAL DECISION – 3310242 <b>RESOLVED:</b> Noted.

### Payments

Item	Ref	Payee	Purpose	£
8.2.1.	OB	Hoopers (SW) Ltd	Grounds Maintenance 0135	708.00
8.2.2.	OB	S Sandland* (£260.00)	Toilet Management & Cleaning Contract	220.00
8.2.3.	OB	J Brown Tree Care	Drayford Green Tree Works 417	1620.00
8.2.4.	CC	Easily Ltd	Domain name annual renewal *385	19.80
8.2.5.	CC	MDDC	09/11 Parking	1.50
8.2.6.	CC	Libraries Unlimited	09/11 Printing	3.90
8.2.7.	CC	Libraries Unlimited	02/11 Printing	1.60
8.2.8.	OB	Tiverton Community Transport	Donation	100.00
8.2.9.	OB	South West Heritage Trust	Donation – Records Office	100.00
8.2.10.	OB	C Northam	Mileage Christmas Tree Selection – 52 miles	23.40
8.2.11.	OB	J Harvey	Mileage Christmas Tree Selection – 57 miles	25.65
<b>** Staff Salaries &amp; Expenses **</b>				
8.2.12.		Redacted under GDPR	Total:-	1591.38
8.2.13.				
8.2.14.				
8.2.15.				
<b>To Ratify:-</b>				
8.2.16.	CC	Dropbox	Cloud storage Annual Renewal	95.88
8.2.17.	CC	MDDC	Parking Crediton	1.50
8.2.18.	CC	Libraries Unlimited	28/09 Printing	7.80
8.2.19.	CC	Libraries Unlimited	17/10 Printing	1.10
8.2.20.	CC	Libraries Unlimited	26/10 Printing	1.80
8.2.21.	CHQ	RBL Poppy Appeal	Remembrance Wreath	18.00
8.2.22.	OB	Knights of Witheridge	Grant for Children's Christmas Gifts	300.00

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

8.2.23.	OB	S Sandland*	Cleaning toilet block exterior	40.00
8.2.24.	OB	Source for Business	Public Toilet Block Water & Sewerage Charges 25/8-23/11	82.11
8.2.25.	OB	Witheridge Parish Hall Committee	Meetings Oct-Dec 123	90.00
8.2.26.	DD	EDF Energy	Public Toilet Block Electricity Charges 30/8-24/11	311.57
8.2.27.	OB	Devon Association of Local Councils	Training 5296	36.00
8.2.28.	CC	Tesco	Book 2 <sup>nd</sup> Class Stamps	6.00
8.2.29.	CC	Libraries Unlimited	Printing 30/11	3.70

Signed:

Chairman.

Date: