

Minutes of the Council Meeting held 07/03/24, 19:30 at Witheridge Parish Hall**PRESENT:**

Cllr Northam	Vice Chairman	Cllr Bibby	Cllr Fox	Cllr Richardson
		Cllr Cunningham	Cllr Goodwin	Cllr Smith
		Cllr Dorow		

In Attendance:

County Cllr J Yabsley – part meeting	2 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).

(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:-

- Skateramps at Adventure Playground. Vice-Chairman outlined inspection and risk rating regime undertaken by the council and confirmed to be considered under agenda item 8.4.1.
- Objection to parish council funds being expended on the parish clock night chimes silencer.
- Details sought on planning application 78356. Vice-Chairman confirmed to be considered under agenda item 6.
- Representation of the community by the parish council at the Allison Homes Public Meeting 13/03/24. The Vice-Chairman affirmed there would be a representation.

2. To Approve Apologies for Absence.

RESOLVED: Apologies approved from Cllr Harvey.

Late arrival noted from District Cllr Jones.

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/pu/your-area/devon-and-cornwall-police/south-molton/>.**

Cllr Smith reported:-

- The existence of a Priority Service Register for members of the public requiring additional help during for example power cuts.
- Publishing a report in Witheridge Voice on the Town & Parish Councils' Police Advocate Scheme.

3.2. District and County.

Report deferred pending cllrs arrival.

Concerning specific parish matters:

Cllr Yabsley reported:-

- Update on works to the zebra crossing flashing beacons. Contractors attended to undertake the electrical connection to find the conduit under the road blocked necessitating a further delay to correct this blockage first.
- Bus Shelter cladding still outstanding.
- HATOC has signed off on additional no parking signage at school bus lay-bye.
- Site meeting scheduled with Highways Neighbourhood Officer to review current highways issues in the parish.
- Devolution Deal involving a new Combined Authority out for consultation available on DCC website.
- Significant underspend in the current level of Affordable Housing budget for Devon.

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- The Allison Homes development Section 106 amendment under consideration if approved comes with an undertaking to expedite the payment of Highways contribution upfront which may in turn accelerate measures planned for Highways Accessibility improvements scheduled in the village.

Cllr Jones report focused on the upcoming Allison Homes public meeting:-

- Report 06/03/24 circulated to parish cllrs.
- Query as to whether the parish council wished to meet the attendees for any discussions prior to the Allison Homes public meeting. The clerk confirmed the parish council's resolved position was to hold all interactions in public.
- Meeting logistics outlined.
- Requested NDC Planning to refer application 78356.
- All of the Affordable Homes and Social Homes will be prioritised for local need on a cascade.
- Commitment to provide all the Section 106 monies upfront if the proposed arrangement with Legal and General goes forward once signed within three months. **Clerk to re-agenda Section 106 projects.**

Additional matters:-

- Open Space at Cannington Road junction with Broomhouse park has been acquired by an individual supportive of maintaining it as originally intended.
- Hosted the public meeting on river quality.
- Taken on role to challenge state of local infrastructure.
- Concern Devolution Deal monies will be focused on urban areas of Devon to the detriment of North Devon.

3.3. Parish Groups with Council Representatives.

St Johns Fair.

A new committee has been formed to re-start the event this year 22/06/24.

4. Minutes.

4.1. 01/02/24. To sign if approved, minutes of the Council.

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

5. To consider Code of Conduct Matters:-

5.1. Written councillor dispensation requests arising.

None.

5.2. Declarations of Interests.

Agenda	Councillor	Reason	Dispensation
	None		

6. To consider the following Planning & Licensing Matters.

6.1. Planning list.

See report appended.

6.2. Planning applications received following agenda publication.

See report appended.

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6.3. Enforcement Issues Arising.

Cllr Dorow raised the issue concerning drainage from a private property into Post Office Lane, **Cllr Yabsley to review with Highways Neighbourhood Officer.**

Item 3.2 County Cllr Yabsley's report taken at this point in the meeting.

7. To consider the following Finance & Policy matters:-**7.1. Finance update circulated to councillors' for review.**

Cllr Richardson confirmed online banking access had been resolved, however a further payments issue had arisen with the online banking, experience confirmed by Cllrs Goodwin and Smith.

RESOLVED: Cllr Smith proposed, Cllr Dorow seconded and all were in favour review use of banking app with a trial attempt at a £1 transfer and report outcome to council.

Cllrs Richardson and Smith to action trial payment and report outcome to next meeting.

RESOLVED: Cllr Northam proposed, Cllr Goodwin seconded and all were in favour to note 24/02/24 Report and Bank Reconciliation including online banking payments raised reviewed with no issues

7.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Goodwin proposed, Cllr Smith seconded and all were in favour settlement accounts 7.2.1 through 7.2.15, **clerk to setup online payments, Cllr Smith to authorise.**

7.3. Parish Communications.

RESOLVED: Cllr Northam proposed, Cllr Goodwin seconded the parish council current recording of meetings as an aid memoir to production of the minutes should not be published online by the council, motion carried 5 votes to 0 with 3 abstentions. **Clerk to draft a brief for council consideration outlining council's communication protocol.**

7.4. NALC - Local Government Finance Settlement 24-25.

Noted.

7.5. Procurement Thresholds from January 2024.

Noted.

8. To consider the following Property/Environment matters:-**8.1. Highways, Drainage & Public Rights of Ways Issues (to include P3 Survey update).**

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

P3 Survey

Reports submitted by Cllrs Harvey, Cllr Fox reported paths surveyed were in good order. Cllr Fox agree to take on Cllr Richardson's paths. **Outstanding path reports to be submitted by cllrs to the clerk asap for consolidation and submission to DCC.**

8.2. Barton Lane Sewage Treatment Works.

Correspondence dated 31/01/24 received and noted. **Clerk to forward copy to District Cllr Jones.**

8.3. Public Toilet Block.**8.3.1. Maintenance review.**

Cllr Bibby outlined issues with the veranda roof. Electrical installation discussed.

RESOLVED: Cllr Dorow proposed, Cllr Cunningham seconded and all were in favour **Cllr Bibby produce a specification of works for the clerk to seek quotes against.**

RESOLVED: Cllr Goodwin proposed, Cllr Dorow seconded and all were in favour the Vice-Chairman discuss electrical inspection requirements with the council's electrical contractor and request any regulated works outstanding to be undertaken. **Vice-Chairman to action.**

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8.4. Playgrounds.**8.4.1. Quarterly Inspection Reports & Resident Representations.**

RESOLVED: Cllr Northam proposed, Cllr Fox seconded and all were in favour contacting a local welder to obtain a quote for the skateramp repairs to include confirmation of public liability insurance. **Cllr Dorow to action.**

8.4.2. Parish Hall Playground Lease.

Parish Hall Committee seeking legal advice on commercial rent. **Clerk to re-agenda.**

8.4.3. Parish Hall Playground Railings.

RESOLVED: Cllr Dorow proposed, Cllr Bibby seconded the works be awarded to Bennock Fencing subject to outcome of 8.4.2. **Clerk to action.**

8.5. Willow Rise Northern Public Open Space.

RESOLVED: Obtain update from solicitor. **Clerk to action.**

8.6. Public Defibrillator Provision Update.

Cllr Fox reported discussions with Medical Centre, Fire Station and Sports Club. **Cllr Fox to continue liaising with Medical Centre and Fire Authority, Cllr Dorow to follow up Sports Club. Clerk to re-agenda.**

8.7. Parish Clock Update.

The Vice-Chairman reported works to the clock had been scheduled following the granting of the required Church Faculty requested and installation of required further power sockets to power the chimes silencer.

9. Correspondence / Consultations Received for consideration:-**9.1. Resident correspondence 15/02/24 – Apple Tree Close. Nameplate Replacement.**

Correspondence dated 15/02/24 noted.

Referred to North Devon Council as the responsible authority by the clerk and noted.

9.2. Resident correspondence 14/02/24 – BMX Track & Skateramps.

Correspondence dated 14/02/24 noted.

RESOLVED: Cllr Cunningham proposed, Cllr Goodwin seconded a question be put to Allison Homes meeting 13/03/24 for their view for improving the BMX track for report back to council. **Cllr delegation at meeting to action. Clerk to re-agenda.**

9.3. Resident correspondence 13/02/24 – Skateramps.

Correspondence dated 13/02/24 noted.

Item 3.2 District Cllr Jones' report taken at this point in the meeting.

10. Dates of Next meetings recommended:-**10.1. Annual Parish Meeting - 04/04/24 19:00.**

Noted.

10.2. Parish Council - 04/04/24 following APM – agenda deadline noon 22/03/24.

Noted.

10.3. Agenda Items for consideration by the next meeting.

None.

Meeting closed 22:05.

WITHERIDGE PARISH COUNCIL

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Planning

Application No.	Description
78252	Rear extension to dwelling at Lower Park Witheridge Tiverton Devon EX16 8PZ Grid Ref: 278845; 115972 Recommended: No objection
78063	Application for Listed Building consent for change of use of former church rooms to single dwelling at The Church Rooms Tracey Green Witheridge Tiverton Devon EX16 8AD Grid Ref: 280335; 114416 Recommendation: No objection.
78356	Notice of an application to modify a planning obligation under regulation 3 of the T & C P (modification of planning obligations) Regulations 1992 in respect of amendments to S106 agreement in relation to Affordable Housing Clauses (attached to planning permission 73742) at Land south of Broomhouse Park and West Willow Rise Witheridge Tiverton Devon EX16 8FD Grid Ref: 280364; 113978 Recommendation: Noted.

Payments

Item	Ref	Payee	Purpose	£
7.2.1.	OB	Source for Business	Water & Sewerage Charges 24/11/23-05/02/24	97.57
7.2.2.	OB	S Sandland	Toilet Management & Cleaning Contract	220.00
7.2.3.	CC	Giffgaff Ltd	Council mobile credit *337	10.00
7.2.4.	CC	Libraries Unlimited	29/01 Printing	1.90
** Staff Salaries & Expenses **				
7.2.5.		Redacted under GDPR	Total:-	1000.86
7.2.6.				
7.2.7.				
To Ratify:-				
7.2.8.	OB	J Bibby	Supply and install new guttering to public toilet building removing and disposal of old. 1105	904.60
7.2.9.	OB	Hooper Services	Christmas Tree erection/disposal + Removal/Disposal collapsed rotten gate/post Adventure Playground	1044.00
7.2.10.	CC	Libraries Unlimited	25/01 Printing	2.10
7.2.11.	OB	Dart Electrics	Christmas Tree Lighting 7740	354.00

Invoices Received after Agenda compilation - To Be Ratified

7.2.12.	CC	Libraries Unlimited	27/02 Printing	1.90
7.2.13.	DD	EDF Energy	Toilet Block electricity charges 25/11-14/03	465.17
7.2.14.	CC	MDDC	23/02 Car Park Library Printing	1.50
7.2.15.	OB	Witheridge Parish Hall Committee	Bookings 137	90.00

Signed:

Chairman.

Date: