

**Minutes of the Council Meeting held 06/06/24, 19:30 at Witheridge Parish Hall**

**PRESENT:**

Cllr Harvey	Chairman	Cllr Bibby – part meeting	Cllr Fox	Cllr Richardson
Cllr Northam	Vice Chairman	Cllr Cunningham	Cllr Goodwin	Cllr Smith
		Cllr Dorow		

**In Attendance:**

County Cllr J Yabsley – part meeting	4 Members of the public Allison Homes P G Dunn – clerk
District Cllr P Jones	

“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).

<b>New Parish Council Matters Raised:-</b>
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Correspondence sent to council – agenda item 9.7
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Matters raised concerning District and County Council matters dealt with by District Cllr Jones and County Cllr Yabsley.

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

**RESOLVED:** Apologies approved from Cllr Bibby.

**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 – submitted reports appended to minutes):-**

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

**3.2. District and County.**

Cllr Yabsley left the meeting following his report.

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

**3.4. Allison Homes (Report & Cllrs’ Questions).**

**4. Minutes.**

**4.1. 02/05/24.** To sign if approved, minutes of the Council.

**RESOLVED:** Cllr Fox 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.

**5.2. Declarations of Interests.**

Agenda	Councillor	Reason	Dispensation
7.3.2	Cllr Northam	Witheridge In Bloom Committee	No
7.3.2	Cllr Dorow	Witheridge Parish Hall Committee	No
7.3.2	Cllr Richardson	Witheridge Parish Hall Committee	No
7.3.2	Cllr Smith	Witheridge Parish Hall Committee	No
7.3.2	Cllr Cunningham	St Johns Fair Committee	No

**Minutes of the Council Meeting held 06/06/24, 19:30 at Witheridge Parish Hall****5.3. To consider any application(s) Co-Option to fill councillor vacancy.**

None.

**6. To consider the following Planning & Licensing Matters.****6.1. Planning applications received following agenda publication.**

None.

**6.2. 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 31/05/24 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

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

Cllr Northam submitted a report pertaining to 7.2.1.

**RESOLVED:** Cllr Richardson proposed, Cllr Goodwin seconded and all were in favour the report be submitted to the contractor for review and comment. **Clerk to action.**

**RESOLVED:** Cllr Dorow proposed, Cllr Cunningham seconded and all were in favour settlement accounts 7.2.2 through 7.2.11, **clerk to setup online payments, Cllr Richardson to authorise.**

**7.3. Grants.****7.3.1. Policy Review.**

**RESOLVED:** Cllr Dorow proposed, Cllr Richardson seconded and all were in favour amendment to consider all applications received at the November Council Meeting to help mitigate against the FGP Committee becoming inquorate due to councillors serving on grant applicants governing bodies. **Clerk to action.**

**7.3.2. Applications received in current year.**

Cllr Cunningham reminded Council the Grant Policy included a clause allowing the council to waive any policy condition at its discretion and sought the grants received to date be considered exercising this discretion. It became apparent in order to consider the exercise of its discretion those councillors on grant applicants' committees' interests would leave the council in-quorate due to the number of councillors required to declare an interest, therefore no grant could be considered at this time and councillors should consider applying for Dispensations in accordance with the Code of Conduct requirements. **Clerk to action.**

**7.4. Internal Audit Report Year Ending 31/03/24.**

**RESOLVED:** Cllr Cunningham proposed, Cllr Northam seconded and all were in favour Cllr Goodwin be added to the bank signatories as recommended. **Clerk to action.**

**RESOLVED:** Cllr Northam proposed, Cllr Smith seconded and all were in favour:-

- Confirmation AGAR, Year End Bank Reconciliation & Borrowing Figure, Payroll and LGPS figures had been presented to councillors, checked and verified as part of the sign-off process prior to submission to External Auditor.
- Confirmation the 2024/25 budget and precept had been set by a meeting of full council at its meeting 16/11/23; the Finance and General Purposes Committee was not formed for 2023/24 due elections filling only five out of ten seats on the council minute 230518/6.1.
- Confirmation correct sign-off process for council minutes has been followed.
- Noting recommendation to include signatures on AGAR when published on website however decline to do so in the interests of security – original signed copy available for public inspection.

## Minutes of the Council Meeting held 06/06/24, 19:30 at Witheridge Parish Hall

**7.5. Insurance – Volunteers cover.**

**RESOLVED:** Cllr Dorow proposed, Cllr Cunningham seconded and all were in favour ratification of cover for up to 12 volunteers secured by clerk.

**7.6. Allison Homes Development (Juniper Way) Section 106 Funding Council Projects (Chairman).**

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

**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/>

**To include verge overgrown trees at entrance to Lakelands (Chairman).**

**RESOLVED:** Cllr Richardson proposed, Cllr Fox seconded and all were in favour following DCC correspondence dated 12/04/24 reference W241737268, writing to Cty Cllr Yabsley seeking action to address overgrown trees at the entrance to Lakelands on the County verge. **Clerk to action.**

Cllr Northam reported the grass bank at the Sports Field was overhanging the public path. **Cllr Dorow agreed to raise with SFMC.**

**RESOLVED:** Cllr Cunningham proposed, Cllr Dorow seconded and all were in favour it being 21:50, continuing the meeting beyond two hours.

Cllr Jones added to his report minuted under item 3.2.

**8.2. Public Toilet Block.****8.2.1. Roof Refurbishment Update.**

**RESOLVED:** Cllr Cunningham proposed, Cllr Dorow seconded and all were in favour adopting the specification and obtaining three quotations. **Clerk to action.**

**8.3. Playgrounds.****8.3.1. Adventure Playground Footpath & Roundabout Issues Update.**

The Chairman reported a meeting with Kompan 30/05/24 to review issues. Kompan have confirmed they will address issues with the roundabout under warranty. Kompan had explained the installed path required regular maintenance to roll the stone back into the clay surfacing and would make arrangements for Sales to meet the council to consider alternative surfacing options.

The clerk reported during the pre-Tender meetings with playground providers it was stated the surface should be similar to Cedec Footpath Gravel ([www.cedstone.co.uk](http://www.cedstone.co.uk)) as used on Crediton Town Square. Further when Tenders were received qualification was sought as to the surfacing properties and Kompan confirmed it was a porous self binding surface. The Chairman clarified at no point were any caveats given as to required maintenance [let alone a gravel content with stone of the order of 20mm].

**RESOLVED:** Cllr Dorow proposed, Cllr Northam seconded and all were in favour writing to Kompan stating the works were subject of a JCT Design and Build Contract therefore under the contractual obligations what action were Kompan proposing. **Clerk to action.**

**8.3.2. Skateramp Repairs Update (Cllr Dorow).**

Cllr Dorow reported a response to his latest communication with the contractor was awaited. **Clerk to re-agenda.**

**8.3.3. BMX Track Restorations Update (Cllr Cunningham).**

Cllr Cunningham reported meeting with Allison Homes to review requirements and Allison Homes had recommended it undertake a survey at no cost to the council.

**RESOLVED:** Cllr Northam proposed, Cllr Dorow seconded proceeding with the survey and bring a proposal to the next meeting for council's consideration. **Cllrs Bibby and Cunningham to action, clerk to re-agenda.**

**Minutes of the Council Meeting held 06/06/24, 19:30 at Witheridge Parish Hall****8.3.4. Parish Hall Playground Lease (Cllr Dorow).**

Cllrs Dorow and Richardson reported the Parish Hall Committee were not prepared to pay towards a lease despite the clarity as to the governance of the playground this would provide, stating they would rely on their insurers negligence clause should any issue arise. **Clerk to re-agenda.**

**8.3.5. Adventure Playground Replacement Bin.**

The clerk reported receipt of an application from North Devon Council for completion. **Clerk to action.**

**8.3.6. Charity Commission Annual Return 2023.**

Submission noted.

**8.4. Public Defibrillator Provision Update (Cllr Fox).**

Cllr Fox submitted a form received from Devon & Somerset Fire Service for completion. **Clerk to agenda for council review.**

Cllr Bibby arrived.

**8.5. MDDC Waste Transfer Notice.**

**RESOLVED:** Cllr Northam proposed, Cllr Goodwin seconded and all were in favour completion and submission. **Chairman signed, clerk to submit.**

**8.6. Concessionary Green Waste Bin Application (Cllr Northam).**

**RESOLVED:** Cllr Smith proposed, Cllr Dorow seconded and all were in favour application. **Chairman signed, Cllr Northam to submit.**

**8.7. Replacement Union Flag (Chairman).**

**RESOLVED:** Cllr Dorow proposed, Cllr Northam seconded and all were in favour allocation a budget of £60 for purchase of a replacement. **Chairman to action.**

**9. Correspondence / Consultations Received for consideration:-****9.1. NDC - S106 Public Open Space Funding and Playing Pitch Strategy Review.**

Correspondence dated 26/04/24 was noted.

**9.2. NDC - Parish Forum 18/06/24.**

Correspondence dated 16/05/24 and 04/06/24 noted.

**9.3. NDC - Trade Waste T&C changes.**

Correspondence dated 24/05/24 was noted.

**9.4. Resident - overgrown DCC pavement planter outside Vicarage entrance.**

Correspondence dated 21/05/24 forwarded to DCC was noted. [Clerk's note: works completed].

**9.5. Resident – public rights of way hedge cutting.**

Correspondence dated 22/05/24 noted. [Clerk's note: works completed per grounds maintenance schedule].

**9.6. Parliament UK - Safety of Lithium ion Batteries and e-bikes and scooters.**

Correspondence dated 22/05/24 was noted.

**9.7. Resident – Adventure Playground & Minutes Matters.**

Correspondence dated 21/05/24 was considered alongside a draft response compiled and read by the clerk.

**RESOLVED:** Cllr Northam proposed, Cllr Goodwin seconded and all were in favour adopting the response [appended to minutes].

# WITHERIDGE PARISH COUNCIL

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## Minutes of the Council Meeting held 06/06/24, 19:30 at Witheridge Parish Hall

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

10.1. Parish Council - 04/07/24 – agenda deadline noon 21/06/24 venue tbd.

**Clerk to book Rest A While Day Centre.**

10.2. Agenda Items for consideration by the next meeting..

2023 Parish Hall Grounds Maintenance Charges. **Clerk to action.**

Meeting closed 22:30.

### Payments

Item	Ref	Payee	Purpose	£
<del>7.2.1.</del>	<del>OB</del>	<del>Hoopers Services</del>	<del>Grounds Maintenance *206</del>	<del>600.00</del>
7.2.2.	OB	Source for Business	Water & Sewerage Charges 06/02-17/05	118.75
7.2.3.	OB	S Sandland	Toilet Management & Cleaning Contract	220.00
7.2.4.			Bus Shelters 19/05 – Lakelands/Adv Playground	120.00
7.2.5.	OB	LCAS – A Marshall	Internal Audit 31/03/24	250.00
		<b>** Staff Salaries &amp; Expenses **</b>		
7.2.6.		Redacted under GDPR	Total:-	1006.98
7.2.7.				
7.2.8.				
7.2.9.				
		<b>To Ratify:-</b>		
7.2.10.	CC	Libraries Unlimited	25/04 Printing	2.50

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

7.2.11.	OB	North Devon District Council	Non Domestic Rates Public Toilet Storeroom	279.44
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Signed:

Chairman.

Date:

Page 5 of 7

**Minutes of the Council Meeting held 06/06/24, 19:30 at Witheridge Parish Hall****Agenda Item 3 – Reports****Police – Cllr Smith**

CCTV funding is available for towns and villages in public areas. The funding covers capital outlay only. People are being encouraged to sign up for Neighbourhood Alert to keep them up to date on any local fraud issues. It is worthwhile also logging on to Trading Standards Department, again for fraud issues. Community Speed Watch schemes which are more than 3 months old can request the presence of a police officer to enforce prosecutions.

Criminal activity in the Witheridge area for March are:

Violence and Sexual Offences	3
Anti-Social Behaviour	1
Burglary	0
Other Theft	1
Other Crimes	3

There was a peak in crimes in February with a slight drop in March

There will be an opportunity to 'Meet the Officers' at the Fire Station on the 19<sup>th</sup> June between 1pm and 1.30pm.

SCARF: Safety, Caring, Achievement, Resilience, Friendship, a web site worth viewing

**County Council – Cllr Yabsley**

Continued work on bus schedule issues – issues can be reported on the Witheridge Facebook page

Trying to establish update on Lakelands bus shelter works

S106 funding for accessibility improvements around village

A361 improvements update

PO Lane footpath drainage issue still outstanding

Will liaise with Cty Cllr Squires re road at Nomansland

Will liaise with Highways concerning Farm Flowers Hill

**District Council – Cllr Jones**

Vermin issues

Fly tipping in Drayford Lane

Allison Homes development update – those interested in the affordable housing must be registered on Devon

Home Choice – first tranche of houses scheduled for release September 2024. Legal & General currently preparing a full advertising campaign

Receiving approaches from various parish groups concerning the S106 Open Space Funding projects

**Parish Hall – Cllrs Dorow and Richardson**

Committee not willing to pay for cuts invoiced which they feel were not undertaken

**Alison Homes Development – Mr A Cattermole**

Site now owned by Legal and General

Build process now scheduled for two and a half years

Build progress to date

15/06/24 works scheduled for up to six weeks to widen footpath turning left out of Willow Rise with accessible pedestrian route maintained throughout works – once complete Willow Rise NPos transfer to the parish council will be expedited

Site noticeboard to be erected for minimum monthly updates between phase 1 and 2 development

Community Fund for local projects established

S106 contributions have or will be shortly paid into the respective Councils

Any damage to Willow Rise pavements from site traffic will be repaired

Site traffic drivers breaking the law or mounting pavements will be fined on provision of evidence

Aim to attend parish council periodically with updates will liaise with clerk over dates

**Minutes of the Council Meeting held 06/06/24, 19:30 at Witheridge Parish Hall****Agenda Item 9.7 – Council Responses****2a**

Taken from Parish Council Minutes 05/10/23 publicly available online:-

*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".*

**2b**

Questions about matters the responsibility of Parish Council are minuted. Those matters the responsibility of other authorities or organisations are those body's concern and should be appropriately addressed to them and subject to their arrangements for recording.

**2c****The Parish Council undertake an inspection regime in accordance with BSEN 1176:-**

The Parish Council undertakes weekly visual inspections of its playgrounds which are recorded.

Quarterly the Parish Council pay a third party inspection to undertake an Operational Inspection.

Annually the Parish Council pay a third party to undertake an Annual Inspection.

The third party inspections take a Risk based approach to safety of the equipment and environment, using a rating system in its reports to the Parish Council. Based on the rating given to an identified risk the Parish Council takes appropriate action.

01/09/23 Clerk emailed Kompan accepting Play Inspection Co. Post Installation Report following which Kompan re-opened and handed over the playground.

**2d**

Specification accepted by councils' award of Tender:-

Minutes 06/10/22 8.2:-

*8.2. Adventure Playground Refurbishment*

*The Chairman reported of the Tenders received, qualifying tender included with councillors papers.*

*Cllr Searles reminded the meeting the Tender Specification was based on desired outcomes not any specific play equipment.*

*RESOLVED: Cllr Northam proposed, Cllr Searles seconded and all were in favour acceptance*

*Kompan Tender with one abstention. Clerk to action.*

Minutes 07/07/22 7.5:-

*Tender*

*The Chairman, Vice-Chairman, Cllr Searles and the clerk had met 06/07/22 with contractors*

*interested in tendering for the Adventure Playground refurbishment answering queries raised. The*

*Tender deadline was 01/09/22 with Tenders to be opened 07/09/22.*

**2e**

As at 24/05/24 to be determined.