

**Minutes of the Council Meeting held 15/07/25, 10:30 at Witheridge Parish Hall****PRESENT:**

Cllr Harvey

Chairman

Cllr Bibby

Cllr Northam

Cllr Richardson

Cllr Smith

**In Attendance:**0 Members of the public  
Parish 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).

Cllr Bibby presented a verbal report supported by email communications with the Chairman, Vice-Chairman and clerk:-

- Identifying issues with tiles removed from the toilet block indicating the significant wear and tear indicating nearing end of life, questioning viability of reinstatement (samples provided).
- Identifying insufficient ventilation in the roof space currently.

Cllr Bibby recommended:-

- Replacement of all tiles, citing two options for replacement, tiles or alternatively Spanish slate (sample provided) together with the additional costs to estimates previously provided.
- Vented ridge and hip options.

Total additional cost £2637.75 + vat for either tile or slate.

**Council Session – No public participation****2. To Approve Apologies for Absence.**

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

**3. To consider Code of Conduct Matters:-****3.1. Written councillor dispensation requests arising.**

None.

**3.2. Declarations of Interests.**

(Code of Conduct available on website under Finance & Policy\*).

Agenda	Councillor	Reason	Dispensation
4.1.1&2	Cllr Bibby	Contractor	n/a

**4. To consider the following Property/Environment matters:-****4.1. Public Toilet Building.**

Cllr Bibby left for the meeting for 4.1.

**4.1.1. Roofing Contractor's Findings with resulting increased costs and tile vs slate for roof replacement.**

Cllrs considered Cllr Bibby's report together with email correspondence updates dated:-

- 26/06/25, 09/07/25, 10/07/25
- Photos of findings dated 09/07/25
- Photos of surrounding buildings' roofs

Initialled:

Chairman.

- Photos of vented ridge & hip option

(All emails and photos circulated to cllrs with meeting agenda).

Cllrs Richardson and Smith queried planning requirements if tiles replaced with slate in the Conservation Area. The clerk suggested cllrs should consult NDC Planning Dept. on any proposed material change.

Following further debate Cllrs were of the opinion the majority of buildings in The Square were slate and therefore to proceed without delay.

**RESOLVED:** Cllr Northam proposed, Cllr Smith seconded and all were in favour acceptance recommendations with new slate option. **Clerk to action.**

**4.1.2. Delegate Roofing Works management decisions to include costing matters to the clerk in liaison with the Chairman and Vice-Chairman during summer recess.**

**RESOLVED:** Cllr Northam proposed, Cllr Smith seconded and all were in favour. **Clerk to action.**

Cllr Bibby returned, was advised decision and left the meeting.

**4.2. Playgrounds.**

**4.2.1. Delegate management of facilities and current projects to include costing matters to the clerk in liaison with the Chairman and Vice-Chairman during summer recess.**

**RESOLVED:** Cllr Richardson proposed, Cllr Smith seconded and all were in favour. **Clerk to action.**

Meeting closed 10:50.