

WITHERIDGE PARISH COUNCIL

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Minutes of the Council Meeting held 06/11/25, 19:00 at Witheridge Parish Hall

PRESENT:

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

In Attendance:

District Cllr P Jones 2 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. 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 will be appended to meeting minutes):-

- 1.1. County and District.

- 1.2. Police Advocate update.

<https://devonandcornwall-pcc.gov.uk/councillor-advocate-scheme>

<https://www.police.uk/pu/your-area/devon-and-cornwall-police/south-molton/>

- 1.3. Parish Groups with Council Representatives.

None.

2. 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).

Representations concerning:-

- Antisocial behaviour.

Council Session – No public participation

3. To Approve Apologies for Absence.

Apologies approved from Cllr Northam.

4. Minutes.

- 4.1. 02/10/25. To sign if approved, minutes of the Council.

RESOLVED: Cllr Cunningham 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.

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

Agenda	Councillor	Reason	Dispensation
7.3	Cllr Bibby	St Johns Fair Committee member	n/a
7.3	Cllr Cunningham	St Johns Fair Committee member	n/a
7.3	Cllr Richardson	St Johns Fair Committee member	n/a
7.2.14	Cllr Harvey	Recipient	n/a

Initialled:

Chairman.

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None.

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

See planning 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 Fox proposed, Cllr Cunningham seconded and all were in favour to note 03/11/25 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

7.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Cunningham proposed, Cllr Goodwin seconded and all were in favour settlement accounts 7.2.1 through 7.2.25, **clerk to setup online payments, Chairman and Cllr Smith to authorise.**

7.3. Annual Grants.

Cllrs considered applications from:-

Witheridge Voices

Witheridge in Bloom

Mid Devon Mobility

St Johns Fair

North Devon Records Office

RESOLVED: Cllr Dorow proposed Cllr Fox seconded and all were in favour a grant of £200 to Witheridge Voice.

RESOLVED: Cllr Dorow proposed, Cllr Goodwin seconded and all were in favour a donation of £50 to Mid Devon mobility.

RESOLVED: Cllr Fox proposed, Cllr Dorow seconded and all were in favour a donation of £100 to North Devon Records Office.

RESOLVED: Cllr Fox proposed, Cllr Bibby seconded and all were in favour a grant of £625 to Witheridge In Bloom.

Cllrs Bibby, Cunningham and Richardson left for the St Johns Fair grant application consideration.

RESOLVED: Cllr Dorow proposed, Cllr Goodwin seconded and all were in favour a grant of £500 to St Johns Fair.

Clerk to schedule payments.

7.4. Acquisition of NDC land adjacent to Adventure Playground (redundant allotment land).

Cllr Fox reported positive feedback from neighbours concerning a possible acquisition for a community space. **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/>

DCC correspondence 29/10/25 (ref. W251899074) advised the damaged railings in Apple Tree Close would be removed but not replaced.

Two Moors Way poor ground conditions and damaged fencing/gate immediately east of Yeo Copse had been reported (ref. W251904219).

Drain cleaning works had been undertaken in the village.

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8.2. Anti-Social Behaviour update.

Dealt with under reports.

8.3. Grounds Maintenance.

8.3.1. Reports.

Cllr Northam report dated 31/10/25 noted.

8.3.2. Quote for treating Rumex Obtusifolius at Drayford Green.

Quote noted however the issue had passed with the season.

8.4. Public Toilet Building.

8.4.1. Tenant proposed change in services provided update (Vice-Chairman).

Cllr Cunningham reported the tenant was in contact with solicitors to progress the matter.

Clerk to re-agenda.

8.4.2. PHS - Controlled Waste Transfer Note.

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

8.5. Medical Centre Defibrillator Installation arrangements.

Cllrs considered the following:-

- L&GH grant received.
- Revised quote from Community Heartbeat Trust.
- Amicus Health Group correspondence 30/10/25 outlining conditions.
- Amicus Health Group AED Requirements Checklist.
- Amicus Health Group Memorandum of Understanding.

Discussions centred on the complexities related to securing public liability insurance for the installation on a third party's premises leading to suggestions the installation being gifted to the Amicus Health Group.

RESOLVED: Cllr Dorow proposed, Cllr Richardson seconded the matters be raised with Amicus Health Group. **Chairman to update Cllr Northam with the view to approach Amicus Health Group, clerk to clarify public liability insurance position with council insurer. Clerk to re-agenda.**

Cllr Jones sought clarity as to the status of a grant application to NDC in respect of the project. The clerk confirmed a grant application was made and approved for £200. The clerk was requested to provide confirmation. [Application and Grant offer documentation forwarded to Cllr Jones 07/11/25 cc'd Chairman and Vice-Chairman].

8.6. Playgrounds.

8.6.1. Parish Hall Playground.

8.6.1.1. Lease Update.

The Chairman reported the Parish Hall Committee had appointed a Designated Advisor as previously reported required by the Charity Commission. Further in the course of the legal work the need to appoint a Custodian Trustee had been identified.

Clerk to re-agenda.

8.6.1.2. Bennock Fencing railings update.

The Chairman, Cllr Northam and clerk met on site with Ryan Nock from Bennock Fencing to discuss outstanding issues 05/11/25. Bennock Fencing have agreed to address the issues, confirmed in correspondence dated 05/11/25 with an offer to stone the pedestrian entrance.

RESOLVED: Cllr Dorow proposed, Cllr Bibby seconded acceptance of compacted stone at pedestrian entrance cost to be covered by original quote. **Clerk to action.**

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The clerk reported NDC correspondence dated 22/10/25 acknowledging receipt of parish council correspondence dated 14/10/25 copied to Cllr Jones. **Clerk to re-forward correspondence to Cllr Jones.**

8.6.2.2. Skatepark Tender Update.

Liaison with Mr Chris Searles ongoing. **Cllr Bibby to action.**

8.6.2.3. Skateramp Repairs Update.

No further update. **Cllr Dorow to follow up.**

8.7. Parish Council Section 106 Working Group Update.

Nothing further.

8.8. 2025 Christmas Tree Arrangements Update.

Tree lighting up 05/12/25. Order for tree placed, electrician booked to install lights and grounds maintenance contractor booked.

9. Correspondence / Consultations Received for consideration:-**9.1. Resident – representations concerning parking in The Square.**

Correspondence dated 04/09/25 considered.

Cllr Dorow stated the council had no control over parking in The Square, it being DCC Highways responsibility. The Chairman reiterated the parish council had recently written to all landowners around the village seeking land but none was available.

9.2. Resident – representations concerning trees at Lakelands.

NDC correspondence dated 23/10/25 advised the issues raised in resident correspondence of 09/10/25 would be addressed by works to undertake crown lifting.

9.3. Resident – representations concerning Willow Rise Southern Open Space.

Correspondence dated 10/10/25 was reported, Cllr Jones was aware of the matter and was liaising with the developer.

9.4. Bank – T&Cs and Online banking changes.

Correspondence dated 28/08/25 and 02/10/25 noted.

9.5. EDF – Price Increases.

Correspondence dated 15/09/25 noted.

10. Dates of Next meetings recommended:-**10.1.FGP Committee - 20/11/25.**

Noted.

10.2.Parish Council - 04/12/25 – agenda deadline noon 21/11/25.

Noted.

10.3.Agenda Items for consideration by the next meeting.

Toilet Block CCTV. **Clerk to agenda.**

Meeting closed 21:30.

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Planning

Application No.	Description
80938	Erection of porch over front door at The Firs 27 Fore Street Witheridge Tiverton Devon EX16 8AH Grid Ref: 280617; 114352 Recommendation: No Objections

Payments

Item	Ref	Payee	Purpose	£
7.2.1.	OB	S Sandland	Street Furniture Cleaning	365.00
7.2.2.	OB	S Sandland	Toilet Management & Cleaning Contract	220.00
7.2.3.	OB	North Devon District Council	Dog Waste Bin Service *078	269.57
7.2.4.	OB	Mid Devon District Council	Trade Waste Bin Service *318	122.10
7.2.5.	DD	EDF Energy	Toilet Block Electricity Charges *016	115.74
7.2.6.	OB	Witheridge Parish Hall Committee	Bookings Sept-Dec inc. *023	120.00
7.2.7.	n/a	Witheridge Parish Council	Transfer Deposit to Current 03/09/25	10000.00
7.2.8.	OB	P G Dunn	Amazon – Work Laptop Asus Zenbook A14 *EUI	749.00
7.2.9.	CC	Amazon	Prime Delivery 1 week trial	0.99
7.2.10.	CC	Amazon	Printer Drum	75.95
7.2.11.	CC	Amazon	Printer Drum Returned Full Refund	-75.95
7.2.12.	CC	Viking Payments	Printer Drum & Punched Pocket Sleeves *337	91.90
7.2.13.	CC	Wallgate	2 x 5L Low Viscosity Liquid Soap	112.61
** Staff Salaries & Expenses - Oct **				
7.2.14.		Redacted under GDPR	Total:-	1360.98
7.2.15.				
7.2.16.				
7.2.17.				
To Ratify:-				
7.2.18.	n/a	E Phillips	Rent Refund	216.66
7.2.19.	OB	Hooper Services Ltd	Grounds Maintenance Inv 455	1115.40
7.2.20.	CC	Giffgaff	Chairs Mobile 1/10	6.00
7.2.21.	CC	Post Office Ltd	Book 2 nd Stamps	6.96

Invoices Received after Agenda compilation - To Be Ratified

7.2.22.	OB	PKF Littlejohn LLP	External Audit yr end 31/03/25 *504	252.00
7.2.23.	CC	Giffgaff	Chairs Mobile 1/11	6.00
7.2.24.	OB	J Harvey	Chairs Expenses – Xmas Tree	38.80
7.2.25.	DD	EDF Energy	Public Toilet Block Electricity Charges *017	115.53

Signed:

Chairman. Dated:

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- Antisocial behaviour update:-
 - orders served
 - increased police patrols
 - social services deployed
 - police visits to local schools
 - housing management company appraised
- Cannington Road public open space adjacent to rear of Drayford Lane residences, owner identified. Enforcement require volunteers to resist undertaking the grounds maintenance in order to identify enforceable matters.

Thanks expressed to all involved in addressing the ASB

Advocate Report**Cllr Smith reported:-**

1. Witheridge Village problem. Feedback police have received thus far has been rather positive with regards to our presence. Thus far we have issued a community protection warning against one address in Witheridge with conditions to not act in an antisocial manner. We have also issued at present four Antisocial behaviour letter ones relating to an incident that took place in Willow Rise where a disorder was captured on camera and also covering the damage to the church that was reported to us a few weeks ago. I am still in the process of following up with the suspect for the church damage and I hope this will be resolved in the coming days.
2. Police Advocate Seminar on December 3, at Plymouth Argyle Football Club.
3. CASS+ volunteers assist people going through court by providing anything from reassurance in the courts to helping them with problems such as debt, housing and addictions through signposting to the right services. CASS+ provides free, confidential, practical help and emotional support for people going through the courts in Exeter, Newton Abbot, Plymouth, Bodmin or Truro.
4. Child Abuse. Restitute offers practical and personalised help across England and Wales to third-party victims of crime which includes parents, carers, partners, siblings and loved ones.
5. Report on the responsible and transparent use of police powers has never been more important, including stop search, arrest, use of force and other statutory authorities. These powers sit at the very foundation of policing by consent. They are essential tools that enable us to keep our communities safe, but their legitimacy depends on fairness, accountability and public trust.
6. More digital forensic officers are needed.