WITHERIDGE PARISH COUNCIL

Minutes of the Council Meeting held 05/05/22, 19:30 at Witheridge Parish Hall

PRESENT:

Cllr Harvey	Chairman	Cllr Searles	Cllr Wells
Cllr Martin	Vice Chairman	Cllr Smith	Cllr J Yabsley
	Cllr Northam		

In Attendance:

District & County Cllr J Yabsley | Police | 4 Members of the public

P G Dunn - Clerk

Annual Council Business

1. To Elect the Council Chairman.

Cllr Harvey accepted nomination, there being no further nominations:-

RESOLVED: Cllr Northam proposed, Cllr Smith seconded and all were in favour appointment Cllr Harvey.

2. To receive the Chairman's declaration of acceptance of office in accordance with LGA72s83.

Received.

3. To elect the Council Vice-Chairman.

Cllr Northam accepted nomination, there being no further nominations:-

RESOLVED: Cllr Harvey proposed, Cllr Martin seconded and all were in favour appointment Cllr Northam.

4. To Approve Apologies for Absence.

RESOLVED: Cllr Wells proposed, Cllr Northam seconded and all were in favour approval apologies from Cllrs Dorow and Goodwin.

5. To Appoint Committees and representatives for the Council Year:-

5.1. Finance & General Purposes Committee (Chair, Vice Chair + 3).

RESOLVED: Appointment Chairman, Vice-chairman, Martin, Searles and Wells.

5.2. Parish Hall Committee Council Representatives (3 cllrs required by the Trust Deed).

RESOLVED: Appointment Searles and Smith.

5.3. Witheridge in Bloom.

RESOLVED: Appointment Cllr Northam.

5.4. Any Other Appointments.

St Johns Fair.

RESOLVED: Appointment Cllr Wells.

Monthly Business

6. Public Session (maximum 3 mins per subject overall max. 15 minutes).

Cllr Yabsley arrived during the item.

A request for an update on the following was requested:-

- Butts Close drainage issue.

  Cllr Yabsley reported following investigation and discovery of debris deposited in the drain, subsequent drain clearance appears to have resolved the issue.

- Willow Rise development Section 106 Open Space Funding.

  The clerk reported the funds had been deposited with North Devon Council (NDC). The Parish Council and Parish Hall Committee had submitted schemes to NDC which had been approved and funds earmarked. The Parish Hall Committee proposals include car park resurfacing together with other updates to the facilities. The Parish Council have completed drafting a Tender Document for the refurbishment of the Adventure Playground adopted at the Parish

Council meeting of 03/03/22. The Tender will be published on the Government Contracts Finder website in accordance with government regulations.

- Willow Rise development Section 106 Highways provisions.

  The clerk reported the updates included in the minutes of the Parish Council Meetings of 03/03/22 & 07/04/22 minutes, items 7.3 & 7.4 respectively.

A resident stated the Chairman's Annual Report in Witheridge Voice was well received and suggested a quarterly report would be welcome. The Chairman advised they already provided a quarterly report in Witheridge Voice. To aid communication the resident requested the council consider increasing the size of the noticeboard in the Square. ***Clerk to agenda***.

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

None.

8. To receive the following Reports (strictly maximum 15 minutes – long reports should be submitted in advance to the clerk to circulate to councillors prior to the meeting):-

8.1. Police update - https://www.police.uk/devon-and-cornwall/DEV.4108/ .

Report dated 12/04/22 concerning public safety in Barnstaple was noted. Community grants up to £1000 towards safety projects were available.

8.2. District and County.

Cllr Yablsey reported:-

- No applications for the District Building Control Manager post.
- DCC seeking departmental cuts of 10% excluding Highways. Spending on "C" roads will decrease to meet targets on "A" and "B" road network in Devon.
- Undertaking a site visit with the Highways Neighbourhood Officer to identify road repair priorities in the parish.

Cllr Yabsley left 20:10.

Following arrival of PC Theobold and PCSO Whitehouse they advised the Police would be increasing patrols in the area following recent thefts.

9. Minutes.

9.1. 07/04/22. To sign if approved, minutes of the Council.

RESOLVED: Cllr Wells proposed, Cllr Northam seconded and all were in favour approval.

10. To consider Code of Conduct Matters:-

10.1. Written councillor dispensation requests arising.

None.

10.2. Declarations of Interests.

Agenda	Councillor	Type	Reason	Dispensation
	None			

11. To consider the following Planning Matters.

11.1. Planning list.

See planning report appended.

11.2. Planning applications received following agenda publication.

See planning report appended.

11.3. Enforcement Issues Arising.

None.

The Chairman requested an update on the outstanding enforcement case number 13249 (Willow Rise Open Space for transfer to parish council) reported minute reference 220303/7.2.2. ***Clerk to action***.

11.4. Affordable Housing SPD and new Planning Validation Checklist.

Noted.

11.5. Application for a lawful development certificate at Malson annex, Malson refused.

Noted.

12. To consider the following Finance & Policy matters:-

12.1. Finance update circulated to councillors' for review.

RESOLVED: Cllr Martin proposed, Cllr Smith seconded and all were in favour to note 31/03/22 Report and Bank Reconciliations including online banking payments raised reviewed with no issues.

12.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Martin proposed, Cllr Northam seconded and all were in favour settlement accounts 12.2.1 through 12.2.16, clerk to setup online payments, Cllr Smith to authorise. ***Cllr Smith and clerk to action***.

12.3. Note the following:-

12.3.1. Annual VAT126 Reclaim submitted.

Noted.

12.3.2. Public Works Loan Board Annual Audit Statement.

Noted.

12.4. Financial Year End 31/03/22.

12.4.1. Re-state payees approved for payments by Standing Order & Direct Debit.

RESOLVED: Cllr Wells proposed, Cllr Smith seconded and all were in favour approval schedule of payees.

12.4.2. Approve Asset Register & Annual Risk Assessment.

RESOLVED: Cllr Martin proposed, Cllr Northam seconded and all were in favour approval. ***Clerk to publish on the council website.***

12.4.3. Complete Annual Governance Statement.

RESOLVED: Cllr Martin proposed, Cllr Northam seconded and all were in favour completion with no qualifications. ***Clerk to complete, publish on the council website and submit to External Audit***.

12.4.4. Approve Bank Reconciliation, Accounts & Accounting Statements.

Councillors reviewed and raised no queries.

RESOLVED: Cllr Northam proposed, Cllr Wells seconded and all were in favour approval. ***Clerk to publish on the council website and submit to External Audit***.

The Chairman thanked the clerk for the work on the year end.

12.5. Lloyds Bank Change to Online Business.

Noted.

13. To consider the following Property/Environment matters:-

13.1. Highways, Drainage & Public Rights of Ways Issues.

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

Correspondence dated 27/04/22 (DCC response to report reference W221501244 Fore St drain foul water discharge) was noted. ***Clerk to report to South West Water***.

13.2. Office – Draft Lease, Utilities and proposed Lessee deposit charges.

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

- Setting a £250 non-returnable deposit payable prior to instructing the drafting of the lease; to be credited against rent once signed. ***Clerk to action***.
- 60% of all invoiced utility charges billable to lessee. ***Clerk to action***.
- Lease costs to be shared 50:50 with the tenant. ***Clerk to action***.

13.3. Playgrounds.

13.3.1. Qtly Inspection Report.

Report dated 12/04/22 considered. It was agreed to proceed with repairs to the skateramps and obtain quotes for new fencing at the Tots Playground. ***Clerk to action***.

13.3.2. Youth Shelter cleaning update.

The recent work undertaken was reviewed and approved.

RESOLVED: Cllr Harvey proposed, Cllr Northam seconded and all were in favour undertaking twice per annum. ***Clerk to action***.

13.4. Public Toilet.

13.4.1. Wallgate - Public Toilet hand wash/drier service report.

Noted.

13.4.2. PHS – Service Contract.

Correspondence with PHS concerning the original contract expiring mid-May 2022 was reported. The clerk reported he was endeavouring to end this contract in respect of all provisions excepting the sanitary bin service. Further given the length of the contractual notice period, notice had been served on the sanitising stations contract which would expire in 2023.

13.5. Bus Shelters cleaning.

RESOLVED: Given the work undertaken cleaning the Youth Shelter to accept the proposal from the council's cleaning contractor to clean the village bus shelters annually. ***Clerk to action***.

13.6. Drayford Green - Proposed works to Horse Chestnut at Drayford Green by Hi-Line on behalf of Western Power.

RESOLVED: As follows:-

- No issues with the proposed safety work being undertaken. ***Clerk to action***.
- Clerk to liaise with Hi-Line to undertake additional works specified in the latest tree survey at the same time subject to a maximum budget of £1000. ***Clerk to action***.

13.7. Approve completion MDDC Controlled Waste Transfer Notice.

RESOLVED: Cllr Martin proposed, Cllr Harvey seconded and all were in favour approval. ***Clerk to action***.

13.8. Village Litter Pick – proposed 07/05/22.

RESOLVED: Cllr Harvey proposed, Cllr Martin seconded and all were in favour proposal. ***Cllr Northam to action***.

14. Correspondence / Consultations Received for consideration:-

14.1. Resident – Concerns in respect of street lighting times in the Square.

Correspondence dated 19/04/22 was considered. The Chairman reported the clerk had referred the matter to Cty Cllr Yablsey to take up with the Lighting Authority (DCC).

15. Dates of Next meetings recommended:-

15.1. Parish Council - 02/06/22 – agenda deadline noon 20/05/22.

Noted

15.2. Agenda Items for consideration by the next meeting.

Progress report on Section 106 30mph change proposals. ***Clerk to action***.

Meeting Closed 21:10.

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Planning List (Cllrs can access the Local Plan here , applications here)

Application No.	Description
75176	Change of use of land, erection of a stable block and storage/hay barn and associated works at Land at Shepherds Rest Rackenford Tiverton Devon EX16 8DX Grid Ref: 285237; 116626 **Recommended:** No objections
75152	First floor extension over existing garage/store to provide additional accommodation at 27 Broomhouse Park Witheridge Tiverton Devon EX16 8HB Grid Ref: 280242; 114307 **Recommended:** No objections
74994	Listed Building consent for partial demolition and change of use to form dwelling including reroofing, recladding, drainage and minor alteration at West Yeo Moor Farm Witheridge Tiverton Devon EX16 8QA Grid Ref: 279017; 116460 **Recommended:** No objections
73742	Reference: 73742 - Residential development of 155 dwellings and associated infrastructure at Land south of Broomhouse Park and west of Willow Rise Witheridge Tiverton Devon EX16 8FD Grid Ref:280364; 113978 **Recommended:** The parish council welcome the increase in affordable housing numbers however note previous matters of concern raised do not appear to have been addressed.

Payment Schedule

Item	Ref	Payee	Purpose	£
12.2.1.	OB	Hoopers (SW) Ltd	Grounds Maintenance 6174	**684.00**
12.2.2.	OB	Wicksteed Leisure Ltd	Qtly Playgrounds Inspection Order:1258227 / Invoice :817431	**206.40**
12.2.3.	OB	North Devon Council	Dog Waste Bin Servicing Jan-Mar 22 *9780	**218.40**
12.2.4.	DD	EDF Energy Customers Ltd	Toilet Block Electricity Charges 08/03-14/04/22	**166.43**
12.2.5.	OB	PHS	Toilet Sanitiser Units Servicing 16/05/22-15/05/23 *5993	**250.20**
12.2.6.	OB	Mid Devon District Council	Trade Waste Bin Service 01/04/22-30/09/22 *1723	**111.06**
12.2.7.	CC	iNet Telecoms	Landline number monthly rental *8148	**3.60**
12.2.8.	OB	S Sandland	Toilet Management & Cleaning Contract	**300.00**
12.2.9.	CC	McAfee Ireland Ltd	Annual Security & Anti-Virus Software 2yr renewal 24/04/22-24/04/24 (reduced fee)	**119.99**
	**** Staff Salaries & Expenses ****			
12.2.10.	[redacted]	Redacted under GDPR	Total	**883.10**
12.2.11.	[redacted]			
12.2.12.	[redacted]			
	To Ratify:-			
12.2.13.	OB	Hoopers Services (SW) Ltd	Grounds Maint. 6153	**684.00**

Invoices Received after Agenda compilation - To Be Ratified

12.2.14.	OB	Witheridge Parish Hall Committee	Hall Bookings Jan-Apr 2022	**120.00**
12.2.15.	OB	DPL Services Ltd	Installation of new street nameplates	**540.00**
12.2.16.	OB	S Sandland	Youth Shelter Cleaning	**110.00**

SO – Standing Order | DD – Direct Debit | OB – Online Banking* | CC – Charge Card

Signed: **Chairman.** **Date:**