

Minutes of the Council Meeting held 02/06/22, 19:30 at Witheridge Parish Hall

PRESENT:

Cllr Northam Vice Chairman
Cllr Dorow
Cllr Wells
Cllr Smith

In Attendance:

5 Members of the public
P G Dunn - Clerk

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

Representations were received in respect of:-

- The junction of the Two Moors Way with Wiriga Way.
- Section 106 Highways provisions Advertising Budget usage and plans to fulfil the Highways Schemes obligations (planning application 62777).
- Parish Council Planning Authority consultation response to increased Affordable Housing units in respect of planning application 73742.
- Proposals for the Adventure Playground refurbishment.

2. To Approve Apologies for Absence.

RESOLVED: apologies approved from Cllrs Harvey, Martin, Searles and Yabsley.

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

None.

4. 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):-

4.1. Police update - <https://www.police.uk/devon-and-cornwall/DEV.4108/> .

Cllr Smith reported the leadership of volunteers was changing.

4.2. District and County.

None.

5. Minutes.

5.1. 05/05/22. To sign if approved, minutes of the Council.

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

6. To consider Code of Conduct Matters:-

6.1. Written councillor dispensation requests arising.

None.

6.2. Declarations of Interests not declared in the Register of Interests.

Agenda	Councillor	Type	Reason	Dispensation
	None			

7. To consider the following Planning Matters.

7.1. Planning applications received following agenda publication.

None.

7.2. Enforcement Issues Arising.

Correspondence dated 26/05/22 in respect of outstanding Case no. 13249 advised due to staffing issues a response to the case originally raised at a site meeting with Enforcement Officer 26/01/22 would be delayed. ***The clerk was instructed to raise the delay with District Councillor.***

Minutes of the Council Meeting held 02/06/22, 19:30 at Witheridge Parish Hall

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

8.1. Finance update circulated to councillors' for review.

RESOLVED: Cllr Dorow proposed, Cllr Smith seconded and all were in favour to note 30/04/22 & 31/05/22 Reports and Bank Reconciliations including online banking payments raised reviewed with no issues.

8.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Wells proposed, Cllr Dorow seconded and all were in favour settlement accounts 8.2.1 through 8.2.16, clerk to setup online payments, Cllr Smith to authorise. **Cllr Smith and clerk to action.**

8.3. Audit - Year Ending 31/03/22.

8.3.1. Internal Audit Report.

Councillors reviewed the 24/05/22 report and recommended changes/responses therein.

RESOLVED: Cllr Dorow proposed, Cllr Wells seconded and all were in favour noting and undertaking the actions:-

- The council supported bi-annual review recommendation of Standing Orders, Financial Regulations and Code of Conduct.
- The clerk advised the website had been changed to improve access to the list of councillors. [The website front page link now reads "Council Contact / General Info." with a descriptor "**Councillors**, Clerk & Insurer, Report highways issues, Review current & planned roadworks"].
- Following debate the recommendation to include individual councillor contact details was not supported; it was agreed maintain the status quo with the Chairman's email [alias chairman@witheridgepc.org with forwarding] and contact number being available.
- It was agreed it was preferred to have all contact through the clerk's office to avoid miscommunications.
- It was noted the recommendation to observe periods of royal mourning was not a legal requirement and did not require the cancellation of the council meeting adjourned to 15/04/21; it was accepted periods of royal mourning are required to form part of any minimum notice period for a meeting however this did not apply to adjournments. This being the case there was neither a requirement to ratify decisions made at the reconvened meeting 15/04/21 held during the period of mourning as recommended in the Internal Audit Report.

Clerk to action.

8.3.2. Note submission of External Audit.

Noted.

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

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

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

None.

9.2. Noticeboard provision in the Square.

Councillors reviewed the current noticeboard provision and information displayed.

RESOLVED: Cllr Wells proposed, Cllr Dorow seconded and all were in favour cessation using the current board to display tourist information, releasing additional space for the display of council notices. **Cllr Northam and clerk to action.**

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Councillors noted correspondence between the clerk and PHS Customer Relations resulting in a new three year contract to replace the now expired (May 2022) original. The new contract continued Sanitary Waste Bin and Controlled Waste Servicing for a further three year period, along with the purchase of the toilet tissue dispenser.

9.4. DCC proposed Traffic Regulation Amendment Order IMR-B13470-5936.

Noted.

9.5. Grounds Maintenance Schedule Review.

Cllr Northam put forward a proposal to increase the number of cuts by one per month in the months of May and June for all areas. It was agreed to cost this proposal and consider the implications at the September meeting. **Clerk to action.**

9.6. Two Moors Way junction with Wiriga Way.

Following consideration of representations in the Public Session,

RESOLVED: Cllr Northam proposed, Cllr Dorow and all were in favour requesting Devon County Council Publics Rights of Way to review the current situation. **Clerk to action.**

9.7. Bus Shelter Cleaning Review.

Councillors reviewed before and after photos of the work undertaken by the council's contract cleaner and it was agreed the work had been completed to a good standard. Further it was noted public comments praising the standard of the public toilet facility cleaning. **The clerk was requested to convey this to the council's contract cleaner with their thanks.**

10. Correspondence / Consultations Received for consideration:-**10.1. Resident concerns in respect of Drayford Green.**

Noted. Clerk to request the council's grounds maintenance contractor treat the Docks and regularly spray off with herbicide the Ivy from the perimeter posts and railing. **Clerk to action.**

The clerk reported in response to Cllr Wells update request that the contractor had been contacted and supplied with the arboriculturist's report to quote for works to the large Horse-Chesnut at Drayford Green.

11. Dates of Next meetings recommended:-**11.1. Parish Council - 07/07/22 – agenda deadline noon 24/06/22.**

Noted.

11.2. Agenda Items for consideration by the next meeting.

Concessionary Green Waste Bin. **Clerk to action.**

Meeting Closed 20:35.

WITHERIDGE PARISH COUNCIL

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Minutes of the Council Meeting held 03/03/22, 19:30 at Witheridge Parish Hall

Payment Schedule

Item	Chq Ref	Payee	Purpose	£
8.2.1.	OB	S Sandland	Toilet Management & Cleaning Contract	300.00
8.2.2.	OB		Bus Shelter Cleaning x 2	120.00
8.2.3.	OB	PHS Group	Public Toilet Sanitary Bin Supply & Service Contract	216.00
8.2.4.	OB		Toilet Paper Dispenser	14.40
8.2.5.	OB	Alison Marshall - LCAS	Internal Audit Yr Ending 31/03/22	175.00
8.2.6.	OB	Witheridge Voice	4 Qtrs Full Page Advert Summer 22 – Winter 22	119.00
8.2.7.		iNet Telecoms	Monthly Number Rental ***1582	3.60
** Staff Salaries & Expenses **				
8.2.8.		Redacted under GDPR	Total	883.10
8.2.9.				
8.2.10.				
To Ratify:-				
8.2.11.	OB	Witheridge Parish Hall Committee	Hall Bookings Jan-Apr 2022	120.00
8.2.12.	OB	DPL Services Ltd	Installation of new street nameplates	540.00
8.2.13.	OB	S Sandland	Youth Shelter Cleaning	110.00
8.2.14.				

Invoices Received after Agenda compilation - To Be Ratified

8.2.15.	OB	Hooper Services (South West) Ltd	Grounds Maint. 6228	1164.00
8.2.16.	OB	Dart Electrics Ltd	Resolve public toilet Magloc issue	36.00
8.2.17.	OB	Source for Business	Public Toilet Water & Sewerage	17.88

Receipts

North Devon Council	Half yr precept	18000.00
North Devon Council	Public toilet grant	993.00
HMRC	VAT Reclaimed	2677.16
Western Power	Wayleave	13.45
Tenancy Applicant	Deposit	250.00
Witheridge Parish Hall	2021 Grounds Maint.	670.62

Signed:

Chairman.

Date:

Page 4 of 4