

Minutes of the Council Meeting held 07/07/22, 19:30 at Witheridge Parish Hall

PRESENT:

Cllr Harvey	Chairman	Cllr Dorow	Cllr Martin	Cllr Wells
Cllr Northam	Vice Chairman	Cllr Goodwin	Cllr Searles	Cllr J Yabsley

In Attendance:

2 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 public communication.

2. To Approve Apologies for Absence.

RESOLVED: Apologies approved from Cllr Smith.

3. 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):-

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

None.

3.2. District and County.

Cllr Yabsley reported:-

- Allocation of eight additional car parking spaces close to the Medical Centre in the proposals for planning applications 73742 & 74879.
- Enforcement management changes resulting in all departments being responsible for their respective enforcement cases; the lead Enforcement Officer had been seconded to work on a scheme to bring unoccupied private dwellings into use to help with the housing shortage.
- Little response to recruitment efforts to fill senior vacancies.
- Digitisation of Health Records on-going.
- Devon was now being managed by one combined Clinical Commissioning Group, with the establishment of a new Board to monitor governance.

The Chairman raised issues with poor road surfacing uphill from Farm Flowers. Cllr Yabsley requested such matters continue to be reported online.

The Chairman thanked Cllr Yabsley for his report.

4. Minutes.

4.1. 05/05/22. To sign if approved, minutes of the Council.

The clerk reported an omission in the original May draft minutes item 13.2 and given unsigned re-presented for approval as amended providing cllrs with the recording to substantiate.

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

4.2. 02/06/22. To sign if approved, minutes of the Council.

Cllr Searles proposed, Cllr Yabsley seconded and all were in favour approval.

5. To consider Councillor Vacancy & Code of Conduct Matters:-

5.1. Any Application(s) for co-option.

None.

5.2. Written councillor dispensation requests arising.

None.

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

Agenda	Councillor	Type	Reason	Dispensation
7.3.1	Cllr Northam	Prejudicial	Committee Member	n/a
6.1 75467	Cllr Goodwin	DPI	Neighbour	n/a

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6. To consider the following Planning Matters.

6.1. Planning list (appended).

See planning report appended.

6.2. Planning applications received following agenda publication.

See planning report appended.

6.3. Enforcement Issues Arising.

None.

6.4. Planning Application 65041 (Willow Rise) Section 106 Update.

Correspondence dated 27/05/22, 01/06/22, 09/06/22 and DCC Hatoc Public reports pack 27062022 were considered.

RESOLVED: Cllr Wells proposed, Cllr Goodwin seconded and all were in favour adoption of the two new bus shelters to be installed. **Clerk to action.**

The response in respect of the extension of the 30mph limit was considered inadequate and it was noted the requested budget breakdown of the Section 106 Highways provisions was still outstanding. Further the inadequate pavement provisions left and right of Willow Rise at junction with B3137 agreed at site visit with Highways Officer had not been addressed to date. **Clerk to follow-up.**

Cllr Yabsley reported the above mentioned HATOC report had also included parking restrictions down from the Post Office on West Street; the clerk advised council had noted this as part of its consideration of Traffic Regulation Amendment Order presented to the 02/06/22 meeting, minute reference 9.4.

6.5. Mid Devon Local Plan - Policy DM24 4.75 Sports Field Witheridge.

The relevant Policy detail together with a draft Discussion Paper pertaining to Section 106 requirements should the Planning Authority be minded to approve either of planning applications 73742 or 74879, for a further 155 dwellings adjacent to Willow Rise, was circulated with councillor papers for consideration.

The clerk reported a preliminary meeting had been scheduled with NDC Officer Mr Richard Slaney to discuss the parish council's position.

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

- Adoption of the Discussion Paper subject to the additional inclusion of funding in respect of the Adventure Playground Phase 2 refurbishment.
- The delegation to attend the meeting to include the Chairman, Vice-Chairman, Cllr Searles and the clerk. **Clerk to action.**

6.6. NDC Settlement Evidence Base Survey.

Circulated with councillor papers.

RESOLVED: Cllr Martin proposed, Cllr Northam seconded and all were in favour delegation completion to the clerk in liaison with 3 Members of the Finance & General Purposes Committee to include Chairman or Vice-Chairman plus two other members. **Clerk to action.**

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

7.1. Finance update circulated to councillors' for review.

RESOLVED: Cllr Dorow proposed, Cllr Goodwin seconded and all were in favour to note 28/06/22 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

7.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Martin proposed, Cllr Wells seconded and all were in favour settlement accounts 7.2.1 through 7.2.15, clerk to setup online payments, Chairman to authorise. **Chairman and clerk to action.**

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Cllr Northam left for this item.

RESOLVED: Cllr Goodwin proposed, Cllr Wells seconded and all were in favour a grant of £510. **Clerk to action.**

7.3.2. Go North Devon Funding Request.

Noted.

7.4. Bank Terms and Conditions changes.

Noted.

7.5. Recess delegation to the Clerk in liaison with 3 Members of the Finance & General Purposes Committee to include Chairman or Vice-Chairman plus two other members (Chairman, Vice-Chairman, Cllrs Martin, Searles & Wells):-**7.5.1. Planning & Section 106 Matters.****7.5.2. Payments Arising.****7.5.3. Office Lease Matters & Authorised Signatories.****7.5.4. Adventure Playground Tender.****7.5.5. Tots Playground Replacement Swings.**

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

- Recess delegation scheme in respect of 7.5.1-7.5.5,
- Appointment Chairman & Vice-Chairman as Lease signatories on behalf of the council.

Clerk to action.

The Chairman and clerk provided the following updates:-

Office Lease

The Chairman and clerk met with the prospective tenant to discuss requirements for a Backwash with their plumber present. Discussions led to sub-metering discussions and quotes were being sought for this and it was agreed this would be the fairest way to progress as part of 7.5.3 delegation; the Chairman drew councillors' attention to the remaining refurbishment funds available for the sub-metering.

The prospective tenant's plans for the installation of the Backwash were awaited. The clerk stated he was hopeful the solicitor could include a generic description of the works without requiring detailed drawings etc.

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.

The Chairman reported the outstanding Enforcement review of the new open space adjacent to the Adventure Playground at Willow Rise was still outstanding and will potentially hold up the land transfer to the parish council and subsequent refurbishment programme. Also there was a mound of sub-soil adjacent to the gravelled pull-in where the Sales Office was located presumed to infill the pull-in. **Cllr Yabsley requested details be sent to him to take up with NDC.** The clerk stated this had already been done but would forward again.

Replacement Swings Parish Hall Playground

The clerk reported order had been placed by the contractor for the swings and delivery was awaited in order to schedule an installation date.

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/>

The Chairman raised the outstanding consideration of a proposal to upgrade the circular walk from Witheridge Mill to Yeo Copse to North Street and back down Mill Lane via The Square. After discussion it was agreed to take no further action.

8.2. Note DCC Public Rights of Way P3 Grant Award.

The Chairman reported an award of £600.

8.3. Parish Clock Repairs update.

The Chairman reported an engineer visit was scheduled 08/07/22 to measure up for the new winding mechanism which would allow the contractor to estimate a date for the works based on parts order lead times.

8.4. Approve NDC Concessionary Green Waste Bin application.

RESOLVED: Cllr Martin proposed, Cllr Wells seconded and all were in favour renewal. Cllr Northam to action.

8.5. Note Litter Pick Risk Assessment 05/05/22.

Noted. Thanks were expressed to Cllr Northam.

8.6. Quote for Out of Budget Tree Survey Works to Horse-Chesnut at Drayford Green – to be ratified.

RESOLVED: Cllr Dorow proposed, Cllr Martin seconded and all were in favour increasing the budget by £200. **Clerk to action.**

Cllr Wells queried requirements for any permissions, the clerk reported the Tree Survey had been sent to NDC Tree Officer and confirmation received [24/05/22] confirmed no permits were required.

9. Correspondence / Consultations Received for consideration:-

9.1. Resident verbal representations to Cllr Northam concerning North Street visibility splay & overgrown path Church Street.

Cllr Northam reported the issues and it was agreed to raise the matters on DCC Highways “Report a Problem” website. **Cllr Northam to action.**

9.2. Resident representation concerning BMX Track.

Councillors agreed given the programme to refurbish the facility, it would not be good use of funds to undertake non-essential maintenance given the current low usage would lead to swift weed re-growth. **Clerk to respond.**

9.3. Resident request for financial accounts.

The clerk reported the resident had been advised annual accounts for the past five years were available on the parish council website.

10. Dates of Next meetings recommended:-

10.1. Parish Council - 01/09/22 – agenda deadline noon 19/08/22.

Noted.

10.2. Agenda Items for consideration by the next meeting.

None.

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Meeting Closed 21:40.

Planning

Application	Description
73742	Residential development of 155 dwellings and associated infrastructure (amended plans) at Land south of Broomhouse Park and west of Willow Rise Witheridge Tiverton Devon EX16 8FD Grid Ref:280364; 113978 Recommended: The parish council raise the following:- Who will own the 8 additional parking spaces, will they be transferred to the Medical Centre as dedicated parking for their use ? if not who will be responsible for maintenance / policing (in respect of for instances long-term parking of off-road vehicles or fly-tipping ? If the intention is to provide additional Medical Centre car parking additional street nameplates will require "leading to Medical Centre" as recently the parish council has upgraded all the name plates leading from Fore St. via Brooke Rd etc with this text for the information of Medical Centre patients referred to the main surgery from the satellite surgeries in the parishes of Morchard Bishop and Cheriton Fitzpaine.
74879	Residential development of 155 dwellings and associated infrastructure (Phase 2) (Amended plans) at Land south of Broomhouse Park and west of Willow Rise Witheridge Tiverton Devon Grid Ref:280364; 113978 Recommended: As 73742 above.
74312	Installing external wall insulation (EWI) to 18 properties at 1-6 & 9-20 East Close Witheridge Tiverton Devon EX16 8AL Grid Ref: 280564; 114126 Recommended: No objection.
75467	Erection of a general purpose agricultural building at Land adjacent to B3137 at West Yeo Witheridge Devon EX16 8PZ Grid Ref: 278950; 115720 Recommended: No objection subject to screening from the main road.
75382	Lawful Development Certificate - Malson Annex, Malson Farm, Rackenford, Tiverton, EX16 8ED Recommended: No comment.

WITHERIDGE PARISH COUNCIL

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Payment Schedule

Item	Ref	Payee	Purpose	£
7.2.1.	OB	S Sandland	Toilet Management & Cleaning Contract	300.00
7.2.2.	DD	EDF Energy Customers Ltd	Public Toilet Block Electricity Service & Charges 15/06/22	221.55
7.2.3.	n/a	Community Heartbeat Trust (Solutions) Ltd	Supply of replacement Adult Defib Pads 12254	0.00
7.2.4.	CC	Easily Ltd	Basic Webmail Annual Renewal *4017	11.99
7.2.5.	CC	iNet Telecoms Ltd	Mthly Virtual Number Rental *5453	3.60
7.2.6.	CC		Payment Method Validation Charge	0.50
7.2.7.	CC	CFH Docmail Ltd	Print & Postage	0.77
** Staff Salaries & Expenses **				
7.2.8.		Redacted under GDPR	Total	883.10
7.2.9.				
7.2.10.				
To Ratify:-				
7.2.11.	OB	Hooper Services (South West) Ltd	Grounds Maint. 6228	1164.00
7.2.12.	OB	Dart Electrics Ltd	Resolve public toilet Magloc issue	36.00
7.2.13.	OB	Source for Business	Public Toilet Water & Sewerage	17.88
Invoices Received after Agenda compilation - To Be Ratified				
7.2.14.	OB	Hooper Services (south West) Ltd	Grounds maint. 6275	972.00
7.2.15.	CC	iNet Telecoms Ltd	Payment Method Validation Charge Refund	-0.50

Signed:

Chairman.

Date:

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