



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Town Clerk: Guy Langton (CiLCA, PSLCC)

Telephone: 01237/474976

admin@northamtowncouncil.gov.uk

www.northamtowncouncil.gov.uk

Please scan QR code for the Council's website



For those who wish to participate, prayers will be held at 6.25pm in the Council Chamber.

To all members of the Council:

You are hereby summoned to attend the **NORTHAM TOWN COUNCIL MEETING** on

Wednesday 1st July 2026 at 6:30pm

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda below.

Council Members:

Appledore Ward: Cllr Bell, Cllr Edwards, Cllr Hames and Cllr Tait

Northam/Orchard Hill ward: Cllr Himan, Cllr Horrocks, Cllr Leather, Cllr Lo-Vel, Cllr Newman-McKie (Mayor) and Cllr Whittaker (Deputy Mayor).

Westward Ho! ward: Cllr Bach, Cllr Hodson, Cllr Sawyer and Cllr Singh.

Questions by the public: There will be a period for questions by the public. In accordance with Standing Order 3, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of any Council business at Full Council, and at Committee meetings in respect of business on the agenda.

Members of the public are asked to respect the fact that this is a meeting to conduct council business and interruptions during council business are not permitted. If, in the opinion of the Chair, the business of the meeting is disrupted in any way, the Chair may ask the person/s causing the disruption to be quiet and if they refuse then ask them to leave. **Mobile phones must be switched off or silenced during the meeting.**

Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of the meeting.

Recording, photographs and filming: In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

Public attendance at Council and committee meetings

As a public body, Northam Town Council understands the need for transparency and accountability. The Council will therefore seek to conduct meetings using practices and procedures set out within the Public Bodies (Admission to Meetings) Act 1960, which states:

Subject to subsection (2) below, any meeting of a body exercising public functions, being a body to which this Act applies, shall be open to the public.*

Subsection (2) states: *Where a meeting is open to the public, a body may, by resolution exclude the public from the meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.*

Therefore, the Council's policy is to allow public access to meetings unless the business being transacted is confidential or there are 'other special reasons' to exclude the public.

Guy Langton

Guy Langton, Town Clerk & RFO

Date of issue: 25th June 2026

Members are requested to turn off or silence their mobile phones for the duration of the meeting.

AGENDA

- 1 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)
- 2 To agree the agenda as published
- 3 To receive any dispensations and disclosable pecuniary or other interests
- 4 Mayor's Announcements
- 5 To confirm and sign the minutes of the Special meeting of the Council held on 24th June 2026 (under separate cover)
- 6 To receive and adopt the confirmed minutes and resolutions contained therein from Committees and Sub-Committees (under separate cover)
 - Environment & Maintenance 8th April 2026
 - Finance & Human Resources 15th April & 13th May 2026
 - Planning & Development 30th April 2026
- 7 Public Participation
- 8 To receive a report (if any) from Devon & Cornwall Constabulary
- 9 To receive a report (if any) from the Devon County Councillor
- 10 To receive reports (if any) from Torridge District Members
- 11 To receive an update on Local Government Reorganisation (LGR) (verbal)
- 12 To consider the action point update (p3-4)
- 13 To receive the Clerk's Report (p5-8)

Comfort Break – 5 minutes

- 14 To consider the terms contained within and proposed for the licence that Northam Lions FC has at Burrough Farm (p9-11) (also under separate cover)
- 15 To consider continuing membership of the Campaign for the Protection of Rural England (CPRE) (p11-12)
- 16 To consider installing a defibrillator and cabinet at the beach end of Westbourne Terrace and acquiring a replacement defibrillator cabinet (p12)
- 17 To consider a request from the Chair of the Licencing Committee at Torridge District Council (p12-13)
- 18 To consider an extraordinary grant request from Bideford & River Torridge Heritage Harbour (p13) (under separate cover and to follow)
- 19 To consider repairing a damaged fob from the Deputy Mayor's chain (p14)
- 20 To receive an update on member's allowances for 2026-27 and consider making an interim payment to members (p14)

- Item 1** **To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**
-
- Item 2** **To agree the agenda as published**
-
- Item 3** **To receive any dispensations and disclosable pecuniary or other interests**
Members are reminded that all interests must be declared prior to the item being discussed
-
- Item 4** **Mayor’s Announcements**
-
- Item 5** **To confirm and sign the minutes of the meeting of the Annual Meeting of the Council held on 6th May 2026** *(under separate cover)*
-
- Item 6** **To receive and adopt the confirmed minutes and resolutions contained therein from Committees and Sub-Committees** *(under separate cover)*
- Environment & Maintenance 8th April 2026
 - Finance & Human Resources 15th April & 13th May 2026
 - Planning & Development 30th April 2026
-
- Item 7** **Public Participation**
We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public shall not speak for more than 4 minutes. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
-
- Item 8** **To receive a report (if any) from Devon & Cornwall Constabulary**
-
- Item 9** **To receive a report (if any) from the Devon County Councillor**
-
- Item 10** **To receive reports (if any) from the Torridge District Members**
-
- Item 11** **To receive an update regarding Local Government Reorganisation (LGR)**
This Council did not submit a response to the consultation, allowing each member to respond to the consultation individually. The Mayor and Town Clerk attended a meeting at Devon County Council on the 22nd June 2026.
-

Item 12 Action points

2508/283 Northam Lions FC – use of Burrough Farm King George V Field	On the agenda.	ONGOING
2512/525 Speedwatch	Advise the Police of the intention to recommence the SpeedWatch initiative in the Parish and of the volunteer coordinator. A total of four volunteers needed, the coordinator plus three. Adverts have been placed on the Council’s website and re-shared fortnightly on social media. Assistance with promotion will be sought but has not yet been pursued.	ONGOING

<p>2601/551 Pension arrangements for Council Staff</p>	<p>Prepare a report and consultation proposition for staff regarding the Local Government Pension Scheme. Initial staff feedback to be sought when the revised staff handbook is presented to staff (planned for week commencing 6th July 2026). ONGOING</p>
<p>2603/717 Concerns over the operation of the Police Advocate scheme</p>	<p>Town Clerk has written to the Police and Crime Commissioner raising this council's concerns over the cancellation of the Police Councillor Advocate quarterly meetings and been advised that meetings have not been cancelled. ONGOING</p>
<p>0606/067 Write to Devon County Council and bus service provider to express the Council's concern over the different levels of service provided to Appledore and Westward Ho!</p>	<p>The Council and bus service provider have been written to, copying the Division Member in. DCC responded:</p> <p><i>Services 21 & 21A are operated on a commercial basis by Stagecoach South West who will determine the relevant frequencies of each service. Devon County Council does not provide any financial support for this section of route.</i></p> <p><i>In short, Westward Ho! is served by more journeys than Appledore because usage is higher from Westward Ho!</i></p> <p><i>Where the frequency between Barnstaple – Bideford - Northam is every 20 minutes (such as before 1100 on weekdays and Saturday daytimes), one of the three journeys per hour operates to Appledore. Where the frequency is every 15, alternating journeys operate as either a 21 or 21A.</i></p> <p><i>With regards to the original enquiry, [regarding a Night Bus service] I have asked Stagecoach to provide a cost for operating an additional late journey from Appledore and am awaiting a response.</i></p> <p style="text-align: right;">ONGOING</p>

Item 13 To receive the Clerk's report

On 31st May 2026 the Council's balances were:

Petty Cash	£45.15	no interest	
Hinkley & Rugby Building Society	£346,284	interest rate is 1.65%	Holding account for general expenditure and £50,000 of the General Reserve
Cambridge & Counties Bank (31-day)	£98,282.46	interest rate is 2.72%	General Reserves
Nationwide (Business 95-day saver)	£97,622.26	interest rate is 3.20%	Earmarked Reserves (as per agreed budget: parks, defibrillators, LCWIP, war memorial cleaning, skate park and pavilion renovation reserve)
Cambridge Building Society	£9,281.88	interest rate is 1.55%	Tennis Reserves
Coop Bank (current account)	£349,933.47	no interest	General expenditure

Total cash in hand (SCRIBE) £586,914.39

Petty Cash: The council spent £55.66 of petty cash in May 2026, withdrawing £50 to maintain the balance stated in the financial regulation (£100).

Tennis courts:

The gross volume of sales in May 2026 was £680. After fees, the Council has received £643.63. Eleven of the receipts were for annual passes, which provide holders with free tennis court bookings for the calendar year after purchase.

Since 1st April 2026, the Council has received £1,310.82 for tennis court memberships and bookings.

Payments:

Between 1st and 31st May 2026, the council made 176 payments, totalling £76,865.36 (ex VAT) (enclosed), including 38 grants. There were 84 payments of £100 or more totalling £74,654.81 (ex VAT) (enclosed).

Receipts: Between 1st and 31st May 2026, the Council received 100 payments (some have the same id number - regular hall hire bookings), totalling £5,140.59 (ex VAT), plus a VAT refund of £9,458.10 (Q4, 2025/26).

Payment	Date	Net	VAT	Total	Description	Cost Centre	Cost Code	Minute
146	18.05.2026	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2605/040
233	26.05.2026	£7,309.71	£0.00	£7,309.71	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	
226	21.05.2026	£2,990.45	£0.00	£2,990.45	Mayor's Charity Donation	Members	Mayor's Charity	
136	11.05.2026	£2,687.76	£0.00	£2,687.76	Pensions	Staff Costs	Salaries, HMRC and NEST	2604/761
117	05.05.2026	£2,354.62	£0.00	£2,354.62	PWLB	PWLB	Westward Ho! Park Tranche 1	
214	19.05.2026	£2,193.60	£0.00	£2,193.60	Insurance	Insurances	Motor	
131	08.05.2026	£1,307.47	£0.00	£1,307.47	Insurance	Insurances	General	
199	18.05.2026	£1,000.00	£0.00	£1,000.00	Grant	Grants	ND Record Office	2512/485
200	18.05.2026	£1,000.00	£0.00	£1,000.00	Grant	Grants	Annual Grants	2512/485
212	19.05.2026	£1,000.00	£200.00	£1,200.00	Legal Advice Service	Administration	Legal Fees	
224	21.05.2026	£995.00	£199.00	£1,194.00	Truck Maintenance	Council Machinery & Equipment	Truck Maintenance	
201	18.05.2026	£846.00	£169.20	£1,015.20	Benches	Environment & Maintenance	Blackies	2604/739
198	18.05.2026	£840.00	£0.00	£840.00	Grant	Grants	Annual Grants	2512/485
148	18.05.2026	£750.00	£0.00	£750.00	Grant	Grants	Annual Grants	2512/485
183	18.05.2026	£750.00	£0.00	£750.00	Grant	Grants	Annual Grants	2512/485
184	18.05.2026	£750.00	£0.00	£750.00	Grant	Grants	Annual Grants	2512/485
185	18.05.2026	£750.00	£0.00	£750.00	Grant	Grants	Annual Grants	2512/485
186	18.05.2026	£750.00	£0.00	£750.00	Grant	Grants	Annual Grants	2512/485
187	18.05.2026	£750.00	£0.00	£750.00	Grant	Grants	Annual Grants	2512/485
188	18.05.2026	£750.00	£0.00	£750.00	Grant	Grants	Annual Grants	2512/485
189	18.05.2026	£750.00	£0.00	£750.00	Grant	Grants	Annual Grants	2512/485
190	18.05.2026	£750.00	£0.00	£750.00	Grant	Grants	Annual Grants	2512/485
191	18.05.2026	£750.00	£0.00	£750.00	Grant	Grants	Annual Grants	2512/485
192	18.05.2026	£750.00	£0.00	£750.00	Grant	Grants	Annual Grants	2512/485
193	18.05.2026	£750.00	£0.00	£750.00	Grant	Grants	Annual Grants	2512/485
194	18.05.2026	£750.00	£0.00	£750.00	Grant	Grants	Annual Grants	2512/485
195	18.05.2026	£750.00	£0.00	£750.00	Grant	Grants	Annual Grants	2512/485
196	18.05.2026	£750.00	£0.00	£750.00	Grant	Grants	Annual Grants	2512/485
197	18.05.2026	£750.00	£0.00	£750.00	Grant	Grants	Annual Grants	2512/485
111	01.05.2026	£741.00	£148.20	£889.20	Refreshments	Grants	Grants Evening	
182	18.05.2026	£705.00	£0.00	£705.00	Grant	Grants	Annual Grants	2512/485
147	18.05.2026	£628.40	£0.00	£628.40	Grant	Grants	Annual Grants	2512/485

180	18.05.2026	£600.00	£0.00	£600.00	Grant	Grants	Annual Grants	2512/485
181	18.05.2026	£600.00	£0.00	£600.00	Grant	Grants	Annual Grants	2512/485
179	18.05.2026	£570.57	£0.00	£570.57	Twinning Event	Twinning	Attendance at Other Events	2603/685
239	26.05.2026	£553.50	£110.70	£664.20	Benches	Parks & Recreation	Westward Ho! Park	2605/053
213	19.05.2026	£525.00	£105.00	£630.00	Hanging Baskets	Environment & Maintenance	Hanging baskets & Planters	
224	21.05.2026	£513.62	£102.72	£616.34	Truck Maintenance	Council Machinery & Equipment	Truck Maintenance	
172	18.05.2026	£500.00	£0.00	£500.00	Grant	Grants	Annual Grants	2512/485
173	18.05.2026	£500.00	£0.00	£500.00	Grant	Grants	Annual Grants	2512/485
174	18.05.2026	£500.00	£0.00	£500.00	Grant	Grants	Annual Grants	2512/485
175	18.05.2026	£500.00	£0.00	£500.00	Grant	Grants	Annual Grants	2512/485
176	18.05.2026	£500.00	£0.00	£500.00	Grant	Grants	Annual Grants	2512/485
177	18.05.2026	£500.00	£0.00	£500.00	Grant	Grants	Annual Grants	2512/485
210	19.05.2026	£479.11	£0.00	£479.11	Salaries	Staff Costs	Salaries, HMRC and NEST	
228	21.05.2026	£462.08	£92.42	£554.50	Professional Fees	Pavilion & CPT	Professional Fees	2511/475
178	18.05.2026	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
101	01.05.2026	£448.76	£0.00	£448.76	Room rental	Administration	Room Rental	
110	01.05.2026	£420.93	£84.19	£505.12	MVSIDs	Environment & Maintenance	MVSIDs	
169	18.05.2026	£400.00	£0.00	£400.00	Grant	Grants	Annual Grants	2512/485
170	18.05.2026	£400.00	£0.00	£400.00	Grant	Grants	Annual Grants	2512/485
171	18.05.2026	£400.00	£0.00	£400.00	Grant	Grants	Annual Grants	2512/485
249	29.05.2026	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
99	01.05.2026	£370.00	£0.00	£370.00	Waste Carrier Licence	Administration	Miscellaneous	
167	18.05.2026	£350.00	£0.00	£350.00	Grant	Grants	Annual Grants	2512/485
124	06.05.2026	£335.00	£67.00	£402.00	Civic.ly Subscription	ICT	Civic.ly Asset Management Software	
130	08.05.2026	£331.00	£0.00	£331.00	Membership Fee	Administration	Subs and Memberships	
251	29.05.2026	£328.44	£65.69	£394.13	Mower Repair	Council Machinery & Equipment	Machinery Maintenance	
168	18.05.2026	£314.00	£62.80	£376.80	IT contract	ICT	Cloudy IT	
165	18.05.2026	£300.00	£0.00	£300.00	Grant	Grants	Annual Grants	2512/485
166	18.05.2026	£300.00	£0.00	£300.00	Grant	Grants	Annual Grants	2512/485
217	20.05.2026	£295.95	£0.00	£295.95	Insurance	Insurances	Breakdown	
164	18.05.2026	£280.00	£0.00	£280.00	Grant	Grants	Annual Grants	2512/485
161	18.05.2026	£250.00	£0.00	£250.00	Grant	Grants	Annual Grants	2512/485
162	18.05.2026	£250.00	£0.00	£250.00	Grant	Grants	Annual Grants	2512/485

163	18.05.2026	£250.00	£0.00	£250.00	Grant	Grants	Annual Grants	2512/485
145	18.05.2026	£239.53	£11.98	£251.51	Gas Account	Northam Hall	Gas	
159	18.05.2026	£200.00	£0.00	£200.00	Grant	Grants	Annual Grants	2603/666
160	18.05.2026	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication	
250	29.05.2026	£169.22	£33.84	£203.06	Copier Charges	Administration	Photocopier Fees	
248	29.05.2026	£165.72	£33.15	£198.87	Stationery	Administration	Stationery	
141	13.05.2026	£152.86	£30.57	£183.43	Fuel	Council Machinery & Equipment	Fuel - Mowers	
156	18.05.2026	£151.04	£30.21	£181.25	Subscriptions	Administration	Subs and Memberships	
158	18.05.2026	£150.00	£30.00	£180.00	Signs	Parks & Recreation	General Maintenance	
225	21.05.2026	£150.00	£0.00	£150.00	May Fair 2026	Community	May Fair Costs	2511/472
244	29.05.2026	£140.00	£28.00	£168.00	Training	Training	Training	
112	01.05.2026	£131.46	£26.29	£157.75	Copier Charges	Administration	Photocopier Fees	
97	01.05.2026	£129.90	£25.98	£155.88	Subscriptions	Administration	Subs and Memberships	
157	18.05.2026	£125.00	£25.00	£150.00	Drains	Northam Hall	Maintenance	
109	01.05.2026	£124.01	£24.80	£148.81	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	
209	19.05.2026	£120.00	£24.00	£144.00	Asbestos Removal	Parks & Recreation	Allotments - Windmill Lane	
141	13.05.2026	£110.44	£22.09	£132.53	Fuel	Council Machinery & Equipment	Fuel - WF18 PTX	
129	08.05.2026	£109.17	£21.84	£131.01	Computer and software	ICT	IT Purchase, Repair & Maintenance	
96	01.05.2026	£104.49	£0.00	£104.49	May Fair 2026	Community	May Fair Costs	2511/472
84	TOTALS	£74,654.81	£1,905.67	£76,560.48				

Comfort Break – 5 minutes

Item 14 To consider the terms contained within and proposed for the licence that Northam Lions FC has at Burrough Farm

Enclosed:

draft Management Agreement with new sections and amendments highlighted, proforma Non-charitable Deed of Dedication

Northam Lions FC currently occupy their compound and clubhouse at Burrough Farm and have preferential access to the pitch at Burrough Farm. The fee payable to Northam Town Council for this is £120 (exVAT) per calendar year.

The pitch, as currently fenced, wholly contains land parcel DN596827, a dedicated King George V playing field. The football pitch is therefore protected under the Fields in Trust (FiT) scheme, which means:

‘Protecting with Fields in Trust [FiT] involves entering into a legally binding agreement with us using a Deed of Dedication (England, Wales and NI) or Minute of Agreement (Scotland). This unique document lays out the terms of the agreement, ensuring your park or green space can only be used for sport or recreational activities and that it will always be there for the benefit of the community and nature.’

On purchasing the land from TDC in 2009, this council became the continuing trustee of that declaration, which legally protects the green space for public use and prevents its development or sale for other purposes. As part of the dedication, the landowner (Continual Trustee) gives, among others, the following undertakings:

*Not to use the Property or permit the Property to be used for any purpose other than as [a public playing field, recreation ground, park, play space and open space];
Not to grant, allow, suffer or permit the Property to be used for any purpose outside clause 3.1 [...] which require closure of more than 25% of the Property for more than 21 consecutive days (including set-up and set down) per event;
(a full copy of a proforma agreement is enclosed).*

The reason for separating the pitch (DN596827) from the remainder of the title was that it was subject to the registration as a deed of trust as outlined above and had the following restriction:

No disposition of the registered estate other than a charge by the proprietor of the registered estate or by the proprietor of any registered charge not being a charge registered before the entry of this restriction is to be registered without a written consent signed by National Playing Fields Association.

This dedication requires the pitch to be accessible to the public 365 days of the year, though the Management Agreement (paragraph 6) does allow the Club to restrict access during periods of maintenance and when needed for training or matches by the club. Currently, the pitch is locked at all times, no public access is possible, this does not align with the expectation of Paragraph 6.

The Town Clerk and members discussed the possibility of amending the Management Agreement between the Club and the Council in the Autumn of 2025, following a resolution of the Council in August that year. Currently, the Club occupies the land under the continuation clause of the agreement (paragraph 1). The current agreement ended in February 2026 and included no similar terms.

The Club has requested several additional matters be included in any revised agreement, (highlighted yellow in the enclosed draft Management Agreement). The club also made specific requests regarding the future use of and access to the land.

The Club has requested that the agreement be changed to a lease or licence to occupy. This could be done, though it would incur legal fees. These could be passed on to the Club or met by the Council.

The Club has indicated that a minimum 10-year agreement would be required to enable it to access grant funding. Funding bodies expect long-term agreements to be in place before awarding grants. The Town Clerk has received advice that any agreement relating to land or assets entered into by a council that is 7 years or more in duration would be deemed a disposal of that asset under section 127 of the Local Government Act (LGA) 1972. Section 127(2) states

*land shall not be disposed of under this section, otherwise than by way of a short tenancy, **for a consideration less than the best that can reasonably be obtained** (emphasis added).*

The council would need to be satisfied that the annual fee of £120 (rising with RPI) is what can reasonably be obtained and should consider instructing a surveyor for advice, if the term is to be extended beyond 6 years, with or without automatic renewal.

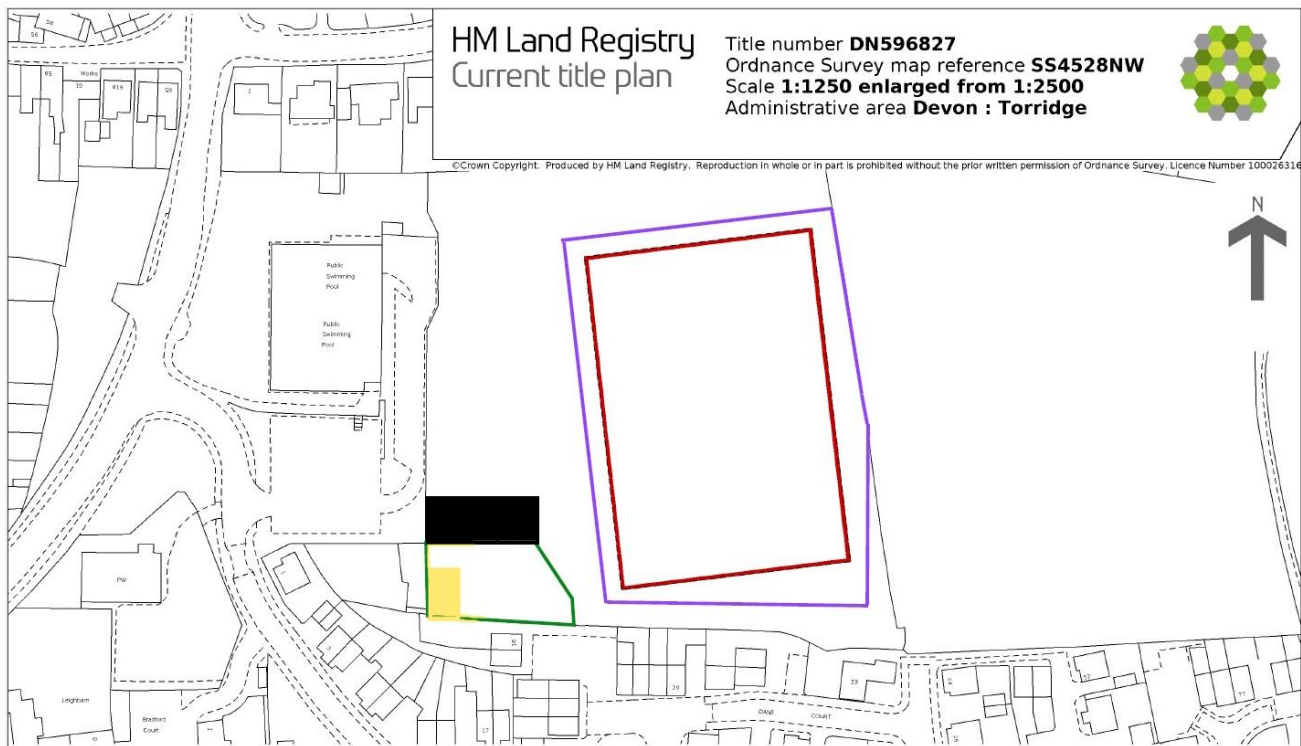
The Club has asked for sole access to the pitch, or for the Council to undertake to make good any damage caused by public use of the pitch. As indicated above, the Council is expected by FiT to ensure the pitch is always accessible. The Club has locked all three gates that allow access to the pitch and whilst there have been no complaints to this council from residents, locking the gates is not compliant with the terms of the FiT deed. The Town Clerk has contacted FiT and been advised that

if a licence grants exclusive possession, or if public access to the protected land is restricted, [FiT's] consent is required ... to be submitted by Northam Town Council for the new agreement of Northam Lions FC having sole use and access of the space to come into place. You can access the application form here: [Field Change Request application | Fields in Trust](#)

There is an Application Fee of £250 plus VAT, and the Main Fee plus VAT will be confirmed after an assessment and decision is made, but it will fall within the range of £750 – £2,500 depending on the complexity. I am unable to confirm the exact fee until an assessment and decision has been made. More information about fees can be found here: [Field Change Request fees | Fields in Trust](#)

The council would need to decide if it wished to apply to FiT for an exclusive possession licence.

The Club would like to create a small parking area just outside the compound, as well as a small area within it (see map image overleaf) and have advised that if the Club was to establish a team for people with disabilities, parking will be essential. On the image, the compound is outlined in green, with the external parking area shown as a black rectangle and the compound parking area in yellow. The Town Clerk has advised the Club that it would need to establish whether planning permission would be required for either installation.



Recommendations:

The Council consider

- a. if the agreement should be changed to a formal licence to occupy or lease and if so, whether to pass that cost on to the Club or meet it itself (from the General Project budget),
- b. whether to grant exclusive access to Northam Lions FC and if so, whether to pass that cost on to the Club or meet it itself (from the General Project budget),
- c. the length of the agreement and if over 6 years to seek a formal valuation by a surveyor to ensure best value is obtained,
- d. whether to grant permission for either or both of the parking areas and if permission is granted, detail the expectations to be made of the Club regarding any necessary formal planning approvals.

Item 15 To consider continuing membership of the Campaign for the Protection of Rural England (CPRE)

“The Campaign to Protect Rural England (CPRE) is a national charity founded in 1926 and has become over the last 90 years the foremost champion of the English countryside. We have a National Office in London which sets out to influence national policy and to raise awareness nation-wide of the big issues affecting the countryside by mounting national campaigns. And some 40 or so County Branches around the country who concentrate on local issues.

Devon CPRE is an independent separate charity, registered charity number 1175228 and we focus on Devon – its countryside and green spaces.

Our aim remains to protect the Devon countryside in a way that underpins the local economy whilst maintaining all that is best in the balance between necessary development and a tranquil, productive and beautiful environment. We are the only independent, non-aligned, non-political organisation

working throughout the whole County to protect Devon's countryside, green spaces and environment and we do this by getting involved with the planning process."

Cost of membership for 2026-27 remains £60 (exVAT)

Item 16 To consider installing a defibrillator and cabinet at the beach end of Westbourne Terrace and acquiring a replacement defibrillator cabinet

There is no publicly accessible defibrillator close to the slipway and beach in Westward Ho!, the closest device being at Tesco, though this is only available when the store is open. A suitable location for one has been identified at the toilet block close to the beach end of Westbourne Terrace, a facility owned by Torridge District Council.

That council has agreed, in principle, to instal a defibrillator at that location. District and County members have indicated that they would be willing to grant funds to assist with the purchase a suitable device, assigning a small sum from its own funds. This council would need to register the device and include it within its defibrillator maintenance schedule.

Additionally, one of the council's defibrillator cabinets (New Quay St, Appledore) has been damaged. The maintenance team have attempted a repair, though that has not been successful. The council has a budget of £2,000 to purchase and maintain defibrillators.

Recommendations:

- a. The Council purchase a replacement defibrillator cabinet (DefibCaddy External Unlocked Defibrillator Cabinet) to replace the damaged one at New Quay St, Appledore at a cost of £450 (ex VAT and delivery), the funds coming from the defibrillator cost centre,**
- b. The Council source a BeneHeart Mindray C1A V2 Fully Automatic Defibrillator plus suitable cabinet (as above) at a cost of £1,300 (£850 for the defibrillator and £450 for the cabinet, ex VAT and delivery) to be installed on the toilet building at Westbourne Terrace, Westward Ho!, seeking funding from the District and County members and identifying a suitable budget from its own funds in the defibrillator cost centre.**

Item 17 To consider a request from the Chair of the Licencing Committee at Torridge District Council

The Chair of the Licencing committee at Torridge District Council has contacted this council for assistance in identifying suitable locations for Taxi Ranks across the parish.

At a recent Licencing committee meeting, the committee looked at the 'unmet demand' at taxi ranks in Torridge, in layman terms measuring how long people are waiting to get into a taxi. This is a regular undertaking for the council.

However, it was raised that the 'unmet demand' criteria is only measured at existing taxi ranks (the only one being at Bideford Quay) and therefore there could be unmet demand in other areas around Torridge. The taxi trade suggested that there would be demand in Westward Ho!, Appledore, Holsworthy and Great Torrington.

I am asking for your council's views on this, with proposals of where 2 small taxi ranks (1 or 2 taxis each) could be placed? One in Appledore, and one in Westward Ho! I have had

discussions with some officers at TDC on this, and we have 2 suggestions in Westward Ho! as attached. But Appledore was a bit more challenging. But please do think of others, they may well be a better suggestions than ours.

It might be useful if you and your members could consider (if you know) who owns the land in any proposed sites, and maybe historic taxi rank locations in your area, and how that would impact the community nearby.

There are no guarantees for success in being able to deliver these new taxi ranks. As it depends on the location, the owner, DCC highways and TDC all agreeing. But we have to start somewhere.

If you could keep me up to date and let me know your proposals by October 2nd, that would be grand.

His email identified suitable locations in Westward Ho! as adjacent to the main bus stop and opposite Arnolds Pharmacy. Speaking with Cllr Bright, the Town Clerk could identify geographically suitable locations in Appledore, though concerns regarding the reduction in available car parking could be a factor – those being adjacent to the bus stops opposite the Seagate Hotel and at the Quay end of Marine Parade, and the entrance to the slipway that bisects this council's boat park.

Recommendation: This council considers the request and responds to Cllr Bright with identified locations in due course (and by the 2nd October 2026).

Item 18 To consider an extraordinary grant request from Bideford & River Torridge Heritage Harbour

Bideford & River Torridge Heritage Harbour (BRTHH) have contacted the Council requesting a grant.

BRTHH working with the Society for Nautical Research to create a half hour podcast about Bideford & River Torridge Heritage Harbour as part of a heritage harbour mini-series. The production cost is £750 + VAT and this is a request for a donation to support of this project which will promote Bideford & River Torridge on a UK and world-wide podcast stage upon its release in late summer 2026.

The council staff have requested that BRTHH complete a standard grant request form, as per the Grants Policy (v1.1), paragraph 5.4. At the time of writing, this had not been received and will be forwarded when available.

Recommendation: The Council consider the request.

Item 19 To consider repairing a damaged fob from the Deputy Mayor's chain

The fob that attached to the rear of the Deputy Mayor's chain requires refurbishment (see image). It no longer securely attaches to the chain.

The Council's Civic Regalia provider has quoted £888.40 (ex VAT and postage) for the work.

Recommendation: This council consider if the fob should be refurbished using funds from the Mayor's Chain cost code (£1,560 available this financial year).



Item 20 To receive an update on member's allowances for 2026-27 and consider making an interim payment to members

Pursuant to The Local Authorities (Members' Allowances) (England) Regulations 2003

The Town Clerk understands that the District Council has arranged a remuneration panel for the civic year 2026-27 and was gathering evidence and feedback to be presented to that panel. In the meantime, the Council is asked to consider making a payment to members equivalent to the 2025-26 allowances (£1,075 before stoppages) as part of the July payroll. Should an increase in member's allowances be recommended, this council will be asked to consider that increase at an appropriate time.

Recommendation: This council consider making an interim payment equivalent to the 2025-26 allowance (£1,075) to members in respect of their annual allowance, awaiting the recommendation of the remuneration panel.