

Following the Local Government and Accountability Act 2014 the Council now has a policy on filming and recording of Local Council and Committee meetings which will be on view in the Council Chamber or Committee Room as appropriate. Those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings. Those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Members of the public may not wish to be recorded and the Chair of the meeting will ensure insofar as is possible that any request not to be recorded will be respected.



**NORTHAM TOWN COUNCIL**  
**TOWN HALL**  
**WINDMILL LANE**  
**NORTHAM**  
**DEVON**  
**EX39 1BY**

To: All Members of the Northam Town Council

Town Clerk: Mrs Jane Mills MILCM  
Telephone: 01237/474976  
e-mail: townclerk@northamtowncouncil.gov.uk

**You are hereby summoned to attend a meeting of the Town Council which will be held on Wednesday 31<sup>st</sup> March 2021 commencing at 6.00 pm remotely through Zoom.**

**The agenda for the meeting is set out below.**

**The link for the meeting is shown below.**

***Topic: Full Council Meeting***

***Time: Mar 31, 2021 06:00 PM London***

***Join Zoom Meeting***

***<https://us02web.zoom.us/j/83869309745?pwd=MkxzUHI4akNhdW1yTlZCL00wUEdJQT09>***

***Meeting ID: 838 6930 9745***

***Passcode: 856822***

***Members of the public will be admitted to the meeting from the waiting room at the start of the meeting***

*M. J. Mills*

Jane Mills MILCM

Town Clerk

Date of issue: 25/03/2021

***Members are requested to switch off their mobile phones***

### **AGENDA**

- 1 Apologies**
- 2 Chairman's announcements**
- 3 Declarations of interest**  
*Members are reminded that all interests must be declared prior to the item being discussed.*
- 4 To agree the agenda between Part A and Part B (confidential information)**
- 5 To confirm and sign the minutes of the Town Council Meeting held 24<sup>th</sup> February 2021 (herewith)**

- 6 **To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B)**
- Planning – 25<sup>th</sup> February 2021, and 10<sup>th</sup> March 2021 – *(herewith)*
  - Climate Emergency – 11<sup>th</sup> February 2021 and 11<sup>th</sup> March 2021 – *(herewith)*
  - Finance & HR – 15<sup>th</sup> March 2021 – *(herewith)*
  - Town Projects – 1<sup>st</sup> March 2021 *(herewith)*
  - Northam Burrows - 8<sup>th</sup> March 2021 – *(herewith)*
  - Neighbourhood Plan – 18<sup>th</sup> February 2021 and 4<sup>th</sup> March 2021 – *(herewith)*
  - Westward Ho! Park – 23<sup>rd</sup> February 2021 and 16<sup>th</sup> March 2021 – *(herewith)*
  - Appledore Parking working group 11<sup>th</sup> March 2021
- 7 **Action Points** *(herewith)*
- 8 **To receive and consider reports from the Town Clerk** *(herewith)*
- 9 **Public Participation**  
*We welcome Parishioners speaking or making representations, asking questions or presenting petitions 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.*
- 10 **To consider a date for the AGM to be held by zoom (4<sup>th</sup> or 5<sup>th</sup> May 2021?)**
- 11 **To consider a recommendation from the Westward Ho! Park Committee that “Northam Town Council resolves to make a formal decision not to tender through the Contracts Finder website as this contract is specialist in nature as it will include an element of design”**
- 12 **To consider ideas for assisting with re-opening Communities** *(information sent by email)*
- 13 **To receive details of the restrictive covenants imposed within the purchases of Westward Ho! Park and Bone Hill from Torridge District Council** *(herewith)*
- 14 **Correspondence**
- 15 **Street Matters:**
- 16 **To receive a Police/Councillor Advocate Report**
- 17 **To consider an update on NALC/DALC** *(Cllr Chalmers)*
- 18 **Summary Report from a District Member** *(3 minutes)*
- 19 **Report from County Councillor** *(3 minutes)*

## **PART B**

***During Zoom meetings Members are required to confirm that they are alone during Part B of the meeting***

- 20 To resolve:** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting.
- 21 To confirm and sign the minutes of the Town Council held on 24<sup>th</sup> February 2021 Part B (*herewith*)**
- 22 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees in Part B**
  - Finance and HR – 15<sup>th</sup> March 2021 – (*herewith*)
- 23 To consider a report on Microsoft Training for Members and Staff (*herewith*)**
- 24 To consider Staffing Matters to include a recommendation from Finance and HR Committee**
- 25 To resolve to readmit members of the press and public**

**Northam Town Council** – Minutes of a VIRTUAL meeting of the Town Council held on Wednesday 24<sup>th</sup> February 2021 commencing at 6.00 pm.

**Present:** Cllrs Chalmers (Mayor), Davis, Edwards, Hames, Himan, Mrs Hodson, Laws, Leather, Miss Manley, Mrs McCarthy, Newman-McKie, Sargent, Shelley and Tisdale

**In attendance:** Mrs M J Mills - Town Clerk, Mr G Langton – Deputy Town Clerk, Mrs P Moores – Assistant Town Clerk, Miss T Tucker – Admin Apprentice  
District Cllr Ford  
14 members of the public

**2102/1201 Apologies**

All Members were present.

**2102/1202 Chairman's Announcements**

- The Chairman announced that in addressing the Council, members of the public may put questions but they would not be answered at this meeting, responses will be by letter or referred to the relevant committee. He also asked that those addressing the Council not make personal attacks on any member or criticise those not present.
- The Mayor reported that there had been 2 meetings regarding the parking problems in Appledore attended by various Councillors and District Council Officers. The next meeting will be on 11<sup>th</sup> March.

**2102/1203 Declarations of interest**

Members were reminded that all interests must be declared prior to the item being discussed.

No member declared an interest in any item on the agenda.

**2102/1204 To agree the agenda between Part A and Part B**

It was **resolved** to agree the agenda between Part A and Part B after agreeing to move item 11 into Part B.

Proposed: Cllr Chalmers, Seconded: Cllr Edwards (all in favour).

**2102/1205 To confirm and sign the minutes of the Town Council Meeting held 27<sup>th</sup> January 2021**

It was **resolved** to confirm the minutes of the Town Council Meeting held on 27<sup>th</sup> January 2021 as a correct record. The minutes will be signed at a later date.

Proposed: Cllr McCarthy, Seconded: Cllr Manley (all in favour).

**2102/1206 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B)**

- Planning – 28<sup>th</sup> January and 10<sup>th</sup> February 2021 – *(herewith)*
- Climate Emergency – 11<sup>th</sup> February 2021 – *(herewith)*
- Finance & HR – 25<sup>th</sup> January and 15<sup>th</sup> February 2021 – *(herewith)*
- Town Projects - 8<sup>th</sup> February 2021 *(herewith)*
- Northam Burrows - 18<sup>th</sup> January and 15<sup>th</sup> February 2021 – *(herewith)*
- Review Committee - 16<sup>th</sup> February 2021 – *(herewith)*
- Westward Ho Park Committee – 28<sup>th</sup> January 2021 *(herewith)*

It was agreed to note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B).

**2102/1207 Action Points**

It was agreed to note the Action Points.

**2102/1208 To receive and consider reports from the Town Clerk**

It was agreed to note the reports from the Town Clerk.

**2102/1209 Public Participation**

*We welcome Parishioners speaking or making representations, asking questions or presenting petitions 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.*

Six members of the public wished to speak.

Two members of the public wished to speak on item 15 on the agenda.

Three members of the public wished to speak on item 13 on the agenda.

A further member of the public wished to speak regarding the maintenance men.

The first member of the public spoke regarding item 15 at this point in the meeting.

A second member of the public wished to congratulate the Northam Town Council maintenance team on all their hard work carried out in the area.

**2102/1210 To consider recommendations from the Review Committee**

- To recommend to Full Council that the revised Standing Orders be accepted (*amendments herewith*).

It was **resolved** to accept the revised Standing Orders.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Laws (12 in favour, 2 abstained).

- To consider review of the Terms of Reference for Westward Ho! Park amending the make-up of the committee from the AGM in May 2021 – proposed amendment “Nine elected Members, the Mayor (ex-officio), the four non-elected members of the public as specified previously, with a quorum of 5 elected Members for the meetings.”

It was **resolved** to accept the amendments as presented.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Laws (12 in favour, 2 abstained).

**2102/1211 To consider support for local businesses**

Councillors Edwards and Laws declared an interest in this item.

The Mayor stated that this had been a challenging year for local businesses and we should commend ourselves and our community as an area where we have supported our shops to buy local. Whilst maintaining social distance we have been able to offer a welcome to visitors. Some businesses wanted to extend tables and chairs outside in Appledore and in Westward Ho! and this enabled us to show support for businesses and visitors. He advised the Street Warden scheme promoted by the Police and Crime Commissioner had been very successful in Westward Ho! we should write to her to see if this could be continued at Westward Ho! and extended for Appledore. Members were advised that the District Council had acted exceedingly quickly to the requests from the local businesses. It was noted that new enterprises should be