



**NORTHAM BURROWS CHARITY**  
**Town Hall, Windmill Lane, Northam EX39 1BY**

Secretary : Guy Langton

Telephone: 01237/474976

[admin@northamtowncouncil.gov.uk](mailto:admin@northamtowncouncil.gov.uk)

[www.northamtowncouncil.gov.uk](http://www.northamtowncouncil.gov.uk)

Please scan QR code for the Council's website



**To all members of the Council:**

You are invited to attend the

**NORTHAM BURROWS CHARITY MANAGEMENT COMMITTEE**

preceded by a **FORUM MEETING** on

**Thursday 28th May 2026 at 10am**

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

**Membership:** Cllrs Bell, Edwards, Hames, Hodson, Leather and Cllrs Newman-McKie (Mayor) and Whittaker (Deputy Mayor) ex-officio.

**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.

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.

*Guy Langton*

Guy Langton, Town Clerk

Date of issue: 21/05/2026

## **AGENDA**

### **1. To elect a Chair for the committee**

Note, though this committee is not constrained by the Council's governance, NTC Standing Order 4 (d) (v) states, inter alia:

*any member who sits on a committee or sub-committee ex-officio should not be appointed Chair of that committee or sub-committee.*

### **2. To elect a Deputy Chair for the committee**

Note, though this committee is not constrained by the Council's governance, NTC Standing Order 4 (d) (v) states, inter alia:

*any member who sits on a committee or sub-committee ex-officio should not be appointed Chair of that committee or sub-committee.*

### **3. To receive apologies for absence**

### **4. To agree the agenda as published.**

### **5. Public Participation**

*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.*

*Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.*

### **6. To receive reports and observations (if any) from:**

- a. Torridge District Council**
- b. Royal North Devon Golf Club**
- c. Graziers' representatives**

### **7. Chair's announcements**

### **8. To receive any dispensations and disclosable pecuniary or other interests**

*Committee members are reminded that all interests must be declared prior to the item being discussed.*

### **9. To confirm as a correct record and sign the minutes of Northam Burrows Charity Management Meeting held on 26th March 2026 (p3-5)**

### **10. To receive an update on action points (p6)**

### **11. To consider the cost of Manor Passes**

### **12. To note the accounts for 2025-26 (p8)**

### **13. To consider grants budget and limit for each application (p9)**

### **14. To note any business for future agendas (p9 and verbal)**

**Minutes of the Northam Burrows Management Committee Meeting held on 26<sup>th</sup> March 2026.**

Present: Cllr Bach, Edwards, Hames (Deputy Chair), Cllr Leather and Cllr Tait (Chair)

In attendance: G Langton, Town Clerk; Mrs T Stewardson, Community Engagement Officer; M Day, Burrows Ranger.

**1. To receive and approve apologies for absence**

Cllrs Newman-McKie and Whittaker all apologised.

**2. Chair's announcements**

There were none

**3. To agree the agenda as published.**

The published agenda was **agreed** with the amendment to consider works on the Burrows immediately after the confirmation of the minutes.

Proposed: Cllr Hames, seconded: Cllr Bach (all in favour)

**4. To receive any dispensations and disclosable pecuniary or other interests**

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

**5. To confirm as a correct record and sign the minutes of Northam Burrows Charity Management Meeting held on 22<sup>nd</sup> January 2025**

The minutes, with the amendment of one typographical error at item 8, were confirmed as a correct record of the meeting and were signed by the Chair.

Proposed: Cllr Hames, seconded: Cllr Edwards (majority in favour, one abstention – not present at the meeting)

**6. To receive an update on action points**

The committee was updated as follows:

| Action |                                                                                                                                                           | March 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | To consider the progress being made by the consultant                                                                                                     | The report's recommendations were presented to a meeting of the Burrows Forum on 17 <sup>th</sup> November 2025.<br>The Burrows was owned by Torridge District Council, so the report remains confidential between that Council and the author. The Current Stewardship Scheme is due to end in 2028 and it is expected another feasibility study would be needed, focusing on the effects of coastal erosion. This Charity, as Trustee of the Common Right, fully expected to be co-signatory of any future Stewardship Scheme and associated Management Plan.<br>COMPLETE |
| 2      | Dung beetle workshop                                                                                                                                      | Burrows Ranger, with the support of Charity staff, to arrange the workshop, the ideal month being June.<br>All Graziers to be contacted for suitable dates and to be invited to the workshop.<br>ONGOING                                                                                                                                                                                                                                                                                                                                                                    |
| 3      | Take out insurance policy                                                                                                                                 | Policy taken out on 11 <sup>th</sup> November 2025.<br>COMPLETE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4.     | To consider works on the Burrows: Improving access to FollyFoot stables from the Burrows to move the horses away from the road access point at Sandymere. | Circulate the map and arrange a site visit.<br>On the agenda.<br>COMPLETE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5.     | To consider works on the Burrows: Installation of a new footbridge to improve crossings of the stream.                                                    | Circulate the map and arrange a site visit.<br>On the agenda.<br>COMPLETE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## 7. To consider grazing allocations 2026-27

The maximum permitted grazing numbers were as follows:

|               | Apr-Jul |           | Aug-March |     |
|---------------|---------|-----------|-----------|-----|
|               | Min     | Max       | Min       | Max |
| <b>Sheep</b>  | 152     | 360       | 508       | 712 |
| <b>Horses</b> | 9       | <b>32</b> | 32        | 45  |

Below is a summary of the applications received.

### Sheep

| APPLICANT       | APPROVED<br>ALLOCATION<br>2026/27 | MAX<br>REQUEST FOR<br>2026/2027 | Grazing numbers<br>requested 2026/27             |                                                    |
|-----------------|-----------------------------------|---------------------------------|--------------------------------------------------|----------------------------------------------------|
|                 |                                   |                                 | 1 <sup>st</sup> April –<br>31 <sup>st</sup> July | 1 <sup>st</sup> August –<br>31 <sup>st</sup> March |
| Sheep grazier 1 | 300                               | 300                             | 150                                              | 300                                                |
| Sheep grazier 2 | 200                               | 200                             | 100                                              | 200                                                |
| Sheep grazier 3 | 200                               | 200                             | 100                                              | 200                                                |
| <b>TOTAL</b>    | <b>700</b>                        | <b>700</b>                      | <b>350</b>                                       | <b>700</b>                                         |

The above allocation of sheep grazing numbers were **approved**.

Proposed: Cllr Edwards, Seconded: Cllr Bach (all in favour)

### Horses

| APPLICANT       | Approved Allocation 2026-27<br>(To be completed) |                                                    | Grazing numbers requested 2026/2027              |                                                    |
|-----------------|--------------------------------------------------|----------------------------------------------------|--------------------------------------------------|----------------------------------------------------|
|                 | 1 <sup>st</sup> April –<br>31 <sup>st</sup> July | 1 <sup>st</sup> August –<br>31 <sup>st</sup> March | 1 <sup>st</sup> April –<br>31 <sup>st</sup> July | 1 <sup>st</sup> August –<br>31 <sup>st</sup> March |
| Horse grazier 1 | 9                                                | 12                                                 | 12                                               | 12                                                 |
| Horse grazier 2 | 2                                                | 2                                                  | 2                                                | 2                                                  |
| Horse grazier 3 | 15                                               | 22                                                 | 19                                               | 22                                                 |
| Horse grazier 4 | 3                                                | 4                                                  | 3                                                | 4                                                  |
| Horse grazier 5 | 1                                                | 1                                                  | 1                                                | 1                                                  |
| Horse grazier 6 | 2                                                | 2                                                  | 2                                                | 2                                                  |
| <b>Total</b>    | <b>32</b>                                        | <b>43</b>                                          | <b>39</b>                                        | <b>43</b>                                          |

The above allocation of horse grazing numbers were **approved**, being a reduction of three in the period 1<sup>st</sup> April to 31<sup>st</sup> July for Grazier 1 and 4 for Grazier 3.

Proposed: Cllr Hames, Seconded: Cllr Tair (all in favour)

**Action points:**

- a) **Increase horse counts to 4 per year, advising graziers**
  - b) **Advise horse graziers of their responsibilities regarding keeping their animals on the Burrows common**
  - c) **Remind graziers of the need to provide animal counts each month and to respond to emails when received.**
- 8. To consider works on the Burrows common**
- a. **Improving access to FollyFoot stables from the Burrows to move the horses away from the road access point at Sandymere.**

The ranger gave a brief description of what the project entails.

The committee, following their site visit, the members discussed the detail of the proposal.

It was **agreed in principle** that the Charity would fund an access a to a new bridge as described, with costs and other details being considered at a future meeting of this committee.

Proposed: Cllr Hames, Seconded: Bach (majority in favour, two against)

**Action point: Town Clerk to check the alignment of this spending with the Charities Objects.**

- b. **Installation of a new footbridge to improve crossings of the stream.**

The ranger reported that the landowner was in a position to instal the necessary bridges.

*Cllr Bach left the meeting at this point (11:50am)*

**9. To consider amending the list of roads within the Ancient Manor**

The committee reviewed the list of eligible roads within the Ancient Manor and parish of Northam and **resolved** to remove roads that were not in the Ancient Manor and Parish of Northam, those being:

- Riverside Court, numbers 30 on (numbers 1 to 29 were within the Ancient Manor and Parish)
- Riverbank Cottages, numbers 6 on (numbers 1 to 5 were within the Ancient Manor and Parish)
- Newbridge Close, numbers 26 on (numbers 1 to 25 were within the Ancient Manor and Parish)

Proposed: Cllr Leather, Seconded: Cllr Edwards (all in favour)

**Action point: The properties would be informed and the revised list published on the website.**

**10. To note any business for future agendas:**

- a. A detailed Manor Pass issuing process has been requested by Finance & HR committee, with an estimate of the time taken to complete the whole process, which will inform any change to the recharge.
- b. Grant fund available for the 2026 Burrows Grant year.
- c. Any other matters raised by committee members.

The meeting closed at 11:55am

Signed.....

Date.....

## 10 To receive an update on action points

| Action                                                                                                                                                                                                                                                                                                                                                                              | May 2026                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> Dung beetle workshop                                                                                                                                                                                                                                                                                                                                                       | Burrows Ranger, with the support of Charity staff, to arrange the workshop, the ideal month being June.<br>All Graziers to be contacted for suitable dates and to be invited to the workshop.<br>ONGOING |
| <b>2</b> To consider works on the Burrows. <ul style="list-style-type: none"> <li>Improving access to FollyFoot stables from the Burrows to move the horses away from the road access point at Sandymere.</li> </ul>                                                                                                                                                                | The work's alignment with the Charitable Objects of the Charity to be checked to ensure spending would be acceptable.<br>ONGOING                                                                         |
| <b>3</b> To consider works on the Burrows. <ul style="list-style-type: none"> <li>Installation of a new footbridge to improve crossings of the stream.</li> </ul>                                                                                                                                                                                                                   | The ranger reported that the landowner was in a position to instal the necessary bridges. No further action for the Charity to consider.<br>COMPLETE                                                     |
| <b>4</b> Increase horse counts to 4/year, advising graziers                                                                                                                                                                                                                                                                                                                         | First count arranged for 28 <sup>th</sup> May.<br>COMPLETE                                                                                                                                               |
| <b>5</b> Advise horse graziers of their responsibilities regarding keeping their animals on the Burrows common AND Remind graziers of the need to provide animal counts each month and to respond to emails when received.                                                                                                                                                          | Graziers contacted. COMPLETE                                                                                                                                                                             |
| <b>6</b> Remove roads that were not in the Ancient Manor or Parish of Northam, those being:<br>Riverside Court, numbers 30 on (numbers 1 to 29 were within the Ancient Manor and Parish)<br>Riverbank Cottages, numbers 6 on (numbers 1 to 5 were within the Ancient Manor and Parish)<br>Newbridge Close, numbers 26 on (numbers 1 to 25 were within the Ancient Manor and Parish) | The properties are to be informed and an up-to-date list of eligible roads is to be published on the website.<br>ONGOING                                                                                 |

## 11            **To consider the cost of Manor Passes and to note the accounts for Manor Passes**

The committee is asked to consider if the cost of Northam Burrows Manor Passes should be increased in 2027. The last increase was in 2023, when the first increase for 8 years was made, increasing the price from £12 to £20.

At the same time, it was decided to no longer require all applications to be accompanied by a stamped, addressed envelope, to provide printed applications if people want them and allow applicants to take 2 envelopes with their application paperwork. The cost of these is over £3 in 2026.

The Charity (Council in 2023) also began accepting payments by credit/debit card the same year, with each Pass sale costing approximately 40p. Each pass sold costs the Charity approximately £3.40 in fees and admin charges and £5.60 in admin cross charges, meaning each Pass makes the Charity £11.

Should the standard indexation formula (below) be applied to the cost of a Burrows Pass:

Multiplying the cost of a Pass by the '[All Items index value of RPI](#)' for the month of the review (most recent available is April 2026)

Divide the product by the 'All Items index value of RPI' for the month in which the value was last increased (March 2023)

|                          |              |
|--------------------------|--------------|
| All items RPI April 2026 | 414.4 x      |
| Pass cost                | <u>£20</u>   |
| Product                  | 8,288 ÷      |
| All Item RPI March 2023  | <u>367.2</u> |
| Indexed value            | £22.57       |

### **Recommendations:**

**\* The price of a Northam Burrows Manor Pass increases to £22.50 in 2027**

**\* The Charity continues to review the prices each year to avoid significant increases in the future.**

**12 To note the accounts for 2025-26**

| <b>Reconciliation</b>        |                                          | <b>2025-26</b>         |                   |                    |                    |                    |                     |
|------------------------------|------------------------------------------|------------------------|-------------------|--------------------|--------------------|--------------------|---------------------|
| <b>in</b> (= sum of 1 to 4)  |                                          | <b>current account</b> | <b>petty cash</b> | <b>120-day</b>     | <b>90-day</b>      | <b>inst access</b> | <b>total</b>        |
| 1                            | balance 01.04.25                         | £ 130,638.21           | £ 22.50           | £ -                | £ -                | £ -                | <b>£ 130,660.71</b> |
| 2                            | transfers in                             | £ 11,500.00            | £ 20.00           | £ 50,000.00        | £ 15,000.00        | £ 50,000.00        | <b>£ 126,520.00</b> |
| 3                            | receipts                                 | £ 31,722.53            | £ -               | £ 998.48           | £ 252.20           | £ 191.60           | <b>£ 33,164.81</b>  |
| 4                            | grants                                   | £ -                    | £ -               | £ -                | £ -                | £ -                | <b>£ -</b>          |
| <b>5</b>                     | <b>total</b>                             | <b>£ 173,860.74</b>    | <b>£ 42.50</b>    | <b>£ 50,998.48</b> | <b>£ 15,252.20</b> | <b>£ 50,191.60</b> | <b>£ 290,345.52</b> |
| <b>out</b> (=sum of 6 to 12) |                                          |                        |                   |                    |                    |                    |                     |
| 6                            | VAT                                      | £ 1,522.29             | £ -               | £ -                | £ -                | £ -                | <b>£ 1,522.29</b>   |
| 7                            | maintenance                              | £ 2,443.22             | £ -               | £ -                | £ -                | £ -                | <b>£ 2,443.22</b>   |
| 8                            | transfers out                            | £ 115,000.00           | £ -               | £ -                | £ -                | £ 11,500.00        | <b>£ 126,500.00</b> |
| 9                            | admin                                    | £ 10,482.93            | £ 5.00            | £ -                | £ -                | £ -                | <b>£ 10,487.93</b>  |
| 10                           | grants made                              | £ 39,917.80            | £ -               | £ -                | £ -                | £ -                | <b>£ 39,917.80</b>  |
| 11                           | Refunds given                            | £ 40.00                | £ -               | £ -                | £ -                | £ -                | <b>£ 40.00</b>      |
| 12                           | Square Charges                           | £ 570.50               | £ -               | £ -                | £ -                | £ -                | <b>£ 570.50</b>     |
| <b>13</b>                    | <b>total</b>                             | <b>£ 169,976.74</b>    | <b>£ 5.00</b>     | <b>£ -</b>         | <b>£ -</b>         | <b>£ 11,500.00</b> | <b>£ 181,481.74</b> |
| <b>overalls</b>              |                                          |                        |                   |                    |                    |                    |                     |
| 14                           | uncleared payments                       | £ -                    | £ -               | £ -                | £ -                | £ -                | <b>£ -</b>          |
| <b>15</b>                    | <b>outcome</b><br>(= 5 minus 13 plus 14) | <b>£ 3,884.00</b>      | <b>£ 37.50</b>    | <b>£ 50,998.48</b> | <b>£ 15,252.20</b> | <b>£ 38,691.60</b> | <b>£ 108,863.78</b> |
| 16                           | bank balance 31.03.26                    | £ 3,884.00             | £ 37.50           | £ 50,998.48        | £ 15,252.20        | £ 38,691.60        | <b>£ 108,863.78</b> |
| 17                           | difference                               | £ 0.00                 | £ -               | £ -                | £ -                | £ -                | <b>£ 0.00</b>       |



**13 To consider grants budget for 2026 and closing date for the application window.**

The grants budget for the year is derived from the surplus in the previous year. In 2025-26, the surplus was £3,884 left in the current account plus £13,691.60 in the instant access account. The maximum award is ¼ of the grant pot.

In 2025, the application window closed at midnight on the 10<sup>th</sup> July, the 2<sup>nd</sup> Thursday in July. Should that pattern be replicated, the closing date would be the 9<sup>th</sup> July 2026 at midnight. The committee can consider the grant awards at its meeting on the 16<sup>th</sup> July 2026.

**Recommendation: The committee confirm the total available grant award for 2026 at no greater figure than £13,691.60.**

**14 To note any business for future agendas**

Members of the committee may add items for consideration on a future agenda, within the powers of the committee.