

Northam Town Council – Minutes of the Full Council meeting held 1st July 2026 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Edwards, Hames, Himan, Hodson, Horrocks, Leather, Lo-Vel, Newman-McKie (Mayor) Sawyer, Singh, Tait and Whittaker (Deputy Mayor).

In attendance: Guy Langton (Town Clerk & RFO), Rev John Kidd.

Rev Kidd left before the start of the meeting (6:30pm)

2607/116 Apologies

Cllrs Bach and Bell submitted their apologies, the reasons for which were approved. Cllr K O'Rourke (Torridge District Council) and the representative of Devon and Cornwall Police also apologised.

2607/117 To agree the agenda as published.

It was **resolved** to proceed with the agenda, as published.
Proposed Cllr Hodson, Seconded Cllr Lo-Vel (all in favour)

2607/118 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.

2607/119 Mayor's Announcements

The Mayor and Town Clerk had attended an LGR event hosted by Devon County Council and DALC. The event focused on the transfer of assets that might occur as part of the process, though no detail was available. It was clear from the meeting that the various District Councils were in different stages of discussion regarding possible asset transfer to parish and town councils. The Mayor had met the Leader of Torridge District Council at the event and he had agreed to meet with representatives of the Town Council over the summer.

The Mayor and Town Clerk had attended a DALC video conference with members of Libraries Unlimited, after which a meeting had been arranged with the Chief Executive to explore ways in which the Council may work with the library branches in its community in the future.

2607/120 To confirm and sign the minutes of the Special meeting of the Council held 24th June 2026

It was **resolved** to approve the minutes, which were signed by the Mayor.
Proposed: Cllr Horrocks, Seconded: Cllr Hames (majority in favour, three abstentions – not present at the meeting)

2607/121 To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees

The below listed minutes were received and adopted.

- Environment & Maintenance 8th April 2026
- Finance & Human Resources 15th April & 13th May 2026
- Planning & Development 30th April 2026

2607/122 Public Participation

No members of the public were present.

2607/123 To receive a report from Devon & Cornwall Police

No members of the Neighbourhood Policing team were available to attend the meeting. A written report was provided, which is appended to these minutes.

Chair's initials

2607/124 To receive a report from the Devon County Councillor

Cllr McGough did not attend the meeting.

2607/125 To receive reports from Torridge District Members

Cllr O'Rourke tendered her apologies, no written report was provided.

Cllr Hodson reported that Torridge District Council had elected two deputy leaders for 2026-27 in response to the increased workload associated with LGR.

She also reported her concern regarding the recent anti-social behaviour incident in Westward Ho!, which resulted in injury to an elderly gentleman following an assault in public by two teenagers.

Cllr Sawyer, the Police Councillor advocate had raised the incident with the Neighbourhood Policing team and local groups.

Action point: Town Clerk to write to the PCC and Inspector to express the Council's concerns and seek clarification for the funding of Street Wardens.

Cllr Hodson had attended a meeting with National Grid which focused on their responses to and support of vulnerable clients in the area. She had raised concerns regarding digital exclusion and safeguarding through this process. The organisations priorities were to be published in September.

Cllr Edwards asked if National Grid had addressed the concerns that had been raised about it not being able to cope with the amount of power being produced by solar PV cells. Cllr Hodson responded saying this was not addressed in the part of the meeting she was able to attend.

Finally, Cllr Hodson brought the Council's attention to a new financial and counselling service that TDC had engaged with called Navigate.

Action point: Further leaflets to be acquired and distributed locally.

Cllr Lo-Vel had attended a Housing Options event looking at the provision for the most vulnerable. Local success had been noted, which would be built upon when funding permitted.

She raised the Kenwith Valley cycle route, which members considered to be best supported by a survey, the results of which would help the project progress.

Cllr Hames noted the large data centre proposed for near Great Torrington, which TDC's Planning Committee would consider because it was not a National Infrastructure Scheme.

2607/126 To receive an update regarding Local Government Reorganisation

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. It had been confirmed that central Government would be publishing its favoured model for the future local government in Devon on the 16th July 2026.

2607/127 To consider the action point update

The action points were received as below.

<p>2508/283 Meeting with Northam Lions FC</p>	<p>On the agenda.</p> <p style="text-align: right;">ONGOING</p>
<p>2512/525 Speedwatch</p>	<p>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.</p> <p>Assistance with promotion would be sought.</p> <p style="text-align: right;">ONGOING</p>

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<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 13th July 2026).</p> <p style="text-align: right;">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. A full response would be sought.</p> <p style="text-align: right;">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> <p>Action point: Contact Cllr McGeough to address this particular issue for the Town Council at a future meeting of this Council.</p>

2607/128 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	£346,284.00	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)	£97,887.58	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	£10,792.20	interest rate is 1.55%	Tennis Reserves
Coop Bank (current account)	£33,623.00	no interest	General expenditure

Total cash in hand (SCRIBE) £586,914.39

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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).

Comfort break (7:20pm to 7:30pm)

- 2607/129 To consider the terms contained within and proposed for the licence that Northam**
It was **resolved** to arrange a meeting between representatives of Northam Lions FC and the following members of this council: Cllrs Edwards, Hodson, Leather, Tait, Whittaker and the Mayor.
Proposed: Cllr Whittaker, Seconded: Cllr Leather (all in favour)
Action point: Arrange the meeting.
- 2607/130 To consider continuing membership of the Campaign for the Protection of Rural England (CPRE)**
It was **resolved** to continue the Council's membership of CPRE.
Proposed: Cllr Leather, Seconded: Edwards (majority in favour, two against)
Action point: Pay for the membership.
- 2607/131 To consider installing a defibrillator and cabinet at the beach end of Westbourne Terrace and acquiring a replacement defibrillator cabinet**
It was **resolved** to purchase a replacement cabinet and to seek funding for a new defibrillator and cabinet at Westbourne Terrace from District and County members.
Proposed: Cllr Sawyer, Seconded: Hames (all in favour)
Action points:
Order replacement cabinet
Liaise with TDC, DCC and relevant members regarding funding for a defib and cabinet at Westbourne Terrace.
- 2607/132 To consider a request from the Chair of the Licencing Committee at Torridge District Council**
It was agreed to consider available locations and report back to the next meeting.
Action point: Members to consider possible locations for Taxi Ranks in their wards.

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- 2607/133 To consider an extraordinary grant request from Bideford & River Torridge Heritage Harbour**
 Cllr Newman-McKie proposed a grant of £250 be awarded, which was seconded by Cllr Whittaker. Cllr Leather proposed an amendment to award £200, which was accepted by Cllr Newman McKie.
 It was **resolved** to provide the Bideford & River Torridge Heritage Harbour group with the requested grant of £200.
 Proposed: Cllr Newman- McKie, Seconded: Whittaker (majority in favour, 2 abstentions)
Action point: Contact the BRTHH and provide the £200 grant.
- 2607/134 To consider repairing a damaged fob from the Deputy Mayor’s chain**
 It was **resolved** to instruct Fattorini to refurbish the fob at a cost of £888.40.
 Proposed: Cllr Himan, Seconded: Leather (majority in favour, 2 against)
Action point: Instruct Fattorini.
- 2607/135 To receive an update on member’s allowances for 2026-27 and consider making an interim payment to members**
 It was **resolved** to make an interim payment of £1,075 to members in advance of the advice from the Remuneration Panel, the balance to be paid in due course after the Panel’s advice is received.
 Proposed: Cllr Leather, Seconded: Newman-McKie (majority in favour, 1 abstained)
Action point: Advise the council’s payroll provider.

There being no further business, the meeting close at 8:55pm

Signed _____ Dated _____

Chair’s initials

Submitted report from the Neighbourhood Team of Devon and Cornwall, Police.

Between the following dates 1/6/26 – 1/7/26, 49 crimes have been reported to the police for the Northam, Appledore and Westward Ho area.

13 Assault	1 Malicious Communications
7 Criminal damage	12 Other Notifiable Crime
1 Dog related	2 Residential burglaries
1 Drugs related	3 Sexual offences
1 Fraud	1 shoplifting
7 Harassment	

We have received an increase in emails regarding noisy and speeding vehicles across our areas. Any information regarding vehicle registrations, areas and direction of travel and meeting locations would be greatly received.

Please encourage persons in our communities to be vigilant against scams. We have recently visited victims of Scams in our area.

A recent message that was sent out on our Community Messaging System:

Scam phone calls

We ask for residents to continue to be vigilant of the scam in which residents are contacted by unexpected telephone calls from bogus callers claiming to be from their bank/fraud department/police.

The fraudsters claim your bank account has had fraudulent activity (or similar storyline) and that they need you to urgently transfer money/withdraw your money, or collect your bank card by courier - if you receive a call like this hang up the call immediately and do not provide any of your bank details.

If someone knows basic details about you like your name, address or date of birth, it doesn't mean they are genuine.

The police will never contact people to ask that they transfer money from an account to aid an investigation or request banking information - if anyone does get this type of request, it is a scam.

Any Police, Bank, Financial Conduct Authority or Fraud departments: -

- will never ask an individual to move their money to a new bank account.
- will never ask an individual to become involved in an investigation or assist them by transferring their own money or using their own money.
- will never ask for someone's card pin number or full card details.
- will never ask you to withdraw your money and send a courier to collect it.

Our advice to anyone who receives a call of this nature, or any unexpected call from a company is to: -

- Do Not engage with the caller, hang up. Even after you hang up you could still be connected to the fraudster as the fraudster can keep the line open, so if you need to contact your bank please wait at least 5-10 minutes for the line to clear before making a call, or clear the line by phoning a friend/family member, or make the call on a different phone to the one you were contacted on.
- Contact your Bank only on a number you know is genuine, such as those found on the rear of your bank card or on a statement or visit your local branch to discuss and seek advice.
- If you need to check a police officer calling is a genuine officer contact your local police force by dialling 101 or via the contact page on the website Contact us | Devon & Cornwall Police
- Talk to your friends and family about any call you receive and ask for their help and advice.
- If you have already given your bank details over the phone or handed your card details to a courier, call your bank straight away - you can reach most UK bank fraud departments by dialling 159.
- After you have contacted your bank, report to Report Fraud UK's Home for Reporting Cyber Crime & Fraud - Report Fraud or by calling 0300 123 2040 and report to your local police on 101 or via the website.

Further advice around fraud can be found on the Devon & Cornwall Police website Courier fraud | Devon & Cornwall Police

Chair's initials

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	

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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

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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				

Chair's initials

