



## NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Acting Town Clerk: Guy Langton (CiLCA, PSLCC)

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



*Prayers will be held at 6.25pm in the Council Chamber for anyone wishing to attend.*

### To all members of the Council:

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

**Wednesday 22<sup>nd</sup> January 2025**

**Preceded by**

**Extraordinary General Meeting of the Northam Burrows Charity Trustees 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 Edwards, Cllr Ford, Cllr Hames and Cllr Tait.

Northam/Orchard Hill ward: Cllr Brading, Cllr Himan, Cllr Leather, Cllr Lo-Vel, Cllr Newman-McKie and Cllr Whittaker.

Westward Ho! ward: Cllr Bach, Cllr Hodson, Cllr Roscoe 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.

Anyone wishing to ask questions is requested to notify the Town Clerk prior to 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: 16<sup>th</sup> January 2025

## AGENDA

### Extraordinary General Meeting of the Northam Burrows Charity Trustees

- 1 To approve the accounts to be submitted to the Charity Commission 2023-24  
*(attached)*

### Full Council

- 2 To receive a presentation from the North Devon Coast National Landscape team.
- 3 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1) *All apologies must be notified to the Town Council offices by 5pm on the day of the meeting.*
- 4 To agree the agenda as published
- 5 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*
- 6 Mayor's Announcements
- 7 To confirm as a correct record and sign the minutes of:
  - a. Full Town Council Meeting held on 18<sup>th</sup> December 2024 *(p2 to 9)*
  - b. Special Full Town Council Meeting held on 7<sup>th</sup> January 2025 *(p10 to 12)*
- 8 To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees *(attached under separate cover)*
  - Planning & Development 21<sup>st</sup> November and 12<sup>th</sup> December 2024
- 10 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.*
- 11 To receive a report (if any) from Devon & Cornwall Constabulary
- 12 To receive a report (if any) from the Devon County Councillor
- 13 To receive reports (if any) from Torrington District Members
- 14 To consider the action point update *(p13)*
- 15 To receive the Clerk's report, including the Precept, the date of the Grant Presentation evening, Annual Electors Meeting and nominations for Community Champions *(p14 to 17)*
- 16 To note the completion of the registration of Land at Wren Close *(p18)*
- 17 To receive an update on the progress of the May Fair working Group *(verbal)*
- 18 To receive an update on the progress of works to complete the identified actions at Northam Hall *(verbal)*
- 19 To consider the inclusion of NTC land as Local Green Space in the Northam Neighbourhood Plan *(attached)*

### CONFIDENTIAL SESSION:

- 20 To consider the basis of ongoing management of Windmill Lane allotment site  
*(confidential report)*

**Northam Town Council – Minutes of the Full Council meeting held 18<sup>th</sup> December 2024 at 6.30pm in the Council Chamber, Windmill Lane, Northam.**

Present: Cllrs Bach, Brading, Edwards, Hames, Himan, Newman-McKie, Roscoe and Tait (Mayor).

In attendance: Guy Langton (Town Clerk & RFO); Tina Tucker (Community Engagement Officer); Rev T Sutton.

**2412/482 Apologies**

Cllrs Hodson, Leather, Lo-Vel and Whittaker tendered their apologies, the reasons for which were approved by the Council.

Councillor Himan tendered his apologies for the meetings between 10<sup>th</sup> January and 6<sup>th</sup> February 2025 (inclusive), the reasons for which were approved by the Council.

Cllrs Ford and Singh were absent.

**2412/483 To agree the agenda as published.**

It was **resolved** to agree the agenda as published.

Proposed Cllr Bach, Seconded Cllr Brading (all in favour)

**2412/484 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.

**2412/485 Mayor's Announcements**

The Mayor reported that a member of the Council had been subject of a widely reported case at another Council. No further discussion would take place until full details of the outcome were known in mid-January 2025.

The Town Clerk reported that the Council had received its annual visit from its Health & Safety advisors (worknest) on Monday 16<sup>th</sup> December 2024. He had asked the advisor to concentrate on reviewing the level of compliance of the buildings that the Council operates, owns or occupies. This review identified that a Fire Risk Assessment (FRA) was urgently required at Northam Hall and West of England Fire Protection Ltd (who also carry out the Council's annual fire equipment checks) had been instructed to carry out an FRA on the 23<sup>rd</sup> December 2024, at a cost of approximately £300. The report and further detail would be presented to Full Council in January 2025.

**2412/486 To confirm as a correct record and sign the minutes of Full Town Council Meeting held on 20<sup>th</sup> November 2024**

It was **resolved** to approve the minutes as a true and correct record of the meeting.

They were signed by the Chair.

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

**2412/487 To receive and adopt the minutes and resolutions of Committees and Sub-Committees**

- |                               |                     |
|-------------------------------|---------------------|
| • Finance                     | 13th November 2024  |
| • Planning & Development      | 31st October 2024   |
| • Parks and Recreation        | 25th September 2024 |
| • Environment and Maintenance | 2nd October 2024    |

The minutes were received and adopted.

**2412/488 Public Participation**

No members of the public were present.

**2412/489 To receive a written report (if any) from Devon & Cornwall Constabulary**

The Town Clerk received a report, which he circulated to members before the meeting. It is copied below.

*Crime statistics for Northam, Appledore and Westward Ho from 1st September – 30th November 2024. There have been 96 crimes reported to the police in this time frame.*

23 Assault	23 Criminal Damage	3 Drugs
8 Harassment	1 Robbery	1 Blackmail
10 Theft	3 Burglary	6 Fraud
4 Stalking	1 Theft (bicycle)	7 Sexual Offences
4 Public order	1 Dog incident	1 Arson

*Both Knapp House and Appledore Carpark are part of our ‘hotspot patrol plan’ due to the reports of anti-social behaviour (asb) and criminal damage at these locations. Further visits have been made to youths located at Knapp House and they have been issued ASB Letter 1’s.*

*Earlier this month a meeting was held between Bideford Neighbourhood Police, various representatives from Torridge Council and local Fire Commander in relation to Knapp House /Grange Hall to identify a way forward with the site. Further meetings to follow.*

**2412/490 To receive a written report (if any) from Devon County Councillor**

The Town Clerk had not received a report from Cllr McGeough in advance of the meeting.

**2412/491 To receive reports (if any) from Torridge District Members**

Cllr Bach asked that members complete the circulated Local Government Association questionnaire regarding standards procedures.

Cllr Himan noted that Parish/Town Councils were not explicitly included in the selectable list. Cllr Bach suggested that it be annotated as ‘other’ in the District Council category.

Cllr Hames reported that the District Council was currently consulting on its Housing Strategy (links were available on TDC’s website) and that work continued in preparation of the next Local Plan, with thematic groups meeting regularly. Finally, he noted that central Government had included the dissolution of District Councils as a consideration in its English Devolution White Paper.

The Mayor, Cllr Tait requested that all Torridge District Council members prepare a written report to the Town Clerk prior to the meeting, so it may be collated as one report and for ease of minute preparation.

**2412/492 To consider the action point update**

The Town Clerk was asked to:

Contact Mr Kearney again regarding the free parking day at Churchfields on May 4<sup>th</sup> 2025 and arrange site meetings regarding drop kerb locations with relevant members of the Council.

The remainder of the action points were noted.

*Rev Sutton left at this point 19:15*

**2412/493 To receive the Clerk’s report**

The December 2024 Finance committee considered only the draft budget, deferred and late grant applications (acceptable under the Council Grants policy) and the payroll submission. The January 2025 meeting would receive a full Clerk’s report and list of payments and receipts for November and December 2024.

The Clerk also noted that at the November meeting of Full Council, a member of the public brought a suggestion that Richmond Dock in Appledore be put to an alternative

use as a sea pool. The Council considered the suggestion. It thanked the member of the public for her input but noted that, because Richmond Dry Dock was in private ownership, the suggestion could not be pursued.

**2412/494 To consider amending dates of the Council and committee meetings for January 2025**

It was resolved to reschedule the January and early February meetings of the Council and its committees as shown in the table below. From week commencing 12<sup>th</sup> February, no further changes were planned.

Wednesday 01/01/2025	Bank Holiday	Thursday 02/01/2025	No meeting
Tuesday 07/01/2025	Full Council: Grants & Budget (6:30pm)	Thursday 09/01/2025	Planning (6.30pm)
Wednesday 15/01/2025	Review (6:30pm)	Thursday 16/01/2025	Finance (6.30pm)
Wednesday 22/01/2025	Burrows Charity EGM (annual return) (6pm) Full Council (6.30pm)	Thursday 23/01/2025	No meeting
Wednesday 29/01/2025	Parks & Recreation (6:30pm)	Thursday 30/01/2025	Planning (6.30pm)
Wednesday 05/02/2025	No meeting	Thursday 06/02/2025	Environment & Maintenance (6:30pm)

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

**Action point: Amend and circulate the revised calendar.**

**2412/494 To note the extension of the Council's insured assets to include Blue Lights Hall/2 Vernon's Lane**

It was noted that the November Finance Committee resolved to add the Blue Lights Hall/2 Vernon's Lane to the Council's assets list contained within the insurance schedule. The cost was approx. £485 for the remainder of 2024-25 and the approx. £945 would be added to the Council's direct debit in the next year (commencing late May 2025).

The Finance committee further recommended that the Council enter into a formal lease agreement with the committee that operates the Blue Lights Hall/2 Vernon's Lane. The Clerk is seeking advice on the cost of such a lease.

The Town Clerk also reported that up to date valuations of the buildings would be undertaken, following consideration by the Finance Committee, as required by the Council's insurers.

**Action point: Include the matters on the Finance Committee agenda.**

**2412/495 To receive an update on the progress of the May Fair working Group**

The May Fair working group, which was established by Full Council earlier in the year, has met on three occasions. The action and current recommendations follow on the next pages followed by an outline of the currently estimated costs. An outline of costs is below.

Action		3 <sup>rd</sup> October 2024	12 <sup>th</sup> November 2024	18 <sup>th</sup> Dec24 - Full Council
1.	May Fair budget	£10,000 for 2024-25, with £2,500 being carried forward from the 2024 May Fair.		
2.	Provide replacement May Pole(s) for St George's school	St Georges school reported they May Pole was damaged.	Cost of 3.6m May Pole £605.99 Cost of a 2.1m Play Pole £393.16 (both exVAT) Cllr McGeough agreed to provide the funds for 2 poles (up to the cost of £1,000).	Poles to be purchased and grant requested from DCC ONGOING
3.	School participation	Contact schools to see if and how each may want to participate. St George's, Northam, has indicated a strong desire to continue to perform the opening May Pole dance and provide the King & Queen.	All four schools contacted and a meeting is being arranged for the new year.	ONGOING
4.	To note the date of the 2025 May Fair (Saturday 3rd May 2025) and consider its timings.	Date agreed. Fair to open at 10am with crowning of the May King and Queen, to close at 3pm – 5 hours)	COMPLETE	
5.	To consider the production of the May Fair brochure	The Brochure to remain the same layout and continue to be delivered in conjunction with the Link magazine with copies in local businesses, the libraries, surgeries etc., and the Town Hall.	£1,500 to print 7,500 brochures (10 double sided A4 stapled booklet). 6,500 required for Link delivery rounds (£702 in 2024). 1,000 extra for local distribution. COMPLETE	
6.	2025 May Fair theme.	With the 80 <sup>th</sup> anniversary of VE Day only a few days later in May 2025, this was considered an ideal theme for the 2025 May Fair.	All stall holders contacted and advised of the theme. COMPLETE	
		A display of vintage military vehicles would be arranged, if possible.	Of all the groups contacted, one responded saying they would be reviewing their commitments for 2025 in the new year and would be back in touch. No others wanted to attend an event in northern Devon.	Other period vehicles (non-military) displays were being pursued. ONGOING
		Contact suitable entertainers to perform at the May Fair	the Liberty Sisters ('Andrews Sister's type act) are available at £700 (for 2 x 40min)	ONGOING
		Fancy Dress competitions for children aged 8 to 16 on the VE days theme.	Design a poster nearer the date for the fancy dress.	ONGOING
7.	Review the locations to advertise the May Fair	Wider advertising was considered, for example in TIDSAL magazine, which is available in Appledore and online.	The timings of TIDAL's publication did not fit with the run up to the May Fair, so would not be used. COMPLETE	
8.	Review the possibility of moving May Pole dancing to The Square.	On review, the Rectory Gardens were considered the better location – for 2025, the May Pole dances(s) will happen on the rectory lawn.	COMPLETE	

9.	Review the best location for the roundabout, Pizza Van and Bouncy Castle.	Relocate the roundabout to St Margaret's forecourt, the Pizza Van to outside the Square Studio and the bouncy castle to in front of No5 The Square/Leisure Centre.	Charge the Bouncy Castle and Roundabout for attending rather than a cut of their takings	ONGOING
10.	Fit further stalls along Fore Street to fill the gap at the narrow point and still allow the Freshspring Trust train to pass through.	Cllr Brading to measure the available space and report back to the working group.	Smaller gazebos were available but would need to be provided by the stall holder and be no bigger than 2m x 3m (normally NTC require 3m x 3m)	ONGOING
11.	To consider the list of return entertainers and special entertainers for the 2025 May Fair.	Contacted all entertainers, waiting on quotes. Poster to be designed at a later date.	Bideford Phoenix Morris Dancers £75 (2 x 20min) Step into Swing Time (participative dance demonstration) £60 (2 x 30min but site may not be suitable) Dave Hendy (Punch & Judy) £255 (2 x 30min) Bideford Youth Pipe Band £100 (parade) Exmoor Zoo £265 (all day) Bubbles the Pixie £550 (2 x 30min plus 2 walkabouts) Appledore Band £125 (1 hour) Merlin – no response	Capt. Coconut – Awaiting confirmation of fee, though the performer has indicated his act is more suitable for an indoor venue. ONGOING
12.	'Fairground attractions'	'Hook-a-duck' and coconut shy type stalls to be sourced, if possible.	The Officer sought quotes (cheapest received was £590 plus cost of prizes, one person supplied to staff both stalls. Most expensive was £1,625). Cllr Edwards had sought an alternative provider but the cost and not yet been confirmed.	ONGOING
13.	'Sports Day' events	Arrange Egg-and-Spoon and Sack races on the arena	Cllr Brading to look at the size of the arena to see if it is big enough for the races.	The arena was suitable for events for younger children only. ONGOING
14.	To receive the outcome of the inspections of Community Centre and Northam Hall kitchens and consider the implication for the May Fair.	Both kitchens are suitable for one-off cooking on the premises (e.g. bacon, sausages and burgers, meat or meat-free). Town Clerk to seek 3 volunteers from the staff to complete L2 Food Hygiene courses.	One volunteer has come forward. No others have done so as yet.	Three further volunteers had come forward and training would be arranged. ONGOING
15.	To consider holding the Dog Show on Bone Hill.		Contact Whitewash Groomers for the go ahead to run the dog show.	The Council's second marquee would be erected on Bone Hill to

			support the event, if there was sufficient space. COMPLETE
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The currently estimated costs were noted as shown in the table opposite. The Council considered the value presented by the various performers/entertainers and seeking less costly alternatives.

CLLr Brading noted that a level of consistency in the performers/entertainers engaged was appreciated by those attending the event.

It was noted that a working group meeting was to be scheduled for early or mid-January 2025 to continue considerations. A meeting with the Head Teachers of the schools in the Parish would also be arranged for January 2025.

<u>Entertainer / Provider</u>	<u>Session Length</u>	<u>Expenditure</u>	<u>Income</u>
Freshsping Trust train rides	All Day	£0.00	
Bideford Phoenix Morris Dancers	2 x 20 mins	£75.00	
Step into Swingtime (Swing Dance)	2 x 30 mins	£60.00	
Punch and Judy plus magic show	2 x 30 mins	£255.00	
Bideford Youth Pipe Band	Parade	£100.00	
Exmoor Zoo (waiting for com)	All Day	£265.00	
Appledore Band	1 hour	£125.00	
Bubbles the Pixie	2 x 30min plus 2 walkabout	£550.00	
Liberty Sisters	2 x 40min	£700.00	
Dog Show on Bone Hill	All Day	£0.00	
Toilet Hire	Qty x 2	£276.00	
Medicare		£250.00	
ProSound		£1,236.00	
Printing of Programme	7500 Copies	£1,500.00	
<i>Distribution (tbc)</i>	<i>6500 Copies</i>	<i>£702.00</i>	
<i>Adverts Sold (tbc)</i>			<i>£1,296.00</i>
<i>Stall spaces (tbc)</i>			<i>£1,117.00</i>
May King & Queen Costumes		£50.00	
Trophies - people's choice Car and Motorbike		£24.00	
Photographer		£85.00	
<i>Staff cost (2024 rate)</i>		<i>£1,500.00</i>	
<i>'Deano's Diner' (in 2024)</i>		<i>£250.00</i>	<i>£358.00</i>
<i>Bouncy Castle (tbc)</i>			<i>£50.00</i>
<i>Roundabout (tbc)</i>			<i>£50.00</i>
<b><u>Sub-totals</u></b>		<b><u>£8,003.00</u></b>	<b><u>£2,871.00</u></b>
<b>Cost to Council of the above</b>	<b>£5,132.00</b>		
<b>2024-25 Budget</b>	<b>£10,000.00</b>	note - Maximum budget	
<b>Remaining funds</b>	<b>£4,868.00</b>	£12,500	



- 2412/496 To ratify the letter sent to the owner of Boathyde regarding fence and gate installation at the South West Coast Path (King Charles III Path) and receive an update**  
 It was **resolved** to ratify the letter and for the Council resolve to maintain communication with the National Trust, Devon County Council and the owner of Boathyde.  
 Proposed: Cllr Brading, Seconded: Cllr Edwards (all in favour)
- 2412/497 To consider the Procurement Policy recommended by the Review Committee**  
 It was **resolved** to adopt the Procurement Policy.  
 Proposed: Cllr Brading, Seconded: Cllr Bach (majority in favour)  
**Action point: provide Cllr Brading with a copy of the Flag Flying policy.**  
 It was **resolved** to appoint Cllr Newman-McKie to the Review Committee  
 Proposed: Cllr Brading, Seconded: Cllr Edwards (all in favour)  
**Action point: amend the committee membership papers.**
- 2412/498 To consider the arrangements for parking at the Windmill Lane offices for members attending meetings during the day**  
 It was **resolved** to request that Torridge District Council record the registration numbers of this Council’s member’s vehicles and not charge for their use of Windmill Lane car park.  
 Proposed: Cllr Brading, Seconded: Cllr Hames (majority in favour)  
**Action point: Contact Torridge District Council with the request.**
- 2412/499 To consider a request from a member of the public who is planning a podcast project**  
 The Council had been asked of it would ask those that had sponsored benches in the Parish if they would like to share their stories as part of this podcast project.  
 The Council considered the effect of the General Data Protection Regulation and privacy legislation on the Council’s ability to comply with this request and the possible benefits of this type of local history project.  
 It was resolved to ask the person making the request to draft a letter to be sent to those that have sponsored asking if they wished to take part.  
 Proposed: Cllr Brading, Seconded: Cllr Newman-McKie (majority in favour, three against)
- 2412/500 To consider a request from the Mayor to donate the unused funds from the Mayor’s expenses cost centre to the Mayor’s Charity at the end of the financial year**  
 The matter was considered, with examples of previous Mayors’ events had been funded. It was noted that there was no mechanism for moving money in the cost centre related to the Mayor’s fundraising and event attendance, complicated by the financial and civic years not being the same.  
 It was **resolved** not to move funds between the cost codes and the Mayor’s Charity fund.  
 Proposed: Cllr Newman-McKie, Seconded: Cllr Bach (majority in favour)

At the end of the meeting, the Mayor noted that it had been the final before the Christmas and New Year break and wished all members, staff and their families a merry Christmas and a happy New Year.

There being no further business the meeting closed at 8:25pm.

Signed.....Dated.....

**Northam Town Council – Minutes of the Full Council meeting held 7<sup>th</sup> January 2025 at 6.30pm in the Council Chamber, Windmill Lane, Northam.**

Present: Cllrs Bach, Brading, Edwards, Hames, Himan, Newman-McKie, Roscoe and Tait (Mayor).

In attendance: Guy Langton (Town Clerk & RFO).

One member of the public (Mr A Eastman, Honorary Alderman).

**2501/501 Apologies**

Cllrs Ford, Newman-McKie, Whittaker and Singh tendered their apologies, the reasons for which were approved by the Council.

Cllr Roscoe was absent.

**2501/502 To agree the agenda as published.**

It was **resolved** to agree the agenda as published.

Proposed Cllr Brading, Seconded Cllr Edwards (all in favour)

**2501/503 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.

**2501/504 Mayor's Announcements**

The Town Clerk reported that arising from the Fire Risk Assessment carried out at Northam Hall and subsequent report, which required significant immediate work, and the cancelling of the final tranche of the Community Ownership Fund by central government, the actions relating to the pavilion had been put on hold.

The Town Clerk had received the title deeds to the play area adjacent open space at Wren Close, Northam, which had been uploaded to the Council's website at the appropriate page.

The Helmstedt Twinning Committee had contacted the Council, asking if five young people (aged 13 to 16) could be identified to attend a sporting/cultural exchange in late July 2025.

**2501/505 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.*

The member of the public did not wish to address the meeting.

**2501/506 To consider the Grants to be made to local organisations as recommended by the Finance Committee**

It was **resolved** to accept the recommendations of the Finance Committee and provide grants, to be paid to the recipients in April 2025, as presented overleaf, at a total grant cost of £20,606.75.

**Proposed: Cllr Hodson, Seconded: Cllr Bach (all in favour).**

Grant No	Grant 2024/2025	Applicant	Grant Request 2025/26	Grant Recommendation by Finance Committee	Difference	Proposed by
1	N/A	Bideford Music Club	£300.00	£300.00		CH
2	£500.00	Citizens Advice Torridge North Mid and West Devon	£750.00	£500.00	£250.00	CL
3	N/A	Appledore Baptist Church	£500.00	£500.00		NT
4	£430.00	Bideford and District Community Archive	£350.00	£350.00		CH
5	£250.00	Bideford Keyboard and Organ Club	£500.00	£250.00	£250.00	PH
6	£250.00	Appledore Music Festival	£300.00	£250.00	£50.00	CL
7	N/A	Torridge Walk and Talk	£500.00	£500.00		CL
8	N/A	Westward Ho! Residents Association	£350.00	£250.00	£100.00	CL
9	£100.00	Steamship Freshspring Trust	£600.00	£300.00	£300.00	NT
10	N/A	Libraries Unlimited, Northam Library	£1,035.20	£500.00	£535.20	PH
11	N/A	North Devon Museum Trust	£500.00	£400.00	£100.00	NT
12	N/A	1st Edgehill and Torridge Scout Group	£750.00	£500.00	£250.00	LB
13	£250.00	Northam Twinning Association	£300.00	£300.00		CL
14	£250.00	Appledore Band	£750.00	£750.00		CH
15	£1,750.00	Bideford Blues and Appledore Junior football Club	£750.00	£750.00		NT
16	N/A	Poppins, Parent and Toddler Group	£750.00	£500.00	£250.00	PH
17	£750.00	TTVS (Memory Café)	£750.00	£750.00		CL
18	£339.00	St Mary's Church Hall	£618.00	£618.00		CH
19	£720.00	Bideford, littleham and Westward Ho! Cricket Club	£738.75	£738.75		CL
20	£1,000.00	North Devon Records Office	£1,000.00	£1,000.00		CL
21	£750.00	West quay Fundraisers	£750.00	£750.00		NT
22	£750.00	Appledore Hall Trust	£750.00	£750.00		PH
23	N/A	Appledore Maritime Heritage Trust	£500.00	£250.00	£250.00	CL
24	£500.00	Appledore Village Association	£750.00	£500.00	£250.00	CH
25	£750.00	Westward HO! Men's Shed	£750.00	£750.00		CH
26	N/A	Westward Ho! Community Association	£750.00	£750.00		CH
27	£550.00	Tarka Child Contact Centre	£300.00	£300.00		NT
28	£750.00	Friends of Northam School	£750.00	£750.00		CH
29	£250.00	The Appledore Singers	£750.00	£300.00	£450.00	CL
30	N/A	The Appledore Pirates	£750.00	£0.00	£750.00	PH
31	application denied	Torridge Amateur Swimming Club	£500.00	£500.00		CL
32	£ 600.00	Torridge Pilot Gig Club	£600.00	£500.00	£100.00	PH
33	£ 500.00	20 (Bideford) Squadron Air Corps	£750.00	£500.00	£250.00	CL
34	£ 500.00	Torridge Elite Majorettes	£750.00	£500.00	£250.00	LB
35	£ 500.00	Northam Methodist Church	£750.00	£500.00	£250.00	JW
36	£ 750.00	Westward Ho! Snooker Hall	£750.00	£500.00	£250.00	NT
37	£ 750.00	Appledore Football Club	£750.00	£500.00	£250.00	CH
38	N/A	Ilfracombe and district community transport association	£500.00	£500.00		NT
39	£ 750.00	Appledore School PTFA	£1,000.00	£750.00	£250.00	NT
		<b>Arrived late</b>				
40	£ 300.00	Appledore Maritime Players	£500.00	£250.00	£250.00	NT
41	N/A	North Devon Surf Therapy	£750.00	£500.00	£250.00	CL
<b>Total</b>	<b>£ 15,539.00</b>		<b>£ 26,491.95</b>	<b>£ 20,606.75</b>	<b>£5,885.20</b>	<b>78%</b>
Comparison to previous year			Grants provided 2024-25	£ 18,900.00		109%

## 2501/507 To consider the draft Budget for 2025-26

The Council considered the detail of the budget and precept recommended by the Finance Committee.

Cllr Himan proposed and Cllr Leather seconded the recommended increase of 4.35% be applied to the Council's precept request, meaning a notional Band D property would provide £4.63 more into the Council's budget. The Town Council's portion of the Council Tax would therefore rise to £110.99, for a notional Band D property.

Cllr Bach counter-proposed that, in light of the significant likely costs of the works at Northam Hall a precept rise of 5.16% would be more appropriate increasing a notional Band D property by £5.49 per year. This was seconded by Cllr Edwards.

The Council voted on the proposals in order and it was **resolved** to apply an increase of 4.35% to the Council’s precept request, meaning a notional Band D property would provide £4.63 more into the Council’s budget. The Town Council’s portion of the Council Tax would therefore rise to £110.99, for a notional Band D property.

Proposed: Cllr Himan, Seconded: Cllr Leather (majority in favour).

With the majority in favour of the first proposal, the motion was carried.

**2501/508**

**To confirm the precept to be requested for 2025-26**

An increase of 4.35% applied to the Council’s precept request, meant a notional Band D property would provide £4.63 more into the Council’s budget. The Town Council’s portion of the Council Tax would therefore rise to £110.99, for a notional Band D property. The effect on each band is shown in the table below.

Band	Ratio	Ratio as %	Previous Year 2024-25 NTC	Annual increase 2025-26 NTC	estimated 2025-26 NTC bill	
					annual	monthly (12)
A	6/9	67%	£ 71.26	£ 3.10	£ 74.36	£ 6.20
B	7/9	78%	£ 82.96	£ 3.61	£ 86.57	£ 7.21
C	8/9	89%	£ 94.66	£ 4.12	£ 98.78	£ 8.23
D	9/9	100%	£ 106.36	£ 4.63	£ 110.99	£ 9.25
E	11/9	122%	£ 129.76	£ 5.65	£ 135.41	£ 11.28
F	13/9	144%	£ 153.16	£ 6.67	£ 159.82	£ 13.32
G	15/9	167%	£ 177.62	£ 7.73	£ 185.35	£ 15.45
H	18/9	200%	£ 212.72	£ 9.26	£ 221.98	£ 18.50

The precept for 2025-26 was confirmed as **£644,337**.

This represented an increase of £76,505 over the precept of £567,832 applied in 2024-25. In the same period, the Town Council had seen an increase in the tax base of 466.66, up from 5,338.76 in 2024-25 to 5,805.42 in 2025-26. The tax base increased significantly more than normal (between 150 and 180). The larger increase is due, in the most part, to the application of a 100% premium (additional levy) on those properties defined as second homes on the Council Tax register. It was noted that should second homes become main residences or holiday let businesses, the tax base increase would reduce (or even decrease) in the future, necessitating greater rises in the precept to maintain the Council’s budget.

There being no further business the meeting closed at 7:25pm.

Signed.....Dated.....

**Item 11 To receive a report (if any) from Devon & Cornwall Constabulary**

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**Item 12 To receive a report (if any) from the Devon County Councillor**

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**Item 13 To receive reports (if any) from the Torridge District Members**

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**Item 14 Action points**

<b>10<sup>th</sup> April 2024</b> <b>Request for a free car parking day at Churchfields for the 200<sup>th</sup> Anniversary of the RNLI Appledore station.</b> (minute 2404/907)	The Town Clerk therefore asked if the Council could have a free day of parking at Churchfields in Appledore for the event. At the time of writing, Sean Kearney was consulting internally at TDC and a response was awaited. ONGOING
<b>20<sup>th</sup> November 2024</b> <b>Re-engage with Surfers Against Sewage Plastic Free Campaigns</b> (minutes 2407/192 and 2411/416)	The Town Clerk, Community Engagement Officer, Cllrs Bach, Hames and Lo-Vel all attended the meetings arranged for the 27 <sup>th</sup> November 2024. The Northam Burrows Rangers both apologised in advance. The meeting was positive, with both the Council and SAS agreeing to share information so the Plastic Free Communities could restart. Prior to the meeting, the Town Clerk spoke to Mr Cross, who had been very supportive in the past and had arranged to speak again and plan for 2025 in the new year. ONGOING
<b>20<sup>th</sup> November 2024</b> (minute 2411/413)	Drop kerbs Action point: Town Clerk to contact the relevant Devon County Council officer. ONGOING
<b>20<sup>th</sup> November 2024</b> (minute 2411/418)	Town Clerk to prepare a report into the costs of the three options for future work at the pavilion. This work has been overtaken by urgent work required at Northam Hall. ONGOING
<b>20<sup>th</sup> November 2024</b> (minute 2411/419)	The protocol for the wearing of civic regalia has been drafted and published on the Council's website. COMPLETE
<b>18<sup>th</sup> December 2024</b> (minute 2412/493)	Amended meeting dates were circulated to members COMPLETE
<b>18<sup>th</sup> December 2024</b> (minute 2412/494)	Prepare a lease for the rental of Blue Light Hall and pass the matter to the Finance committee. ONGOING
<b>18<sup>th</sup> December 2024</b> (minute 2412/498)	Request an exemption from parking charges at Windmill Lane on weekdays for Northam TC members. Request made, response awaited. ONGOING
<b>18<sup>th</sup> December 2024</b> (minute 2412/499)	Ask the member of the public planning a podcast project to draft a letter requesting bench sponsors contact them. ONGOING

**Item 15 Clerk’s report January 2025, including the date of the Grant Presentation evening, Annual Electors Meeting and nominations for Community Champions**

As advised at the December meeting of this committee, this report will contain the payments and receipts for the months of November and December 2024.

**At 31<sup>st</sup> December 2024, the Council’s balances were:**

Nationwide (Business 95-day saver)	£93,166.35	current interest rate is 3.9%
Cambridge & Counties Bank (31 day)	£93,884.82	current interest rate is 3.55%
Cambridge Building Society	£5,024.40	current interest rate is 2.4%
Petty Cash	£94.29	
Coop Bank (current account)	£245,134.80	
<b>Total cash in hand</b>	<b>£437,304.66</b>	

**Payments**

The Council made 241 payments in November/December, totalling £97,091.37 (exVAT). A full list was presented to the Finance Committee in January 2025.

The Council’s accounting software requires VAT refunded is recorded as a negative payment rather than a receipt (the reasoning being that it is a return of payments made). In November 2024, the Council received a VAT refund of £4,474.26.

There were 58 payments of £100 or more (exVAT). These include:

- £57,299.18 in payroll and associated costs (salaries, HMRC-PAYE and Pension), covering the two months (3 months’ pension) plus £344.50 in monthly costs to DCK, the payroll provider (for three months)
- £13,018.50 to Alvian for Play Equipment Installation at Lords Meadow.
- £8,366.96 in PWLB loan repayments (three loans, each is repaid twice per year).
- £2,275.75 on Festoon and Festive Lighting.
- £833.92 and a further £482.30 to repair and install festive lighting.
- £426.59 and £189.58 to replace / repair and light the small Christmas trees across the communities.
- £2,114.00 to Global Media for advertising the Potwalloper Bus in 2021, originally to be paid from the Welcome Back Fund.
- £1,000.00 to a local Christmas Tree farm for the Council’s five trees.
- £993.59 paid in each month to Gallagher for the Council’s general insurance, plus £485.90 to include Blue Lights Hall for the remainder of 2024-25.
- £833.33 to GFive Design as a part payment for work on the Neighbourhood Plan website and document design.
- £750.00 to provide a community defibrillator at the Town Hall plus £145.00 for installation.

- £455.00 per month to clean the Changing Places Toilet and the Community Centre Toilet.
- £639.69 to Fattorini to repair and extend the Mayor's Chain.
- £400.00 per month to clean Northam Hall.
- £428.49 per month monthly rental to Torridge DC for the rooms and garage occupied by the Town Council at the Town Hall (excluding the main office and the Council Chamber).
- £365.44 for the November 2024 and £207.08 for the December 2024 Gas charges at Northam Hall.
- £312.10 in both months to the Council's IT provider for IT services plus an additional £247.50 to repair IT equipment.
- £250.00 in cash as part of the £500 for a grant to the Appledore Crafters.
- £166.67 to Pitney Bowes in franking costs for postage plus £116.76 to lease the franking machine.
- £253.85 and £222.05 to fuel the Council's vehicles, mowers and power tools.
- £144.00 to Bideford TC to store the Council's planters at their depot (first month).
- £143.48 on printer inks.
- £140.15 to repair maintenance equipment.
- £124.82 to Crediton Town Council to train staff in 1<sup>st</sup> Aid.
- £119.83 to Just Office for stationery.
- £119.82 to Blakewell (hand tools and equipment) and £102.50 to RGB on materials and equipment.
- £118.75 to Market Street Kitchen for the Remembrance teas.
- £116.67 for chippings to mulch the new hedge at Burrough Farm
- £114 per month for the Northam Hall water bill
- £110.65 to Baytek for copier charges and £101.27 to lease the copier.
- £106.04 on PPE.

### **Receipts:**

In November / December 2024, the Council received 101 payments, totalling £6,351.12, including interest paid into the Council's deposit accounts (£1,386.69); payment from TDC for the hire of the Council's Tower and staff (£312.50); and the annual fee to use Burrough Farm from Northam Lions FC (£120). Payments received in respect of Council services provided for the community was £4,204.37, detailed below, which included rent payable on the Council's carpark adjacent to the Seagate Hotel in Appledore. There was a £40.44 refund for their cancelled Hall bookings.

### **Tennis courts:**

The gross volume of sales since 1st January 2024 is £5,470. After fees, the Council has received £5,091.45. The LTA expect the Council to earmark approximately £3,600 per year for 15 years (index linked) to meet the costs of court maintenance and refurbishment. The Council is £1,491.45 over the target, in this extended year (1<sup>st</sup> January 2024 to 31<sup>st</sup> March 25). After the

31<sup>st</sup> March 2025, a payment will be made to the Council’s Cambridge Building Society account, where this earmark is held.#

### Northam Town Council Precept 2025-26

An increase of 4.35% applied to the Council’s precept request, meant a notional Band D property would provide £4.63 more into the Council’s budget. The Town Council’s portion of the Council Tax would therefore rise to £110.99, for a notional Band D property. The effect on each band is shown in the table overleaf. The precept for 2025-26 is confirmed as **£644,337**.

This represented an increase of £76,505 over the precept of £567,832 applied in 2024-25. In the same period, the Town Council had seen an increase in the tax base of 466.66, up from 5,338.76 in 2024-25 to 5,805.42 in 2025-26. The tax base increased significantly more than normal (between 150 and 180). The larger increase is due, in the most part, to the application of a 100% premium (additional levy) on those properties defined as second homes on the Council Tax register. It was noted that should second homes become main residences or holiday let businesses, the tax base increase would reduce (or even decrease) in the future, necessitating greater rises in the precept to maintain the Council’s budget.

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H	18/9	200%	£ 212.72	£ 9.26	£ 221.98	£ 18.50

### Grant Presentation Evening:

The Grant Presentation Evening is planned for Thursday the 20<sup>th</sup> March 2024. All members are invited to attend. The officer notes that there are no weekday evenings where Northam Hall is available, other than Fridays.

### Community Champions:

*What is the purpose of the award?* The purpose of the award is to recognise those individuals that have made a significant contribution to enriching the lives of Northam, Westward Ho! or Appledore residents. The awards were first made in the late Spring of 2024.

*What form will the award take?* The award is a framed scroll bearing the name of the individual/s. This will be presented at the next Mayor Introduction Ceremony.

*Who can make a nomination?* Any individual who resides or is based within the parish of Northam, Westward Ho! or Appledore.



*Who can be nominated?* Any person either living in or outside Northam, Westward Ho! or Appledore providing that residents within Northam, Westward Ho! or Appledore have significantly benefited from their activities. If the person/s nominated performs the tasks as part of their paid employment, then in order to qualify their contribution must be well above and beyond that normally expected as part of their employment. Town Councillors and Council staff are not eligible for nomination.

*When should nominations be made?* All nominations must be returned to the Northam Town Council Offices, Town Hall, Windmill Lane by a date to be confirmed.

**Annual Electors Meeting:** (Local Government Act 1972, c.70, Sch 12 Part III)<sup>1</sup>

Annually, the Council holds an Annual electors Meeting. This is to be held between 1<sup>st</sup> March and 1<sup>st</sup> June each year (inclusive). The paragraphs below will be used as the basis of advertising the meeting, when a date has been agreed.

*Purpose of the Annual Town Meeting:* The purpose of the meeting is so that the Town Council can explain what it has been doing over the last year and it enables the electors to have their say on anything they consider is important to the people of the Town. No council business may be transacted though, there is no opportunity for the Council to make a decision or to pass a motion.

*Who can attend the meeting?* The Annual Town Meeting is a meeting for all the local government electors for the Civil Parish. It is NOT a meeting of the Town Council, which any member of the public can participate in. **Anyone can attend the Annual Town Meeting but only registered electors of Northam Civil Parish may vote.**

*Who can ask questions and make suggestions?* Any registered elector may ask questions of the council, which will usually be answered by the Chair, the Clerk to the Council, or a designated Councillor (for example the Chair of the relevant committee). An elector may also make suggestions and comment on anything pertinent to the people of Appledore, Northam or Westward Ho! This is to be welcomed and is the whole purpose of the meeting. The meeting might vote on an issue discussed, but decisions taken are not binding on the Council.

*Who chairs the meeting?* The Chair of the Town Council (the Mayor) chairs the meeting. If the Mayor is not able to attend, then the meeting will elect a chairman from amongst those electors Present.

*Town Councillor's attendance:* Usually, Town Councillors attend and, if Chair of a committee, will present a brief report on the committee's activities through the year. But the purpose of the meeting is to enable ordinary electors to have their say. Councillors, if electors of the Civil Parish, will also have the opportunity to make comments or ask questions.

*What else happens at the meeting:*

- The Council will announce and make the Community Champion awards;

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<sup>1</sup> <https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

- Honorary Alderman titles to those who have had significant impact on the Council during their time as elected members, as agreed at the previous Annual Meeting of the Council could be conferred;
- previously Grant Awards have been presented.

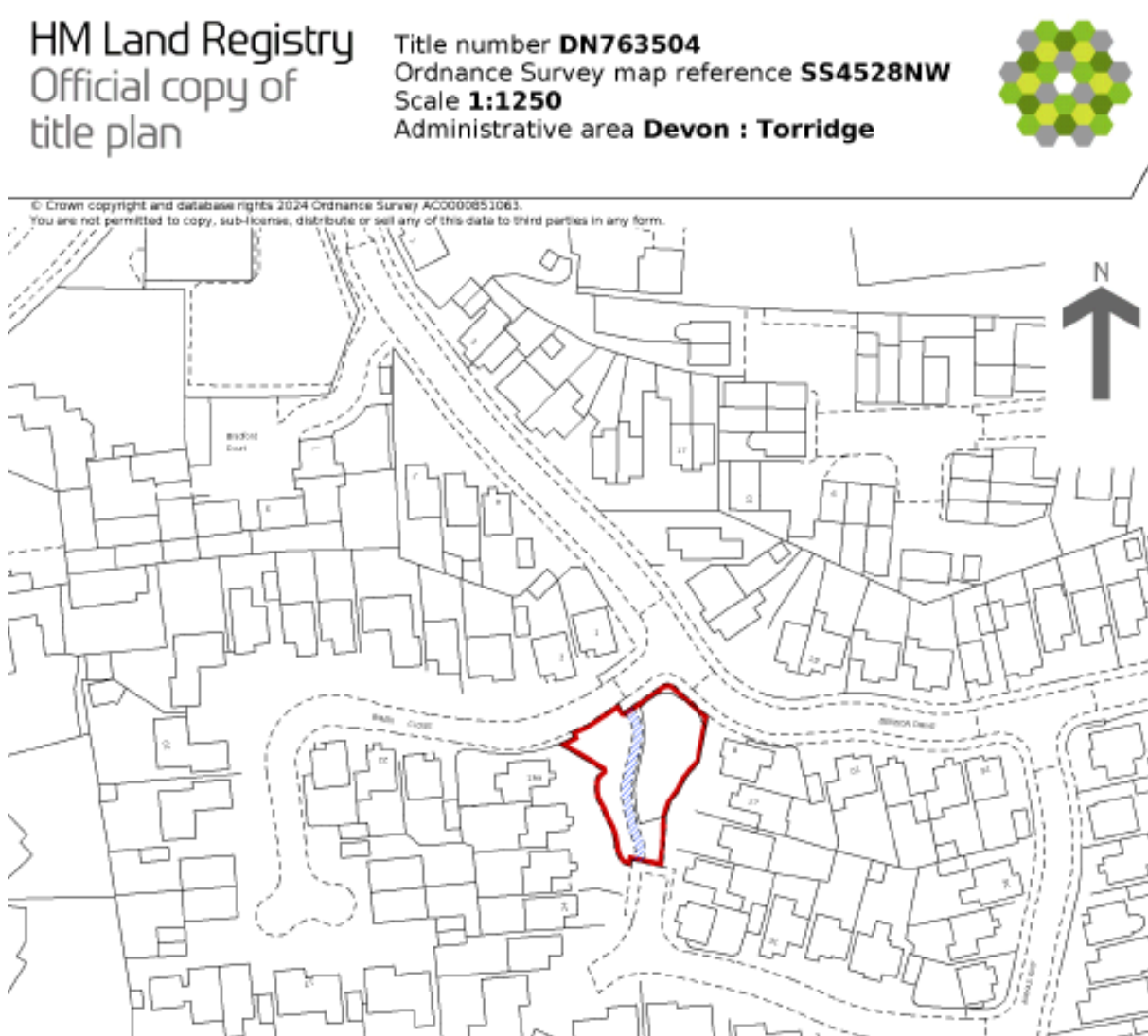
**Recommendation:**

**Consider whether to continue with current practice and hold the grant presentation and Annual Electors’ Meetings on the same night (which is planned for 20<sup>th</sup> March 2025), and whether to include Community Champions as part of the Evening.**

**Item 16 To note the completion of the registration of Land at Wren Close**

The Title Plan is presented below, it is also published on the Council’s website.

The Title Register states the transfer took place on 4<sup>th</sup> October 2023, identifying several charges on the land, has been circulated to members with this agenda.



- Item 17 To receive an update on the progress of the May Fair working Group**  
 The Working Group has agreed the running order for the May Fair 2025 as presented below.  
 The estimated cost is £7,300, with an estimated income of £2,800. The net cost is estimated to be £4,500.

<b>Time</b>	<b>Arena / Marquee / Rectory forecourt</b>	<b>All day</b>
<b>10:00</b>	Parade	Exmoor Zoo
<b>10:15 - 10:30</b>	Opening and Crowning	Freshspring train rides
<b>10:30 - 11:00</b>	Maypole Dance	Facepainting
<b>11:00 - 11:15</b>	Fancy Dress - judging	Bouncy castle
<b>11:15 - 11:45</b>	Swing-time dancers (30 mins)   Bubble-ologist (30 mins)	Roundabout
<b>11:45 - 12:15</b>	Morris Dancers (20 mins)	Classic cars
<b>12:15 - 12:45</b>	Punch and Judy	Motorcycles
<b>12:45 - 13:30</b>	Appledore Band	Food vans
<b>13:30 - 14:00</b>	Morris Dancers (20 mins)	Stalls
<b>14:00 - 14:30</b>	Swing-time dancers (30 mins)   Bubble-ologist (30 mins)	Military vehicles
<b>14:30 - 15:00</b>	Punch and Judy	

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- Item 18 To receive an update on the progress of works to complete the identified actions at Northam Hall**

A verbal report will be presented.

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- Item 19 To consider the inclusion of NTC land as Local Green Space in the Northam Neighbourhood Plan**  
 The Council is asked to approve the inclusion of the identified sites ('Blackies', Anchor Park, Burrough Farm and Westward Ho! Park) as designated Local Green Spaces within the Northam Neighbourhood Plan.  
**Recommendation:**  
**The four sites are included in the NNP as Local Green Spaces.**

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- Item 20 To consider the basis of ongoing management of Windmill Lane allotment site (confidential report)**