



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Town Clerk: Guy Langton (CiLCA, PSLCC)

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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 24th September 2025 at 6:30pm

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

Council Members:

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

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

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

Questions by the public

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

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: 18th September 2025

AGENDA

- 1 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**
- 2 To agree the agenda as published**
- 3 To receive any dispensations and disclosable pecuniary or other interests**
Members are reminded that all interests must be declared prior to the item being discussed.
- 4 Mayor's Announcements**
- 5 To confirm as a correct record and sign the minutes of the meeting of the Council held on 27th August 2025 (attached under separate cover)**
- 6 To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (attached under separate cover)**
 - Finance 13th August 2025
 - Planning and Development 21st August 2025
 - Parks & Recreation 16th July 2025
- 7 Public Participation**
We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public shall not speak for more than 4 minutes. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- 8 To receive a report (if any) from Devon & Cornwall Constabulary**
- 9 To receive a report (if any) from the Devon County Councillor**
- 10 To receive reports (if any) from Torridge District Members**
- 11 To receive an update regarding Local Government Reorganisation (p3)**
- 12 To consider the action point update (p4)**
- 13 To receive the Clerk's report (p5-6)**
- 14 To consider engaging a surveyor in respect of the 'Leisure Centre', Northam Sq (p7)**
- 15 To consider the recommendation from the Planning & Development Committee that the recommended Neighbourhood Plan Examiner is appointed by Torridge District Council and receive an update on the progress of the Neighbourhood Plan (p7)**
- 16 To note the DALC Conference 2025 (p7-9)**
- 17 To receive a verbal update from the Pavilion Working Group (p9)**
- 18 To receive correspondence from Dogs Trust (p9)**
- 19 To note the North Devon Coast National Landscape (AONB) Draft Management Plan Public Consultation and consider making a response as a Council (p9-10)**

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Item 8	To receive a report (if any) from Devon & Cornwall Constabulary
Item 9	To receive a report (if any) from the Devon County Councillor
Item 10	To receive reports (if any) from the Torridge District Members
Item 11	To receive an update regarding Local Government Reorganisation (LGR) <p>Following the launch of the Devolution White Paper on 16th December 2024, DALC has been working hard to engage with our members on this topic, and to provide support and updates where we can and has published the following:</p> <p><i>We will endeavour to keep our members up to date on what we know about devolution as matters in Devon progress. Local government reorganisation (LGR) is being required by government in order to achieve the kind of Devolution deal they want to see. Updates will be circulated in our e-bulletin, and on our website.</i></p> <p><i>At the moment, we have no information about what reorganisation might look like in Devon. The Leaders of Devon County Council, Plymouth City Council and Torbay Council are working together to explore the creation of a Mayoral Strategic Authority.</i></p> <p><i>The Devon and Torbay Combined County Authority (CCA) – the governance needed for devolved decision-making powers and funding to flow from Whitehall to local decision-makers in Devon and Torbay – is now official.</i></p> <p><i>Following meetings with our member councils in January, steps that DALC are already taking include:</i></p>

- Working with NALC and other county associations to share knowledge and best practice
- We have asked NALC to lobby for funding package for local councils to assist with asset transfers
- We are investigating the legal position around asset transfer
- We have asked NALC for examples of best practice in terms of devolution
- We have requested that NALC deliver a briefing for all DALC councils
- We have worked with Devon County Council to arrange for regular briefings for our members
- We will continue to engage with district councils wherever possible
- We will continue to keep you updated

We have asked encouraged member councils to carry out asset mapping in their communities. Thanks to all councils that submitted statements to help us build an evidence base, we are very grateful for your assistance in this matter. If you haven't yet sent anything in, we would still be delighted to receive your statements, which all help us build an understanding of our member councils.

Further information is available on the DALC website.

Item 12 Action points

2507/201 & 2508/278 Adoption of Red Telephone Kiosk – Appledore Quay	Evidence of the consultation and Council response has been circulated to members, together with a timeline. BT were not written to as they confirmed that the removal of the telephony from the kiosk at Appledore Quay has been cancelled. COMPLETE
2507/212 Notify Torridge District Council of this Council's intention to submit a bid for the 'Leisure Centre', Northam Square	On the agenda. COMPLETE
2508/273 Request DCC highways review the signage on Irsha Street – road users were regularly travelling the wrong way.	The County Council Officer has responded stating: The signage has been reviewed and is compliant with the regulations. It is the responsibility of the Police to enforce traffic law. COMPLETE
2508/279 Flagpole/mast at the Trinity House Buoy Store – Appledore Quay	The landowner has been contacted. Trinity House has confirmed that it has no assets on the Quay in Appledore and has no formal 'interest' in the flagpole/mast. ONGOING
2508/280 CCTV at Westward Ho! Park	The relevant company has been contacted and a detailed survey of the site undertaken. The lamp columns have been inspected and a report is awaited. Consideration is being given to reducing the column height (by cutting a part off each column) in the future. COMPLETE
2508/283 Meeting with Northam Lions FC	Cllrs Bach, Edwards and Lo-Vel, with the Town Clerk, met with representatives of Northam Lions FC. A way forward was identified and a revised agreement would be drawn up. ONGOING

Item 13 To receive the Clerk's report

On 31st August 2025 (according to the last available statement balance), the Council's balances were:

Hinkley & Rugby Building Society	£150,000	interest rate is 1.75%	holding account for general expenditure
Cambridge & Counties Bank (31-day Earmarked Reserves)	£95,514.32	interest rate is 3.25%	
Nationwide (Business 95-day saver) and Earmarked Reserves	£95,224.45	interest rate is 3.69%	General
Cambridge Building Society	£5,452.32	interest rate is 1.9%	Tennis Reserves
Coop Bank (current account)	£44,396.81	no interest	
Petty Cash	£92.05		
Total cash in hand (SCRIBE)	£ 390,679.95		

The main bank account was reconciled to **29/08/25**. There were no further payments or receipts up to 31/08/2025.

The bank reconciliation was signed by the Proper Officer and the Chair.

Payments

The Council made 97 payments since 26th July 2025, totalling £41,804.14 (exVAT). A full list of these is presented on the appended pages. There were 29 payments of £100 or more (exVAT), presented below and overleaf.

It was **resolved** to approve the list of payments.

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

Voucher	Date	Net	VAT	Total	Cost Code	Description	Minute Ref
511	30.07.25	£87.08	£17.42	£104.50	Website	Web Hosting	
560	15.08.25	£114.00	£0.00	£114.00	Water	Water bill	
568	19.08.25	£107.52	£21.50	£129.02	Anchor Park	Paint	
517	05.08.25	£112.35	£22.47	£134.82	Payroll Processing Fees	Payroll	
531	07.08.25	£119.57	£23.91	£143.48	Internet	Wifi N Hall	
524	05.08.25	£151.93	£0.00	£151.93	Water	Community Centre Water	
525	05.08.25	£128.08	£25.62	£153.70	Stationery	Stationery	
574	20.08.25	£174.50	£0.00	£174.50	Miscellaneous	TV Licence	
572	19.08.25	£150.38	£30.08	£180.46	Photocopier Fees	Copier Charges	
555	13.08.25	£160.89	£32.18	£193.07	Fuel	Fuel	
515	03.08.25	£166.67	£33.33	£200.00	Franking Machine & Costs	Franking Machine	
600	29.08.25	£174.94	£34.99	£209.93	Hanging baskets & Planters	Watering Equipment	
570	19.08.25	£200.00	£40.00	£240.00	Subs and Memberships	Membership Fee	
569	19.08.25	£200.00	£40.00	£240.00	Advertising	The Link	
576	21.08.25	£218.86	£43.77	£262.63	NNP	Poster	2501/507
547	12.08.25	£284.70	£56.94	£341.64	Cloudy IT	IT contract	
522	05.08.25	£296.85	£59.37	£356.22	Machinery Maintenance	Mower Repair	
548	12.08.25	£400.00	£0.00	£400.00	Cleaning	Cleaning Northam Hall	
513	01.08.25	£430.76	£0.00	£430.76	Room Rental	Room rental	
518	05.08.25	£360.00	£72.00	£432.00	Hanging baskets & Planters	Hanging Baskets	

549	12.08.25	£399.26	£79.85	£479.11	Town Hall - Maintenance	Electrical work	
550	12.08.25	£437.50	£87.50	£525.00	Cleaning	Cleaning CPT	
553	12.08.25	£606.41	£121.28	£727.69	Access Control System	Access Control System	
532	08.08.25	£1,322.22	£0.00	£1,322.22	General	Insurance	2405/027
520	05.08.25	£2,076.55	£0.00	£2,076.55	Salaries, HMRC and NEST	Pensions	
575	21.08.25	£2,161.64	£0.00	£2,161.64	Salaries, HMRC and NEST	Pensions	2508/252
571	19.08.25	£2,938.24	£0.00	£2,938.24	Salaries, HMRC and NEST	Salaries	
551	12.08.25	£6,793.20	£0.00	£6,793.20	Salaries, HMRC and NEST	HMRC PAYE	
563	18.08.25	£18,800.00	£0.00	£18,800.00	Salaries, HMRC and NEST	Salaries	2508/252

Receipts:

Since 26/07/2025, the Council received 37 payments, totalling £3,872.74.

Tennis courts:

The gross volume of sales in August 2025 was £1,165.00. After fees, the Council has received £1,093.08. Since 1st April 2025, the Council has received £4,958.82 for tennis court memberships and bookings. Overleaf is a comparison of the tennis receipts for 1st April to 1st Sept 2024 and 2025. The receipts are 14% more in 2025. 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. In the first year, the Council received £5,452.

It was **resolved** transfer £3,709.86 to the Council's holding account for tennis court funds, leaving £1,248.96 in the Council's current account to meet the cost of the tennis camps.

Proposed: Cllr Leather, Seconded: Cllr Bach (majority in favour)

Petty Cash:

A screen shot of the petty cash cashbook is presented to the below showing the items on which the Council has spent petty cash to 31st August 2025. The financial regulations seek to maintain a balance of £100 in Petty Cash.

Petty Cash					2025-26	Name: Northam TC Petty Cash											
Details					Income			Expenditure						Balance at start of FY			
Date	Trans action	Description	Ref	Scribe No	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	13.45	Reconciliation balance	
16.7.25	40	Card (Beadle funeral)	PC25-26.39				0.00	0.27		1.32			1.59	76.92			
16.7.25	41	Refreshments	PC25-26.40				0.00			1.45			1.45	75.47			
21.7.25	42	Refreshments	PC25-26.41				0.00	0.37		3.71			4.08	71.39			
28.7.25	43	Refreshments	PC25-26.42				0.00			1.89			1.89	69.50			
29.7.25	44	Refreshments	PC25-26.43				0.00	0.58		4.81			5.39	64.11			
29.7.25	45	Plant food	PC25-26.44				0.00	1.00			4.99		5.99	58.12			
29.7.25	46	Refreshments	PC25-26.45				0.00			1.09			1.09	57.03			
7.8.25	47	Plants and Plant food	PC25-26.46				0.00	2.41			12.06		14.47	42.56			
8.8.25	48	Maintence equipment/part	PC25-26.47				0.00	1.28			6.40		7.68	34.88			
12.8.25	49	Maintence equipment/part	PC25-26.48				0.00	1.67			8.32		9.99	24.89			
12.8.25	50	Refreshments	PC25-26.49				0.00			1.45			1.45	23.44			
20.8.25	51	Refreshments	PC25-26.50				0.00			1.39			1.39	22.05			
26.8.25	52	Cash withdrawal	-		80.00		80.00						0.00	102.05	£	102.05	£ -
29.8.25	53	Key cutting	PC25-26.51				0.00	1.67				8.33	10.00	92.05	£	92.05	£ -

Item 14 To consider engaging a surveyor in respect of the ‘Leisure Centre’, Northam Sq

The Council’s surveyor has provided the following quotes:

1. Condition report: £2,900 + VAT to include costings for repairs however the surveyor would want to speak to you to understand what the Council is planning to do with the property and give the best feedback possible with that in mind. A mechanical and electrical inspection and report would add a further £1,500 + VAT or so.
2. Valuation report: £1,750 + VAT to be RICS 'Red Book' compliant and produced once costings are established.

The total would therefore be £4,650, plus an additional £1,500 for the M&E report.

The Council did not identify specific funds for this work in its budget. The funds would need to be drawn from the General Projects budget, which currently stands at £34,000.

The Town Clerk has submitted an expression of interest to the Heritage Lottery Fund for £1m. and awaits a response.

Item 15 To note the Planning & Development Committee’s to agree the recommended Neighbourhood Plan Examiner be appointed by Torridge District Council and receive an update on the progress of the Neighbourhood Plan

[The current consultation](#) on the Northam Neighbourhood Plan proposal concludes on Friday 26 September 2025. The current consultation is being conducted in accordance with [Regulation 16](#) of the Neighbourhood Planning (General) Regulations 2012.

Under Paragraph 7 of [Schedule 4B](#) of the Town and Country Planning Act 1990, TDC are now, subject to Northam Town Council’s consent, seeking to appoint an independent examiner who would commence examination under [Regulation 17](#) of the Neighbourhood Planning (General) Regulations 2012.

TDC have approached [Intelligent Plans and Examinations](#) (Ipe) to examine the Northam Neighbourhood Plan proposal following completion of the Regulation 16 consultation. TDC have received a proposal from Ipe, in which they named Andrew Mead BSc (Hons) MRTPI MIQ as the candidate examiner. Ipe have confirmed that the candidate is independent from Torridge District Council and Northam Town Council, and that he has no interest in land within the Northam Neighbourhood Plan Area. TDC note that Andrew Mead was also the examiner for the Winkleigh Neighbourhood Plan and the Georgeham Neighbourhood Plan.

At its meeting on the 11th September, the Planning & Development Committee considered Torridge District Council’s recommended examiner for the Northam Neighbourhood Plan and concluded that their experience and skills made them a suitable Examiner for the Plan.

Item 16 To note the DALC Conference 2025

The DALC conference 2025 will be on Wednesday the 1st October, the cost for attendance is £50 per person. The Town Clerk has been invited to attend and receives a complimentary ticket.

Annual General Meeting: Every member council can be actively involved in the [governance of our Association](#). You can send one voting representative, plus additional non-voting representatives, to hear about DALC’s work and to discuss motions. The [AGM Agenda Pack 25.10.01](#) and paperwork is [available here](#).

Conference programme: (see overleaf) Councillors and officers will benefit from a dynamic mix of informative and hands-on sessions, tackling some of the most pressing issues facing our councils and communities. The programme will also feature best practice insights and real-world case studies from councils across Devon, offering practical ideas and inspiration.

Exhibition: A diverse range of organisations and businesses will be on hand to share their expertise, showcase innovative products and services, and demonstrate how they can support local councils in delivering for their communities.

Networking Zone: Connect with a variety of county-wide organisations, each with representatives available to share updates on their work, gather your feedback, respond to questions, and guide you to relevant services and resources.

08:30 - 10:00: REGISTRATION, EXHIBITION, REFRESHMENTS AND NETWORKING	+
10:00 - 11:00: ANNUAL GENERAL MEETING	+
11:00 - 11:15: EXHIBITION, REFRESHMENTS AND NETWORKING	+
11:15 - 11:25: CONFERENCE OPENING	+
11:25 - 11:45: LGR UPDATE	+
11:50 - 12:50: WORKSHOPS	+
12:50 - 1:50: LUNCH, EXHIBITION AND NETWORKING.	+
LUNCHTIME DROP-IN SESSION	+
1:50 - 2:20: MEMBER STORY - HOW EXMOUTH TOWN COUNCIL WON STAR CLIMATE COUNCIL OF THE YEAR!	+
2:20 - 2:40: SPEAKER: SEAN ANSTEE, COMBINED COUNTY AUTHORITY	+
2:45- 3:45: WORKSHOPS	+
3:50 - 4:00: CLOSING REMARKS AND PRIZE DRAW	+

Moring workshops:

- A. Asset Mapping with Parish Online
- B. Introduction to the Local Council Award Scheme
- C. Members Panel: Putting up the Precept.
- D. Office of the Police and Crime Commissioner (TBC)

Afternoon workshops:

- E. Q&A with Sean Anstee, Combined County Authority.
- F. Promoting Dementia Friendly Parishes and Towns across Devon
- G. GOV.UK Mythbusting domains with Parish Online
- H. “What Happens If the Lights Go Out?” with Devon Climate Emergency and Devon Resilience Forum

Should any member wish to attend, please could they inform the Office.

Item 17 To receive a verbal update from the Pavilion Working Group

Item 18 To receive correspondence from Dogs Trust

The Town Clerk has received the below correspondence:

I hope that this email finds you well. My name is Stan, I am the Supporter Relations Officer at Dogs Trust Ilfracombe. In my role, I am keen to promote the work of Dogs Trust in the hope we benefit all dog owners/lovers and members of the community by introducing people to the many ways in which we can help through our varying free services. My ask is that you may be able to reiterate this in your next parish meeting in correspondence/AOB sections to better reach community members and even consider further publicising in notice boards or other community spaces (a5 posters can be provided) if possible.

I recognise that some community members may have been concerned recently by the changes to our services. We are due to transition to a new model, focusing on adoption from foster placements, moving away from our more traditional process of predominantly adopting dogs from our kennels. The aim of the transition is to help more dogs and expand our reach further into communities and wider through the southwest. With this backdrop, I am keen to engage with community groups and shed some light on our change and hopefully dispel some concerns.

Please find a copy of one of my posters which briefly highlights my free community talks offer as well as our free Canine Care Card service. The latter, designed to offer any dog owner peace of mind that should the worst happen to them, that their dog has somewhere to go as we take them in and find them another loving home. If you have any questions about these services or anything else, please do not hesitate to contact me. Thank you very much for your time and consideration.

The referred to poster has been placed on Facebook and community noticeboards.

Item 19 To note the North Devon Coast National Landscape (AONB) Draft Management Plan Public Consultation and consider making a response as a Council

The Town Clerk has received the below correspondence:

As part of our ongoing Management Plan Review, we're pleased to share that the Draft Management Plan for 2025–2030 is now open for public consultation!

Back in December 2024, we asked the public what they felt the North Devon Coast National Landscape should focus on over the next five years. We've used that feedback—alongside input from the partnership, stakeholders, local organisations and experts to shape the draft plan.

We're now inviting further public feedback on the draft, and we'd be grateful for your support in helping us spread the word.

Consultation closes: Monday 27th October 2025

We would appreciate your support in sharing the consultation link with your networks, colleagues, and communities where they can download the draft and complete a short online questionnaire on the plan.

[*Draft Management Plan Public Consultation Now Live – North Devon Coast*](#)
