



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 22nd October 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: 16th October 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 24th September 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 10th September 2025
 - Planning and Development 11th September 2025
 - Environment & Maintenance 30th 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 receive the 2024-25 audit reports and consider the notice of completion (p6)
 - a) Internal Auditor's report and annotated observation table.
 - b) External Auditor's report
 - c) Consider the length of time to publish the notice of completion of audit(all attached under separate cover)
 - 15 To receive the Parks & Buildings Manager's report (p7-8)
 - 16 To receive a verbal update from the Pavilion Working Group (if any) (p8)
 - 17 To receive a verbal update regarding the Leisure Centre, Northam Square (p8)
 - 18 To consider the date for the November meeting of Full Council (p8)
 - 19 To consider the below listed policies recommended by the Review Committee (p9)
 - a) Complaints Procedure v1.1
 - b) Document Retention Policy v0.2
 - c) Recruitment Policy v0.4
 - d) Safeguarding Protocol v1.1
 - 20 To note vacancies on committees (p9)
- To be held in confidential session** (*pursuant to the Public Bodies (Admission to Meetings) Act 1960*)
- 21 To consider the heads of terms for a lease for the Blue Lights Parish Hall (p10)
(confidential paper)

Item 1	To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)
Item 2	To agree the agenda as published
Item 3	To receive any dispensations and disclosable pecuniary or other interests <i>Members are reminded that all interests must be declared prior to the item being discussed</i>
Item 4	Mayor's Announcements
Item 5	To confirm as a correct record and sign the minutes of the meeting of the Council held on 27th August 2025 <i>(attached under separate cover)</i>
Item 6	To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees <i>(attached under separate cover)</i> • Finance 10th September 2025 • Planning and Development 11th September 2025 • Environment & Maintenance 30th July 2025
Item 7	Public Participation <i>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.</i>
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) 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: <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> <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> <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> <i>Following meetings with our member councils in January, steps that DALC are already taking include:</i>

- *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

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
2508/283 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
2509/342 Conduct surveys at the Leisure Centre, Northam	The Council has commissioned the following: Condition inspection and report Mechanical and Electrical inspection and report Valuation report (RICS 'Red Book' compliant) COMPLETE
2509/343 Examiner for the Neighbourhood Plan	TDC advised the Council approved of their recommended examiner. COMPLETE

Item 13 To receive the Clerk's report

On 29th September 2025 (according to the last available statement balance), the Council's balances were:

Hinkley & Rugby Building Society	£107,500.00	interest rate is 1.75%	holding account for general expenditure
Cambridge & Counties Bank (31-day)	£96,042.50	interest rate is 3.25%	Earmarked Reserves
Nationwide (Business 95-day saver)	£95,510.75	interest rate is 3.69%	General and Earmarked Reserves
Cambridge Building Society	£5,452.32	interest rate is 1.9%	Tennis Reserves
Coop Bank (current account)	£331,097.64	no interest	
Petty Cash	£102.39		
Total cash in hand (SCRIBE)	£ 635,705.60		

The main bank account was reconciled to **29/09/25** as this is was the latest statement balance available.

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

Recommendation: Transfer £250,000 to the Hinkley and Rugby Building Society.

Payments

Since 01/09/2025, the Council made 147 payments, totalling £75,283.03.

Since 01/09/2025, the council made 37 payments of £100 or more totalling £72,546.45, detailed overleaf.

Receipts: Since 01/09/2025, the Council received 66 payments, totalling £322,168.50.

Tennis courts: The gross volume of sales in September 2025 was £225.00. After fees, the Council has received £210.32. Since 1st April 2025, the Council has received £5159.94 for tennis court memberships and bookings.

Petty Cash: A screen shot of the petty cash cashbook is presented overleaf showing the items on which the Council has spent petty cash to 19th September 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	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	13.45	
18.8.25	54	Refreshments	PC25-26.52	685			0.00			1.45			1.45		90.60	
4.9.25	55	Maintenance Equipment	PC25-26.53	686			0.00				25.00		25.00		65.60	
5.9.25	56	PC equipment (Keyboard/Mou	PC25-26.54	687			0.00	3.33				16.67	20.00		45.60	
8.9.25	57	Refreshments	PC25-26.55	688			0.00	0.40		1.45		2.00	3.85		41.75	
9.9.25	58	Refreshments	PC25-26.56	689			0.00			3.88			3.88		37.87	
10.9.25	59	Refreshments	PC25-26.57	690			0.00			1.89			1.89		35.98	
11.9.25	60	Cup engraving (WWHo! Tennis)	PC25-26.58	691			0.00					12.00	12.00		23.98	
15.9.25	61	Refreshments	PC25-26.59	692			0.00			1.20			1.20		22.78	
17.9.25	62	Refreshments	PC25-26.60	693			0.00			8.50			8.50		14.28	
18.9.25	63	Refreshments	PC25-26.61	694			0.00			1.89			1.89		12.39	
19.9.25	64	Cash Withdrawal	-		90.00		90.00						0.00		102.39	

Voucher Numb	Date	Net	VAT	Total	Cost Code	Description	Minute Ref
621	03.09.2025	£101.16	£20.23	£121.39	Wren Close	Paint	
668	15.09.2025	£131.41	£0.00	£131.41	Expenses	Expenses	2411/375
710	22.09.2025	£150.00	£30.00	£180.00	Training	Training	
604	01.09.2025	£156.45	£31.29	£187.74	Payroll Processing Fees	Payroll	
631	05.09.2025	£161.00	£32.20	£193.20	Truck Maintenance	Tyres	
660	14.09.2025	£171.33	£34.27	£205.60	Fuel	Fuel	
667	15.09.2025	£181.42	£36.28	£217.70	Churchfields Skatepark	Appledore Skate Park	
666	15.09.2025	£184.44	£36.89	£221.33	Maintenance	Electrical work	
666	15.09.2025	£184.44	£36.89	£221.33	Maintenance	Electrical work	
728	29.09.2025	£192.19	£38.44	£230.63	Maintenance	Northam Hall	
700	19.09.2025	£200.00	£40.00	£240.00	Newsletters & Communication	The Link	
620	03.09.2025	£200.00	£40.00	£240.00	Newsletters & Communication	The Link	2505/03
619	03.09.2025	£245.25	£49.05	£294.30	Website	Computer and software	
643	08.09.2025	£254.22	£50.84	£305.06	Churchfields Skatepark	Appledore Skate Park	
712	23.09.2025	£273.00	£54.60	£327.60	PPE & Workwear	Glasses	
613	01.09.2025	£278.90	£55.78	£334.68	Town Hall - Maintenance	Sink	2506/094
618	03.09.2025	£284.70	£56.94	£341.64	Cloudy IT	IT contract	
678	15.09.2025	£345.00	£0.00	£345.00	VED	Vehicle Tax	
606	01.09.2025	£359.79	£71.96	£431.75	Machinery Maintenance	Mower Repair	
730	29.09.2025	£400.00	£0.00	£400.00	Cleaning	Cleaning Northam Hall	
610	01.09.2025	£400.00	£0.00	£400.00	Cleaning	Cleaning Northam Hall	
626	03.09.2025	£427.80	£85.56	£513.36	Tools & Equipment	Weed Brushes	
602	01.09.2025	£430.76	£0.00	£430.76	Room Rental	Room rental	
617	03.09.2025	£455.00	£91.00	£546.00	Cleaning	Cleaning CPT	
616	03.09.2025	£714.33	£142.87	£857.20	Machinery Maintenance	Mower Repair	
699	19.09.2025	£720.00	£0.00	£720.00	Hanging baskets & Planters	Yard Rental	2410/315
727	29.09.2025	£880.44	£176.09	£1,056.53	Westward Ho! Park	Festoon & Festive Lighting	2508/280
644	08.09.2025	£1,040.80	£208.16	£1,248.96	Tennis summer camps	Tennis Summer Camp	
701	19.09.2025	£1,153.50	£230.70	£1,384.20	IT Purchase, Repair & Maintenance	IT contract	2509/294
637	07.09.2025	£1,322.04	£0.00	£1,322.04	General	Insurance	2405/027
731	29.09.2025	£1,365.00	£273.00	£1,638.00	Audit & Data Protection	Audit Services	
633	05.09.2025	£1,875.00	£375.00	£2,250.00	Burrough Farm	Tree Works	
697	19.09.2025	£2,161.64	£0.00	£2,161.64	Salaries, HMRC and NEST	Pensions	2509/296
614	01.09.2025	£2,902.50	£580.50	£3,483.00	Lords Meadow	Pump Track Hire	2411/443
715	25.09.2025	£8,154.94	£0.00	£8,154.94	Salaries, HMRC and NEST	HMRC PAYE	2508/252
682	18.09.2025	£19,200.00	£0.00	£19,200.00	Salaries, HMRC and NEST	Salaries	2509/290
665	15.09.2025	£24,888.00	£4,977.60	£29,865.60	Large Project Reserve	Northam Hall	2507/170

Item 14 To receive the 2024-25 audit reports and consider the notice of completion

- Internal Auditor's report and annotated observation table.

The Internal Auditor's report is enclosed. The Town Clerk has annotated the observation table, with action points where appropriate.

Recommendation: Resolve to approve the comments to be returned to the Internal Auditor.

- External Auditor's report

The External Auditor's report is enclosed. The External Auditor made one comment, noting that the financial risk register (Financial Risk Assessment (FRA)) had not been considered by Council in the financial year 2024-25. The FRA 2025-26 was considered in June 2025.

- Consider the length of time to publish the notice of completion of audit

The Council's annual governance and accountability return 2024-25 was completed on the 29th September 2025. The notice of completion and AGAR sections 1,2 & 3 were published on the Council's website and Town Hall noticeboard the same day, meeting the requirements of the Account and Audit Regulations (2015) (SI2015/234). They remain in those locations despite there being no minimum period.

Recommendation: A 30-calendar day minimum period is agreed for the publication of the notice of completion and AGAR sections 1, 2 & 3.

Item 15 To receive the Parks & Buildings Manager's report

Below is the first report the Council has received from the Parks & Buildings Manager. Recommendations for amendments to style and matters to be included in future reports, planned to be monthly, are welcomed.

Manager's Report – October 2025

Grounds & Maintenance Activities

The team has been carrying out weed removal using the weed ripper along the following areas:

- Diddywell Road (entire length)
- Lily Close
- Highbury Hill
- Appledore Road
- Sandymere Road
- A386 from Heywood Road up to the B3236
- Torridge Road (Appledore)

Additionally, hedge tidying has taken place along the B3236 near Culloden House.

This is still a developing programme, and I'm working to establish a planned route for regular maintenance. Councillors are encouraged to contact me if there are any areas of concern or particular locations that may need additional attention.

As we move into the winter months, further routes are being planned. The weed ripper has proved to be a valuable tool in improving efficiency and achieving a higher standard of presentation.

Beautification of the Parish

Work continues on general improvements and upkeep, with a focus on enhancing community areas. War memorials have been replanted and maintained in preparation for Remembrance events.

Concurrent Projects

- **MViDS Working Group** – Quotes have been received. We are awaiting confirmation from DCC regarding final locations for the devices.
- **Pavilion Working Group** – Philip J. Hinton has been instructed to provide costs for three options: new build, repair, or demolition/removal of the existing Pavilion building. Awaiting his report and costings.
- **S106 Funding** – Application submitted to TDC. This will be considered by the Community and Resources Committee on **Monday 17th November**.

Maintenance Team Development

- **PASMA Training** – Three members of staff have now completed PASMA training (as of 14th October).
- **LANTRA Training** – Booked courses include:
 - Powered Pole Pruner
 - Ride-on Mower
 - Brushcutter/Trimmer
 - Woodchipper

- Trailer Reversing (2-day course to meet requirements of driving licencing and improve manoeuvring skills)

Additionally, a specialist will be providing hands-on Devon Hedge Laying training for the team at Burrough Farm (willow hedge).

Toolbox Talks have continued, with a focus on health & safety and continual improvement of working practices — particularly around equipment use and efficiency.

Other Ongoing Tasks

- **Christmas Lights** – Preparations are underway to improve this year’s festive lighting. Bulbs and fuses have been replaced at Westward Ho! (ongoing). Lighting will be monitored throughout the winter, particularly after high winds or storms, as sea conditions tend to affect performance.
- **Street Lighting (Westward Ho!)** – Repairs have been completed. Options are being explored to lower the column heights and replace fittings with new lighting heads.
- **Play Parks**
 - **Wren Close** – All play equipment repainted and steps repaired.
 - **Ridgeway Park** – Painting completed; awaiting new gate installation by the maintenance team (a useful training exercise).
 - **Westward Ho! Park** – Damaged climbing frame to be replaced under warranty.
 - **Water Fountain** – Awaiting funding approval via the DCC Locality Budget.
 - **Anchor Park** – Ongoing horticultural improvements with further wildflower and bulb planting planned.
 - **Lords Meadow** – Hedge cutting completed; wildflower planting continues. The pump track has received very positive public feedback. Discussions are underway with a contractor regarding potential new sites and costs.
 - **Appledore Skatepark** – License granted by TDC for installation of a 3-tier bin in the ‘Pirate Ship park’. Funding is awaited through the DCC Locality Budget.
 - Regular Park inspections continue to ensure all play areas remain safe and well-presented.

Item 16 To receive a verbal update from the Pavilion Working Group (if any)

To be provided at the meeting.

Item 17 To receive a verbal update regarding the Leisure Centre, Northam Sq

The surveyor was instructed and would be visiting the premises for a full-day’s inspection. Any further matters are to be provided at the meeting.

Item 18 To consider the date for the November meeting of Full Council

Torrige District Council has advised its members that in order to meet the requirements of Local Government Reorganisation staging dates, it will be holding an extraordinary meeting of its Full Council on the 26th November 2025, the same date as NTC plans to hold its November Full Council.

NTC’s November meeting calendar is quite congested but Council is asked if it wishes to cancel or amend the date of its meeting in November, for example to postpone it by one day to the 27th November.

Recommendation: The Council consider cancelling or rescheduling its November 2025 meeting

Item 19 To consider the below listed policies recommended by the Review Committee:

- Complaints Procedure v1.1
- Document Retention Policy v0.2
- Recruitment Policy v0.4
- Safeguarding Policy v1.1

The above policies were considered in detail by the Review Committee, which recommends their adoption by the Council.

Recommendation: Adopt the four policies as presented.

Item 20 To consider vacancies on committees

Following Cllr Edwards resignation from the Review Committee, that (and other) committee(s) have vacancies as set out below. Should any member wish to stand for election to a committee they may do so now.

Environment & Maintenance	one vacancy
Planning & Development	two vacancies
Review	two vacancies

To be held in confidential session (*pursuant to the Public Bodies (Admission to Meetings) Act 1960*)

Item 21 To consider the heads of terms for a lease for the Blue Lights Parish Hall
Draft heads of terms have been enclosed in a confidential report.

The cost of drafting the lease has been estimated by the Council's legal advisors at £2,700 (exVAT).

Recommendation: The Council agree the terms of a lease to be drafted for the occupation and operation of the Blue Lights Hall by the Blue Lights Hall Parish Hall charity (300745).
