



## NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

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



**For those who wish to participate, prayers will be held at 6.25pm in the Council Chamber.**

### To all members of the Council:

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

**Wednesday 3<sup>rd</sup> June 2026 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 (Mayor) and Cllr Whittaker (Deputy Mayor).

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.

Members of the public are asked to respect the fact that this is a meeting to conduct council business and interruptions during council business are not permitted. If, in the opinion of the Chair, the business of the meeting is disrupted in any way, the Chair may ask the person/s causing the disruption to be quiet and if they refuse then ask them to leave. **Mobile phones must be switched off or silenced during the meeting.**

Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of the meeting.

**Recording, photographs and filming:** In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

### 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: 28<sup>th</sup> May 2026

Members are requested to turn off or silence their mobile phones for the duration of the meeting.

## 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 Annual Meeting of the Council held on 6th May 2026 (under separate cover)
  - 6 To receive and adopt the reports of confirmed minutes and resolutions contained therein from Committees and Sub-Committees (under separate cover)
    - Finance & Human Resources 11th March 2026
    - Parks & Recreation 21st January 2026
    - Planning & Development 19<sup>th</sup> March and 9<sup>th</sup> April 2026
  - 7 Public Participation
  - 8 To receive a report (if any) from Devon & Cornwall Constabulary, focusing on the recent robbery at a local retail establishment.
  - 9 To receive a report (if any) from the Devon County Councillor
  - 10 To receive reports (if any) from Torridge District Members
- Comfort Break – 5 minutes**
- 11 To receive an update on Local Government Reorganisation (LGR) (verbal)
  - 12 To consider the action point update (p3-4)
  - 13 To receive the Clerk's Report (p4-6)
  - 14 To receive an update on the request made by a member of the public at the Annual Electors Meeting (p7)
  - 15 To consider providing the lock codes to the Council's defibrillator cabinets (p7-8)
  - 16 to consider Torridge District Council Planning Applications carried over from the inquorate Planning & Development Committee meeting on the 21<sup>st</sup> May 2026 Details of the applications may be found on the Torridge District Council website [View and Comment of a Planning Application](#) (p8)
  - 17 To note the vacancies on committees and approve any requests to fill those vacancies (p8-9)

**Item 1 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

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**Item 2 To agree the agenda as published**

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**Item 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*

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**Item 4 Mayor's Announcements**

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**Item 5 To confirm as a correct record and sign the minutes of the meeting of the Annual Meeting of the Council held on 6<sup>th</sup> May 2026 (under separate cover)**

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**Item 6 To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (under separate cover)**

- Finance & Human Resources 11th March 2026
  - Parks & Recreation 21st January 2026
  - Planning & Development 19<sup>th</sup> March and 9<sup>th</sup> April 2026
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**Item 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.*

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**Item 8 To receive a report (if any) from Devon & Cornwall Constabulary**

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**Item 9 To receive a report (if any) from the Devon County Councillor**

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**Item 10 To receive reports (if any) from the Torridge District Members**

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**Comfort Break – 5 minutes**

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**Item 11 To receive an update regarding Local Government Reorganisation (LGR)**

The proposals for Devon's reorganisation have been published and the consultation has completed. The timeline and updates are available from the Government at [Local government reorganisation: Policy and programme updates - GOV.UK](#).

This Council did not submit a response to the consultation, allowing each member to respond to the consultation individually.

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**Item 12 Action points**

<b>2508/283</b> 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 has been drafted. Northam Lions have since requested sole access to the land. This would require a change of dedication with Fields in Trust, which had been estimated to cost up to £2,500. Sole access was also expected to cost more than the preferential access fee of £250 per year, though professional advice would be sought. <span style="float: right;">ONGOING</span>
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<b>2512/520</b> Libraries Unlimited Consultation	At its meeting on the 20 <sup>th</sup> May, DCC approved a funding package that will, among other things, see no reduction to the library hours across Devon. For more information, see <a href="#">£2 million cash boost secures future of Devon libraries - News</a> . COMPLETE
<b>2512/525</b> Speedwatch	Advise the Police of the intention to recommence the SpeedWatch initiative in the Parish and of the volunteer coordinator. A total of four volunteers needed, the coordinator plus three. Adverts have been placed on the Council's website and re-shared fortnightly on social media. ONGOING
<b>2601/551</b> Pension arrangements for Council Staff	Prepare a report and consultation proposition for staff regarding the Local Government Pension Scheme. Initial staff feedback to be sought when the revised staff handbook (in preparation, working with the Council's HR provider) is presented to staff. ONGOING
<b>2603/717</b> Concerns over the operation of the Police Advocate scheme	Town Clerk has written to the Police and Crime Commissioner raising this council's concerns over the cancellation of the Police Councillor Advocate quarterly meetings. A response is awaited ONGOING

### Item 13 To receive the Clerk's report

On 30<sup>th</sup> April 2026 the Council's balances were:

Petty Cash	£50.81	no interest	notes
Hinkley & Rugby Building Society	£966,284	interest rate is 1.75%	Holding account for general expenditure and £50,000 of the General Reserve
Cambridge & Counties Bank (31-day)	£98,056.27	interest rate is 3.25%	General Reserves
Nationwide (Business 95-day saver)	£97,622.26	interest rate is 3.35%	Earmarked Reserves (as per agreed budget: parks, defibrillators, LCWIP, war memorial cleaning, skate park and pavilion renovation reserve)
Cambridge Building Society	£9,281.88	interest rate is 1.75%	Tennis Reserves
Coop Bank (current account)	£349,933.47	no interest	General expenditure

**Total cash in hand (SCRIBE) £651.228.69**

The Council moved £250,000 of its first precept receipt to its Hinkley and Rugby Building Society interest bearing account.

**Petty Cash:** A screen shot of the petty cash cashbook is presented overleaf, showing the items on which the Council has spent petty cash in the month. The financial regulations seek to maintain a balance of £100 in Petty Cash. £50 was withdrawn and added to Petty Cash in early May 2026.

**Tennis courts:** The gross volume of sales in April 2026 was £700. After fees, the Council has received £667.19. Fifteen of the receipts were for annual passes, which provide holders with free tennis court bookings for the calendar year after purchase. Since 1<sup>st</sup> April 2026, the Council has received £667.19 for tennis court memberships and bookings.

Petty Cash				2025-26 Northam TC Petty Cash										
Details				Income			Expenditure						Balance at start of FY	
Date	Trans action	Description	Ref	Petty Cash Withdrawal	tbc	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	73.76
9.4.26	1	Keys - Northam Hall storage	PC26-27.1			0.00	3.00			15.00		18.00		55.76
10.4.26	2	Refreshments	PC26-27.2			0.00			1.95			1.95		53.81
20.4.26	3	Refreshments	PC26-27.3			0.00			1.50			1.50		52.31
29.4.26	4	Refreshments	PC26-27.4			0.00			1.50			1.50		50.81

**Payments:** Between 1<sup>st</sup> and 30<sup>th</sup> April 2026, the council made 93 payments, totalling £38,849.96 (ex VAT) (p8-11)), including 29 of £100 or more totalling £37,664.03 (exVAT), detailed below.

**Receipts:** Between 1<sup>st</sup> and 30<sup>th</sup> April 2026, the Council received 157 payments (some grouped, regular hall hire bookings), totalling £338.568.21 (ex VAT), including the first instalment of the precept, £334,352.

Voucher	Date	Net	VAT	Gross	Description	Cost Centre	Cost Code	Minute Ref
2	01.04.2026	£448.76	£0.00	£448.76	Room rental	Administration	Room Rental	
7	07.04.2026	£314.00	£62.80	£376.80	IT contract	ICT	Cloudy IT	
8	07.04.2026	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
10	07.04.2026	£130.00	£26.00	£156.00	Alarm maintenance	Northam Hall	Alarm & CCTV	
11	07.04.2026	£533.00	£106.60	£639.60	Vehicle Service	Council Machinery & Equipment	Truck Maintenance	
15	07.04.2026	£355.00	£0.00	£355.00	May Fair 2026	Community	May Fair Costs	
16	07.04.2026	£733.33	£146.67	£880.00	May Fair 2026	Community	May Fair Costs	
17	07.04.2026	£155.01	£31.00	£186.01	Photocopier lease	Administration	Photocopier Lease	
21	09.04.2026	£1,089.56	£217.91	£1,307.47	Insurance	Insurances	General	
24	09.04.2026	£279.93	£55.99	£335.92	Highway Signage	Council Machinery & Equipment	Highway Signage & Barriers	
27	10.04.2026	£303.12	£15.16	£318.28	Gas Account	Northam Hall	Gas	
29	10.04.2026	£335.00	£67.00	£402.00	Civic.ly Subscription	ICT	Civic.ly Asset Management Software	
30	10.04.2026	£500.00	£100.00	£600.00	MVSIDs	Environment & Maintenance	MVSIDs	
35	14.04.2026	£193.54	£38.71	£232.25	Fuel	Council Machinery & Equipment	Fuel - WF18 PTX	
35	14.04.2026	£161.77	£32.35	£194.12	Fuel	Council Machinery & Equipment	Fuel - Mowers	

36	15.04.2026	£106.63	£21.33	£127.96	Tables	Northam Hall	Maintenance	
46	20.04.2026	£124.66	£6.23	£130.89	Electricity Account	Northam Hall	Electric	
47	20.04.2026	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2604/761
51	22.04.2026	£171.00	£0.00	£171.00	Garden Waste Collection	Environment & Maintenance	Litter/Recycling & Dog Waste Bins	
55	23.04.2026	£7,242.08	£0.00	£7,242.08	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
76	28.04.2026	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	
77	28.04.2026	£156.32	£31.26	£187.58	Stationery	Administration	Stationery	
78	28.04.2026	£178.50	£35.70	£214.20	Payroll	Staff Costs	Payroll Processing Fees	
79	28.04.2026	£192.20	£38.44	£230.64	Refreshments	Community	May Fair Costs	
80	28.04.2026	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication	
81	28.04.2026	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
82	28.04.2026	£515.00	£103.00	£618.00	May Fair 2026	Community	May Fair Costs	
83	28.04.2026	£3,078.27	£615.66	£3,693.93	Mayor's Chains	Members	Upgrade to Mayoral Chain	
<b>29</b>	<b>Totals</b>	<b>£37,664.03</b>	<b>£1,905.28</b>	<b>£39,569.31</b>				

**Item 14 To receive an update on the request made by a member of the public at the Annual Electors Meeting**

At the Annual Electors Meeting, held on the 13<sup>th</sup> May 2026, a member of the public (representing the Seagate Hotel) requested the Council address the issues caused to that, and other businesses in Appledore, by the removal of the after 11pm bus.

The Town Clerk has contacted the County Councillor and DCP Licencing Officer for further information DCP have been heavily involved in providing night buses across Devon and Cornwall and the County Council commission bus services from the provider. I would like to take this opportunity to remind members that the night bus service only operates on 16 Saturdays through the summer season, and New Year's Eve – it is not a more regular service covering 12 months of the year.

The Licencing Officer provided the below information, which has been shared with Cllr McGeough. Our County Councillor has raised the issue with the transport team at DCC and will approach the service provider.

*The latest bus that stops at Appledore is the 21A at 2225 Hours on a Saturday. Currently the DPS for The Seagate has not contacted me. Timings that premise close in Appledore on Saturdays are as follows.*

Seagate	2330 Hours
Champ	0030 Hours
Royal Hotel	0100 Hours
Beaver	2300 Hours
Royal George	2330 Hours
Jack Sprats	0030 Hours

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**Item 15 To consider providing the lock codes to the Council's defibrillator cabinets**

National advice regarding the locking of publicly accessible defibrillator (defib) cabinets has been updated as follows:

*Unlockable are recommended because they ensure immediate, 24/7 access to the life-saving equipment, which is critical in the first few minutes of a sudden cardiac arrest. For every minute defibrillation is delayed, a person's chance of survival decreases by up to 10%.*

*Key Reasons for Unlocked Defib Cabinets:*

- Immediate Access in Emergencies: Unlocked cabinets allow bystanders to act instantly without needing to call 999 to get a lock code, which can waste precious time.*
- Reduced User Stress: In a high-stress scenario, a locked cabinet can cause panic or hesitation if a user forgets or cannot obtain the code, potentially preventing them from retrieving the device at all.*
- Low Risk of Theft/Vandalism: Experience from ambulance services shows that theft and vandalism of defibrillators are rare, even with unlocked cabinets, and locking them does not guarantee protection.*
- Preventing Injury to Rescuers: In some cases, people have been injured trying to break into locked cabinets to get the defib, or have broken the glass to retrieve the key.*
- Lower Costs: Unlocked cabinets are generally cheaper and simpler to maintain, with no locks to fail or become damaged, especially in cold weather.*

*Expert Consensus and Best Practices:*

- *Resuscitation Council UK (RCUK) recommends that cabinets be left unlocked to enable immediate access.*
- *The Circuit (National Defibrillator Network): Registers defibrillators to ensure that even if they are in a, or secured in other ways, they can be found.*

*While some may feel more secure with a locked cabinet, the consensus is that the risk of delaying life-saving treatment outweighs the risk of the device being stolen.*

The council is unable to remove the locks from any cabinets that it acquired under a scheme, such as the one operated by *London Hearts*. A consistent approach across all the council's defibrillators would be beneficial.

**Recommendation: The Council consider adapting its defibrillator cabinets to allow immediate access by affixing a sticker with the code.**

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**Item 16      Torridge District Council Planning Applications:**

Torridge District Council, the determining Authority, has asked if the Council would like to comment on the below listed planning applications within Northam parish. Details of the applications may be found by entering the application reference on the Torridge District Council website [View and Comment of a Planning Application](#) or by clicking on the reference number.

- i)      [1/0296/2026/LBC](#)  
**Proposal:**                      Reinstatement of a historic window and the installation of iron railings  
**Location:**                      5 Odun Road, Appledore  
**Response date:**                23<sup>rd</sup> May 2026.
- ii)      [1/0309/2026/FUL](#)  
**Proposal:**                      Proposed internal alterations and single storey rear extension, to include demolition of the existing conservatory and the conversion of the existing garage  
**Location:**                      9 Millenium Way, Westward Ho!  
**Response date:**                12th June 2026.
- iii)      [1/0327/2026/LBC](#)  
**Proposal:**                      Retrospective internal alterations  
**Location:**                      8 Pitt Hill, Appledore  
**Response date:**                12th June 2026.
- iv)      [1/0331/2026/FUH](#)  
**Proposal:**                      Extension to front porch  
**Location:**                      6 Skern Way, Northam  
**Response date:**                12th June 2026.
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**Item 17      To note the vacancies on committees and approve any requests to fill those vacancies**

The Council has vacancies on the below listed committees. The quorum for a committee is four members. In the case of Planning & Development, if two members are unavailable, the committee cannot meet. In the case of the Review committee, no member can be absent.

Should committees be inquorate, time-sensitive matters will be placed on the next Full Council agenda.

<b>Committee</b>	<b>Requests to be on the committee received</b>	<b>Number of vacancies Remaining</b>
<b>Planning &amp; Development</b>	None received	Three
<b>Review</b>	None received	Four

If there are any members interested in occupying any of the remaining vacant seats, they may be appointed at this meeting.

**Recommendation: The Council consider the requests to be appointed to the vacant seats on the committees.**