



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Town Clerk: Guy Langton (CiLCA, PSLCC)

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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 30th September 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: 24th September 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**
- 4 Mayor's Announcements**
- 5 To confirm and sign the minutes of the meeting of the Council held on 2nd September 2026 (under separate cover)**
- 6 To receive and adopt the confirmed minutes and resolutions contained therein from Committees and Sub-Committees (under separate cover)**
 - Finance & Human Resources 12th August 2026
 - Parks & Recreation 15th July 2026
 - Review 23rd July 2026
 - Planning & Development 13th August 2026
- 7 Public Participation**
- 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 a report (if any) from the Police-Councillor Advocate**
- 12 To receive an update on Local Government Reorganisation (LGR) (p3-4)**
- 13 To consider the action point update (p4-5)**
- 14 To receive the Clerk's Report (p6-7)**

Comfort Break – 5 minutes

- 15 To receive an update on the Northam Neighbourhood Plan referendum (p8)**
- 16 To note the letter sent on behalf of Northam Town Council to the DCC Adult Health Scrutiny Committee and consider preparing a joint letter from Torridge and North Devon Town Councils (p8 and enclosed)**
- 17 To consider and adopt the below listed controlled documents recommended by committees and working groups (p8-9 and enclosed)**
 - a. Publication Scheme (v1.2)
 - b. Allotment terms & conditions (2026)
- 18 To consider the purchase of pedestrian barriers to assist in the delivery of community events (p9 and enclosed image)**
- 19 To note the petition to keep a bench close to the bus stop outside Costcutters in Northam Square and consider the next steps (p9)**
- 20 To consider the working with the Bideford, Littleham & Westward Ho! Cricket Club to renovate part of the pavilion in Westward Ho! Park (p9)**
- 21 To consider nominating a member to take DALC's seat on the Torridge area meeting of DCC's Highway and Traffic orders Committee (HATOC) (p10)**
- 22 To consider an uplift to Councillor allowances for 2026/27 (p10)**

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 and sign the minutes of the meeting of the Council held on 29th July 2026 (under separate cover)
Item 6	To receive and adopt the confirmed minutes and resolutions contained therein from Committees and Sub-Committees (under separate cover) • Finance & Human Resources 12th August 2026 • Parks & Recreation 15th July 2026 • Review 23rd July 2026 • Planning & Development 13th August 2026
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.</i> <i>A question shall not receive a response at the meeting nor start a debate on the question.</i> <i>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 a report (if any) from the Police-Councillor Advocate
Item 12	To receive an update regarding Local Government Reorganisation (LGR) Devon Association of Local Councils (DALC) is calling for clarity and certainty for parish and town councils following the government's decision to pause and review its local government reorganisation programme in the county. The government announced yesterday that plans for 14 areas, including Devon, Plymouth and Torbay, will be paused and reviewed. The decision follows updated legal advice and will also consider whether the proposals align with the priorities of the new government. Parish and town councils have invested considerable time in engaging with the process and considering what local government reorganisation could mean for their communities. DALC also recognises that the impact has been particularly significant for colleagues in Devon's principal authorities, where substantial time and resources have already been committed to the work. Rebecca Walker, Chief Executive Officer of Devon Association of Local Councils, said: "The uncertainty created by this latest announcement is unhelpful for councils and communities across Devon. Since local government reorganisation was announced in December 2024, a great deal of time and effort has gone into the

process, and we recognise the significant impact this has had on our principal authority colleagues.

“Parish and town councils need clarity about what happens next and what this means for their communities. Whatever the outcome of the review, it is important that the role of local councils is recognised as part of the future of local government in Devon.

“We will continue to work with the National Association of Local Councils and our partners locally to ensure the views and interests of parish and town councils are represented as the government reviews the programme.”

DALC will continue to monitor developments and keep members updated as further information becomes available.

For the latest information as we have it, members can visit DALC’s website.

Item 13 Action points

2508/283 Meeting with Northam Lions FC	Management agreement is on the agenda for consideration. COMPLETE
2512/525 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. Assistance with promotion would be sought. One volunteer had come forward and the Town Clerk was in the process of arranging the training. Cllr Hodson volunteered to promote the initiative to local and community groups and organisations, asking if other members would also do so. Action Point: contact local and community organisations (e.g. schools’ Friends groups) to promote the project and seek further volunteers. ONGOING
2601/551 Pension arrangements for Council Staff	Initial staff feedback sought 14th July 2026. All staff at the meeting stated they would be willing to make the increased contribution required by the LGPS over the NEST scheme, which could vary between 0.8% and 2.5% more. A report will be prepared for the Full Council meeting later in September 2026. Members requested that the October Finance & HR committee receive the report in the first instance. ONGOING
0606/067 Write to Devon County Council and bus service provider to express the Council’s concern over the different levels of service provided to Appledore and Westward Ho!	No further correspondence from the County Council regarding the cost of extending the bus services serving Appledore. No further correspondence regarding the cost of providing a temporary Night Bus to Appledore. It was noted that the provided Night Bus service to Westward Ho! was not what the Council agreed to fund at its meeting in april 2026 (minute 2604/775) and that this should be included in any arranged meeting with the County Council and bus service provider. In the first instance, a meeting has been arranged with the DCC Division member, DCC Officers and Town Clerk with a view to a wider meeting including members of this council and the bus services provider(s). ONGOING

Item 14 To receive the Clerk's report On 31st August 2026 the Council's balances were:

Account	Balance	Interest	Notes
Petty Cash	£102.00	zero	Financial Regulations expect the balance to be maintained at approximately £100
Hinkley & Rugby Building Society	£200,000	1.65%	Holding account for general expenditure and £50,000 of the General Reserve
Mayor's Charitable Fundraising	£2,805.00	1.06%	Mayor's civic dinner and other fundraising
May Fair	£5,250.35	1.06%	Funds for deposits and other spending leading up to the next May Fair
Cambridge & Counties Bank (31-day)	£98,956.82	2.72%	General Reserves
Nationwide (Business 95-day saver)	£98,679.24	3.20%	Earmarked Reserves (as per agreed budget: parks, defibrillators, LCWIP, war memorial cleaning, skate park and pavilion renovation reserve)
Cambridge Building Society	£10,792.20	1.55%	Tennis Reserves
Coop Bank (current account)	£33,980.41	zero	General expenditure

Total cash in hand (SCRIBE) £450,566.02

Petty Cash: The council spent £22.59 of petty cash in August 2026, withdrawing £50 to maintain the balance stated in the financials regulation (£100).

Tennis courts: The gross volume of sales in August 2026 was £1,284.23 after fees.

Year to date (1 st April to 31 st August)	Received	Change
2026	£3,815.40	-22.14%
2025	£4,881.90	+12.20%
2024	£4,351.02	0% 1 st year

Payments: Between 1st and 31st August 2026, the council made 87 payments, totalling £44,846.19 (ex VAT). There were 29 payments of £100 or more totalling £43,279.67 (ex VAT)

Receipts: Between 1st and 31st August 2026, the council had 64 receipts, including 54 for the hire of Northam Hall, totalling £13,673.78 (ex VAT).

Voucher	Date	Net	VAT	Total	Description	Minute Ref
532	07.08.2026	£101.79	£12.21	£114.00	Membership Fee Town & Country Planning Association	2607/209
543	14.08.2026	£149.98	£30.00	£179.98	Fan x 2	
569	20.08.2026	£180.00	£0.00	£180.00	TV Licence (Town Hall)	
541	13.08.2026	£186.33	£37.27	£223.60	Fuel	
544	14.08.2026	£200.00	£40.00	£240.00	Membership Fee Grants Online	
561	18.08.2026	£200.00	£40.00	£240.00	Security Services (Town Hall)	2606/079
562	18.08.2026	£200.00	£40.00	£240.00	Security Services (CPT/Pavilion)	2606/079
563	18.08.2026	£200.00	£40.00	£240.00	Security Services (Northam Hall)	2606/079
522	07.08.2026	£205.48	£41.10	£246.58	Mower Repair	
560	18.08.2026	£208.25	£0.00	£208.25	Community Centre Water (50% of 1/4ly bill)	
539	12.08.2026	£216.10	£0.00	£216.10	Northam Neighbourhood Plan - hard copies	
564	18.08.2026	£222.00	£44.40	£266.40	Appledore noticeboard header and sundries	
584	26.08.2026	£250.00	£0.00	£250.00	Signage cleaning lance	2608/244
512	03.08.2026	£314.00	£62.80	£376.80	IT contract	
553	18.08.2026	£318.02	£63.61	£381.63	Tennis nets	
514	04.08.2026	£335.00	£67.00	£402.00	Civic.ly Subscription (July 2026)	
519	06.08.2026	£335.00	£67.00	£402.00	Civic.ly Subscription (August 2026)	
565	18.08.2026	£361.39	£72.28	£433.67	Reinstall defib Appledore Soc Club	
508	03.08.2026	£450.73	£0.00	£450.73	Garage and Room rental (Town Hall)	
589	31.08.2026	£450.73	£0.00	£450.73	Garage and Room rental (Town Hall)	
513	03.08.2026	£455.00	£91.00	£546.00	Cleaning CPT	
580	24.08.2026	£827.50	£165.50	£993.00	Van Hire (one EV off road req repair)	
566	18.08.2026	£899.35	£179.87	£1,079.22	Dep Mayor's fob renovation	2607/134
535	10.08.2026	£1,129.46	£0.00	£1,129.46	General Insurance	
585	26.08.2026	£1,240.00	£248.00	£1,488.00	Replacement generator	2608/243
510	03.08.2026	£1,254.16	£250.83	£1,504.99	Defibrillator - Westbourne Tce	2607/131
507	03.08.2026	£2,707.25	£0.00	£2,707.25	Pensions	
581	25.08.2026	£10,482.15	£0.00	£10,482.15	HMRC PAYE	2508/252
549	18.08.2026	£19,200.00	£0.00	£19,200.00	Salaries	2608/221
		£43,279.67	£1,592.87	£44,872.54		

Item 15 To receive an update on the Northam Neighbourhood Plan referendum

On 21 September 2026, Torridge District Council's (TDC) Full Council adopted ('made') the Northam Neighbourhood Plan 2024–2031 (NNP) part of the Development Plan for the area.

Following the outcome of the referendum, the NNP was already part of the Development Plan, and the decision by TDC's Full Council confirms and maintains that status.

TDC has provided the Qualifying Body with a Decision Statement, which has been made public on this council's website and noticeboards.

TDC's Full Council also granted limited delegated power to enable minor updates to the NNP to reflect its 'made' status. The exact power delegated was as follows:

'Authority to the Head of Planning and Building Control, in consultation with Northam Town Council, to make any necessary minor formatting, editorial and factual amendments to the Northam Neighbourhood Plan 2024-2031 as necessary'.

Recommendation: This Council delegates to the Planning & Development committee and NNP Working Group the responsibility for making the amendments required by TDC in its resolution and any other typographical or minor amendments required.

Item 16 To note the letter sent on behalf of Northam Town Council to the DCC Adult Health Scrutiny Committee and consider preparing a joint letter from Torridge and North Devon Town Councils

The letter sent is enclosed.

The Town Clerk has been approached by his colleague at Ilfracombe Town Council. ITC asks if the Town Council is willing to delegate authority to the Town Clerk to sign, on its behalf, a joint letter to be sent from all agreeing town and parish councils across northern Devon to our constituency MPs, the Department of Health and Royal Devon Hospitals Trust.

Recommendation: delegate authority to the Town Clerk to sign the letter, which would be approved by the Mayor, on this council's behalf.

Item 17 To consider and adopt the below listed controlled documents recommended by committees and working groups

a) Publication Scheme (v1.2)

The scheme is based on the 3rd version of the information commissioner's office model scheme and has been considered and amended by the Review committee as presented. Text highlighted yellow is additional, text lined through is to be removed.

Recommendation: The agreement is approved and adopted.

b) Allotment terms & conditions (2026)

The feedback from councillors and plot holders was considered in detail by the Review committee, with paragraphs highlighted in yellow being added.

Recommendation: The Council adopt the revised allotment terms & conditions (2026)

Item 18 To consider the purchase of pedestrian barriers to assist in the delivery of community events

See also the enclosed paper.

To assist with the control of pedestrians at council events, including but not limited to Remembrance services at the war memorials and the May Fair, the council is asked to consider purchasing 20 crowd control barriers. The officers have identified a supplier that provides 2.3m interlocking barriers for £23.13 (ex VAT), 20 of which would be £462.60 (ex VAT).

To further brand events and advise attendees which organisation is providing the event, printed banners are available at approximately £60 (ex VAT) per banner, plus artwork design costs.

Recommendation: The council agree a budget of £1,000, to come from the General Projects Budget, to purchase 20 crowd control barriers and 6 banners (2 May Fair and 4 Northam Town Council).

Item 19 To note the petition to keep a bench close to the bus stop outside Costcutters in Northam Square and consider the next steps

Cllr Whittaker will introduce the petition.

Should this council resolve to support a bench, then it must (according to DCC policy) be the organisation to seek permission. Any bench placed must be of Highway – approved quality (see the enclosed). The cost of such a bench would be between £600 and £1,000 depending on materials and design). With installation it could be in excess of £2,000.

The location is complicated by being within a conservation area, input must be sought from the Conservation Officer regarding the style of bench that may be located.

Recommendation: Should the council resolve to seek a license for and provide a bench at this location, responsibility be delegated to the Environment & Maintenance committee.

Item 20 To consider the working with the Bideford, Littleham & Westward Ho! Cricket Club to renovate part of the pavilion in Westward Ho! Park

Following an initial brief discussion with the Town Clerk, the cricket club has requested that the council consider meeting with representatives of the club to discuss the possibility of working together to create a changing room in the council's pavilion building in Westward Ho! Park.

Recommendation: The council form a small group to meet with the Cricket Club to consider if and how it and the club may work together and report back to the next meeting of the council.

Item 21 To consider nominating a member to take DALC's seat on the Torridge area meeting of DCC's Highway and Traffic orders Committee (HATOC)

DALC has a vacant non-voting seat on all the Highways and Traffic Orders Committees around Devon but don't currently have a representative to take up that seat in Torridge. DALC ask if any NTC members would like to take that seat up?

The DALC seat is an official seat but it is non-voting; its reps are there to represent the voice of town and parish councils. The representative may want to feed back afterward a meeting, to this council and/or to DALC - the Communications Officer is always happy to receive a few words for adding to the DALC e-bulletin 'behind the scenes'.

[Torridge HATOC meets three times a year](#), starting at 10:30am with the venue moving each time. The next meetings are being 7 Oct 26 (in Great Torrington) and then 11 Feb 27 (venue to be confirmed).

Recommendation: The council nominate one of its members to take DALC's seat on the Torridge area HATOC representing the voice of town and parish councils in the district.

Item 22 To consider an uplift to Councillor allowances for 2026/27

In accordance with the Members Allowance Regulations Part 5 (2003), which states

"Where an authority proposes to pay parish basic allowance, whether to its chairman only or to each of its members, it must have regard, in setting the level or levels of such allowances, to the recommendations which have been made in respect of it by a parish remuneration panel in accordance with regulation 28".

The Town Clerk, accordingly, requested a Remuneration Panel be established by the Principal Authority. The Principal Authority advised that it had been unable to convene a panel this year, the external pressures of Local Government Reorganisation limiting staff resources.

The Town Clerk notes that allowances provided to District Councillors have been increased in line with NJC increases to council staff, which for the year commencing 1st April 2026 is 3.3%.

Recommendations:

- 1. The council notes that there is no updated Parish Remuneration Report available and that it is unlikely a new one will be available in the foreseeable future.**
 - 2. In the absence of a new report, for apply the NJC award in line with the approach of the Principal Authority, that being 3.3% the additional £35.48 being paid to members as part of the October 2026 payroll run (making the member's allowance for 2026/27 £1,110.48).**
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