NORTHAM TOWN COUNCIL
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*For those who wish to participate, prayers will be held at **7.25pm** in the Council Chamber.*

To all members of the Council:
You are hereby summoned to attend the **NORTHAM TOWN COUNCIL MEETING** on

Wednesday 28th October 2026 at 7:30pm

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: 22nd October 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 meetings of the Council** (under separate cover)

- 2nd September 2026
- 30th September 2026

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

- Finance & Human Resources 9th September 2026
- Environment & Maintenance 19th August 2026
- Planning & Development 3rd and 24TH September 2026

7 **Public Participation**

8 **To note correspondence received** (verbal)

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

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

11 **To receive reports (if any) from Torridge District Members**

12 **To receive a report (if any) from the Police-Councillor Advocate**

13 **To receive an update on Local Government Reorganisation (LGR)** (p3)

14 **To consider the action point update** (p3-4)

15 **To receive the Clerk's Report** (p5-6)

16 **To Consider the recommendation from the MUGA procurement working group** (p7-9 and enclosed papers):

- 2026.10.28 Item 16(i) – Tenders
- 2026.10.28 Item 16(ii) - Minutes

17 **To consider hosting a public showing of the National Emergency Briefing** (p10-11 and enclosed paper):

- 2026.10.28 Item 17(i) Adopted Climate Action Plan (2022)

18 **To consider the working with the Bideford, Littleham & Westward Ho! Cricket Club to renovate part of the pavilion in Westward Ho! Park** (p11)

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** *Members are reminded that all interests must be declared prior to the item being discussed*
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 9th September 2026 • Environment & Maintenance 19th August 2026 • Planning & Development 3rd and 24TH September 2026
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.***
Item 8	**To note correspondence received**
Item 9	**To receive a report (if any) from Devon & Cornwall Constabulary**
Item 10	**To receive a report (if any) from the Devon County Councillor**
Item 11	**To receive reports (if any) from the Torridge District Members**
Item 12	**To receive a report (if any) from the Police-Councillor Advocate**
Item 13	**To receive an update regarding Local Government Reorganisation (LGR)** The Devon Association of Local Councils (DALC) has provided no further updates. The Government's webpage was last updated on the 7th September 2026.
Item 14	**Action points**

2512/525 Speedwatch **2609/261**	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.** Friends Groups have been contacted and responses received. There are no formal Friends Groups meetings that representatives of the Council could attend but the Groups may be willing to arrange a special meeting. 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. The Finance & HR committee considered the report and resolved to align staff terms and conditions with other similar councils. COMPLETE
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!	**July 2026:** 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. **September 2026:** 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). **October 2026:** The County Councillor and Town Clerk have had a series of meetings with DCC Officers at which several options have been discussed. Stagecoach was asked by DCC Officers to price a service that would provide a bus service to Appledore / Westward Ho! opposite the one currently provided in the evening at 2-hourly intervals, so making the service hourly to each location. DCC Officers would then investigate funding pots that may be available. At the time of writing, no further detail had been received. ONGOING
2607/211 Split rooms G14&G15 back into two	Work has been completed and electrical work is planned. Furniture ordered. The final cost will be reported to the Finance & HR committee. COMPLETE
2609/263 Declare the NNP Referendum Expenses	The final invoice had not been received at the time of writing. The expenses would be declared as soon as the final total was available. ONGOING
2609/342 Allotment Terms & Conditions and Pollinator advice	New Terms & Conditions issued. Pollinator guide sent to plot holders and ca copy placed in the allotment noticeboard. COMPLETE
2609/343 Pedestrian Barriers	Received. COMPLETE
2609/344 Bench at bus stop – Northam Sq	Delegated to Environment & Maintenance committee, complete for this meeting. COMPLETE
2609/246 DALC HATOC seat	DALC advised that Cllr Whittaker had been nominated by this council and contact details shared. COMPLETE
2609/347 Apply the 3.3% uplift to member's allowances	Payroll advised, payment due 23rd October 2026. COMPLETE

Item 15 To receive the Clerk's report

On 30th September 2026 the Council's balances were:

Account	Balance	Interest	Notes
Petty Cash	£56.62	zero	Financial Regulations expect the balance to be maintained at approximately £100
Hinkley & Rugby Building Society	£275,000	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)	£99,177.72	2.72%	General Reserves
Nationwide (Business 95-day saver)	£98,938.78	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)	£257,674.93	zero	General expenditure

Total cash in hand (SCRIBE) £749,695.60

Petty Cash: The council spent £45.38 of petty cash in September 2026.

Tennis courts: The gross volume of sales in September 2026 was £238.94 after fees.

1st April to 30th September	Received (net)	Change	Payments (net)
2026	£4,116.96	-20.14%	£3,438.48 £798.14 normal spending plus £2,604.34 final payment for 2023/24 refurbishment.
2025	£5,155.34	+14.76%	N/A
2024 (1st year)	£4,492.36	N/A	N/A

Tennis-related payments in 2024 and 2025 are not available (inconsistent descriptions and cost codes).

Payments:
In September 2026, the council made 129 payments, totalling £45,484.29 (ex VAT)
There were 34 payments of £100 or more totalling £43,726.30 (ex VAT) (below).

Receipts: In September 2026, the council had 107 receipts (2026.10.14 Item 8(iv), enclosed), totalling £345,679.21 (ex VAT) including:

- £1,929.89 for the hire of Northam Hall (95 receipts)
- £55.00 for allotment tenancies (3 plots)
- £5,141 for grass cutting (DCC contract)
- £334,352.50 precept (payment 2 of 2)

Voucher	Date	Net	VAT	Total	Description	Cost Centre	Cost Code	Minute
608	02.09.26	£108.12	£21.62	£129.74	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	
605	01.09.26	£110.30	£22.06	£132.36	Copier Charges	Administration	Photocopier Fees	
600	01.09.26	£119.78	£23.96	£143.74	Stationery	Administration	Stationery	
627	08.09.26	£130.00	£26.00	£156.00	Alarm maintenance	Administration	Town Hall - Alarm	
651	16.09.26	£140.00	£28.00	£168.00	Training	Training	Training	
697	30.09.26	£146.57	£29.31	£175.88	Copier Charges	Administration	Photocopier Fees	
601	01.09.26	£150.00	£30.00	£180.00	DALC conference - 3 attendees	Training	Training	
701	30.09.26	£187.50	£37.50	£225.00	Remembrance teas	Community	Remembrance	
644	15.09.26	£196.50	£0.00	£196.50	Water bill	Northam Hall	Water	
602	01.09.26	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication	
662	17.09.26	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication	
645	15.09.26	£243.47	£48.70	£292.17	Fuel	Council Machinery & Equipment	Fuel - WF18 PTX	
698	30.09.26	£250.00	£0.00	£250.00	Legal Fee (on account - Seagate)	General Project Budget	Projects	2607/211
673	22.09.26	£251.49	£0.00	£251.49	Staff Costs	Staff Costs	Salaries, HMRC and NEST	
668	18.09.26	£282.03	£56.41	£338.44	Computer and software	ICT	Website	
625	08.09.26	£300.00	£0.00	£300.00	Planning Training	Training	Training	
607	02.09.26	£314.00	£62.80	£376.80	IT contract	ICT	Cloudy IT	
611	02.09.26	£335.00	£67.00	£402.00	Civic.ly Subscription	ICT	Civic.ly Asset Management Software	
649	15.09.26	£360.00	£0.00	£360.00	Vehicle Tax GX23 DHD	Council Machinery & Equipment	VED	
603	01.09.26	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
699	30.09.26	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
672	22.09.26	£422.70	£0.00	£422.70	Staff Costs	Staff Costs	Salaries, HMRC and NEST	
589	01.09.26	£450.73	£0.00	£450.73	Room rental (monthly -Town Hall)	Administration	Room Rental	
626	08.09.26	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
686	25.09.26	£705.60	£141.12	£846.72	Scribe Bookings Renewal	ICT	Scribe - Bookings	
604	01.09.26	£750.00	£150.00	£900.00	Tree Works	Environment & Maintenance	Burrough Farm	2608/245
696	29.09.26	£755.00	£151.00	£906.00	Picnic Table	Parks & Recreation	Anchor Park	2609/305
621	08.09.26	£1,129.46	£0.00	£1,129.46	insurances	Insurances	General	
702	30.09.26	£1,365.00	£273.00	£1,638.00	External audit	Administration	Audit & Data Protection	
687	25.09.26	£1,673.73	£0.00	£1,673.73	Salaries (top up)	Staff Costs	Salaries, HMRC and NEST	2609/290
606	02.09.26	£2,461.05	£0.00	£2,461.05	Pensions	Staff Costs	Salaries, HMRC and NEST	2608/221
681	25.09.26	£2,986.64	£0.00	£2,986.64	Pensions	Staff Costs	Salaries, HMRC and NEST	2609/290
676	24.09.26	£6,546.63	£0.00	£6,546.63	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	
665	18.09.26	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2609/290
34	**Totals**	**£43,726.30**	**£1,339.48**	**£45,065.78**				

Item 16 To Consider the recommendation from the MUGA procurement working group

(The design and specification of each MUGA tendered has been circulated under separate cover)

The installation of a MUGA using S106 developer funding was first considered 19th March 2025 – the items as minuted are enclosed (2026.10.28 Item 16 (ii)).

Following the closure of the tender window on the 18th September 2026, the MUGA working group (compromising Cllrs Himan, Hodson, Horrocks and the Mayor – Cllr Singh was unavailable) met on 23rd September 2026 to consider the three tenders received.

The members of the working group reviewed the anonymised tenders, assigning scores to each of the weighted criteria. These scores were then averaged, and a final weighted score out of 5 achieved.

The working group was advised of the **£58,949** S106 allocation agreed by Torridge District Council for the project, which would be supplemented by **£14,000** of maintenance costs over the first 10 years of the MUGA's use. The Council budgeted £15,000 to Westward Ho! Park to improve facilities, including the provision of a MUGA and carried **£11,763.36** into 2026/27's budget for this project.

The weighted scores for each tender, with an annotation of the cost of the tender over the allocated S106 funds, are overleaf.

Tender 2 was the favoured tender when the criteria scores were averaged, with a score of 3.54 and was therefore recommended to the Council by the MUGA working group.

Recommendation: This Council:

1. **Receives the Working Group's recommendation and formally accepts Tender 2, noting the council will need to fund £2,999.24 of the project from its Westward Ho! Park cost centre from the £11,763.36 brought forward.**
2. **Requests the £72,949 of S106 funds from Torridge District Council (£58,949 + £14,000).**
3. **Instructs the contractor that submitted Tender 2.**

TENDER 1: £62,000	**cost over S106**	**£3,051.00**									
		Cllr Hodson		Cllr Horrocks		Cllr Himan		Cllr Newman-McKie		Weighted Average	
Criteria	**Weighting**	score	Weighted score	score	Weighted score	score	Weighted score	score	Weighted score	score	Weighted score
Price / Value for Money	20%	4	0.8	5	1	3	0.6	3	0.6	3.75	**0.75**
Quality of Design & Specifications	25%	3	0.8	3	0.8	4	1	4	1	3.50	**0.88**
Experience with Similar Projects	24%	4	1	4	1	4	1	2	0.5	3.50	**0.84**
Warranty & Aftercare	20%	3	0.6	3	0.6	3	0.6	2	0.4	2.75	**0.55**
Programme / Delivery Timescale	8%	5	0.4	4	0.3	3	0.2	3	0.2	3.75	**0.30**
Local Workforce	3%	2	0.1	3	0.1	4	0.1	2	0.1	2.75	**0.08**
Total	**100%**	**21**	**3.6**	**22**	**3.7**	**21**	**3.5**	**16**	**2.8**	**20.0**	**3.4**

TENDER 2: £61,948.24	**cost over S106**	**£2,999.24**									
		Cllr Hodson		Cllr Horrocks		Cllr Himan		Cllr Newman-McKie		Weighted Average	
Criteria	**Weighting**	score	Weighted score	score	Weighted score	score	Weighted score	score	Weighted score	score	Weighted score
Price / Value for Money	20%	4	0.8	4	0.8	2	0.4	3	0.6	3.25	**0.65**
Quality of Design & Specifications	25%	4	1	4	1	1	0.3	3	0.8	3.00	**0.75**
Experience with Similar Projects	24%	4	1	4	1	2	0.5	5	1.2	3.75	**0.90**
Warranty & Aftercare	20%	5	1	5	1	1	0.2	5	1	4.00	**0.80**
Programme / Delivery Timescale	8%	5	0.4	4	0.3	2	0.2	4	0.3	3.75	**0.30**
Local Workforce	3%	5	0.2	5	0.2	3	0.1	5	0.2	4.50	**0.14**
Total	**100%**	**27**	**4.3**	**26**	**4.2**	**11**	**1.6**	**25**	**4**	**22.3**	**3.54**

TENDER 3: £60,623.38	**cost over S106**	**£1,674.38**	Cllr Hodson		Cllr Horrocks		Cllr Himan		Cllr Newman-McKie		Weighted Average	
Criteria		**Weighting**	score	Weighted score	score	Weighted score	score	Weighted score	score	Weighted score	score	Weighted score
Price / Value for Money		20%	5	1	3	0.6	3	0.6	3	0.6	3.50	**0.70**
Quality of Design & Specifications		25%	4	1	3	0.8	3	0.8	2	0.5	3.00	**0.75**
Experience with Similar Projects		24%	4	1	4	1	3	0.7	2	0.5	3.25	**0.78**
Warranty & Aftercare		20%	4	0.8	3	0.6	4	0.8	3	0.6	3.50	**0.70**
Programme / Delivery Timescale		8%	4	0.3	4	0.3	4	0.3	3	0.2	3.75	**0.30**
Local Workforce		3%	3	0.1	4	0.1	2	0.1	3	0.1	3.00	**0.09**
Total		**100%**	**24**	**4.2**	**21**	**3.4**	**19**	**3.3**	**16**	**2.5**	**20.0**	**3.32**

Item 17 **To consider hosting a public showing of the National Emergency Briefing**

The *National Emergency Briefing* is a 50-minute film that sets out the case for urgent government action in response to the climate and nature crisis, including informing the public through a national televised briefing supported by regular updates. It advocates for a science led emergency response to accelerate emissions reduction and improve resilience, helping to strengthen understanding of these issues at both national and local levels.

One community screening is already scheduled within 25 miles (as the crow flies) of Northam, at Belstone village hall (EX20 1RB). There have been five public events locally, at:

- St Mary's, Bideford
- The Plough, Great Torrington
- Braunton Academy
- The Planetary Lab, Barnstaple, and
- Barnstaple Library.

The Council's Vision Statement and Action Plan draws on the Climate Action Plan[1], specifically within the theme of '*Strengthen environmental protection and sustainability*' but also woven into the theme '*Improve connectivity and mobility – both physical and technological*'. The Northam Neighbourhood Plan includes policies pertaining to the environment and environmental protection and specifically DE2 Renewable Energy.

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in July 2019. The film may also assist with the Council's Emergency Planning.

- Equality – Showing the film supports inclusive community engagement in line with the Council's duties under the Equality Act 2010.
- Biodiversity - While the proposal has no direct impact on biodiversity, it supports increased awareness of climate and nature issues, aligning with the Council's duty to conserve and enhance the natural environment.
- Crime & Disorder - There are no crime and disorder implications.
- Environment & Climate Emergency - The proposal supports the Council's Climate Emergency declaration by promoting awareness and community engagement on climate change and environmental issues.

Financial implications

- To maximise public access, a community screening should be offered free of charge, the film is free to show.
- There would be a potential staffing cost dependent on the time of the showing of the film.
- There may be a loss of income, should the council use Northam Hall for showing the film, rather than the Council Chamber.

[1] Adopted June 2022, enclosed with this agenda pack (2026.10.28 Item 17(i)) and available on the Council's Climate Emergency page of its website.

Recommendations:

i. **Decide whether to show the film**
ii. **If yes, when, where and at what time should it be scheduled.**
iii. **Consider inviting the constituency MP, other representatives, local influential people and the press.**
iv. **Consider if a member of the Council should host a follow up discussion following the film for those gathered.**

Item 18 **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.
