

Northam Town Council – Minutes of a meeting of the Town Council held on Wednesday 17th January 2024 in the Town Hall at 6.30 pm

Present: Cllrs Hames, (Chair), Bach, Brading, Edwards, Ford, Himan, Hodson, Leather, Lo-Vel, Newman-McKie, Singh, Tait and Whittaker.

In attendance: Mrs J Mills Town Clerk, G Langton Deputy Town Clerk
Police representative

Cllr Ford left the meeting

To receive an update on installation of a hub in Westward Ho! from PS Glyn Clark - Neighbourhood Team Leader, Bideford Police Station

PS Glynn Clark gave a report on the possibility of trialling a police hub in Westward Ho!.

The approximate cost is £12K and it would be powered by solar.

He then took questions and was thanked for his attendance.

Cllr Ford returned to the meeting

2401/649 Apologies

Apologies: Cllr Bruins and Himan,

2401/650 Chair's Announcements

The Chairman announced the sad news of the death of Mrs Pamela Makeig-Jones, who had been an important member of the volunteer group at Westward Ho! Park. Members sent their condolences.

Action Point: Write to Mr Makeig-Jones.

2401/651 Declarations of interest

Members were reminded that all interests must be declared prior to the item being discussed.

2401/652 To agree the agenda between Part A and Part B (confidential information)

It was **resolved** to agree the agenda between Part A and Part B

Proposed: Cllr Brading, Seconded: Cllr Whittaker, (all in favour)

2401/653 To confirm and sign the minutes of the Town Council Meeting held 15th November 2023 (Part A)

Full Council Special Meeting 13th December 2023

It was **resolved** to sign the minutes of the Town Council Meeting held 15th November 2023 (Part A)

Proposed: Cllr Leather, Seconded: Cllr Brading, Majority in favour (2 abstentions not present at the meeting)

It was further **resolved** to sign the minutes of the Town Council Meeting held 13th December 2023

Proposed: Cllr Tait, Seconded: Cllr Ford, (majority in favour 1 abstention not present at the meeting)

2401/654 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B

Finance and HR – 2nd August 2023

- Planning – 27th July 2023, 17th August 2023 and 7th September 2023
- Town Projects and Asset Management 10th August 2023
- Climate Emergency 18th January 2023 and 27th February 2023
- Northam Neighbourhood Plan Advisory Group – 23rd February 2023

It was agreed to note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B).

- 2401/655 Action Points**
It was agreed to note the action points.
- 2401/656 To receive and consider reports from the Town Clerk** (bank reconciliation and budget report to date)
It was agreed to note the reports from the Town Clerk.
- 2401/657 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
No member of the public present.
- 2401/658 To consider delivery proposals from the working group for the Vision Statement**
It was **resolved** to refer the proposals back to the working group, to populate the forms with amendments as discussed and put on the next agenda.
Proposed: Cllr Hodson, Seconded: Cllr Tait, (all in favour)
Action Points: Amend Vision statement and place on next agenda
- 2401/659 To consider the future of Recycling and Waste Management by Northam Town Council**
After some discussion it was **resolved** to trial the placement of an additional general litter bin at Westward Ho! Park and monitor the situation. The litter bins to be clearly labelled to aid sorting.
Proposed: Cllr Brading, Seconded: Cllr Ford, (all in favour)
Action Points: general waste bin to be placed in W Ho! park, clear labelling on bins to be provided.
- 2401/660 To consider creation of a quick guide to Town Council Support and Services**
It was **resolved** to prepare a sheet of paper detailing NTC services for inclusion in newsletters and on noticeboards
Proposed: Cllr Edwards, Seconded: Cllr Brading, (majority in favour 3 votes against)
Action Point: Create information sheet of NTC services for newsletters and noticeboards.
- 2401/661 To consider signing the West Country Buzz ‘Pledge for Bumblebees’**
(Organisations and landowners can make a pledge to commit to continue to manage land to benefit bumblebees – this is for landowners, farmers, local groups and volunteers managing sites such as nature reserves, to ensure West Country Buzz has a legacy beyond the end of the project. This is an informal agreement which involves continuing or introducing bumblebee-friendly land management as detailed in the Advice Guide)
It was **resolved** that NTC signs the pledge
Proposed: Cllr Newman-McKie, Seconded: Cllr Whittaker, (all in favour)
Action Point: arrange signing of the pledge
- 2401/662 To review the Internal Audit Report and External Audit Report (herewith)**
Cllr Leather commented that he was pleased to read the letter of apology from the external auditor, regarding the error on the AGAR they had recorded.
It was **resolved** that the reports be accepted.
Proposed: Cllr Leather, Seconded: Cllr Brading (Majority in favour, 1 abstention)

- 2401/663 To consider a recommendation from the Finance and HR committee.**
It was resolved to recommend to Full Council the removal of the title Chair of Burrows from the committee and amend the Terms of Reference adding in responsibility for considering reports from the Internal Auditor and External Auditor. It was **resolved** to accept the recommendation from the Finance and HR committee. Proposed: Cllr Hodson, Seconded: Cllr Ford, (all in favour)
- 24 01/664 To consider a recommendation from Review Committee moving forward with the calendar of meetings.**
- a. *i It was resolved to recommend to Full Council that the 3 week cycle for planning meetings be continued.*
It was **resolved** to accept the recommendation from Review Committee
Proposed: Cllr Hodson, Seconded: Cllr Ford, (all in favour)
- ii It was further resolved to recommend to Full Council that the remaining meetings continue with the 6-week cycle, with some alternating mornings and evenings.*
It was **resolved** to accept the recommendation from Review Committee
Proposed: Cllr Hodson, Seconded: Cllr Ford, (all in favour)
- b. To consider use of titles in correspondence
It was resolved to recommend to Full Council that in future all members be referred to as Cllr followed by their surname. Should there be more than one member with the same surname, then a forename should be included. In future committee chairmen will be referred to as chair.
It was **resolved** to accept the recommendation from Review Committee
Proposed: Cllr Newman McKie, Seconded: Cllr Leather, (all in favour)
- 2401/665 Correspondence: none has been received.**
- 2401/666 Street Matters: All street matters circulated by the Town Clerk by email.**
Concern was expressed about parking in Avon Lane right up to the junction of Atlantic Way and the resulting problems of visibility.
Problems of potholes in Bude Street. Enquiries were made regarding work vehicles and their ability to park in no parking zones. Should permits be displayed?
Queries were raised about the lack of timetables in the bus shelters at Appledore and Northam
Action Point: Town Clerk to contact DCC and Stagecoach with queries
- 2401/667 To receive a summary report from the County Councillor**
The County Councillor was unable to attend but will circulate a report
- 2401/668 To receive a summary report from a District Member (3 minutes)**
Cllr Bach advised he had called-in a planning application in Atlantic Way.
Cllr Hodson is talking to TDC about S106 monies
Cllr Whittaker has also been looking a S106 monies
Cllr Lo-Vel advised that SWW will attend a TDC meeting, questions on water quality will be asked.
Cllr Ford recently attended an audit meeting. He will be raising concerns about officers going on to properties without authority.

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