

**Northam Town Council – Minutes of the Parks and Recreation committee meeting held 31<sup>st</sup> July 2024 at 10.30am in the Council Chamber, Windmill Lane, Northam.**

Present: Cllrs Bach, Edwards, Hames, Whittaker (Chair), and the Mayor, Cllr Niki Tait (ex-officio).

In attendance: Guy Langton – Town Clerk.  
Gill Henden, Volunteer Gardener.

**2407/195 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

Cllrs Bruins, Brading and Newman-McKie tendered their apologies, the reasons for which were approved.

**2407/196 Chair's Announcements**

There were no announcements

**2407/197 To receive any dispensations and disclosable pecuniary or other interests**

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

**2407/198 To agree the agenda as published**

It was **resolved** to agree the agenda as published.

Proposed Cllr Bach, Seconded Cllr Tait (all in favour)

**2407/199 To confirm as a correct record and sign the minutes of the Parks and Recreation Committee held on 23rd May 2024**

It was **resolved** that to approve the minutes as a true and correct record. The minutes were signed by the Chair.

Proposed Cllr Bach, Seconded Cllr Hames (all in favour).

**2407/200 Public Participation**

*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.*

There were no members of the public present.

**2407/201 To receive an update on actions**

The Action table is presented overleaf.

Action		February 2024	April 2024	May 2024	July 2024
1	Green flag award scheme.			The matter would remain an ambition for the Council in relation to suitable parks.	The matter would remain an ambition for the Council in relation to suitable parks.
2	Asset list and maintenance costs.	Remains on the list	Remains on the list	Remains on this list and allocated to this committee.	Remains on this list and allocated to this committee.
3	Lords Meadow zip wire and Basket swing in need replacement currently not rotting at base, but everywhere else.	Quotes are being sought and will be presented when available.	To be presented to a future meeting of the appropriate committee.	The replacement equipment at Lords Meadow was on the agenda.	The contractor has been instructed. There is no update on the installation at the time of writing.
4	Battery powered equipment replacement, under regular review. Purchase of a second battery has been added to the 2024-25 budget.		Quotes are being sought. The battery must be compatible with the unit purchased (the Husqvarna 520iRX Battery Trimmer) which is currently paired with a BLI950X backpack battery.	Feedback from the maintenance team is that the backpack battery is too heavy for extended wear. Other tools may be more suitable (such as blowers or hedge trimmers). This information would be considered when tools required replacement.	No further update.



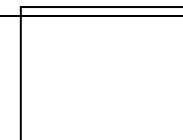
Chair's initials

Action	February 2024	April 2024	May 2024	July 2024
<b>5</b> replacement of the ball fencing at Lords Meadow, a substantial sum has been included in the budget for work required at Lords Meadow for next year.		Quotes to be sought.	The matter was on the agenda.  Complete.	The contractor has been instructed. There is no update on the installation at the time of writing.
<b>6</b> Maintenance and storage of planters (3-tier) to maximise the benefits of the planting schemes. Bring information to a future meeting. Zoom meeting held, awaiting costs.	Future agenda.	The planters would not be stored in Bideford, the distance and likely cost being considered to not be value for money.	It had been agreed to consider more suitable locations for the planters over winter.  Acting Town Clerk to contact the County Officer and report back to the Environment and Maintenance Committee  Remains on the list but allocated to the Finance Committee.	The work was being undertaken week commencing 20 <sup>th</sup> May 2024. Classes that could not be re-arranged were offered the Council Chamber as a compromise.  The unpainted panels would be sealed and quotes sought from graffiti / street artists.
<b>7</b> Request from a Councillor to investigate the possibility of installing footway/pavement lights along a stretch of Golf Links Road.	Contact DCC requesting an adjustment to the lighting Contact made and Cllr Bach liaising with DCC.	Remains on the list.		



Chair's initials

Action		February 2024	April 2024	May 2024	July 2024
8	To consider protecting the paint finish of the Nextem Orca EV with a white vinyl wrap (to include NTC crest and contact details) – approximate cost £700.	This is proceeding.	Remains on the list.		
9	To consider work on Northam Hall  accept quote from Floor Sanding Services subject to clearing up after sanding.	<b>Added to the action list.</b>  Confirmed by the contractor, most suitable dates to be agreed.	The work would proceed later in May 2024. Classes would be rearranged as appropriate.		
10	Churchfields Skate Park – paint and ‘graffiti’.	-	Research at graffiti artists and local colleges to have the skate park ‘graffiti painted’.		No update to report
11	Hotbin support, Town Clerk asked to follow-up with Andrew Cross.		The former Town Clerk had met with Mr Cross and received guidance on the use of the hotbin. The matter would remain under review at this committee.		No update to report
12	Dog fouling in Westward Ho! Park and liaison with schools to have children design signage.		The dog warden had visited the Park, placing adhesive and sprayed notices in prominent locations. There seemed to be fewer dog fouling incidents but the problem remained. It was noted that Councillors or the Park volunteers could make contact with schools or local youth groups regarding signs.		



Chair's initials

**2407/202 To receive an update from the Chair of FOTWHOP and a representative of the volunteer gardeners at Westward Ho!, including requests for new grass maintenance equipment (verbal)**

It was **resolved** to purchase a battery-powered strimmer and lawn mower and appropriate PPE for the gardeners.

Proposed Cllr Edwards, Seconded: Cllr Tait (all in favour)

**Action Point: It was noted that a full risk assessment would be required before the gardeners would be able to use the equipment.**

It was noted that children could garden as volunteers under the strict and direct supervision of their parent or other identified guardian. A risk assessment would be required to ensure the work undertaken was within a child's capacity.

Ms Henden agreed to share the details of the current list of volunteer gardeners.

**2407/203 To consider the maintenance of Burrough Farm in the light of a recent North Devon Gazette article**

The article and its contents were noted. The committee considered that the work to maintain the land should be more closely supervised and regularly reviewed.

It was **resolved** to cut back the overgrowth, install dog-waste disposal signs and trim back the growth that is blocking access to people's fences.

Proposed: Cllr Hames, seconded Cllr Bach (all in favour)

**Action point: Instruct the Maintenance Team to carry out the work required.**

**2407/204 To receive an update on the plans for hedge planting round the fence surrounding the George V field at Burrough Farm**

It was noted that the hedge whips were establishing well, with few failing. A grant of another 420 whips had been secured by the Town Clerk from the Tree Council. These would be received in the autumn. To plant these, the turf would be removed and the rows mulched after planting.

**2407/205 To note the agreed Landscape and Ecology Management Plan for the Public Open Space and Allotments on Golf Links Road, associated with the NGD development between Golf Links Road and Tadworthy Road**

The plan was noted and received. The Town Clerk advised members that the land would not be received by the Council until 85% of the homes were occupied, occupancy was less than 5-0% at the time of the meeting. It was therefore unlikely that the land would be passed to the Council before the end of 2025.

There being no further business the meeting closed at 12:00pm.

Signed.....Dated.....

**MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE****29<sup>th</sup> August 2024 at 6.30pm in the Council Chamber, Windmill Lane, Northam.**

Present: Cllrs Bach, Brading, Hames (Chair), and Newman-McKie.

In attendance: Guy Langton (Town Clerk).

**2408/224 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

Cllrs Lo-Vel and Tait gave their apologies, the reasons for which were approved by the meeting.

**2408/225 Chair's announcements**

There were no announcements.

**2408/226 To receive any dispensations and disclosable pecuniary or other interests**

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

**2408/227 To agree the agenda as published**

It was **resolved** to agree the agenda as published.

Proposed Cllr Bach, Seconded Cllr Newman-McKie (all in favour)

**2408/228 To confirm as a correct record and sign the minutes of the Planning Committee meeting held on 8<sup>th</sup> August 2024**

It was **resolved** that to approve the minutes of the Planning Committee meeting as a true and correct record, which were signed by the Chair.

Proposed Cllr Bach, Seconded Cllr Newman-McKie (all in favour).

**2408/229 Public Participation**

The member of the public would be asked to address the committee at the consideration of the relevant planning proposal.

**2408/230 To consider planning training for members**

It was noted that a number of pressure groups and special interest/sector organisations offered planning training and documentation, including the CPRE and LGA. The local association, DALC, had previously offered planning training for members but did not have any courses available or listed currently, this would be investigated. It was also noted that TDC had previously provided training.

It was agreed that members and the Town Clerk would share resources they were aware of and that avenues for training with DALC and TDC would be pursued.

**2408/231 To receive an update for Neighbourhood Plan**

The Chair reported that the Neighbourhood Plan was with the editor currently and that the working group would meet to discuss progress and next steps on the 5<sup>th</sup> September 2024. An update would be provided to the next meeting of this committee.

**2408/232 Torridge District Council Planning Applications:**

Torridge District Council, the Determining Authority, asked for comments from the Town Council on the following Parish planning applications:

i) **1/0660/2024/FUL**

Proposal: Change of use from an existing shop (Class E) to a bar (Sui Generis)

Location: 32 Nelson Road, Westward Ho!

It was reported that the determination date was such that this had been determined by delegated authority at TDC prior to the meeting. The Council had previously considered it worthy of approval, should the environmental Health officer be satisfied with noise mitigation measures. The Officer having declared their satisfaction, the Planning Officer had approved the proposal.

Chair's initials

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ii) **1/0693/2027/FUL**

Proposal: Reconfiguration of an assisted living premises with internal refurbishment, demolition of existing extension and replacement single-storey extension

Location: The Nook, Golf Links Road, Westward Ho!

It was **resolved** to recommend the proposal be granted approval.

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

iii) **1/0711/2024/FUL**

Proposal: Erection of front and rear single-storey extensions

Location: 44 Windmill Lane, Northam

*Cllr Brading declared that he knew the applicant and would not take part in the discussion or vote.*

It was **resolved** to recommend the proposal be granted approval.

Proposed: Cllr Bach, Seconded: Cllr Newman-McKie (majority in favour, Cllr Brading abstained)

iv) **1/0701/2024/FUH**

Proposal: Removal of existing greenhouse and erection of a single storey extension

Location: 1 Ridgeway Terrace, Orchard Hill

It was **resolved** to recommend the proposal be granted approval, though the committee noted surprise that a toilet and shower would be able to open directly onto a habitable room (in this case, a kitchen/diner)

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

v) **1/0725/2024/FUH**

Proposal: Single storey extension and internal alterations

Location: 12 Burrough Road, Northam

It was **resolved** to recommend the proposal be granted approval.

Proposed: Cllr Newman-McKie, Seconded: Cllr Brading (all in favour)

vi) **1/0743/2024/FUL & 1/0744/2024/LBC**

Proposal: Single storey extension and internal alterations

Location: 12 Burrough Road, Northam

It was **resolved** to recommend the proposal be granted approval, subject to the Conservation Officer's approval of the materials to be used.

Proposed: Cllr Bach, Seconded: Cllr Newman-McKie (all in favour)

2408/233

**To Note: Torridge District Council Planning Decisions**i) **1/0577/2024/FUL**

Proposal: Demolition of existing garage and creation of new side extension, garage and porch.

Location: 14 Yeo Drive, Appledore

(Northam Town Council recommended the proposal be granted permission)

ii) **1/0602/2024/FUL**

Proposal: Replacement porch & single storey extensions to rear of dwelling & garage, internal refurbishment works & associated external/landscaping works

Location: Adrift, 4 Lundy View, Northam

(Northam Town Council recommended the proposal be granted permission)

There being no further business the meeting closed at 7:05pm.

Signed.....Dated.....

Chair's initials

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**FINANCE COMMITTEE****11<sup>th</sup> September 2024 at 6.30pm in the Council Chamber, Windmill Lane, Northam.**

Present: Cllrs Hames, Himan, Hodson (Chair), Leather, Whittaker and Tait.

In attendance: Guy Langton (Town Clerk &amp; RFO).

**2409/234 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

Cllr Bach and Edwards tendered their apologies, the reasons were approved.

**2409/235 Chair's announcements**

The Chair reported that the Town Clerk had logged a claim for vandalised equipment at Westward Ho! Park and that the matter would be considered at the Full Council meeting on the 18<sup>th</sup> September.

The Chair announced that the Internal Auditor would be at the Council on the 2<sup>nd</sup> October 2024 for the first of the year's visits. When the scope was known, the detail would be circulated to members for information.

**2409/236 To receive any dispensations and disclosable pecuniary or other interests**

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

**2409/237 To agree the agenda as published.**

It was **resolved** to agree the agenda as published.

Proposed Cllr Whittaker, Seconded Cllr Tait (all in favour)

**2409/238 To consider the minutes of the Finance & HR meeting held on the 10<sup>th</sup> July 2024 as a true and correct record**

It was **resolved** to accept the minutes as a true and correct record. They were signed by the Chair. Proposed: Cllr Leather, Seconded: Cllr Whittaker (all in favour)

**2409/239 Public Participation**

No members of the public were present.

**2409/240 To receive an update on Action Points**

The action points were noted as presented below and overleaf.

Item	Detail	Update
To note the costs of the room lease agreements at the Town Hall, Windmill Lane	The Officer to request copies of the lease agreements for rooms G11, G2, G3 and G5 and request that renewal dates for the leases are harmonised.	On the agenda.
It was noted that because no staff had a suitable food hygiene qualification, there would be no food cooked or prepared by staff at the May Fair this year. Packaged refreshments would be available.	A suitable qualification be sought for staff in line with the training program.	Training not yet arranged. INCOMPLETE



Item	Detail	Update
Foodbank use of Northam Hall for fundraising and other activities	The Food Bank had booked the Council's Northam Hall for three fundraising sessions. The committee agreed to apply the reduced 'regular user' rate. The Council asked if a local pick-up point could also be arranged before the fundraising session.	The food bank was asked about a local pick-up point facility. The first booking was, however, cancelled. ONGOING
Council's banking arrangements and draft a report for a future meeting of the committee.	The committee asked the Town Clerk to review the Council's banking arrangements with regard to reserves and interest bearing accounts.	The review has not yet been carried out. INCOMPLETE
It was resolved to review the Council's cost codes and cost centres as part of the annual budget process in the autumn of 2024.	The Council's cost codes and cost centres have not been reviewed for a number of years and would benefit from aligning to the Council's streams of work. This would include: the addition of a cost code for Health & Safety, the inclusion of PWLB loans in the cost centres to which they relate, a cost code for cleaning/maintaining the CPT (estimated cost at 2024-25 prices £6,478) an increase in the earmarked reserve accumulation for elections.	The review has not yet been carried out. INCOMPLETE
Transfer of funds between cost centres. The committee agree to transfer funds as detailed.	£514 from the Climate Emergency Committee Budget to meet the costs of two new notice boards. £6,478 to meet the unbudgeted costs of the Changing Places Toilet from the general projects budget. £5,000 from the general projects budget to meet costs incurred at the Tennis Courts. It was resolved to transfer £4,000 from the general projects budget to meet costs to be incurred at Lords Meadow. £4,000 from the defibrillator renewal cost centre to the Elections cost centre to meet some of the overspend.	Amendments made to the budgets. COMPLETE

Item	Detail	Update
It was resolved to order a further 3 cubic metre bags of mulch for the hedge at Burrough Farm.	The hedge whips planted needed more protection from the grass than anticipated. Further hedge planting at the location would be prepared in advance, especially the removal of turf from the site.	Purchased and applied to the hedge. COMPLETE
Accumulated TOIL hours across the staff and requests for overtime.	The TOIL hours and requests for overtime were noted.	Report sent to the payroll provider. COMPLETE
To consider improvements to the office accommodations, to include decorating painting and the provision of a sink It was resolved to seek permission from the building owner (Torridge District Council) to install a sink for washing up.	TDC advised that a license to consider such a change would be £125, with a requirement for the work plan to be accompanied by: <ul style="list-style-type: none"> <li>• Risk assessment, method statement from your contractor.</li> <li>• Public liability of at least £5 million</li> <li>• Specification of the works</li> </ul>	The plan was put on hold. INCOMPLETE

#### 2409/241 To receive and note the Clerk's Report (September 2024)

The Clerk's noted was noted, including:

The Finance Committee meeting scheduled for August 2024 was cancelled because the Town Clerk, Chair and Vice-Chair were all unavailable. This report therefore covers the spending and receipts from 1<sup>st</sup> June to 31<sup>st</sup> August 2024.

At 31<sup>st</sup> August 2024, the Council's balances were:

• Nationwide (Business 95 day saver)	£91553.05
• Cambridge & Counties Bank	£92335.23
• Cambridge Building Society	£4,887.67
• Petty Cash	£104.40
• Coop Bank (current account)	£117,248.20
Total cash in hand	£306,128.55

The Cashbook showed a balance of £306,128.52. The 3p difference is in the Council's main (Coop) bank account, which shows 3p more than the cashbook expects. This is the result of an overpayment by a regular hall user, who will be advised to pay 3p less against her next invoice.

The Bank Reconciliations were signed by the Chair of the Committee and the Town Clerk & RFO.

#### Payments

The Council made £42,753.38 of payments between 1<sup>st</sup> June and 31<sup>st</sup> August 2024. A full list of these was presented to the committee and is appended to these minutes. There were 19 payments over £500. Five were associated with payroll, pension and HMRC. One was the combined Mayor's charity donations for 2023-24.

There were 2 negative payments, one for -£22,681.61 (a VAT refund) and the other (-£1,670.96) was a refund of a payment made to NEST which was mis-allocated by NEST as part of the changeover to DCK Payroll solutions.

Chair's initials

The remaining 13 payments over £500 are detailed below (all exVAT).  
 £4,792.31 to resurface the play area at Wren Close.  
 £564.25 to install a timed door lock at the Changing Places Toilet.  
 £533.52 for the annual service plan for the ORCA EV truck.  
 £436.82 for van and mower fuel.  
 £993.59 and £993.75 for two months of the Council's insurance plan.  
 £647.87 to service and repair the walk-behind mower.  
 £868.40 to install the disabled alarm at the Changing Places Toilet.  
 £3,742.37 to the contractor as the final payment for the Changing Places Toilet.  
 £690 for the 2023-24 internal audit.  
 £582.75 for the twinning event with visitors from Helmstedt on the 1<sup>st</sup> July 2024.

### **Receipts:**

In the period 1<sup>st</sup> June to 31<sup>st</sup> August 2024, the Council received £44,224.97. There was a large grant receipt of £25,000 from DHLUC via TDC for the Changing Places Toilet. Other receipts were detailed as follows (exVAT):  
 £7,000 as the annual administration recharge to the Northam Burrows Charity.  
 £3,590.75 in Northam Hall hire receipts, including a £60 refund made because of a double booking.  
 £1,900.12 in tennis court receipts.  
 £2,050 from TDC members to support summer tennis camps.  
 £639.60 from allotment holders, including £600 annual payment from Burrough Farm allotment Association.  
 £1,162.00 Boat Park receipts  
 £2,762.50 for the Council's car park adjacent to the Seagate Hotel, part from the Gig Club and part from the hotel.

### **Tennis courts:**

The gross volume of sales since 1st January 2024 was £4,725. After fees, the Council had received £4,396.50. The LTA expected the Council to earmark approximately £4,500 per year for 15 years (index linked) to meet the ongoing costs of court maintenance and refurbishment. The Council was £103.50 (2.3%) short in this first, extended year (1<sup>st</sup> January 2024 to 31<sup>st</sup> March 25).

### **Northam Hall**

It was **resolved** to move the Council's Northam Hall electricity account to a 12-month fixed rate, with estimated payments of £120 per month, an estimated saving of £15 per month. The tariff would be reviewed again in 2025, including the feed-in tariff .  
 Proposed: Cllr Hodson, Seconded: Cllr Leather (all in favour)

**Action point: Sign up to the tariff and collate a set of bills and energy generation credits to present to the next meeting of the committee.**

### **Christmas Fayre**

It was **resolved** to ask the Community Engagement Officer to ascertain the level of interest from the Council's register of May Fair stall holders and for a detailed report (including probable costs and receipts for the Council) to be returned to the next meeting of this committee.

Proposed: Cllr Hodson, Seconded: Cllr Leather (all in favour)

### **Action points:**

**Seek advice from Torridge District Council on the suitability of the Hall's kitchen for the production and sale of food.**

**Research costs and availability of qualifications for food preparation (Levels 2 and 3)**

**Blue Lights Hall**

It was reported that the Council's property in Appledore known as Blue Lights Hall did not appear on the insurance schedule.

**Action point: Find a copy of the lease agreement with the management committee and quotes for the cost of insuring the building.**

It was **resolved** to minute the committee's thanks to the Town Clerk & RFO for the comprehensive detail of the reports presented.

Proposed: Cllr Himan, Seconded: Cllr Hodson (all in favour).

**2409/242 To consider the Internal Auditor's report and planned actions**

The committee resolved to accept the report and planned actions arising from the observations in the 'comments column' as presented below and overleaf.

Proposed: Cllr Leather, Seconded: Cllr Whittaker (all in favour).

## Northam Town Council

## Financial Year 2023-24

IAC Audit and Consultancy Ltd

### Year End Internal Audit Observations

Audit date:

30/04/2024 & 25/06/2024

**C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	No	<i>The Council has not reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015 (was last reviewed February 2023).</i>	Council to note the requirement for it to regularly review its internal control system.	High	The Council will schedule a review of the Financial Risk Assessment for both its operations and those of the Northam Burrows Charity in Q4 of annually (January to March).
2	Assets included in the assets register are covered under the Councils insurance policy	Yes	<i>The Council owns a building, Blue Light Hall, it is unclear what the insurance arrangements are in respect of this building.</i>	The Council to review the insurance arrangements at the Blue Light Hall and ensure that they are in place, are adequate, and note the Council interest as owner of the building.	High	The Council will explore the existence of any licence or lease agreement and include the premises, if necessary, in the insurance going forward and on the Risk Register.

**G Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, or nominated committee, has reviewed and approved any changes to staff rates of pay, or terms of conditions, made during the financial year.	No	<i>From a review of records it was not possible to verify that the Council, or appropriate committee, has formally approved, or noted, the changes to staff pay resulting from the national pay award.</i>	The Council to ensure that, in future, any agreed changes to staff terms and conditions and rates of pay are formally recorded in the appropriate Minutes of the Council or relevant committee.	High	The Council will receive the salary increments to be applied in March for any annual salary scale increment to be applied (if any) and at the appropriate time for the annual cost of living increment (if any).

**I Periodic bank account reconciliations were properly carried out during the year.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Year End bank reconciliations have been signed and dated as evidence of independent review.	No	<i>The Year End bank reconciliations have not been signed and dated as evidence of independent review.</i>	Prior to the Council's approval of the Accounting Statements the year end bank reconciliations should be subject to review and signed and dated as evidence of this review.	Medium	Regular reconciliation will be carried out and saved on the Council's accounting system and end of month reconciliations presented to the Finance Committee.

- J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Audit Extended Trial Balance agrees to draft Accounting Statements	No	<i>It was noted that there was a difference of £286.87 on the Box 5 (loan payments) value. This was due to VAT being incorrectly recorded on a PWLB payment.</i>	When submitting their AGAR Accounting Statement the Box 5 value should record the total value of payments of PWLB, without adjustment for the VAT incorrectly recorded. The VAT debtors balance- the reconciling item between Box 7 and 8) should be reduced £286.87.	High	The Town Clerk and Finance Assistant will review how VAT is applied to the Council's activities and a fortnightly review of the payments entered to the accounting system will be established by Q4 2024-25.

- O (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Charity accounts have been subject to Independent Examination or audit as required by legislation.	Yes	<i>The Northam Burrows Charity has been subject to Independent Examination, however the Independent Examiners Report has not been uploaded on to the Charities Commission website. It is understood that this is due to issues with online access to the Charities Commission website.</i>	The Council to ensure that the Independent Examiners report is uploaded on to the Charities Commission website.	High	The Town Clerk & RFO had tried to upload the report without success. The Charity Commission would be contacted for advice.

**2409/243 To consider the payment and reclaiming of Councillor Allowances**

It was **resolved** that following his resignation, former Cllr Bruins would be required to repay allowances provided pro-rata. The sum to be repaid was £554.40.

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

The committee noted that Councillor allowances would not be paid to any member co-opted to fill the casual vacancy.

**Action point: make the point clear to any applicants in advance of the co-option meeting in October 2024.**

**2409/244 To consider the Council's energy contract at the pavilion building and changing place**

It was **resolved** to sign up to the Octopus 12-month fixed deal at 26.88pence/kwh, with no standing charge.

**Action point: arrange the account.**

**Include CCTV at Westward Ho! Park and a door counter for the Changing Places Toilet on the next Parks & Buildings Committee agenda.**

**2409/245 To consider the lease arrangements for the additional rooms at the Windmill Lane offices**

It was **resolved** to continue leasing the rooms currently used as the Town Clerk's office, the photocopier room and the kitchen/storeroom for 4 years at the following rates:

- a. Clerk's office (rooms G2, G3 and G5). These rooms comprise the Town Clerk's office and the photocopier room, with the entrance lobby to those two spaces. The cost will be £2,079 per annum, paid monthly by direct debit (£173.25/month). There is also an administration fee of £83.33.
- b. Kitchen/store (room G11). This room is used as a storage room and serves as a small kitchen area for the Council staff. The cost is £594 per annum, paid monthly by direct debit (£49.50/month). There is also an administration fee of £41.67.

Proposed: Cllr Leather, Seconded: Cllr Hames (all in favour)

**2409/246 To consider continued membership of the national allotment society**

It was **resolved** to continue the Council's membership of the National Allotment Society.

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

**Action point: Pay the subscription.**

**2409/247 To consider the purchase of a TV licence for the Windmill Lane Offices**

It was **resolved** to purchase a TV licence for the building at a cost of £169.50.

Proposed: Cllr Hames, Seconded: Cllr Leather (all in favour)

**Action point: pay for the licence.**

**2409/248 To note the cost of providing a laptop for the Parks and Buildings Manager and to reassign a desktop computer for the Finance Assistant**

The cost was noted and would be reported in the Clerk's report for the next meeting of this committee.

**2409/249 To consider updating the Mayor's Chain of office**

It was **resolved** to send the Chain and the second Chain to Thomas Fattorini Ltd to have the current and previous two Mayor's names engraved onto the empty shields and include a King Charles III medal at an estimated cost of £1,300 (including courier collection and delivery) and that whilst the Chains were with T Fattorini Ltd, seek quotes for expanding the Chain to allow for future Mayor's and medals to be added. Funds would be transferred to the headings from other headings within that cost centre.

Proposed: Cllr Himan, Seconded: Cllr Leather (majority in favour)

**Action point: contact T Fattorini Ltd and make the arrangements.**

**2409/250 To consider photocopier/printer contracts for the Council Offices**

It was **resolved** to enter into a new 5-year contract with the Council's current photocopier/printer provider (Baytek Ltd) at an estimated monthly cost of £129.92, including printing, which represented a saving of approximately £24 against the current contract.

Proposed: Cllr Hames, Seconded: Cllr Leather (all in favour)

**Action point: Advise the supplier.**

**2409/251 To consider the purchase of a speaker system for Remembrance and other indoor and outdoor events**

It was **resolved** to purchase the identified speaker (below) for £209 (inc delivery and VAT).

Proposed: Cllr Hodson, Seconded: Cllr Whittaker (all in favour).

There being no further business the meeting closed at 8:45pm.

Signed.....Dated.....



Payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Payment Ref	Minute Ref
479	31.08.2024	£1.78	£0.00	£1.78	Milk	Northam news	petty cash	N/A
478	31.08.2024	£4.87	£0.00	£4.87	Milk	Spar Westward Hol	petty cash	N/A
477	31.08.2024	£11.79	£0.00	£11.79	Milk	Costcutters	petty cash	N/A
476	31.08.2024	£24.17	£4.83	£29.00	keys	Timpsons	petty cash	N/A
475	27.08.2024	£0.35	£0.00	£0.35	square fees	Square UK	T39KWC244SDS3P8 - inv 1181	N/A
474	27.08.2024	£0.55	£0.00	£0.55	square fees	Square UK	T39KWC244SDS3P8 - inv 1180	N/A
473	22.08.2024	£0.94	£0.00	£0.94	square fees	Square UK	T35FQWCH9VV7QMF - inv 1179	N/A
472	28.08.2024	£57.32	£11.46	£68.78	telephone system	VC Warehouse	Card	N/A
471	28.08.2024	£35.11	£7.02	£42.13	office equipment	Amazon	Card	N/A
470	28.08.2024	£11.66	£2.33	£13.99	Stationery	Amazon	Card	N/A
469	27.08.2024	£4.17	£0.83	£5.00	Mobile Phone - GL	Lebara	Card	N/A
468	21.08.2024	£28.95	£5.79	£34.74	internet	Talk talk business	DD	N/A
467	21.08.2024	£0.98	£0.20	£1.18	Stationery	Euro Office	Card	N/A
466	19.08.2024	£105.14	£5.26	£110.40	Electricity - Pavilion	opus energy	DD	N/A
465	13.08.2024	-£22,681.61	£0.00	-£22,681.61	vat refund	HMRC	VAT 01/04 to 30/06/2024	N/A
464	30.08.2024	£8.28	£0.00	£8.28	Stripe Fees	stripe	STRIPE	N/A

Chair’s initials

Voucher No	Date	Net	VAT	Total	Description	Supplier	Payment Ref	Minute Ref
463	28.08.2024	£0.80	£0.00	£0.80	Stripe Fees	stripe	STRIPE	N/A
462	27.08.2024	£3.56	£0.00	£3.56	Stripe Fees	stripe	STRIPE	N/A
461	23.08.2024	£3.01	£0.00	£3.01	Stripe Fees	stripe	STRIPE	N/A
460	22.08.2024	£3.60	£0.00	£3.60	Stripe Fees	stripe	STRIPE	N/A
459	20.08.2024	£1.20	£0.00	£1.20	Stripe Fees	stripe	STRIPE	N/A
458	19.08.2024	£2.61	£0.00	£2.61	Stripe Fees	stripe	STRIPE	N/A
457	16.08.2024	£3.27	£0.00	£3.27	Stripe Fees	stripe	STRIPE	N/A
456	15.08.2024	£4.80	£0.00	£4.80	Stripe Fees	stripe	STRIPE	N/A
455	14.08.2024	£1.20	£0.00	£1.20	Stripe Fees	stripe	STRIPE	N/A
454	13.08.2024	£0.80	£0.00	£0.80	Stripe Fees	stripe	STRIPE	N/A
453	12.08.2024	£1.60	£0.00	£1.60	Stripe Fees	stripe	STRIPE	N/A
452	09.08.2024	£3.27	£0.00	£3.27	Stripe Fees	stripe	STRIPE	N/A
451	08.08.2024	£8.76	£0.00	£8.76	Stripe Fees	stripe	STRIPE	N/A
450	07.08.2024	£1.60	£0.00	£1.60	Stripe Fees	stripe	STRIPE	N/A
449	06.08.2024	£2.00	£0.00	£2.00	Stripe Fees	stripe	STRIPE	N/A
448	05.08.2024	£0.82	£0.00	£0.82	Stripe Fees	stripe	STRIPE	N/A
447	01.08.2024	£10.75	£0.00	£10.75	Stripe Fees	stripe	STRIPE	N/A



Voucher No	Date	Net	VAT	Total	Description	Supplier	Payment Ref	Minute Ref
446	16.08.2024	£4,034.91	£0.00	£4,034.91	HMRC PAYE	HMRC	BACS	N/A
445	15.08.2024	£0.00	£0.00	£0.00	water bill	South West Water	error	N/A
444	14.08.2024	£13,024.18	£0.00	£13,024.18	Payroll	DCK Payroll Solutions Ltd	Payroll	N/A
443	14.08.2024	£151.40	£30.28	£181.68	office equipment	Euro Office	Card	N/A
442	13.08.2024	£309.12	£61.82	£370.94	Fuel	FuelGenie	DD	N/A
441	13.08.2024	£38.32	£1.92	£40.24	gas account	British gas lite	DD	N/A
440	08.08.2024	£24.13	£4.83	£28.96	Equipment various	Andrew Symons Ltd	BACS	N/A
439	08.08.2024	£60.00	£12.00	£72.00	cctv service	M and E Alarms	BACS	N/A
438	08.08.2024	£4,792.31	£958.46	£5,750.77	play surface	wicksteed leisure	BACS	2405/052
437	08.08.2024	£267.40	£53.48	£320.88	IT contract	cloudy IT	BACS	N/A
436	08.08.2024	£111.10	£22.22	£133.32	Stationery	Just Office LTD	BACS	N/A
435	08.08.2024	£86.00	£17.20	£103.20	Payroll	DCK Payroll Solutions Ltd	BACS	N/A
434	08.08.2024	£57.00	£11.40	£68.40	Truck Battery	Kirkhams	BACS	N/A
433	08.08.2024	£175.00	£35.00	£210.00	Cleaning CPT	Roberts cleaning	BACS	N/A
432	08.08.2024	£28.17	£5.63	£33.80	cleaning services	Roberts cleaning	BACS	N/A
431	08.08.2024	£6.84	£0.00	£6.84	expenses	Tina Tucker (Tina Tucker)	BACS	N/A
430	07.08.2024	£49.67	£9.93	£59.60	internet	BT	DD	N/A



Voucher No	Date	Net	VAT	Total	Description	Supplier	Payment Ref	Minute Ref
429	01.08.2024	£403.02	£0.00	£403.02	Room rental	Torridge District Council	DD	N/A
428	01.08.2024	£116.76	£23.35	£140.11	franking machine	Pitney bowes	DD	N/A
427	02.08.2024	£4.17	£0.83	£5.00	Mobile Phone - RG	Lebara	Card	N/A
426	01.08.2024	£4.17	£0.83	£5.00	Mobile Phone - TA	Lebara	Card	N/A
425	05.08.2024	£1.19	£0.00	£1.19	square fees	Square UK	T3CG7S2GWEXBT1	N/A
424	07.08.2024	£0.94	£0.00	£0.94	square fees	Square UK	T3QZVVNB340M3MB	N/A
423	12.08.2024	£1.19	£0.00	£1.19	square fees	Square UK	T364R9X4HB5GWR9	N/A
422	02.08.2024	£0.35	£0.00	£0.35	square fees	Square UK	T308JC99GPPQ296	N/A
421	07.08.2024	£0.88	£0.00	£0.88	square fees	Square UK	T3QZVVNB340M3MB - Inv 1161	N/A
405	01.07.2024	£1.49	£0.00	£1.49	Milk	Costcutters	Cash	N/A
404	01.07.2024	£60.00	£0.00	£60.00	Photographs	Graham Hobbs	Cash	N/A
403	03.07.2024	£1.39	£0.00	£1.39	Milk	Northam news	Cash	N/A
402	09.07.2024	£1.49	£0.00	£1.49	Milk	Morrisons	Cash	N/A
401	09.07.2024	£16.66	£3.33	£19.99	Mower fuel	Bideford Service Station	Cash	N/A
400	08.07.2024	£1.20	£0.00	£1.20	Milk	Morrisons	Cash	N/A
399	09.07.2024	£24.99	£5.00	£29.99	Fuel HY16UOL	Bideford Service Station	Cash	N/A
398	09.07.2024	£9.17	£1.83	£11.00	Hand tools	Asda	Cash	N/A



Voucher No	Date	Net	VAT	Total	Description	Supplier	Payment Ref	Minute Ref
397	30.07.2024	£1.19	£0.00	£1.19	square fees	Square UK	1147/198	N/A
396	31.07.2024	£487.89	£0.00	£487.89	insurance van	James Hallam	BACS	N/A
395	31.07.2024	£5.00	£1.00	£6.00	Sand	Tamar Trading	BACS	N/A
394	31.07.2024	£124.46	£24.89	£149.35	copier charges	Baytek	N/A	N/A
393	31.07.2024	£564.25	£112.99	£677.24	Door lock CPT	M and E Alarms	BACS	N/A
392	31.07.2024	£367.50	£73.50	£441.00	Mulch	Fine Turf (Devon) Ltd	BACS	N/A
391	31.07.2024	£32.50	£6.50	£39.00	fire extinguisher	West of England Fire Protection Services	BACS	N/A
390	31.07.2024	£52.50	£10.50	£63.00	fire extinguisher check	West of England Fire Protection Services	BACS	N/A
389	31.07.2024	£53.00	£10.60	£63.60	equipment service	blakewell	BACS	N/A
388	30.07.2024	£1,779.37	£0.00	£1,779.37	Pensions	Nest	BACS	N/A
387	31.07.2024	£400.00	£0.00	£400.00	cleaning Northam Hall	Beth's Cleaning	BACS	N/A
386	31.07.2024	£173.50	£34.70	£208.20	Payroll	DCK Payroll Solutions Ltd	BACS	N/A
385	31.07.2024	£67.48	£13.50	£80.98	Boots.	safety supplies direct	BACS	N/A
384	31.07.2024	£41.70	£8.34	£50.04	Toilet rolls paper towels	safety supplies direct	BACS	N/A
383	31.07.2024	£21.28	£4.26	£25.54	Hi-Vis PPE	safety supplies direct	BACS	N/A
382	31.07.2024	£5.68	£1.14	£6.82	Bin bags	safety supplies direct	BACS	N/A
381	31.07.2024	£5.60	£1.12	£6.72	keys	safety supplies direct	BACS	N/A



Voucher No	Date	Net	VAT	Total	Description	Supplier	Payment Ref	Minute Ref
380	30.07.2024	£35.82	£7.17	£42.99	Plants	thompson morgan	card	N/A
378	29.08.2024	£0.00	£0.00	£0.00	Mobile Phone - GL	Lebara	card - entered in error	N/A
377	26.07.2024	£8.48	£1.70	£10.18	radar keys	Amazon	card	N/A
376	26.07.2024	£2.74	£0.55	£3.29	Office sundries	Amazon	BACS	N/A
375	25.07.2024	£28.06	£5.62	£33.68	Signage for parks	The Sign Shed	card	N/A
374	24.07.2024	£0.00	£0.00	£0.00	Mobile Phone - IH	Talk mobile	Direct Debit	N/A
373	22.07.2024	£320.25	£64.05	£384.30	Job advert	Clearsky	BACS	N/A
372	22.07.2024	£13,330.39	£0.00	£13,330.39	Payroll	DCK Payroll Solutions Ltd	BACS	N/A
371	22.07.2024	£42.00	£8.40	£50.40	Signs	Mimick	BACS	N/A
370	22.07.2024	£533.52	£106.70	£640.22	Annual Service Plan - ORCA	JLC EV	BACS	N/A
369	19.07.2024	£28.95	£5.79	£34.74	Internet	Talk talk business	Direct Debit	N/A
368	18.07.2024	£79.17	£15.83	£95.00	Domain name renewal	Freethought	card	N/A
367	19.07.2024	£25.19	£0.00	£25.19	toilet cabinet	Amazon	card	N/A
366	31.07.2024	£0.00	£0.00	£0.00	square fees	Square UK	Error	N/A
365	25.07.2024	£0.78	£0.00	£0.78	square fees	Square UK	1151/196	N/A
364	31.07.2024	£2.25	£0.00	£2.25	square fees	Square UK	1154	N/A
363	19.07.2024	£1.97	£0.00	£1.97	square fees	Square UK	Inv 1149	N/A



Voucher No	Date	Net	VAT	Total	Description	Supplier	Payment Ref	Minute Ref
362	19.07.2024	£2.30	£0.00	£2.30	square fees	Square UK	Inv 1148	N/A
361	16.07.2024	£1.25	£0.00	£1.25	square fees	Square UK	Inv 1155	N/A
360	10.07.2024	£0.70	£0.00	£0.70	square fees	Square UK	Inv 1123	N/A
359	09.07.2024	£0.94	£0.00	£0.94	square fees	Square UK	Inv 1143	N/A
358	04.07.2024	£0.63	£0.00	£0.63	square fees	Square UK	Inv 1142	N/A
357	02.07.2024	£0.25	£0.00	£0.25	square fees	Square UK	Inv 1122	N/A
356	01.07.2024	£1.19	£0.00	£1.19	square fees	Square UK	Inv 1110	N/A
354	18.07.2024	£50.00	£10.00	£60.00	Subscription CPRE	CPRE	N/A	2407/150
353	18.07.2024	£50.49	£10.10	£60.59	copier charges	Baytek	N/A	N/A
352	18.07.2024	£125.00	£25.00	£150.00	Alarm maintenance	M and E Alarms	N/A	N/A
351	18.07.2024	£85.60	£17.12	£102.72	equipment service	blakewell	N/A	N/A
350	18.07.2024	£49.00	£9.80	£58.80	equipment repairs	blakewell	N/A	N/A
349	18.07.2024	£6,737.02	£0.00	£6,737.02	HMRC PAYE	HMRC	HMRC June 2024	N/A
348	18.07.2024	£325.00	£0.00	£325.00	Sign writing Honours Board	Josh Monk	N/A	N/A
347	18.07.2024	£137.00	£27.40	£164.40	RMTG RSN membership	Rural Services Partnerships Ltd	RMTG RSN	2407/150
346	18.07.2024	£118.00	£23.60	£141.60	Job advert	SLCC	SD1469-1	N/A
345	18.07.2024	£28.17	£5.63	£33.80	cleaning offices and cttee room	Roberts cleaning	N/A	N/A



Voucher No	Date	Net	VAT	Total	Description	Supplier	Payment Ref	Minute Ref
344	18.07.2024	£17.98	£3.60	£21.58	Stationery	Just Office LTD	JST4181147	N/A
343	18.07.2024	£142.77	£28.55	£171.32	Tools	Tamar Trading	N/A	N/A
342	18.07.2024	£200.00	£40.00	£240.00	Grants Online membership	grants online	N/A	2407/150
341	18.07.2024	£17.50	£3.50	£21.00	Carabiner clips	Amazon	card	N/A
340	18.07.2024	£12.49	£2.50	£14.99	Stationery	Amazon	card	N/A
339	17.07.2024	£1,670.96	£0.00	£1,670.96	NEST June 2024 payment	Nest	NEST June 2024 (2)	N/A
338	17.07.2024	£80.84	£4.04	£84.88	Electricity - Pavilion	opus energy	Direct Debit	N/A
330	24.08.2024	£6.25	£1.25	£7.50	Mobile Phone - IH	Talk mobile	Direct Debit	N/A
329	24.07.2024	£6.25	£1.25	£7.50	Mobile Phone - IH	Talk mobile	Direct Debit	N/A
327	15.07.2024	£436.82	£87.36	£524.18	Fuel	FuelGenie	Direct Debit	N/A
326	15.07.2024	£357.00	£0.00	£357.00	SLCC subscription	SLCC	GL SLCC subs	2405/018
325	12.07.2024	£12.49	£2.50	£14.99	key cabinet	Screwfix	card	N/A
316	15.08.2024	£23.00	£0.00	£23.00	water rates	source for business	5037095801	N/A
315	15.07.2024	£23.00	£0.00	£23.00	water rates	source for business	5037095801	N/A
308	01.09.2024	£403.02	£0.00	£403.02	Room rental	Torridge District Council	TDC Room Rental	N/A
307	01.08.2024	£0.00	£0.00	£0.00	Room rental	Torridge District Council	Error	N/A
306	01.07.2024	£402.92	£0.00	£402.92	Room rental	Torridge District Council	TDC Room Rental	N/A





Voucher No	Date	Net	VAT	Total	Description	Supplier	Payment Ref	Minute Ref
298	08.08.2024	£993.59	£0.00	£993.59	Insurance	Gallagher	Hiscox Insurance 2023-24	2405/027
297	08.07.2024	£993.75	£0.00	£993.75	Insurance	Gallagher	Hiscox Insurance 2023-24	2405/027
296	11.07.2024	-£1,670.96	£0.00	-£1,670.96	Refund of NEST	Nest	Refund of June 2024 NEST	N/A
295	10.07.2024	£34.17	£1.71	£35.88	gas account	British gas lite	Direct Debit	N/A
294	08.07.2024	£49.67	£9.93	£59.60	wifi N Hall	BT	Direct Debit	N/A
293	05.07.2024	£8.75	£1.75	£10.50	picture frames	Amazon	card	N/A
292	05.07.2024	£7.95	£0.00	£7.95	Special delivery to payroll provider	Post Office	card	N/A
291	04.07.2024	£21.91	£4.38	£26.29	Tarmac	Amazon	card	N/A
290	08.07.2024	£584.00	£0.00	£584.00	Mayor charity donations	Bideford Food bank	501980	N/A
286	31.07.2024	£59.27	£0.00	£59.27	Stripe Fees	stripe	STRIPE July 2024	N/A
285	16.07.2024	£30.23	£0.00	£30.23	Stripe Fees	stripe	STRIPE June 2024	N/A
284	05.07.2024	£15.40	£3.11	£18.51	work on Community toilet	Amazon	N/A	N/A
283	05.07.2024	£8.32	£1.66	£9.98	office equipment	Amazon	card	N/A
282	04.07.2024	£21.83	£4.37	£26.20	Paint and brushes	Tamar Trading	N/A	N/A
281	04.07.2024	£16.60	£3.32	£19.92	Equipment various	Tamar Trading	N/A	N/A
280	04.07.2024	£647.87	£129.58	£777.45	Mower service	Andrew Symons Ltd	N/A	N/A
279	04.07.2024	£39.98	£8.00	£47.98	Strimmer parts	Andrew Symons Ltd	N/A	N/A



Voucher No	Date	Net	VAT	Total	Description	Supplier	Payment Ref	Minute Ref
278	04.07.2024	£56.23	£11.25	£67.48	Battery	Andrew Symons Ltd	N/A	N/A
277	04.07.2024	£43.12	£8.62	£51.74	copier charges	Baytek	N/A	N/A
276	04.07.2024	£868.40	£173.68	£1,042.08	Alarm and installation	M and E Alarms	N/A	N/A
275	04.07.2024	£31.25	£6.25	£37.50	Mower sundries	blakewell	N/A	N/A
274	04.07.2024	£3,742.37	£748.48	£4,490.85	Building Works	Phill Babb (PBM (South West Ltd))	N/A	N/A
273	04.07.2024	£1,670.96	£0.00	£1,670.96	Nest pension	Nest	N/A	N/A
272	04.07.2024	£690.00	£138.00	£828.00	Audit fees	IAC Audit & Consultancy Ltd	N/A	N/A
271	04.07.2024	£582.75	£0.00	£582.75	Twining luncheon	PaR Dining	N/A	N/A
270	04.07.2024	£400.00	£0.00	£400.00	cleaning Northam Hall	Beth's Cleaning	N/A	N/A
269	04.07.2024	£267.40	£53.48	£320.88	IT contract	cloudy IT	N/A	N/A
268	04.07.2024	£177.73	£35.55	£213.28	Electrical work	Ashton Electrical	N/A	N/A
267	04.07.2024	£152.87	£30.58	£183.45	Disposables for CPT	safety supplies direct	N/A	N/A
266	04.07.2024	£141.42	£28.28	£169.70	PPE and sundries	safety supplies direct	N/A	N/A
265	04.07.2024	£87.57	£17.51	£105.08	Tool Hire	Jewsons	N/A	N/A
264	04.07.2024	£42.95	£8.59	£51.54	Fire extinguisher CPT	CeF	CPT	N/A
263	04.07.2024	£31.21	£6.25	£37.46	PPE and sundries	safety supplies direct	N/A	N/A
262	04.07.2024	£23.00	£0.00	£23.00	Cleaning CPT	Beth's Cleaning	CPT	N/A



Voucher No	Date	Net	VAT	Total	Description	Supplier	Payment Ref	Minute Ref
261	04.07.2024	£14.28	£0.00	£14.28	Travel	Tina Tucker (Tina Tucker)	Expenses	N/A
260	03.07.2024	£49.85	£9.97	£59.82	Office phones	VC Warehouse	card	N/A
259	03.07.2024	£4.17	£0.83	£5.00	Mobile Phone - RG	Lebara	card	N/A
258	02.07.2024	£4.17	£0.83	£5.00	Mobile Phone - TA	Lebara	card	N/A
257	01.07.2024	£80.02	£16.01	£96.03	Stationery	Euro Office	card	N/A
256	01.07.2024	£0.00	£81.99	£81.99	defibrillator consumables	Zoro UK Ltd	card	N/A
255	01.07.2024	£19.99	£4.00	£23.99	office equipment	Amazon	card	N/A
254	01.07.2024	£15.00	£3.00	£18.00	picture frames	Touch of class	card	N/A
253	01.07.2024	£13.33	£2.67	£16.00	key cutting	Bideford Cobblers	card	N/A

Chair’s initials



**Northam Town Council – Minutes of the Environment and Maintenance committee meeting held 12<sup>th</sup> September 2024 at 6.30pm in the Council Chamber, Windmill Lane, Northam.**

Present: Cllrs Brading, Hames (in the Chair), Lo-Vel and the Mayor, Cllr Tait.

In attendance: Guy Langton – Town Clerk & RFO.

**2409/252 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

Cllrs Bach and Edwards tendered their apologies, the reasons for which was approved.

**2409/253 Chair's Announcements**

**2409/254 To receive any dispensations and disclosable pecuniary or other interests**

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

**2409/255 To agree the agenda as published**

It was **resolved** to agree the agenda as published.

**2409/256 To confirm as a correct record and sign the minutes of the Climate Emergency Committee held on 5<sup>th</sup> June 2024**

It was **resolved** to confirm the minutes of the Climate Emergency Committee meeting held on the 19<sup>th</sup> February 2024 as a correct record.

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

**2409/257 Public Participation**

*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.*

There were no members of the public present.

**2409/258 To receive an update on action points**

The Action points were considered and noted as follows

Action		April 2024	May 2024	September 2024
<b>1</b>	Dog bin requests, TDC considering Griggs Close, all others refused This bin has been added to TDC list for consideration next year.	Matter retained until update received office has chased 9 <sup>th</sup> February and 23 <sup>rd</sup> February. Response received 27 <sup>th</sup> February, TDC Officer has spoken to his manager, and TDC are not looking to put a dog bin at Griggs close, Northam at present. But will keep it on record for when they do review their dog bin rounds. Remains on the list.	Allocated to the Environment and Maintenance Committee.  TDC had not yet installed a dog waste bin at or near Griggs Close. <b>Action point: Contact TDC</b>	Contacted, requesting a general waste bin rather than a litter bin as dog waste may also be placed in these. <b>Action point: Contact TDC</b>

Chair's initials

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Action	April 2024	May 2024	September 2024
2 Weed control review annual on August agenda.	Remains on the list.	Allocated to the Environment and Maintenance Committee. <b>Action point: Include on the agenda for the next meeting of this committee.</b>	On the agenda COMPLETE
3 Battery powered equipment replacement, under regular review. Purchase of a second battery has been added to the 2024-25 budget.	Quotes are being sought. The battery must be compatible with the unit purchased (the Husqvarna 520iRX Battery Trimmer) which is currently paired with a BLI950X backpack battery.	Feedback from the maintenance team is that the backpack battery is too heavy for extended wear. Other tools may be more suitable (such as blowers or hedge trimmers). This information would be considered when tools required replacement.	ONGOING
4 Planting for hanging baskets and planters, members were advised of neighbouring councils arrangements for their floral displays, it was agreed to continue with Merry Harriers this year.	Quotes to be presented to the appropriate committee in due course.	Remains on the list allocated to the Environment and Maintenance Committee. <b>Action point: pull the four planters away from the car park and site in the usual places in Westward Ho!</b>	Include consideration of 'Reduce hanging baskets/mulch planters' On the agenda  <b>Action point: consider more suitable locations in the autumn, after the season is ended.</b>
5 Request from a Councillor to investigate the possibility of installing footway/pavement lights along a stretch of Golf Links Road.	Remains on the list.	Devon County Council had changed the elevation of the street lights opposite. The matter would be kept under review.	ONGOING
6 Circulate Project Proposal Forms to members			Circulated COMPLETE
7 Order 2 notice boards			Ordered and received. Installation awaited. ONGOING

Chair's initials

Action		April 2024	May 2024	September 2024
8	Follow up the P3 grant funding allocation			Purchase Order received and invoice sent. Funds not yet received. ONGOING
9	Allotment gate at Burrough Farm to be kept open			Allotment association informed COMPLETE
10	Northam Lions club parking on the field on their Tournament Day on 13 <sup>th</sup> & 14 <sup>th</sup> July 2024			Permission given. Club informed COMPLETE

- 2409/259 To consider the festoon lights along the promenade in Westward Ho!**  
The matter was deferred, noting that broader consideration of the topic of festive and festoon lighting would be on the agenda for the Full Council meeting on the 18<sup>th</sup> September 2024.
- 2409/260 To receive an update on the work identified on the parish's footpath network**  
The committee noted that Devon County Council had not yet paid the Council's invoice for £2,500 for this year's footpath works.  
The maintenance team would commence work on footpath 18 (Lenwood Road to Raleigh Hill) later in the month, laying chippings to ease issues caused by waterlogging. Other paths to be improved were 35/6a (Goats Hill Road to the Coast Path) and 6 (Bidna Lane to the estuary).
- 2409/261 To receive an update on the progress of work to install a handrail at the steps leading to footpath 24 and Fosceth Hill, behind Kipling Terrace**  
The Town Clerk noted that he had not yet written to the Company Secretary of the owner of the steps to confirm the Council would undertake the work to install a hand rail and its future maintenance of the handrail.  
**Action point: write to the Company Secretary**
- 2409/262 To consider the replacement of the water fountain bottle filler mechanism at Churchfield car park**  
It was resolved to replace the bottle-filler spout mechanism and to consider a replacement water facility and to recommend a bottle filling station is considered by the Parks & Recreation Committee for installation at Westward Ho! Park.  
Proposed: Cllr Hames, Seconded: Cllr Tait (all in favour)  
**Action point: include consideration of a bottle filling point at Westward Ho! Park on a future Parks & Recreation agenda.**
- 2409/263 To consider replacing the Westward Ho! Town Map noticeboard on Nelson Road** The matter was deferred to the October meeting of this committee.
- 2409/264 To note the Council's verge planting and maintenance plans, including to consider the purchase of bulk quantities of spring flower bulbs**  
It was **resolved** to:  
Order a bulk delivery of bulbs to be planted a in parks and along road verges (to include Anchor Park, Lords Meadow, Burrough Farm, Bloody Corner, Golf Links Road, Westward Ho! Park and general road verges across the Parish). At a cost of approximately £1,300 (recommended to come from the general projects budget), and

Chair's initials

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Place an order with Merry Harriers for a similar number of plants as in 2023, with the hanging baskets being prepared and grown on by them at an estimated cost of £7,500 – and amount in excess of this was recommended to be transferred from the Climate Emergency budget.

Proposed: Cllr Brading, Seconded: Cllr Tait (all in favour).

**Action points:**

**Order the bulbs (5,000 mixed daffodil/narcissus; 1,000 mixed tulips; 5,000 mixed crocus and 1,000 anemone) and advise Merry Harriers.**

**2409/265 To consider the Council’s approach to plant growth on pavement and kerb edges and its control**

It was **resolved** to form a working group comprising Cllrs Bach, Brading and Hames, the Town Clerk and (in due course) the Parks & Buildings Manager to consider the matter and report back to this committee, other members of the Council would be welcome to attend its meetings.

**Action point: Arrange the first meeting.**

There being no further business the meeting closed at 7:50pm.

Signed.....Dated.....

Chair’s initials

**MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE****19<sup>th</sup> September 2024 at 6.30pm in the Council Chamber, Windmill Lane, Northam.**

Present: Cllrs Brading, Hames (Chair), Lo-Vel, Newman-McKie and the Mayor, Cllr Tait, (ex-officio).

In attendance: Guy Langton (Town Clerk).

**2409/283 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

Cllr Bach gave his apologies, the reasons for which were approved by the meeting.

**2409/284 Chair's announcements**

The Chair reported that Torridge District Council's Local Plan review meeting earlier this week had reviewed the impact of central Government proposals on the review timetable. Concern had been expressed that the changes may mean the Lanning Authority could not meet the required 5-year land supply, so opening more land for development until sufficient supply could be identified.

**2409/285 To receive any dispensations and disclosable pecuniary or other interests**

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

**2409/286 To agree the agenda as published**

It was **resolved** to agree the agenda as published.

Proposed Cllr Brading, Seconded Cllr Newman-McKie (all in favour)

**2409/287 To confirm as a correct record and sign the minutes of the Planning Committee meeting held on 19<sup>th</sup> September 2024**

It was **resolved** that to approve the minutes of the Planning Committee meeting as a true and correct record, which were signed by the Chair.

Proposed Cllr Newman-McKie, Seconded Cllr Brading (majority in favour, 2 abstentions – not present at meeting).

**2409/288 Public Participation**

None were present.

**2409/289 To receive an update for Neighbourhood Plan**

The Chair reported that the Neighbourhood Plan was with the editor and designer in preparation for independent examination.

The Working Group had met and considered the changes required to ensure the Northam Neighbourhood Plan would comply with national planning laws.

A hard copy of the current iteration of the Plan was shared with the committee, whose comments on design and layout were invited.

**2409/290 Torridge District Council Planning Applications:**

Torridge District Council, the Determining Authority, asked for comments from the Town Council on the following Parish planning applications:

i) **1/0749/2024/LBC**

Proposal: Repair works and internal alterations

Location: Richmond Hall, Richmond Road, Appledore

It was **resolved** to recommend the proposal be granted permission.

Proposed: Cllr Brading, Seconded: Cllr Newman McKie (majority in favour)

Chair's initials





ii) **1/0760/2024/FUL**

Proposal: Roof conversion and rear extension

Location: 9 Highfield, Northam

It was **resolved** to recommend the proposal be granted permission, however the council considered the proposal as submitted represented a missed opportunity to install solar PV panels on the south facing roof, which would have ensured compliance with NDaT Local Plan 2031 Policy ST02: Mitigating Climate Change (a) and (d).

Proposed: Cllr Newman-McKie, Seconded: Cllr Breading (all in favour)

iii) **1/0782/2024/FULM**

Proposal: Reserved matters application for appearance, landscaping, layout & scale pursuant to planning approval 1/1343/2018/OUTM for the erection of 88 residential dwellings, associated infrastructure and open space (Variation of condition 1 of planning permission 1/0871/2020/REMM) - (Variation of condition 1 of planning permission 1/0717/2021/FULM)

Location: Land At Grid Reference 246053 129805, Pitt Lane, Appledore

It was **resolved** to recommend the proposal be refused permission on the grounds that the proposal represented a reduction in the play facilities to be installed on a site with a significant proportion of homes aimed at family occupation and that the layout that was granted permission must be retained.

Proposed: Cllr Brading Seconded: Cllr Hames (majority in favour)

**2409/291****To Note: Torridge District Council Planning Decisions**

Reference: 1/0579/2024/FUL

Proposal: Proposed alterations and extensions to dwelling

Location: 16 Lenwood Park, Bideford

(Northam Town Council recommended the proposal be granted permission)

There being no further business the meeting closed at 7:10pm.

Signed.....Dated.....

Chair's initials

