**Page 213**

**FINANCE Committee**

**12th February 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach, Edwards, Hames, Himan, Hodson (Chair), Leather and Tait (Mayor, ex-officio).

In attendance: Guy Langton (Town Clerk & RFO)

Ian Rawle (Parks & Buildings Manager)

**2502/586 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

Cllr Whittaker tendered her apologies, the reasons for which were approved.

**2502/587 Chair’s announcements**

The Chair made no announcements.

**2502/588 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.

**2502/589 To agree the agenda as published.**

It was **resolved** to bring consideration of item 12 (*To consider renewing the Council’s fleet and machinery to meet the requirements of the Council’s responsibilities and duties and to consider if the Council should extend those duties to include routine street and pavement cleaning*), recorded at minute 2502/592, forward to allow the Parks & Buildings Manager to contribute. With that amendment, the agenda was agreed.

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

**2502/590 To consider the minutes of the Finance meeting held on the 16th January 2025 as a true and correct record**

It was **resolved** to accept the minutes as a true and correct record, which were signed by the Chair.

Proposed: Cllr Leather, Seconded: Cllr Hames (majority in favour, 2 abstentions – not present at the meeting)

**2502/591 Public Participation**

There were no members of the public present.

**2502/592 To consider renewing the Council’s fleet and machinery to meet the requirements of the Council’s responsibilities and duties and to consider if the Council should extend those duties to include routine street and pavement cleaning**

The committee considered the report, in particular the vehicle which would replace the Council’s 2016 DFSK Loadhopper. Both used and new models were considered as replacements, the committee viewing that there were benefits and disadvantages of all options but that a new vehicle would be more effective over the longer term. The Council already operated one of these vehicles so had experience of it in daily operation.

It was noted that the Council would be replacing all its petrol hand tools (e.g. strimmers and leaf blowers) with electric equivalents, so reducing noise, vibration and carbon footprint in use.

It was noted that a two-wheel tractor could, with the appropriate attachments, support the Council’s mowing and street cleaning activities but only required one petrol engine to fuel and maintain.

It was **resolved** to:

1. Replace the whole set of maintenance equipment with electric models and purchase sufficient batteries and chargers, at a cost of approximately £13,000.

Proposed: Cllr Hodson, Seconded: Cllr Hames (majority in favour, 1 against)

**Page 214**

1. purchase a petrol powered ‘two-wheel tractor’ and three attachments – a weed ripper, a brush and collector set and a rotary mower at a cost of approximately £23,000.

Proposed: Cllr Bach, Seconded: Cllr Edwards (majority in favour, 1 against)

1. Replace the DFSK with a new Nextem Orca EV, equipped with a tipper body and tow bar, at a cost of approximately £23,000

Proposed: Cllr Hames, Seconded: Cllr Leather (majority in favour, 3 against)

1. In all cases, the Council seek to reduce the cost by effective negotiation and offering the Council’s current equipment and truck in part-exchange.

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

1. Allocate the spending (estimated to be £59,000) to the cost centres for replacing a Truck and larger Council machinery (combined total of £43,250 in 2025-26), with any shortfall being identified from the Council’s end of year carry-forward or earmarked reserves.

Proposed: Cllr Hodson, Seconded: Cllr Leather (majority in favour, 1 against).

In recognition of the level of expenditure, it was **agreed** to recommend to Full Council that:

* The Council replace the whole set of maintenance equipment with electric models and purchase sufficient batteries and chargers, and
* The Council purchases a petrol powered ‘two-wheel tractor’ and three attachments – a weed ripper, a brush and collector set and a rotary mower, and
* The Council replaces its oldest truck, A DFSK Loadhopper, a new Nextem ORCA, equipped with a cage tipper body and a towbar.
* In all cases, the Council seek to reduce the cost by effective negotiation and offering the Council’s current equipment and truck in part-exchange.
* The spending (estimated to be £59,000) be allocated to the cost centres for replacing a Truck and larger Council machinery (combined total of £43,250 in 2025-26), with any shortfall being identified from the Council’s end of year carry-forward or earmarked reserves.

Proposed: Cllr Leather, Seconded: Cllr Hames (majority in favour, 2 abstentions – not present at the meeting)

*I Rawle left the meeting at this point (19:30)*

**2502/593** **To receive an update on Action Points**

The action points were noted as below and overleaf.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **December 2024** | **January 2025** | **February 2025** |
| 1. Council’s banking arrangements and draft a report for a future meeting of the committee. | The review has not yet been carried out.  INCOMPLETE | The review has been started. The Town Clerk will present a report to a future meeting if this committee.  Considerations will include the opening of further deposit accounts, including interest-bearing easy access and moving the Council’s main account to another provider.  ONGOING | On the agenda  COMPLETE |

**Page 215**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item**  **Page 188** | **December 2024** | **January 2025** | **February 2025** |
| 2. 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. | The Chamber has been completed.  Suitable sink units are being investigated by the Parks & Buildings Manager.  ONGOING | The Chamber has been completed.  Suitable sink units are being investigated by the Parks & Buildings Manager.  ONGOING | The work has been placed on hold with the Council concentrating its attention on Northam Hall and the response to the actions identified in the Fire Risk Assessment.  ONGOING |
| 3. Include Northam Town Council logo in the advertising for the 2025 Christmas Fair. |  |  | To be undertaken at the appropriate time  ONGOING |
| 4. Liaise with the Westward Ho! Business association regarding the location and provision of Christmas Trees in 2025. |  |  | To be undertaken at the appropriate time  ONGOING |
| 5. Northam Hall works in response to the findings of the Fire Risk Assessment in December 2024 |  | The requirements had been reviewed and work identified that NTC staff could undertake. | Work has commenced. Estimates for the ceiling work are being sought and grants researched.  ONGOING |
| 6. Consider recommendation to purchase machinery referred from the Environment & Maintenance committee. |  | In the light of the repairs needed by the Council’s DFSK, the committee requested a full review of the needs of the Council’s maintenance machinery and vehicle fleet be undertaken and returned to this committee. | On the agenda.  COMPLETE |
| 7. Consideration of a request from a hirer of Northam Hall that the Council reimburse the cost of the Hall hire. |  | The committee agreed to donate the cost of the Hall Hire to the charitable beneficiary. | The hirer has been contacted  COMPLETE. |

**2502/594 To receive the Clerk’s report**

**On 31st December 2024, the Council’s balances were:**

At 28th January 2025 (the last available statement balance), the Council’s balances were:

Nationwide (Business 95 day saver) £93,166.35 current interest rate is 3.9%

Cambridge & Counties Bank (31 day) £93,884.82 current interest rate is 3.55%

Cambridge Building Society £5,024.40 current interest rate is 2.4%

Petty Cash £94.29

Coop Bank (current account) £245,134.80

**Total cash in hand £437,304.66**

**Page 216**

**Payments:**

The Council made 1081 payments in January 2025, totalling £38,799.24 (exVAT). There were 34 payments of £100 or more (exVAT). These include:

* £24,794.47 in payroll and associated costs
* £2,400 for an independent Planning expert’s check on the NNP
* £1,613.50 to book entertainers and facilities for the May Fair 2025
* £1,090.81 direct debit for monthly insurance payment
* £996.00 for Scribe accounts
* £771.78 on materials and tools to repair footpaths
* £752.84 to service the ride on mower
* £660.00 for an 240v pressure washer and consumables
* £603.78 for gas to heat Northam Hall in December
* £428.49 for room rental at the Town Hall
* £420.00 to clean the CPT and Community Centre toilet in December
* £416.67 as deposit for the Mayor’s civic dinner
* £400.00 to clean Northam Hall in December
* £312.10 monthly IT contract
* £300.00 for two 2nd hand stationery/filing cupboards (£150 each)
* £299.00 Fire Risk Assessment (FRA) at Northam Hall
* £199.00 FRA at the Pavilion
* £180.00 on manual handling training for all Maintenance staff
* £175.25 for electricity at Northam Hall
* £166.47 on fuel for vehicles and equipment
* £148.50 on repairing and updating the Mayor’s chain
* £126.32 on PPE
* £114.00 water bill at Northam Hall (monthly direct debit)

**Receipts:**

In January 2025, the Council received 47 payments, totalling £7,923.73, detailed below. There was a £15.00 refund for an overcharged May Fair brochure advert.

**Tennis courts:**

The gross volume of sales since 1st January 2024 is £5,495. After fees, the Council has received £5,114.45. The LTA expect the Council to earmark approximately £3,600 per year for 15 years (index linked) to meet the costs of court maintenance and refurbishment. The Council is £1,514.45 over the target, in this extended year (1st January 2024 to 31st March 25). At the 31st March, a payment will be made to the Council’s Cambridge Building Society account, where this earmark is held.

**Petty Cash:**

A screen shot of the petty cash cashbook is presented overleaf showing the items on which the Council has spent petty cash. The aim of the Town Clerk is to maintain a level of £100 or thereabouts in the account.

**Page 217**

**A screenshot of a computer screen

AI-generated content may be incorrect.**

**Receipts:**

In November / December 2024, the Council received 101 payments, totalling £6,351.12, including interest paid into the Council’s deposit accounts (£1,386.69); payment from TDC for the hire of the Council’s Tower and staff (£312.50); and the annual fee to use Burrough Farm from Northam Lions FC (£120). Payments received in respect of Council services provided for the community was £4,204.37, which included rent payable on the Council’s carpark adjacent to the Seagate Hotel in Appledore. There was a £40.44 refund for cancelled Hall bookings.

**Tennis courts:**

The gross volume of sales since 1st January 2024 is £5,470. After fees, the Council has received £5,091.45. The LTA expect the Council to earmark approximately £3,600 per year for 15 years (index linked) to meet the costs of court maintenance and refurbishment. The Council is £1,491.45 over the target, in this extended year (1st January 2024 to 31st March 25). At the 31st March, a payment will be made to the Council’s Cambridge Building Society account, where this earmark is held.

**Council IT contract:**

Following an increase by Microsoft, the Council’s monthly bill to the IT service provider will increase to £327.20 (exVAT). A £10 increase per month.

**Council precept request:**

The Town Clerk had submitted the precept requirement to Torridge District Council, that being £644,337. The District Council has acknowledged receipt.

**2502/595 To note the Devon County Council highway verge grass cutting contract**

It was noted that Devon County Council for 4 cuts per year, as outlined below. The Contract would be considered by Full Council.

A screenshot of a computer

Description automatically generated**Page 218**

**2502/596 To note the annual account returns for 2023-24 for the charities for which the Council is corporate trustee**

It was noted that the accounts for 2023-24 for the two Charities for which the Council was Corporate Trustee (Northam Burrows Charity [charity number 1198021] and Mrs Anderson’s Bequest for a Recreation Ground [charity number 300746]) had been filed by 31.01.2025 as required and could be viewed on the Charities’ pages of the Charity Commission’s website.

**2502/597 To consider the Council’s banking arrangements**

The committee noted the reasons why the Council held each account, as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution | Why held | Type of account | Interest rate | Balance at 31.01.2025 |
| Co-operative Bank | Day-to-day use | Business Current Account | 0.0% | £207,500 |
| Co-operative Bank | Mayor’s Charity | Business Current Account | 0.0% | £278 |
| Nationwide Building Society | Earmarked and general reserves | 95-day notice community savings account | 3.9% | £93,474 |
| Cambridge and Counties Bank | Earmarked reserves | 31-day notice business savings account | 3.49% | £94,178 |
| Cambridge Building Society | Tennis Court ‘sinking fund’ | Instant access council saver | 2.4% | £5,027 |

The committee noted that with a large precept sum being paid to the Council, it would be financially prudent to place a part of that on deposit to gain interest. Placing it in an instant access account would allow the Council to access it as an when it was needed.

The committee considered that, despite the Council not being eligible for the FCS compensation scheme, spreading its funds across a number of institutions was prudent.

It was **resolved** to open a Local Council Easy Access Deposit Account at Hinkley & Rugby Building Society to hold a portion of its current account balance and precept to maximise the benefit gained from the public money held by the Council.

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

It was further **resolved** to close the Council’s Mayor’s Charity account and transfer the balance to the Council’s general account.

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

**2502/598 To consider a request from a hirer of Northam Hall**

Northam Hall has been booked on the 14th March 2025 by the Bideford Tarka Rotary Club, who are holding a fundraising quiz, in support of Siman Randall’s mission to raise funds for North Devon Hospice. The organiser has asked that the Council provide the Hall free of charge or make a donation of equal value to the cost to the North Devon Hospice. The Council has taken the latter approach in the past. The cost of the hire is £66.25.

It was **resolved** to ask the hirer to pay the hire fees, which the Council would then donate to the North Devon Hospice.

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

**Page 219**

It was **resolved** to exclude members of the press and public for the remaining items, pursuant to

the Public Bodies (Admission to Meetings) Act 1960.

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

**2502/599 To receive a report into the accumulated TOIL hours across the staff and requests for overtime and sign the payroll information sheet for January 2025 payroll**

It was **resolved** to approve the payroll submission sheet, noting the TOIL hours accumulated and overtime claimed. The payroll information sheet was signed by the Chair.

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

It was **resolved** to readmit members of the press and public, pursuant to

the Public Bodies (Admission to Meetings) Act 1960.

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

There being no further business the meeting closed at 8.59pm.

Signed………………………………………………..Dated……………………………………………….

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Voucher | Date | Net | VAT | Gross | Description |
| 1077 | 02.01.2025 | £1.35 | £0.00 | £1.35 | Milk |
| 978 | 02.01.2025 | £4.17 | £0.83 | £5.00 | Mobile Phone - IR |
| 998 | 02.01.2025 | £4.22 | £0.00 | £4.22 | Stripe Fees |
| 982 | 02.01.2025 | £168.00 | £0.00 | £168.00 | Equipment various |
| 312 | 02.01.2025 | £428.49 | £0.00 | £428.49 | Room rental |
| 983 | 03.01.2025 | £4.17 | £0.83 | £5.00 | Mobile Phone - CW |
| 977 | 03.01.2025 | £46.07 | £9.21 | £55.28 | telephone system |
| 1078 | 06.01.2025 | £1.70 | £0.00 | £1.70 | Milk |
| 979 | 06.01.2025 | £61.67 | £12.33 | £74.00 | wifi N Hall |
| 980 | 06.01.2025 | £186.01 | £0.00 | £186.01 | Equipment various |
| 985 | 07.01.2025 | £1.34 | £0.00 | £1.34 | square fees |
| 984 | 07.01.2025 | £1.34 | £0.00 | £1.34 | square fees |
| 997 | 07.01.2025 | £6.25 | £1.25 | £7.50 | Domain name renewal |
| 995 | 07.01.2025 | £21.67 | £4.33 | £26.00 | cleaning services |
| 987 | 07.01.2025 | £36.50 | £7.30 | £43.80 | copier charges |
| 990 | 07.01.2025 | £41.98 | £8.40 | £50.38 | Tools |
| 994 | 07.01.2025 | £63.20 | £0.00 | £63.20 | Community Centre Water |
| 996 | 07.01.2025 | £80.00 | £0.00 | £80.00 | Mayor charity event |
| 988 | 07.01.2025 | £299.00 | £59.80 | £358.80 | fire assessment N Hall |
| 992 | 07.01.2025 | £400.00 | £0.00 | £400.00 | cleaning Northam Hall |
| 991 | 07.01.2025 | £420.00 | £84.00 | £504.00 | Cleaning CPT |
| 989 | 07.01.2025 | £660.00 | £132.00 | £792.00 | Pressure washer and consumables |
| 986 | 07.01.2025 | £752.84 | £150.57 | £903.41 | Mower service |
| 1079 | 08.01.2025 | £4.55 | £0.00 | £4.55 | Milk and coffee |
| 999 | 08.01.2025 | £9.45 | £1.89 | £11.34 | cadet armband |
| 1000 | 08.01.2025 | £11.92 | £2.38 | £14.30 | Photo frame |
| 993 | 08.01.2025 | £312.10 | £62.42 | £374.52 | IT contract |
| 303 | 08.01.2025 | £1,090.81 | £0.00 | £1,090.81 | insurance |
| 1009 | 09.01.2025 | £0.22 | £0.00 | £0.22 | square fees |
| 1007 | 09.01.2025 | £0.88 | £0.00 | £0.88 | square fees |
| 1012 | 09.01.2025 | £1.19 | £0.00 | £1.19 | square fees |
| 1006 | 09.01.2025 | £1.19 | £0.00 | £1.19 | square fees |
| 1011 | 09.01.2025 | £1.27 | £0.00 | £1.27 | square fees |
| 1008 | 09.01.2025 | £1.27 | £0.00 | £1.27 | square fees |
| 1004 | 10.01.2025 | £2.62 | £0.52 | £3.14 | safety signs |
| 1005 | 10.01.2025 | £4.75 | £0.95 | £5.70 | Signage N Hall |
| 1001 | 10.01.2025 | £5.05 | £1.01 | £6.06 | safety signs |
| 1003 | 10.01.2025 | £6.88 | £1.38 | £8.26 | safety signs |
| 1002 | 10.01.2025 | £12.41 | £2.48 | £14.89 | Bus Shelter |
| 1010 | 13.01.2025 | £1.19 | £0.00 | £1.19 | square fees |
| 1013 | 13.01.2025 | £1.50 | £0.00 | £1.50 | square fees |
| 1014 | 13.01.2025 | £4.17 | £0.83 | £5.00 | Mobile Phone - TT |
| 1016 | 14.01.2025 | £35.00 | £0.00 | £35.00 | glasses for computer |
| 1017 | 14.01.2025 | £126.32 | £25.26 | £151.58 | PPE |
| 1015 | 14.01.2025 | £166.47 | £33.30 | £199.77 | Fuel |
| 1019 | 14.01.2025 | £180.00 | £0.00 | £180.00 | Training |
| 1018 | 14.01.2025 | £5,613.35 | £0.00 | £5,613.35 | HMRC PAYE |
| 1080 | 15.01.2025 | £1.89 | £0.00 | £1.89 | Milk |
| 1025 | 15.01.2025 | £3.86 | £0.77 | £4.63 | safety signs |
| 1026 | 15.01.2025 | £7.44 | £1.49 | £8.93 | safety signs |
| 1023 | 15.01.2025 | £14.97 | £0.00 | £14.97 | Equipment various |
| 1027 | 15.01.2025 | £23.75 | £4.75 | £28.50 | Domain name renewal (WWHo! Pk - 5 yrs) |
| 322 | 15.01.2025 | £28.50 | £0.00 | £28.50 | water rates |
| 1021 | 15.01.2025 | £110.00 | £0.00 | £110.00 | Tools and equipment |
| 1020 | 15.01.2025 | £114.00 | £0.00 | £114.00 | water bill |
| 1022 | 15.01.2025 | £603.78 | £120.76 | £724.54 | gas account |
| 1029 | 16.01.2025 | £0.31 | £0.00 | £0.31 | square fees |
| 1033 | 16.01.2025 | £9.58 | £1.92 | £11.50 | cadet armband |
| 1032 | 16.01.2025 | £27.50 | £5.50 | £33.00 | flagpole work |
| 1030 | 16.01.2025 | £199.00 | £39.80 | £238.80 | Fire Assessment Pavillion |
| 1031 | 16.01.2025 | £16,899.09 | £0.00 | £16,899.09 | Salaries |
| 1040 | 17.01.2025 | £2.95 | £0.59 | £3.54 | safety signs |
| 1039 | 17.01.2025 | £3.45 | £0.69 | £4.14 | safety signs |
| 1038 | 17.01.2025 | £6.15 | £1.23 | £7.38 | safety signs |
| 1037 | 17.01.2025 | £20.00 | £0.00 | £20.00 | licence TDC |
| 1036 | 17.01.2025 | £45.00 | £9.00 | £54.00 | SLCC Training etc |
| 1028 | 17.01.2025 | £175.25 | £8.76 | £184.01 | Electricity Account |
| 1035 | 20.01.2025 | £0.31 | £0.00 | £0.31 | square fees |
| 1081 | 20.01.2025 | £1.35 | £0.00 | £1.35 | Milk |
| 1034 | 20.01.2025 | £1.78 | £0.00 | £1.78 | square fees |
| 1044 | 20.01.2025 | £15.00 | £3.00 | £18.00 | flags |
| 1043 | 20.01.2025 | £33.33 | £6.67 | £40.00 | Cabinet |
| 1042 | 20.01.2025 | £75.65 | £15.13 | £90.78 | VE Day Flag |
| 1045 | 21.01.2025 | £1.78 | £0.00 | £1.78 | square fees |
| 1041 | 21.01.2025 | £28.95 | £5.79 | £34.74 | internet |
| 1054 | 22.01.2025 | £53.30 | £10.66 | £63.96 | VE Day Lamp Post Sign |
| 1082 | 23.01.2025 | £1.35 | £0.00 | £1.35 | Milk |
| 1053 | 23.01.2025 | £30.00 | £6.00 | £36.00 | delivery/collection charge |
| 1047 | 23.01.2025 | £33.50 | £6.70 | £40.20 | Equipment repair |
| 1049 | 23.01.2025 | £50.12 | £10.02 | £60.14 | Footpath work |
| 1052 | 23.01.2025 | £70.73 | £14.15 | £84.88 | Toilet rolls paper towels |
| 1051 | 23.01.2025 | £148.50 | £29.70 | £178.20 | Repairs and additions Mayor's chain |
| 1050 | 23.01.2025 | £196.48 | £39.30 | £235.78 | Footpath work |
| 1048 | 23.01.2025 | £2,282.03 | £0.00 | £2,282.03 | Nest January 2025 Payment |
| 1056 | 24.01.2025 | £4.17 | £0.83 | £5.00 | Mobile Phone - GL |
| 335 | 24.01.2025 | £6.25 | £1.25 | £7.50 | Mobile Phone - IH |
| 1046 | 24.01.2025 | £47.42 | £2.37 | £49.79 | Electricity - Pavilion |
| 1057 | 24.01.2025 | £80.97 | £16.19 | £97.16 | VE Day Flag |
| 1055 | 27.01.2025 | £0.31 | £0.00 | £0.31 | square fees |
| 1083 | 27.01.2025 | £2.92 | £0.58 | £3.50 | Twine |
| 1058 | 27.01.2025 | £14.98 | £3.00 | £17.98 | Laptop sleeves |
| 1059 | 27.01.2025 | £80.91 | £0.00 | £80.91 | Books |
| 1074 | 28.01.2025 | £4.17 | £0.83 | £5.00 | Mobile Phone - RG |
| 1071 | 28.01.2025 | £15.00 | £3.00 | £18.00 | delivery/collection charge |
| 1072 | 28.01.2025 | £15.39 | £3.08 | £18.47 | Footpath work |
| 1069 | 28.01.2025 | £79.96 | £15.99 | £95.95 | Footpath work |
| 1070 | 28.01.2025 | £111.29 | £22.26 | £133.55 | Equipment hire |
| 1067 | 28.01.2025 | £125.00 | £0.00 | £125.00 | May Fair 2025 |
| 1062 | 28.01.2025 | £220.00 | £0.00 | £220.00 | May Fair 2025 |
| 1063 | 28.01.2025 | £230.00 | £46.00 | £276.00 | May Fair 2025 |
| 1066 | 28.01.2025 | £255.00 | £0.00 | £255.00 | May Fair 2025 |
| 1073 | 28.01.2025 | £268.50 | £0.00 | £268.50 | May Fair 2025 |
| 1065 | 28.01.2025 | £300.00 | £60.00 | £360.00 | 2nd hand Stationery cupboards (x2) |
| 1068 | 28.01.2025 | £416.67 | £83.33 | £500.00 | civic dinner |
| 1064 | 28.01.2025 | £515.00 | £103.00 | £618.00 | May Fair 2025 |
| 1061 | 28.01.2025 | £996.00 | £199.20 | £1,195.20 | Scribe Accounts Renewal |
| 1060 | 28.01.2025 | £2,400.00 | £480.00 | £2,880.00 | Healthcheck Northam NDP |
| 1086 | 29.01.2025 | £4.17 | £0.83 | £5.00 | Mobile Phone - TA |

**Page 224**

**Minutes of the Planning and Development Committee**

**30th January 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Hames (Chair), Lo-Vel, Newman-McKie and Tait (Mayor)

In attendance: Guy Langton (Town Clerk & RFO)

**2502/616 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)**

Cllr Bach tendered his apologies, the reasons for which were approved by the committee.

**2502/617 Chair’s announcements**

The Chair reported that the District Council continued to discuss local government devolution, which was an evolving process. No firm proposals were prepared at this stage.

**2502/618 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.

**2502/619 To agree the agenda as published**

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

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

**2502/620 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 30th January 2025**

It was **resolved** that to approve the minutes of that Planning & Development committee meeting as a true and correct record.

Proposed Cllr Newman-McKie, Seconded Cllr Lo-Vel (Majority in favour with one abstention which was not present at that meeting).

**2502/621 Public Participation**

None present at the meeting

**2502/622 To receive an update on the progress of the Northam Neighbourhood Plan**

The Plan was with the designer. It was expected that the Plan would be ready to be taken to the next stage in March 2025, to malign with the introduction of the revised National Planning Policy Framework.

**2502/623 To note the information of Tadworthy Road, Northam PROPOSED Prohibition of HGVs over 7.5t Order 5949**

The Committee noted that pursuant to Devon County Council (Tadworthy Road, Northam) (Prohibition of HGVs over 7.5t) Order 5949, there would be a southbound weight restriction placed upon this road at the junction with Boulevard Way and Atlantic Way. A consultation would run from 20th February until 13th March at Devon County Council. Members would respond individually if they wished to.

**2502/624 Torridge District Council Planning Applications:**

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

i) **1/0068/2025/FUH**

Proposal: Rear extension, roof extension creating new first floor and external works including new garage (Resubmission of 1/0970/2024/FUL)

Location: 36 Fairlea Crescent, Northam

Response date: 23rd February 2025

**Page 225**

It was **resolved** that no comments would be submitted.

Proposed: Cllr Newman-McKie; Seconded: Cllr Hames (majority in favour, 1 abstention)

ii) **1/0057/2025/FUL**

Proposal: Erection of double garage and widening of existing access in connection with an existing dwelling

Location: Lower Lodge, Golf Links Road, Westward Ho!

Response date: 24th February 2025

It was **resolved** to recommend that the proposal be refused permission. The Council’s objections to the proposal were that:

The planned exit of the driveway was into a public car park, operated by Torridge District Council. The safety of pedestrians walking through the carpark would be adversely affected, especially as the carpark acts as a pedestrian route from the seafront and shopping area to Westward Ho! Park.

The planned exit of the driveway was onto a public car park, which is land held by the District Council, rather than a public highway or private road. It was not clear if permission for this had been sought, or an easement considered as part of this proposal.

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

iii) **1/0076/2025/FUL**

Proposal: Proposed flats and associated parking (variation of condition 2 of planning permission 1/0831/2017/FUL) (Variation of condition 2 of planning approval 1/0618/2019/FUL)((Plans Schedule))

Location: The Pines, 76 Atlantic Way, Westward Ho!

Response date: 28th February 2025

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

Proposed: Cllr Newman-McKie, Seconded: Cllr Lo-Vel (majority in favour, one abstention)

iv) **1/0085/2025/FUL**

Proposal: Construction and operation of a micro energy storage

Location: Active Torridge, Torridge Pool, Benson Drive, Northam

Response date: 1st March 2025

It was **resolved** to submit the following comment:

The Council noted that the submitted response of the Environmental Protect team at Torridge District Council was that the noise assessment did not take account of the properties within 20m of the proposed battery box in the submitted noise assessment. Further, that team considered that to accurately assess the noise impact, a BS4142 noise assessment was required, which had not been submitted. Northam Town Council considers that without this assessment it is unable to effectively consider the proposal. The Council also noted the comment submitted by a neighbouring property, that indicated the noise levels in the summer, in warmer weather, could be sufficient to disturb those occupying adjacent properties.

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

**Page 226**

v) **1/0101/2025/LA**

Proposal: Proposed refurbishment of dwelling, including a single storey rear extension and raising of the ridge height of the roof to incorporate first floor accommodation

Location: 5 Century Drive, Northam

Response date: 7th March 2025

The variation was noted by the Council. No further comment was made.

vi) **1/0099/2025/FUL**

Proposal: Proposed refurbishment of dwelling, including a single storey rear extension and raising of the ridge height of the roof to incorporate first floor accommodation

Location: 5 Century Drive, Northam

Response date: 7th March 2025

It was **resolved** to submit the following comment:

Northam Town Council considers the proposal, as submitted, to be a missed opportunity to have solar PV installed on the south facing aspect of the roof and therefore does not align with Local Plan policy ST16 (Delivering Renewable Energy and Heat), ST05 (Sustainable Construction of Buildings), ST01 (Principles of Sustainable Development), nor ST02 (Mitigating Climate Change).

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

**2502/****625 To Note: Torridge District Council Planning Decisions**

It was noted that Torridge District Council, the determining Authority, had **granted** permission for the following applications with conditions as filed:

i) 1/1063/2024/FUL

Proposal: Adaptation/replacement of single storey extensions to side/rear of dwelling, enlargement of garage & internal refurbishment works including insertion of roof lights to side elevations

Location: Cedarwood, Lakenham Hill, Northam

(Northam Town Council recommend the proposal be granted permission)

ii) 1/1016/2024/FUL

Proposal: Replacement single storey rear extension

Location: 15 Kimberley Park, Northam

(Northam Town Council recommend the proposal be granted permission)

iii) 1/1235/2023/FUL

Proposal: Variation of condition 2 of planning approval 1/0460/2020/FUL (Plans schedule - Layout and design)

Location: Land To The West Of Hampton Park, Raleigh Hill

(Northam Town Council recommend the proposal be refused permission)

**2502/626 To Note: Torridge District Council Planning Decisions**

It was noted that Torridge District Council, the determining Authority, has **refused** permission for the following applications with conditions as filed:

i) 1/0205/2022/OUTM

Proposal: Outline application for No.36 dwellings, public open space and associated infrastructure with all matters reserved except access

Location: Land At Wooda Road , Pitt Lane, Appledore

(Northam Town Council recommend the proposal be refused permission)

**Page 227**

**2502/627 To Note: Torridge District Council Planning Decisions**

It was noted that Torridge District Council, the determining Authority, has notified the Council that the following applications had been **withdrawn**:

i) 1/1028/2024/FUL

Proposal: Installation of Air Source Heat Pump

Location: 129 Atlantic Way, Westward Ho!

There being no further business the meeting closed at 7:25pm.

Signed………………………………………………..Dated……………………………………………….