

**FINANCE COMMITTEE****9<sup>th</sup> July 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

In attendance: Guy Langton (Town Clerk & RFO), Tina Tucker (Community Engagement Officer)

**2507/158 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

All members were present.

**2507/159 Chair's announcements**

The Chair announced that she had asked the Town Clerk to identify a suitable basic finance & VAT training or webinar for members and staff. The Town Clerk advised that the Council could claim back the balance of its VAT paid (VAT paid less VAT owed to HMRC). The Town Clerk would also circulate VAT Notice 749 (Local authorities and similar bodies).

The Town Clerk announced that the District Council had advised this Council that the owners of building known as the Leisure Centre in The Square, Northam (which this Council had successfully nominated as an Asset of Community Value) had notified the District Council of their intention to dispose of their asset.

**2507/160 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.

**2507/161 To agree the agenda as published.**

It was **resolved** to proceed with the agenda as published, though the items relating to gas usage at Northam Hall would be considered before the fees and charges for Council services. Proposed Cllr Hodson, Seconded Cllr Whittaker (all in favour)

**2507/162 To consider the minutes of the Finance meeting held on the 11<sup>th</sup> June 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 Bach (all in favour)

**2507/163 Public Participation**

There were no members of the public present.

**2507/164 To receive an update on Action Points**

The action points were noted as presented below.

Action	July 2025
<b>1</b> 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.	A plumbing contractor has been contacted. An electrician is to be instructed and locations found for the storage cabinets there. RAMS have been approved by TDC. ONGOING
<b>2</b> Northam Hall works in response to the findings of the Fire Risk Assessment in December 2024	On the agenda COMPLETE
<b>3</b> Review the gas use at Northam Hall	On the agenda COMPLETE
<b>4</b> Present a list of Council fees and charges, compared (where possible) with other local providers of similar services or facilities.	On the agenda COMPLETE

Chair's initials

5	<p>Re request for wayleave at Kimberley Park: Seek confirmation that the local residents have been consulted and undertake a brief consultation exercise with those residents. Prepare an in-going schedule of condition, to be included as part of any agreement. Request that Airband indemnify the Town Council for any works required to the sewer or their cable as result of future works required at the sewer or on their cable. Request wayleave payment of £500 and Place on Full Council agenda</p>	<p>Residents consulted – responses indicate they were not consulted until NTC did so. The Town Clerk notes there is no requirement to consult residents for this type of work. Requests made of AirBand. Included on Full Council June 2025 agenda, Airband had not responded – matter deferred to July 2025 Full Council. COMPLETE</p>
6	<p>Review the document storage for Northam Town Council</p>	<p>The Town Clerk has contacted other smaller authorities in Devon and Cornwall. Not all have replied but the replies thus far indicate that pre-1974 Minutes are held at the Record Office.</p> <p>Later minutes (post 1974) are routinely held at Council offices (where space allows), with scanned copies available to review (NTC also has scanned copies).</p> <p>Fireproof cabinets are used where space and finances allow, though they are not damp-proof so stored paper would degrade over time in a more damp location (for example a garage).</p> <p>Other documentation is not routinely retained beyond the required retention dates, which are often outlined in a policy, for example <a href="https://great-torringtontowncouncil.gov.uk/2020/10/02/data-retention-policy/">https://great-torringtontowncouncil.gov.uk/2020/10/02/data-retention-policy/</a> . Northam Town Council does not have such a policy. ONGOING</p>

It was **resolved** to complete action point 7, recommending the Review Committee consider a document retention and disposal policy.

Proposed: Cllr Hodson, Seconded: Cllr leather (majority in favour, 2 abstentions).

**Action point: Recommend the Review Committee consider a document retention and disposal policy.**

#### **2507/165 To receive the Clerk's report**

At 30<sup>th</sup> May 2025 (or according to the last available statement balance), the Council's balances were:

Nationwide (Business 95-day saver)	£94,654.27	interest rate is 3.69%	General and Earmarked Reserves
Cambridge & Counties Bank (31-day)	£95,514.32	interest rate is 3.25%	Earmarked Reserves
Cambridge Building Society	£5,452.32	interest rate is 2.15%	Tennis Reserves
Petty Cash	£63.79		
Coop Bank (current account)	£35,296.18	no interest	
Hinkley & Rugby Building Society	£220,000.00	interest rate is 1.95%	holding account for general expenditure

**Total cash in hand (SCRIBE) £450,980.88**

The bank reconciliation was signed by the Proper Officer and the Chair.

Chair's initials

## Payments

The Council made 144 payments in June 2025, totalling £70,182.42 (exVAT). A full list of these is presented on the appended pages. There were 37 payments of £100 or more (exVAT), presented below.

It was **resolved** to approve the list of payments.

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

Voucher	Date	Net	VAT	Total	Description
371	19.06.2025	£30,148.51	£0.00	£30,148.51	Payroll
316	06.06.2025	£7,286.55	£1,457.31	£8,743.86	Plants
346	13.06.2025	£5,585.63	£0.00	£5,585.63	HMRC PAYE
351	17.06.2025	£4,213.85	£0.00	£4,213.85	PWLB
315	06.06.2025	£3,646.80	£0.00	£3,646.80	Insurance
360	19.06.2025	£3,632.25	£726.45	£4,358.70	Fire Alarm System
390	26.06.2025	£2,076.55	£0.00	£2,076.55	Pensions
374	23.06.2025	£1,721.21	£0.00	£1,721.21	PWLB
361	19.06.2025	£1,263.98	£252.80	£1,516.78	Access Control System
366	19.06.2025	£1,200.00	£0.00	£1,200.00	Civic Function
314	06.06.2025	£932.40	£186.48	£1,118.88	Refreshments
313	06.06.2025	£550.00	£0.00	£550.00	Youth Services
363	19.06.2025	£510.00	£0.00	£510.00	Signs
294	03.06.2025	£455.00	£91.00	£546.00	Cleaning CPT
279	02.06.2025	£427.60	£0.00	£427.60	Room rental
312	06.06.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall
369	19.06.2025	£395.00	£79.00	£474.00	Audit Services
281	03.06.2025	£345.00	£0.00	£345.00	Vehicle Tax
342	12.06.2025	£300.00	£60.00	£360.00	Refreshments
295	03.06.2025	£284.70	£56.94	£341.64	IT contract
311	06.06.2025	£275.50	£0.00	£275.50	Insurance
334	11.06.2025	£265.30	£53.06	£318.36	Playground Repairs
367	19.06.2025	£250.00	£0.00	£250.00	Hall Hire
310	06.06.2025	£227.61	£45.52	£273.13	Stationery
359	19.06.2025	£202.33	£40.47	£242.80	PPE & Workwear
365	19.06.2025	£200.00	£40.00	£240.00	Advertisement
357	19.06.2025	£198.64	£39.73	£238.37	Disposal Waste Materials
325	09.06.2025	£194.00	£0.00	£194.00	Mobile Phone - IR
340	13.06.2025	£178.62	£35.73	£214.35	Fuel
319	08.06.2025	£167.73	£33.55	£201.28	Wifi N Hall
389	26.06.2025	£147.00	£29.40	£176.40	Water Bottle Filler Valve
356	19.06.2025	£142.48	£28.50	£170.98	Disposal Waste Materials
362	19.06.2025	£130.00	£26.00	£156.00	Alarm maintenance
283	02.06.2025	£116.40	£0.00	£116.40	Refreshments
370	19.06.2025	£114.58	£22.92	£137.50	Microwave
348	16.06.2025	£114.58	£22.92	£137.50	Northam Hall
349	16.06.2025	£114.00	£0.00	£114.00	Water bill

Chair's initials



**Receipts:**

In June 2025, the Council received 50 payments, totalling £7,115.44.

**Tennis courts:**

The gross volume of sales in June 2025 was £725.00. After fees, the Council has received £686.01.

Since 1st April 2025, the Council has received £2,997.18 in tennis court fees.

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.

**Petty Cash:**

A screen shot of the petty cash cashbook is presented below showing the items on which the Council has spent petty cash.

The financial regulations seek to maintain a balance of £100 in Petty Cash.

Petty Cash					2025-26	Name: Northam TC Petty Cash											
Details					Income			Expenditure						Balance at start of FY			
Date	Trans action	Description	Ref	Scribe No	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	13.45		
1.6.25	19	Refreshments	PC25-26.17				0.00			1.20			1.20	102.75			
1.6.25	20	Refreshments	PC25-26.18				0.00			0.99			0.99	101.76			
1.6.25	21	Refreshments	PC25-26.19				0.00			1.39			1.39	100.37			
3.6.25	22	Refreshments	PC25-26.20				0.00			1.39			1.39	98.98			
4.6.25	23	Cleaning	PC25-26.21				0.00	1.37	6.75				8.12	90.86			
9.6.25	24	Refreshments	PC25-26.22				0.00			1.39			1.39	89.47			
11.6.25	25	Flags (Town Hall)	PC25-26.25				0.00	1.42	7.07				8.49	80.98			
13.6.25	26	Refreshments	PC25-26.26				0.00			1.39			1.39	79.59			
17.6.25	27	Refreshments	PC25-26.27				0.00	1.00			4.99		5.99	73.60			
24.6.25	28	Refreshments	PC25-26.28				0.00			1.85			1.85	71.75			
5.6.25	29	Maintenance Equipment	PC25-26.29				0.00	1.33			6.63		7.96	63.79			

**2507/166 To note the parish precept levied by Northam in comparison to other similar smaller authorities**

The Committee received and noted the table overleaf. A more detailed set of data could be found at <https://www.gov.uk/government/statistical-data-sets/live-tables-on-council-tax>.

**2507/167 To receive an analysis of the gas usage at Northam Hall over winter**

The data for the winters 2023-24 and 2024-25 were presented to the committee. It was noted that both winters had similar gas usage at a similar cost to the Council.

2023/24	Units	Cost	Hours at Hall	2024/25	Units	Cost	Hours at Hall
				May-24	110 (29/04/24-28/05/24)	£378.57	115
				Jun-24	15 (28/05/24-26/06/24)	£145.13	154.75
				Jul-24	16 (26/06/24-30/07/24)	£35.88	139.5
Aug-23	3 (27/07/23-29/08/23)	n/a	116.75	Aug-24	5 (30/07/24-30/08/24)	£40.24	123.5
Sep-23	28 (29/08/23-24/09/23)	n/a	149	Sep-24	60 (30/08/24-26/09/24)	£25.61	123
Oct-23	157 (24/09/23-28/10/23)	£74.88	145.75	Oct-24	172 (26/09/24-28/10/24)	£86.86	169
Nov-23	268 (27/10/23-26/11/23)	£202.69	161	Nov-24	319 (28/10/24-26/11/24)	£217.43	180
Dec-23	542 (26/11/23-28/12/23)	£327.46	146.5	Dec-24	1024 (26/11/24-27/01/25)	£383.71	170
Jan-24	562 (28/12/23-25/01/24)	£781.84	141.5	Jan-25	2 months as no Dec bill	£724.54	149.5
Feb-24	424 (25/01/24-28/02/24)	£803.76	142.5	Feb-25	515 (27/01/25-24/02/25)	£760.29	159
Mar-24	329 (28/02/24-29/04/24) 2	£504.40	169.75	Mar-25	629 (24/02/25-28/04/25) 2	£745.39	185.5
Apr-24	months as no March bill	£484.45	171.5	Apr-25	months as no March bill		

**Direct Month Comparison for Month's Where Data Available**

Month	Units used 23/24	Units used 24/25	Hours 23/24	Hours 24/25
August	3	5	116.75	123.5
September	28	60	149	123
October	157	172	145.75	169
November	268	319	161	180
December/January	1104	1024	288	319.5
February	424	515	142.5	159

Chair's initials


Parish Name	Local Authority	Amount precepted on billing authority (£) 2025-26 [note 1]	Tax base for precept purposes 2025-26 [note 1]	Band D council tax (£) 2025-26 [note 1]
Tavistock	West Devon	1,088,850	4,895.56	222.42
Okehampton Town	West Devon	457,313	2,277.41	200.80
Barnstaple	North Devon	1,617,958	7,208.88	224.44
Crediton	Mid Devon	510,750	2,794.90	182.74
Holsworthy	Torridge	212,800	1,090.64	195.11
Cullompton	Mid Devon	553,617	3,730.29	148.41
Great Torrington	Torridge	257,931	1,830.09	140.94
Ilfracombe	North Devon	529,056	3,873.29	136.59
Bideford	Torridge	757,387	5,580.88	135.71
Northam	Torridge	644,337	5,805.22	110.99
Georgeham	North Devon	98,561	1,039.89	94.78
South Molton	North Devon	200,000	2,173.72	92.01
Combe Martin	North Devon	102,000	1,035.31	98.52
Uffculme	Mid Devon	103,836	1,177.62	88.17
Braunton	North Devon	337,332	3,317.62	101.68
Bere Ferrers	West Devon	85,572	1,100.78	77.74
Tiverton	Mid Devon	578,032	7,436.74	77.73
Fremington	North Devon	317,220	4,674.62	67.86
Willand	Mid Devon	78,418	1,219.34	64.31
Mortehoe	North Devon	90,000	1,216.22	74.00
Buckland Monachorum	West Devon	70,393	1,730.78	40.67
Tawstock	North Devon	27,311	1,241.36	22.00

### 2507/168 To consider the Council's fees and charges

The committee considered the report, which detailed the fees and charges made by this Council for services it provides.

**Northam Hall:** It was **resolved** to recommend that the Council simplify its charging structure, increasing the hourly charge by £1, to £13.50 per hour for casual bookings and £11.00 per hour for regular bookings. Discounts for multiple hours would no longer be offered. These charges would take effect from 1<sup>st</sup> April 2026.

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

**Action point: Prepare a table to detail the effect of the increase and present to the next meeting of this committee.**

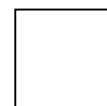
**Appledore Boat Park:** It was **resolved** to increase the annual charge to £55 for a 10ft boat and £5 per extra foot (to a maximum of 20 feet), with effect from 1<sup>st</sup> April 2026.

Proposed: Cllr Whittaker, Seconded, Cllr Hames (majority in favour, Cllr Tait abstained, having declared an interest)

**Gig Clubs:** It was resolved to increase the annual charge to the Gig Clubs to £1,320, with effect from 1<sup>st</sup> April 2026.

Proposed: Cllr Edwards, Seconded, Cllr Hames (majority in favour, 1 abstained)

Chair's initials



**Northam Lions:** It was agreed to defer consideration to the next meeting of the committee, having confirmed the lease end date.

**Windmill Lane Allotments:** The Town Clerk declared an interest, he had an allotment at Windmill Lane. He did not advise the committee during their deliberations, the Community Engagement Officer advised the committee.

It was **resolved** to retain the fees at their current levels ('standard' allotments at £19.80 for half plot £38.50 for full plot, 'smaller' allotments at £15.40, the smallest at £11.00).

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

**Burrough Farm Allotments:** It was agreed to defer consideration to the next meeting of the committee, having confirmed the lease end date.

**Car Park at Appledore:** It was agreed to defer consideration to the next meeting of the committee, having confirmed the lease end date.

**Memorial Bench sponsorship:** It was **resolved** to retain the cost at £450 for a refurbished bench and £830 for a new bench, noting there were fewer than 5 refurbished benches available and only two spaces for new benches.

Proposed: Cllr Hoddson, Seconded: Cllr Himan (all in favour)

*Tina Tucker left the meeting at this point (7:15pm)*

#### **2507/169 To consider the draft Tennis Safeguarding Policy**

It was **resolved** to train the Town Clerk and Parks & Buildings Manager as deputy safeguarding officers, DBS-checking them and adding them to the policy.

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

#### **Action points:**

1. **Arrange training and DBS checks.**
2. **Update the Policy and publish.**

#### **2507/170 To consider the received quote for work at Northam Hall**

Noting that the Officers had striven to obtain three quotations, the specialist nature of the work and the value of the quotations, it was **resolved** to instruct *fineline ceilings and partitions* to undertake the following quoted work (all figures exVAT):

##### **Quotation 7063/1**

New suspended ceiling in Main Hall, Stage Area and Stage Lobby with sloping ceiling	£12,712
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##### **Quotation 7063/2**

Install new lighting as per quote	£5,927
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##### **Quotation 7063/3**

Recycled plastic insulation in Main Hall and Stage Area	£6749
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##### **Total**

	<b>£25,388</b>
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Proposed: Cllr Bach, Seconded: Cllr Edwards (all in favour)

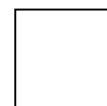
#### **2507/171 To consider reviewing the pension arrangements for Council staff**

It was **resolved** to undertake a review of the Council's pension provision for its staff, including the impacts of any changes for the Council, its budget and its staff.

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

**Action point: Undertake review and present to a future meeting of this committee.**

Chair's initials



It was **resolved** to exclude members of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960.

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

**2507/172 To consider the revised job description and person specification for the Town Clerk**

It was **resolved** to adopt the revised job description and person specification for the post of Town Clerk & RFO, issuing it to the post-holder.

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

**2507/173 To receive and sign the payroll information sheet for submission**

It was **resolved** to approve the payroll submission sheet, including overtime payments claimed.

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

The payroll information sheet was signed by the Chair.

**Action point: submit the information.**

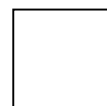
It was **resolved** to readmit members of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960.

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

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

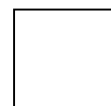
Signed.....Dated.....

Chair's initials



Voucher	Date	Net	Vat	Total	Description
278	02.06.2025	£62.79	£0.00	£62.79	Stripe fees
279	02.06.2025	£427.60	£0.00	£427.60	Room rental
281	03.06.2025	£345.00	£0.00	£345.00	Vehicle Tax
282	02.06.2025	£0.18	£0.00	£0.18	Square fees
283	02.06.2025	£116.40	£0.00	£116.40	Refreshments
284	02.06.2025	£36.65	£7.33	£43.98	Equipment
285	02.06.2025	£31.98	£0.60	£32.58	Refreshments
286	02.06.2025	£60.12	£12.03	£72.15	Signs
287	02.06.2025	£24.17	£4.83	£29.00	Equipment
288	02.06.2025	£6.79	£0.91	£7.70	Supplies
289	02.06.2025	£4.17	£0.83	£5.00	Mobile Phone - IR
290	02.06.2025	£4.17	£0.83	£5.00	Mobile Phone - CW
291	03.06.2025	£1.19	£0.00	£1.19	Square fees
292	03.06.2025	£2.28	£0.00	£2.28	Square fees
293	03.06.2025	£94.88	£18.98	£113.86	Copier Charges
294	03.06.2025	£455.00	£91.00	£546.00	Cleaning CPT
295	03.06.2025	£284.70	£56.94	£341.64	IT contract
296	03.06.2025	£50.00	£0.00	£50.00	Photos
297	03.06.2025	£28.17	£5.63	£33.80	Contra Roberts Cleaning
298	03.06.2025	£22.52	£0.00	£22.52	Expenses
299	03.06.2025	£16.67	£3.33	£20.00	Mobile Phone - DC
300	04.06.2025	£1.81	£0.00	£1.81	Square fees
301	04.06.2025	£0.16	£0.00	£0.16	Square fees
302	04.06.2025	£11.66	£2.33	£13.99	Photos
303	04.06.2025	£1.31	£0.27	£1.58	Equipment
304	05.06.2025	£16.03	£3.21	£19.24	Photo Frame
305	04.06.2025	£30.00	£6.00	£36.00	Keys
306	06.06.2025	£58.57	£11.71	£70.28	Telephone system
307	06.06.2025	£46.80	£0.00	£46.80	Expenses
308	06.06.2025	£44.48	£8.90	£53.38	PPE & Workwear
309	06.06.2025	£61.90	£12.38	£74.28	Fixings
310	06.06.2025	£227.61	£45.52	£273.13	Stationery
311	06.06.2025	£275.50	£0.00	£275.50	Insurance
312	06.06.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall
313	06.06.2025	£550.00	£0.00	£550.00	Youth Services
314	06.06.2025	£932.40	£186.48	£1,118.88	Refreshments
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316	06.06.2025	£7,286.55	£1,457.31	£8,743.86	Plants
317	06.06.2025	£9.58	£1.92	£11.50	Mayor's Cadet
318	06.06.2025	£24.25	£4.85	£29.10	Fixings
319	08.06.2025	£167.73	£33.55	£201.28	Wifi N Hall
320	10.06.2025	£43.36	£2.17	£45.53	Electricity - Pavilion
321	10.06.2025	£58.34	£2.92	£61.26	Gas Account
322	09.06.2025	£4.63	£0.93	£5.56	Mobile Phone
323	09.06.2025	£7.00	£0.00	£7.00	Land charges search

Chair's initials





324	09.06.2025	£26.09	£0.00	£26.09	Insurance
325	09.06.2025	£194.00	£0.00	£194.00	Mobile Phone - IR
326	10.06.2025	£0.58	£0.00	£0.58	Square fees
327	10.06.2025	£5.00	£1.00	£6.00	Mobile Phone - IR
328	10.06.2025	£34.33	£6.87	£41.20	Cleaning Northam Hall
329	11.06.2025	£50.54	£2.53	£53.07	Electricity Account
330	11.06.2025	£4.17	£0.83	£5.00	Mobile Phone - TT
331	11.06.2025	£28.14	£5.63	£33.77	Equipment
332	11.06.2025	£41.67	£8.33	£50.00	Photo Frame
333	11.06.2025	£83.33	£16.67	£100.00	Book Token
334	11.06.2025	£265.30	£53.06	£318.36	Playground Repairs
335	11.06.2025	£87.25	£5.50	£92.75	Expenses
336	11.06.2025	£9.90	£0.00	£9.90	Expenses
337	11.06.2025	£1.09	£0.00	£1.09	Square fees
338	11.06.2025	£1.19	£0.00	£1.19	Square fees
339	11.06.2025	£1.19	£0.00	£1.19	Square fees
340	13.06.2025	£178.62	£35.73	£214.35	Fuel
341	12.06.2025	£3.20	£0.00	£3.20	Postages
342	12.06.2025	£300.00	£60.00	£360.00	Refreshments
343	13.06.2025	£33.25	£6.65	£39.90	Refreshments
344	13.06.2025	£41.99	£7.41	£49.40	Miscellaneous
345	13.06.2025	£20.00	£0.00	£20.00	Photos
346	13.06.2025	£5,585.63	£0.00	£5,585.63	HMRC PAYE
347	16.06.2025	£6.07	£1.22	£7.29	Dishwasher Tablets/Cleaner
348	16.06.2025	£114.58	£22.92	£137.50	Northam Hall
349	16.06.2025	£114.00	£0.00	£114.00	Water bill
350	16.06.2025	£0.00	£0.00	£0.00	Repayment
351	17.06.2025	£4,213.85	£0.00	£4,213.85	PWLB
352	17.06.2025	-£195.00	-£39.00	-£234.00	Refreshments
353	18.06.2025	£13.33	£2.67	£16.00	Weedkiller
354	19.06.2025	£19.47	£3.89	£23.36	Internet
355	19.06.2025	£59.34	£11.87	£71.21	Rental & Maintenance Charge
356	19.06.2025	£142.48	£28.50	£170.98	Disposal Waste Materials
357	19.06.2025	£198.64	£39.73	£238.37	Disposal Waste Materials
358	19.06.2025	£68.38	£13.68	£82.06	Disposal Waste Materials
359	19.06.2025	£202.33	£40.47	£242.80	PPE & Workwear
360	19.06.2025	£3,632.25	£726.45	£4,358.70	Fire Alarm System
361	19.06.2025	£1,263.98	£252.80	£1,516.78	Access Control System
362	19.06.2025	£130.00	£26.00	£156.00	Alarm maintenance
363	19.06.2025	£510.00	£0.00	£510.00	Signs
364	19.06.2025	£20.95	£4.19	£25.14	Equipment
365	19.06.2025	£200.00	£40.00	£240.00	Advertisement
366	19.06.2025	£1,200.00	£0.00	£1,200.00	Civic Function
367	19.06.2025	£250.00	£0.00	£250.00	Hall Hire
368	19.06.2025	£13.29	£0.00	£13.29	Expenses
369	19.06.2025	£395.00	£79.00	£474.00	Audit Services
370	19.06.2025	£114.58	£22.92	£137.50	Microwave

Chair's initials



371	19.06.2025	£30,148.51	£0.00	£30,148.51	Payroll
372	19.06.2025	£0.16	£0.00	£0.16	Square fees
373	20.06.2025	£35.87	£7.17	£43.04	Bench sponsorship
374	23.06.2025	£1,721.21	£0.00	£1,721.21	PWLB
375	20.06.2025	£54.00	£10.80	£64.80	Name Tent Cards
376	20.06.2025	£38.32	£7.66	£45.98	Fixings
377	24.06.2025	£6.25	£1.25	£7.50	Mobile Phone
378	23.06.2025	£77.69	£15.54	£93.23	Stationery
379	24.06.2025	£38.13	£7.63	£45.76	Stationery
380	23.06.2025	£4.17	£0.83	£5.00	Mobile Phone - GL
381	24.06.2025	£2.46	£0.00	£2.46	Square fees
382	25.06.2025	£1.50	£0.00	£1.50	Square fees
383	25.06.2025	£1.19	£0.00	£1.19	Square fees
384	25.06.2025	£41.25	£8.25	£49.50	Keys
385	26.06.2025	£7.56	£1.51	£9.07	PPE & Workwear
386	26.06.2025	£12.96	£2.59	£15.55	PPE & Workwear
387	26.06.2025	£14.17	£2.83	£17.00	Equipment
388	26.06.2025	£17.15	£3.43	£20.58	Oil
389	26.06.2025	£147.00	£29.40	£176.40	Water Bottle Filler Valve
390	26.06.2025	£2,076.55	£0.00	£2,076.55	Pensions
391	27.06.2025	£4.17	£0.83	£5.00	Mobile Phone - RG
392	26.06.2025	£3.68	£0.00	£3.68	Square fees
393	27.06.2025	£12.67	£2.54	£15.21	Stationery
394	27.06.2025	£1.19	£0.00	£1.19	Square fees
396	30.06.2025	£1.19	£0.00	£1.19	Square fees
397	30.06.2025	£4.17	£0.83	£5.00	Mobile Phone - TA
398	30.06.2025	£4.17	£0.83	£5.00	Mobile Phone - JL
399	30.06.2025	£4.16	£0.83	£4.99	Stationery
411	05.06.2025	£6.63	£1.33	£7.96	Equipment
412	01.06.2025	£1.20	£0.00	£1.20	Refreshments
413	01.06.2025	£0.99	£0.00	£0.99	Refreshments
414	02.06.2025	£1.39	£0.00	£1.39	Refreshments
415	03.06.2025	£1.39	£0.00	£1.39	Refreshments
416	03.06.2025	£6.75	£1.37	£8.12	Cleaning
417	09.06.2025	£1.39	£0.00	£1.39	Refreshments
418	11.06.2025	£7.07	£1.42	£8.49	Flags
419	13.06.2025	£1.39	£0.00	£1.39	Refreshments
420	17.06.2025	£4.99	£1.00	£5.99	Plant food
421	24.06.2025	£1.85	£0.00	£1.85	Refreshments

Chair's initials



**MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE****10<sup>th</sup> July 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach (Mayor), Hames, Hodson, Horrocks, Newman-McKie and Lo-Vel and

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

**2507/174 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)**

All members were present. There were two vacant seats.

**2507/175 To agree the agenda as published**It was **resolved** to agree agenda as published.

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

**2507/176 Chair's announcements**

The Chair announced that Knapp House had apparently been sold to a holiday park developer.

**2507/177 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.

**2507/178 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 19<sup>th</sup> June 2025**It was **resolved** that to approve the minutes of that Planning & Development committee meeting as a true and correct record, they were signed by the Chair.

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

*Cllr Hodson entered at this point (6.35pm)***2507/179 Public Participation**

None were present.

**2507/180 To receive an update on the progress of the Northam Neighbourhood Plan and consider the establishment of a working group to review the feedback from the Planning Authority and Independent External Examiner**

The Council had heard from the Planning Authority that an officer had been assigned to review the submission.

**Action point: The Town Clerk would contact that officer to clarify the timeline and start date of the formal six-week consultation period.****2507/181 To note the Tree Preservation Orders placed on specimen trees at Knapp House (TPO/004/2025)**

The Chair noted that these new TPOs would add to the Order placed on the woodland as a whole and other specimen trees on the site.

**2507/182 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) 1/0511/2025/FUL**

Proposal: Demolition of domestic garage and construction of extensions to the side and rear of dwelling, plus internal refurbishment works and landscaping (Variation of condition 2 of planning approval 1/0961/2024/FUL)

Location: 3 Swanswood Gardens, Westward Ho!

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

Proposed: Cllr Bach; Seconded: Cllr Hodson (all in favour)

Chair's initials



**ii) 1/0500/2025/FUL**

Proposal: Erection of ground floor and first floor extensions, including roof dormer and associated alterations

Location: 10 Highfield, Northam

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

Proposed: Cllr Bach; Seconded: Cllr Horrocks (all in favour)

**iii) 1/0438/2025/FUL**

Proposal: Single storey extension to front of dwelling with balcony roof, replacement of existing garage with open carport & associated landscaping

Location: 74 Atlantic Way, Westward Ho!

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

Proposed: Cllr Bach; Seconded: Cllr Lo-Vel (all in favour)

**iv) 1/0543/2025/FUL**

Proposal: Extension and alterations to include associated works

Location: Fordlands, Heywood Road, Northam

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

Proposed: Cllr Bach; Seconded: Cllr Horrocks (all in favour)

**2507/183**

**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) 1/0395/2025/FUL**

Proposal: Erection of two storey side extension

Location: Oakridge, Limers Lane, Northam

(Northam Town Council recommended that the proposal be granted permission.)

**2507/184**

**Torridge District Council Planning Decisions**

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

**i) 1/0251/2025/OUTM**

Proposal: Outline application with all matters reserved except for access for up to 39no. dwellings

Location: Land At Grid Reference 245543 129173, Northam

(Northam Town Council recommends the proposal be refused permission)

**ii) 1/0398/2025/REM**

Proposal: Reserved matters application for Access, Appearance, Landscaping, Layout and Scale for 1no. dwelling pursuant to application 1/1293/2021/OUT

Location: Culloden House, Fosketh Hill, Westward Ho!

(Northam Town Council recommended that the proposal be granted permission)

**iii) 1/0399/2025/FUL**

Proposal: Erection of 1no. dwelling (Variation of Condition 1 of planning approval (1/1249/2022/REM)

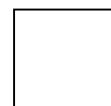
Location: Land At Grid Reference 243202 129005, Kingsley Road, Westward Ho!

(Northam Town Council recommended that the proposal be granted permission)

There being no further business the meeting closed at 7:00pm.

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

Chair's initials



**MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE****31<sup>st</sup> July 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach (Mayor), Hames, Hodson, Horrocks, Newman-McKie and Lo-Vel and

In attendance: Miss Tina Tucker Community Engagement Admin Officer

**2507/228 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)**

All members were present. There were two vacant seats.

**2507/229 Chair's announcements**

The chair pointed out that there was an appeal hearing in the chambers last week for 36 houses on Pitt Lane and it will be a while before we hear the outcome.

**2507/230 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. There were none

**2507/231 To agree the agenda as published**It was **resolved** to agree agenda as published.

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

**2507/232 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 10<sup>th</sup> July 2025**It was **resolved** that to approve the minutes of that Planning & Development committee meeting as a true and correct record, they were signed by the Chair.

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

**2507/233 Public Participation**

None were present.

**2507/234 To receive an update on the progress of the Northam Neighbourhood Plan and consider the establishment of a working group to review the feedback from the Planning Authority and Independent External Examiner**

The document is still with Torridge District Council.

We have asked them to expedite the review of it. One of their initial comments is that the parish map is not accurate. The Town Clerk has asked for a correct map to be supplied

**2507/235 To note the revised street naming policy adopted by the Planning Authority**

This was noted

**2507/236 To receive an update on the future of the two red BT boxes in Appledore (GE/0245/2025 & GE/0247/2025)**

Full council agreed to adopt the box.

**2507/237 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) **1/0495/2025/FUL**

Proposal: Erection of single garage and associated works

Location: 112 Bay View Road, Northam

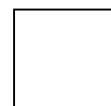
Response date: 28th July 2025 - extension requested until 1<sup>st</sup> August 2025It was **resolved** to recommend the proposal be granted permission.

Proposed: Cllr Newman-McKie; Seconded: Cllr Horrocks (all in favour)

ii) **1/0553/2025/FUL and 1/0554/2025/LBC**

Proposal: Alterations, renovation and partial demolition of existing

Chair's initials



building, erection of new garage, and merging of 'Staddon House' and 'Little Staddon' into one dwelling  
 Location: Staddon House And Little Staddon, Appledore  
 Response date: 1st August 2025.  
 It was **resolved** to recommend the proposal be granted permission.  
 Proposed: Cllr Bach; Seconded: Cllr Lovel (all in favour)

iii) [1/0552/2025/FUL](#)

Proposal: Conversion of loft space with addition of three roof lights.  
 Location: 11 New Street, Appledore  
 Response date: 2nd August 2025  
 It was **resolved** to recommend the proposal be granted permission.  
 Proposed: Cllr Lo-Vel; Seconded: Cllr Newman-McKie (all in favour)

iv) [1/0480/2025/FUL](#)

Proposal: Erection of replacement dwelling, garage, outbuilding and associated landscaping (self-build)  
 Location: Westleigh, Diddywell Road, Northam  
 Response date: 7th August 2025.  
 It was **resolved** to recommend the proposal be granted permission.  
 Proposed: Cllr Bach; Seconded: Cllr Newman-McKie (Majority in favour 1 abstention and 1 against)

v) [1/0569/2025/FUL](#)

Proposal: Replacement extension and associated alterations  
 Location: 16 Vernons Lane, Appledore  
 Response date: 7th August 2025.  
 It was **resolved** to recommend the proposal be granted permission subject to the conservation officer's observations.  
 Proposed: Cllr Bach; Seconded: Cllr Lo-Vel (Majority in favour with 1 abstention)  
 There was a further **proposal** that the Town Clerk writes to the Conservation Officer asking her to in future provide members with her comments on all Listed Building applications and all applications in Conservation Areas in order to help members come to decisions on these applications.'  
 Proposed: Cllr Hames; Seconded: Cllr Newman-McKie (all in favour)  
**Action Point: Town Clerk writes to the Conservation Officer asking her to in future provide members with her comments on all Listed Building applications and all applications in Conservation Areas in order to help members come to decisions on these applications.'**

vi) [1/0566/2025/FUL](#)

Proposal: Installation of a sea wall (affecting a Public Right of Way)  
 Location: Land North Of The Pier House, Merley Road, Westward Ho!  
 Response date: 9th August 2025.  
 To ask Torridge District Council to allow the Committee to defer comment on this application until a Flood Risk Assessment has been provided to the Environment Agency by the applicant.'  
 Proposed: Cllr Hodson; Seconded: Cllr Newman-McKie (all in favour)  
**Action Point: To ask Torridge District Council to allow the Committee to defer comment on this application until a Flood Risk Assessment has been provided to the Environment Agency by the applicant.'**



**2507/238 Torridge District Council Planning Decisions**

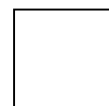
It was noted that Torridge District Council, the determining Authority, had **granted** permission for the following applications with conditions as filed:

- i) **1/0403/2025/FUL**  
 Proposal: Erection of conservatory to side of property  
 Location: 32 Dudley Way, Westward Ho!  
 (Northam Town Council recommended that the proposal be granted permission.)
  
- ii) **1/0373/2025/FUL**  
 Proposal: Part retrospective application for the extension of an existing garage and conversion of the garage to ancillary accommodation  
 Location: 2 Richmond Park, Northam  
 (Northam Town Council recommended that the proposal be granted permission.)
  
- iii) **1/0467/2025/FUL**  
 Proposal: Proposed front extension to accommodate single storey front porch and single storey extension to bedroom (Disabled Access)  
 Location: 6 Shoreland Way, Westward Ho!, Bideford, Devon  
 (Northam Town Council recommended that the proposal be granted permission.)

There being no further business the meeting closed at 7:00pm.

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

Chair's initials



**Northam Town Council – Minutes of the Environment and Maintenance committee meeting held  
Wednesday 18<sup>th</sup> June 2025 at 6:30pm  
at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bell, Edwards, Hames, Lo-Vel, Cllr Tait and the Mayor, Cllr Bach (ex-officio). Two vacancies.

In attendance: Ian Rawle – Parks & Buildings Manager.

**2506/101 To elect a Chair for the committee**

Cllr Bach **nominated** Cllr Bell as Chair of the Environment and Maintenance Committee. The nomination was seconded by Cllr Lo-Vel. There being no other nominations, the matter was put to a vote. All members were in favour and **Cllr Bell was duly elected Chair of the Environment and Maintenance 2025-26.**

**2506/102 To elect a Deputy Chair for the committee**

Cllr Tait **nominated** Cllr Hames as Vice Chair of the Environment and Maintenance Committee. The nomination was seconded by Cllr Edwards. There being no other nominations, the matter was put to a vote. All members were in favour. **Cllr Hames was duly elected Vice Chair of the Environment and Maintenance Committee for 2025-26.**

**2506/103 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

All members were present.

**2506/104 Chair's Announcements**

The Chair had no announcements.

**2506/105 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.

**2506/106 To agree the agenda as published**

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

**Proposed:** Cllr Tait, Seconded: Cllr Lo-Vel (all in favour).

**2506/107 To confirm as a correct record and sign the minutes of the Environment and Maintenance Committee held on 18<sup>th</sup> of June 2025.**

It was **resolved** that to approve the minutes of that Environment and Maintenance committee meeting as a true and correct record, they were signed by the Chair.

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

**2506/108 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.

**2506/109 To receive an update on action points**

The Action points were considered and noted as presented overleaf.

Chair's initials





## 2506/110 To receive an update on actions

Action		April 2025	June 2025
1	Drop kerbs in Westward Ho! (brought forward from TP&AM)	Contractor instructed. ONGOING	Contractor instructed. ONGOING
2	Schools to be contacted to design their own 'don't idle' signs for the Council to have made and installed.	Seeking a discussion with the interested school. ONGOING	ONGOING
3	Prepare a report on the purchase and installation of MVSIDs for the Parish	NOT STARTED	Work on the report has started and is currently in progress. ONGOING
4	Traffic issues at the Square, Northam	Costs of traffic surveys not yet researched. Cost of air quality surveys not yet researched. NOT STARTED	NOT STARTED
5	Locations of Council provided Christmas trees in 2025 – liaise with the Westward Ho! Business association over the sites in Westward Ho!	To be considered later in the year.	Agreed at the previous meeting, to advertise closer to December 2025. COMPLETE
6	Schedule the works for Life on the Verge	Works scheduled in 2025.	The design is being redrafted in line with the requirements of the Neighbourhood Highways Officer. ONGOING
7	Golf Links Road street scene	Seek a derelict boat for use as a planter along that stretch of road and enhance the current planting. Make good the land recently disturbed by utility works. ONGOING	A Councillor approached local residents, who expressed that they do not want a boat planter in the area. Instead, the area will be planted with bulbs in September. COMPLETE
8	Liaise with Torridge District Council to determine the reasons for the insufficient number of bins, and offer support in providing additional bins and assisting with their emptying.		NTC Officers liaised with TDC and agreed that NTC Maintenance team will support TDC during high footfall seasons by assisting with bin emptying and helping to keep the general area clean and tidy. COMPLETE
9	NTC Officers to submit the P3 request for the upgrading of footpaths 35 and 36.		The P3 funding request has been submitted and is currently awaiting approval. ONGOING
10	Officers to liaise with Devon County Council to request the upgrading of the stiles on Footpaths 4 and 6 to kissing gates.		Liaison with Devon County Council has taken place, and the works have been scheduled for November. ONGOING

Chair's initials



**2506/111 Proposal to Repaint the Seawall in Westward Ho! with Volunteer and Business Support to consider a proposal for Northam Town Council to coordinate the repainting of the seawall in Westward Ho! with the support of local volunteers and potential collaboration from local businesses.**

It was **resolved** to proceed with the repainting of the seawall in Westward Ho!, coordinated by Northam Town Council, with support from local volunteers and collaboration from local businesses where possible.

The Council noted that preparation works would be undertaken by the Maintenance Team and that the project would be overseen onsite. Torridge District Council will supply the paint, subject to risk assessment approval.

**Proposed:** Cllr Bach, Seconded Cllr Lo-Vel (all in favour).

**2506/112 Proposal to Install Bottle Filling Stations in Appledore and Westward Ho! Park.**

It was **resolved** to proceed with the repair of the existing bottle filling station at Churchfields, Appledore, and to install a new unit at Westward Ho! Park, to be plumbed into the pavilion building.

It was further **resolved** to explore the installation of an additional bottle filling unit in Westward Ho!, with Officers to investigate options and report back to the Council with costings.

The Council noted that discounts or grant support could be explored as potential funding opportunities for the unit at Westward Ho! Park.

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

**2506/113 To note the location of the Three-Tier Planter in Westward Ho!**

It was **noted** the location of the three tier planters. Positive feedback from the community has been received, with many expressing that they are very pleased with the additions.

**2506/114 To purchase of a STIHL FSA 200 Cordless Brushcutter (Strimmer)**

It was **resolved** to purchase a STIHL FSA 200 Cordless Brushcutter (Strimmer) to support the ongoing work of the Maintenance Team.

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

**2506/115 To consider tree works at Dane Close / Burrough Farm**

It was **resolved** that the tree works at Dane Close / Burrough Farm be carried out after the bird nesting season, with the aim of scheduling the works for September.

At juncture Cllr Hames entered the meeting.

**Proposed:** Cllr Bach, Seconded Cllr lo-Vel (all in favour).

**2506/116 To consider setting up a task and finish group to consider the purchase of MVSIDs and removal of fixed units.**

It was **resolved** to set up a task and finish group to explore the potential purchase of Mobile Vehicle Speed Indicator Devices (MVSIDs) and the removal of existing fixed units. The group will consider suitable options, costs, and locations, and report back to the Council with recommendations.

The task and finish group will consist of Cllrs Hames, Bell and Edwards.

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

There being no further business the meeting closed at 7:22pm.

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

Chair's initials

