

Northam Town Council – Minutes of the Full Council meeting held 22nd October 2025 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Bach (Mayor), Bell, Edwards, Hames, Himan, Hodson, Horrocks, Leather, Lo-Vel, Newman-McKie (Deputy Mayor), Sawyer, Singh and Tait.

In attendance: Guy Langton (Town Clerk & RFO), Rev J Harris, Hon Alderman A Eastman and 6 members of the public.

2510/384 Apologies

Cllr Whittaker submitted her apologies, the reasons for which were approved.
Cllr K O'Rourke (District Councillor) also submitted her apologies.

2510/385 To agree the agenda as published.

It was **resolved** to consider business on the agenda as published.
Proposed Cllr Bell, Seconded Cllr Lo-Vel (all in favour)

2510/386 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.

2510/387 Mayor's Announcements

The Mayor announced that tickets for this year's Civic Dinner, on 13th February 2026, were available to purchase.

The Town Clerk informed the Council that Torridge District Council's annual rough sleeper count would take place on the night 12th to 13th November 2025. The detail would be circulated to members.

2510/388 To confirm and sign the minutes of the Full Council meeting held 24th September 2025

It was **resolved** to approve the minutes, which were signed by the Mayor.
Proposed: Cllr Leather, Seconded: Cllr Lo-Vel (all in favour)

2510/389 To receive and adopt the reports of the confirmed minutes and resolutions contained therein from Committees and Sub-Committees

- Finance 10th September 2025
- Planning and Development 11th September 2025
- Environment & Maintenance 30th July 2025

The above listed minutes were received and adopted.

2510/390 Public Participation

One member of the public addressed the Council regarding a section of road/pavement along Atlantic Way, running west from Tadworthy Road to 129 Atlantic Way. The pavement and road along this stretch were very narrow, made narrower by the presence of a telegraph pole, making use of the pavement difficult for mobility scooters, double buggies and parents walking with children. He requested the Council raise the matter with the County Council, requesting that priority be given to traffic travelling in one direction or the other and that plastic bollards be installed.

The remainder wished to speak about the Leisure Centre (Old Schoolhouse), Northam Square.

One member of the public addressed the Council on the same matter, noting the building's importance to Northam's heritage.

A second member of the public also addressed the Council on the same matter, noting the building's Grade II listed status. He further noted the condition of the building both inside and out, which he considered would require funding to renovate and maintain, should the Council acquire the building.

Chair's initials

A third member of the public addressed the Council on the subject of a committee that had been formed by a group of residents seeking to gather support to save the Leisure Centre (the old schoolhouse / hall in Northam Square).

A fourth member of the public addressed the Council noting his concern that the building was not left to degrade further.

Rev Vidamour left the meeting at this point (6:50pm)

2510/391 To receive a report from Devon & Cornwall Constabulary

The Neighbourhood Team Sergeant provided a report into a week's speed monitoring on Wooda Road, Appledore. Across the seven days, the 85th percentile was 34mph, the Mean 28mph. The SIMPLES algorithm indicated that no enforcement was required.

Speed monitoring would be undertaken along Golf Links Road after the County Council had adopted the new roundabout.

2510/392 To receive a report from the Devon County Councillor

No report had been received.

2510/393 To receive reports from Torridge District Members

Torridge Council members submitted the appended written reports.

No reports were provided at the meeting.

2510/394 To receive an update regarding Local Government Reorganisation

Following the launch of the Devolution White Paper on 16th December 2024, DALC has been working hard to engage with our members on this topic, and to provide support and updates where we can and has published the following:

We will endeavour to keep our members up to date on what we know about devolution as matters in Devon progress. Local government reorganisation (LGR) is being required by government in order to achieve the kind of Devolution deal they want to see. Updates will be circulated in our e-bulletin, and on our website.

At the moment, we have no information about what reorganisation might look like in Devon. The Leaders of Devon County Council, Plymouth City Council and Torbay Council are working together to explore the creation of a Mayoral Strategic Authority.

The Devon and Torbay Combined County Authority (CCA) – the governance needed for devolved decision-making powers and funding to flow from Whitehall to local decision-makers in Devon and Torbay – is now official.

Following meetings with our member councils in January, steps that DALC are already taking include:

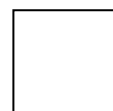
- Working with NALC and other county associations to share knowledge and best practice*
- We have asked NALC to lobby for funding package for local councils to assist with asset transfers*
- We are investigating the legal position around asset transfer*
- We have asked NALC for examples of best practice in terms of devolution*
- We have requested that NALC deliver a briefing for all DALC councils*
- We have worked with Devon County Council to arrange for regular briefings for our members*
- We will continue to engage with district councils wherever possible*

We will continue to keep you updated. We have asked encouraged member councils to carry out asset mapping in their communities. Thanks to all councils that submitted statements to help us build an evidence base, we are very grateful for your assistance in this matter. If you haven't yet sent anything in, we would still be delighted to receive your statements, which all help us build an understanding of our member councils.

Further information was available on the DALC website.

The Town Clerk reported that he had attended a briefing from Devon County Council regarding their proposal for the reorganisation of Devon to be submitted to the Secretary of State, which formed the area covered currently by the County Council into one unitary authority, with neighbourhood area committees overseeing more localised matters.

Chair's initials



2510/395 To consider the action point update

The action points were received as below.

2508/279 Flagpole/mast at the Trinity House Buoy Store – Appledore Quay	The landowner has been contacted and would be written to requesting he repair the flagstaff. Trinity House has confirmed that it has no assets on the Quay in Appledore and has no formal 'interest' in the flagpole/mast. ONGOING Action point: The District Council would also be written to, requesting it enforce the matter from a dangerous structure, damaged structure in the conservation area or environmental health basis.
2508/283 Meeting with Northam Lions FC	Cllrs Bach, Edwards and Lo-Vel, with the Town Clerk, met with representatives of Northam Lions FC. A way forward was identified and a revised agreement would be drawn up. ONGOING
2509/342 Conduct surveys at the Leisure Centre, Northam	The Council has commissioned the following: Condition inspection and report Mechanical and Electrical inspection and report Valuation report (RICS 'Red Book' compliant) COMPLETE
2509/343 Examiner for the Neighbourhood Plan	TDC advised the Council approved of their recommended examiner. COMPLETE

2510/396 To receive the Clerk's report

On 29th September 2025 (according to the last available statement balance), the Council's balances were:

Hinkley & Rugby Building Society general	£107,500.00	interest rate is 1.75%	holding account for expenditure
Cambridge & Counties Bank (31-day)	£96,042.50	interest rate is 3.25%	Earmarked Reserves
Nationwide (Business 95-day saver)	£95,510.75	interest rate is 3.69%	General and Earmarked Reserves
Cambridge Building Society	£5,452.32	interest rate is 1.9%	Tennis Reserves
Coop Bank (current account)	£331,097.64	no interest	
Petty Cash	£102.39		
Total cash in hand (SCRIBE)	£ 635,705.60		

The main bank account was reconciled to **29/09/25** as this is was the latest statement balance available. The bank reconciliation had been signed by the Proper Officer and the Chair.

It was **resolved** to transfer £250,000 to the Council's Hinkley & Rugby Building Society account.
Proposed: Cllr Hodson, Seconded: Cllr Sawyer (majority in favour)

Chair's initials

Payments

Since 01/09/2025, the Council made 147 payments, totalling £75,283.03.

Since 01/09/2025, the council made 37 payments of £100 or more totalling £72,546.45

Voucher Num	Date	Net	VAT	Total	Cost Code	Description	Minute Ref
621	03.09.2025	£101.16	£20.23	£121.39	Wren Close	Paint	
668	15.09.2025	£131.41	£0.00	£131.41	Expenses	Expenses	2411/375
710	22.09.2025	£150.00	£30.00	£180.00	Training	Training	
604	01.09.2025	£156.45	£31.29	£187.74	Payroll Processing Fees	Payroll	
631	05.09.2025	£161.00	£32.20	£193.20	Truck Maintenance	Tyres	
660	14.09.2025	£171.33	£34.27	£205.60	Fuel	Fuel	
667	15.09.2025	£181.42	£36.28	£217.70	Churchfields Skatepark	Appledore Skate Park	
666	15.09.2025	£184.44	£36.89	£221.33	Maintenance	Electrical work	
666	15.09.2025	£184.44	£36.89	£221.33	Maintenance	Electrical work	
728	29.09.2025	£192.19	£38.44	£230.63	Maintenance	Northam Hall	
700	19.09.2025	£200.00	£40.00	£240.00	Newsletters & Communication	The Link	
620	03.09.2025	£200.00	£40.00	£240.00	Newsletters & Communication	The Link	2505/03
619	03.09.2025	£245.25	£49.05	£294.30	Website	Computer and software	
643	08.09.2025	£254.22	£50.84	£305.06	Churchfields Skatepark	Appledore Skate Park	
712	23.09.2025	£273.00	£54.60	£327.60	PPE & Workwear	Glasses	
613	01.09.2025	£278.90	£55.78	£334.68	Town Hall - Maintenance	Sink	2506/094
618	03.09.2025	£284.70	£56.94	£341.64	Cloudy IT	IT contract	
678	15.09.2025	£345.00	£0.00	£345.00	VED	Vehicle Tax	
606	01.09.2025	£359.79	£71.96	£431.75	Machinery Maintenance	Mower Repair	
730	29.09.2025	£400.00	£0.00	£400.00	Cleaning	Cleaning Northam Hall	
610	01.09.2025	£400.00	£0.00	£400.00	Cleaning	Cleaning Northam Hall	
626	03.09.2025	£427.80	£85.56	£513.36	Tools & Equipment	Weed Brushes	
602	01.09.2025	£430.76	£0.00	£430.76	Room Rental	Room rental	
617	03.09.2025	£455.00	£91.00	£546.00	Cleaning	Cleaning CPT	
616	03.09.2025	£714.33	£142.87	£857.20	Machinery Maintenance	Mower Repair	
699	19.09.2025	£720.00	£0.00	£720.00	Hanging baskets & Planters	Yard Rental	2410/315
727	29.09.2025	£880.44	£176.09	£1,056.53	Westward Ho! Park	Festoon & Festive Lighting	2508/280
644	08.09.2025	£1,040.80	£208.16	£1,248.96	Tennis summer camps	Tennis Summer Camp	
701	19.09.2025	£1,153.50	£230.70	£1,384.20	IT Purchase, Repair & Maintenance	IT contract	2509/294
637	07.09.2025	£1,322.04	£0.00	£1,322.04	General	Insurance	2405/027
731	29.09.2025	£1,365.00	£273.00	£1,638.00	Audit & Data Protection	Audit Services	
633	05.09.2025	£1,875.00	£375.00	£2,250.00	Burrough Farm	Tree Works	
697	19.09.2025	£2,161.64	£0.00	£2,161.64	Salaries, HMRC and NEST	Pensions	2509/296
614	01.09.2025	£2,902.50	£580.50	£3,483.00	Lords Meadow	Pump Track Hire	2411/443
715	25.09.2025	£8,154.94	£0.00	£8,154.94	Salaries, HMRC and NEST	HMRC PAYE	2508/252
682	18.09.2025	£19,200.00	£0.00	£19,200.00	Salaries, HMRC and NEST	Salaries	2509/290
665	15.09.2025	£24,888.00	£4,977.60	£29,865.60	Large Project Reserve	Northam Hall	2507/170

Receipts: Since 01/09/2025, the Council received 66 payments, totalling £322,168.50.

Tennis courts: The gross volume of sales in September 2025 was £225.00. After fees, the Council has received £210.32. Since 1st April 2025, the Council has received £5159.94 for tennis court memberships and bookings.

Petty Cash: A screen shot of the petty cash cashbook is presented overleaf showing the items on which the Council has spent petty cash to 19th September 2025. (overleaf). The financial regulations seek to maintain a balance of £100 in Petty Cash.

Chair's initials

Petty Cash			2025-26	Name:	Northam TC Petty Cash										
Details					Income			Expenditure						Balance at start of FY	
Date	Trans action	Description	Ref	Scribe	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	13.45
18.8.25	54	Refreshments	PC25-26.52	685			0.00			1.45			1.45	90.60	
4.9.25	55	Maintenance Equipment	PC25-26.53	686			0.00				25.00		25.00	65.60	
5.9.25	56	PC equipment (Keyboard/Mou	PC25-26.54	687			0.00	3.33				16.67	20.00	45.60	
8.9.25	57	Refreshments	PC25-26.55	688			0.00	0.40		1.45		2.00	3.85	41.75	
9.9.25	58	Refreshments	PC25-26.56	689			0.00			3.88			3.88	37.87	
10.9.25	59	Refreshments	PC25-26.57	690			0.00			1.89			1.89	35.98	
11.9.25	60	Cup engraving (WWHol Tennis)	PC25-26.58	691			0.00					12.00	12.00	23.98	
15.9.25	61	Refreshments	PC25-26.59	692			0.00			1.20			1.20	22.78	
17.9.25	62	Refreshments	PC25-26.60	693			0.00			8.50			8.50	14.28	
18.9.25	63	Refreshments	PC25-26.61	694			0.00			1.89			1.89	12.39	
19.9.25	64	Cash Withdrawal	-		90.00		90.00						0.00	102.39	

2510/397 To receive the 2024-25 audit reports and consider the notice of completion

It was **resolved** to send the annotated observation table to the Internal Auditor.

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

Action point: send the report.

It was **resolved** to publish the notice of completion of audit for at least 30 calendar days annually, to include the 30th September 2025, not ending before 29th October 2025 and include the detail in future versions of the Standing Orders and Financial Regulations.

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

2510/398 To receive the Parks & Buildings Manager's report

The Parks & Buildings Manager's report was received.

2510/399 To receive a verbal update from the Pavilion Working Group

The Council heard that the officers were awaiting the report from the Council's surveyor regarding the costs of work at the pavilion.

2510/400 To receive a verbal update regarding the Leisure Centre, Northam Square

The Council heard that the instructed surveyors had visited the building and their reports were awaited.

2510/401 To consider the date for the November meeting of Full Council

It was **resolved** to postpone November's Full Council meeting to the 27th November 2025.

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

2510/402 To consider the below listed policies recommended by the Review Committee

It was **resolved** to adopt the controlled documents as follows: Complaints Procedure v1.1, Document Retention Policy v0.2, Recruitment Policy v0.4 and Safeguarding Policy v1.1.

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

2510/403 To consider vacancies on committees

The vacancies on committees were noted as follows:

Environment & Maintenance one vacancy
 Planning & Development two vacancies
 Review two vacancies

Chair's initials

Pursuant to the Public Bodies (Admission to Meetings) Act 1960, it was **resolved** to exclude members of the press and public from the meeting.

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

Hon Alderman Eastman and all members of the public left the meeting at this point (7:10pm)

2510/404 To consider the heads of terms for a lease for the Blue Lights Parish Hall
Draft heads of terms have been enclosed in a confidential report.

Cllr Edwards, a member of the Blue Lights Parish Hall Charity committee, declared an interest and took no part in the discussion or vote on this item.

It was **resolved** to instruct the Council's legal advisor to draft a lease between the Town Council and Blue Lights Parish Hall Charity (300745) with the below heads of terms at an estimated cost of £2,700.

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

Action point: Instruct Tozers LLP.

Lease term	Detail
Parties to the lease	Northam Town Council and Blue Lights Parish Hall (Charity No 300745)
Full description of property	Blue Lights Hall/2 Vernons Lane, Appledore. The land title is DN540129.
Rent and deposit	Annual rent: a nominal (£1) the recharge of the Council's insurance premium for the buildings of Blue Lights Hall/2 Vernons Lane, plus VAT, that being: Recharge £1,482.86 Rent £1 VAT £296.14 Nil deposit.
Term of the lease Excluded from the Landlord and Tenant Act 1954?	12-year lease to automatically renew (continue) on a yearly basis on the same terms as in the lease until reviewed. The lease would be excluded from the Landlord and Tenant Act 1954.
Rent review dates Break dates and frequency	The Rent is reviewed every three years, in line with the Council's insurance policy contract. The Council to have limited grounds to terminate the tenancy. The notice period to be 12 months. The Charity to have normal grounds to terminate the tenancy. The notice period to be 6 months.
Agreed rights granted/retained over the property Use of the property Whether assignments or subletting is allowed	The Charity has full operational use. The Council retains the right of access for inspection only. The Charity has full use of the Hall as a community venue for groups/classes etc. The Charity can only sublet the Hall to user groups.
Repairing obligations	The Charity would have full internal and external repair obligations.
Responsibilities for insurance	The Council is responsible for buildings insurance. The Charity is responsible for all other insurances required in the proper operation of the Hall
Costs	Each party is responsible for its own costs.

Chair's initials

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

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

There being no further business the meeting closed at 7:40pm.

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

DRAFT

Chair's initials

Northam Town Council 22/10/2025 - District Councillors Reports**Cllr Louis Bach – Combined Mayoral and District Councillor Report**

At the latest TDC confidential members briefing, we heard of the draft LGR proposals from the leader and chief executive. This draft submission and statement were then jointly released and published the following day, which will now be submitted to Government for consideration. No doubt we have all seen the media statements on this, so we now have to wait for the final outcomes.

One matter that was highlighted was in regard to how any changes would possibly affect the position on those currently elected members, the reduction of councillors and possible future boundary changes, but this is a matter for review sometime in the future.

I attended a recent TDC planning meeting, where an application relating to a premises in Westward Ho! was before the committee, with a recommendation to refuse. As ward member I supported this application, giving sound reasons and evidence, which subsequently after due consideration by the committee, the majority of members present voted in favour, subject to some conditions.

Following the joint meeting between members and officers from NTC and TDC, the section 106 funding for public art in Westward Ho! has now been widely advertised and is subject to ongoing public consultation, by way of online surveys. There is still time to complete this survey, if you wish to do so.

I was invited by the chair of the Bideford Blues & Appledore Junior Football Club in Sandymere Road Westward Ho! to take part in the official opening of their new Astro-Turf pitch, costing over £200K. This was paid for with grants from organisations such as the FA, National Lottery, as well as this council. The club has amazing facilities and opportunities for not just the girls and boys, but adults of all ages, including walking football.

The NTC Mayfair Working Group has had its second meeting, where lots of new ideas and performing artists were considered. I do hope that next year's event will be very special. Many thanks to Tina in particular for all her hard work on this.

Along with other ward members for Westward Ho! we welcomed this week the local police engagement officer attendance on the Green / Promenade, to talk to us and members of the public, on any issues that they have concerns about. I requested an officer to attend this full council meeting, which they agreed to do, subject only to availability.

Separate to this, I have recently been in touch with our local community police engagement officer Sergeant Glyn Clark, regarding matters brought to my attention by residents, namely speeding traffic, predominantly along Golf Links Road Westward Ho!

I can confirm that this matter has now been passed to the police traffic monitoring section of Devon & Cornwall Police, where this is being looked into and options are being considered. (I'm not able to give further details about this here...for obvious reasons).

It was a pleasure to attend the very important free defibrillator training that was organised by our Council on the 9th October. Despite the wide publicity that this event received, the numbers attending from our community were disappointing.

My Wife Sheila never fails to surprise me, when I was contacted out of the blue this week by "Active Devon" to say that I had been nominated for an volunteer award for my commitment to the organisation "Torridge Walk & Talk", for supporting and encouraging people in the community to be active for better health and wellbeing...I was presented with a lovely "Certificate of Recognition".

It's always a great honour and privilege, as well as a very enjoyable occasion, when you get to represent our Town as your Honourable Mayor attending other civic engagements around our County.

Chair's initials

On Sunday the 5th October, I joined Cllr Adrian Hobbs Mayor of Lynton & Lynmouth for the Harvest and Civic Thanks-Giving Service, followed on Sunday the 12th October with Cllr Phil Cloake Mayor of Great Torrington for the parade, and civic service. I'm not sure that the Town Band, Cadets and all us lot marching through the Town at 9.30 in the morning was much appreciated, although many lined the streets.

Just a reminder that, the very important yearly service for Remembrance Sunday is on the 9th November 10.00am at St Margarets Church, followed by the procession to the War Memorial for the two minutes silence. Refreshments will be served at Northam Hall following the service.

TDC are once again inviting applications from community spirited volunteers to get involved in the affairs and workings of the council. In particular potential individuals are being encouraged to apply for vacancies as "Independent Persons" for the Standards and External Scrutiny Committees. No previous experience is required as training will be given.

Also, TDC still require applications from elected parish representatives to fill vacant positions on the Standards Committee. All applications should be sent to Staci Dorey Head of Legal Services and the Monitoring Officer at TDC.

Finally ... "Tickets for the Premier Charity Event of Next Year" are now on sale, so please do let Tina know how many tickets you require...before they are all sold out!

I do hope very much that you will be able to attend my fund-raising event on the 13th February next year in aid of the Charity Devon Air Ambulance Trust. As with any fund-raising event, the success really does depend on the numbers attending, so please do try to support this and encourage your families and friends to attend. We need to sell lots of tickets, as we have some great prizes for the auction and raffle, but more are still needed, so please donate prizes if you can.

Cllr Kerry O'Rourke

Please accept my apologies for not attending this meeting, I have a close family funeral to attend in Manchester.

Residents & Councillors Meeting 16th October 2025

I would like to express my sincere thanks to all my fellow councillors for attending the meeting, your time, energy and input was fantastic, a profound message to show County, District and Parish councillors share the same passion for Appledore.

Cllr Peter Hames was instrumental to the success of the evening with his hard work helping to advertise and organise the event. My sincere thanks also to our most knowledgeable Town Clerk who worked with us to provide the answers to the residents' questions. We showed our community how effective we can be working together, and I look forward to our next meeting which is proposed for January 2026.

The event was well attended with 46 residents from the Appledore ward. The first item to discuss was the development of a Residents Association, when we asked the residents who would like to be involved there was no immediate uptake, however 17 people did leave their details to be contacted.

The next step will be to invite them to get together, firstly I will create an email chain, once a communication path is formed, I will suggest an informal meet-up for discussion. My intention is to support residents from the sidelines by offering governance and a constitution, once the group is established, I will offer to nurture them until they are sustainable.

There were 22 questions sent in either by email or the online form. I separated them into sections as there was not enough time to answer each one, please find as a separate updated document showing the answers and required actions, written in red ink.

The tree between Morwenna Park and Windsor Rd.

Residents have updated me to advise that the tree has been trimmed back by Westward Housing who own the land.

Chair's initials

Appledore Pride 2026

I was unable to attend the last meeting but have been informed that the event is proposed to take place on 6th June 2026 from 12noon till 5pm. DCC has acknowledged receipt of the event details and will be in touch with the organiser if they have any questions, TDC and NTC have been contacted although I haven't been part of the conversation. The next meeting is on 4th November at St. Mary's Hall 7pm if you wish to attend. To confirm the event requires no road closures.

Unitary Plans

TDC has announced to district councillors that we will learn more on 28th November.

Cllr Jane Whittaker

Early in October rather than attending a Plans Committee of which I am a member I went off to a "Meet the Army' Event at the Barnstaple Hotel. As an Army Brat, my Father went through the ranks and retired as a Lt. Colonel, I felt that I ought to support it. Busy was not the word, I went around the car parks, and there are several, three times before I abandoned my car so as not to be late into the event. Lots of Displays were there to be explored followed by a number of very professional presentations given by various Ranks These were on a whole range of opportunities available to anyone joining or interested in joining the Army. Or indeed just enjoining the skills and training opportunities while still at School whether or not the Amy could be for them. I saw many other Cllrs there and even our past Town Clerk and her husband but only one other colleague from TDC.

The other main event Committee wise was C and R which took place halfway through the month. There the Planning Enforcement Plan was adopted after some discussion, Enforcement always brings with it concerns about whether or not it can be speedily resolved enough to support the concerns of residents who are worried about things happening which they think are not supposed to!

Using HVO in TDC's Operational Fleet was it was decided to be returned to the Climate Change Committee for further information to be gathered. This decision made after lots of discussion about the pros and cons of making a commitment to using HVO here.

Changing the route of the Cycle Path from the one used for many years to a partly new route which will now take it through areas of Victoria Park did worry several Committee Members myself included. I asked about consultation as there are many different users of the Park which it was proposed would pass close to the Children's Centre and alongside the main entrance of the Rugby Club, but there had been none done apparently! Several of my Cllr colleagues thought the plans asked for problems, although none of us did not support cycling or the encouragement of cycling. The decision was agreed by a vote of 6 to 4 with one abstention, so it comes into force.

In addition to that already mentioned there has been a Senior Management Team meeting and a Briefing about the LGR arrangements for TDC.

FINANCE COMMITTEE

10th September 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.

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

In attendance: Guy Langton (Town Clerk & RFO); Hon Alderman A Eastman.

2509/284 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

Cllr Edwards tendered his apologies, the reasons for which were approved.

2509/285 Chair's announcements

The Town Clerk reminded members that the DALC conference would be held on the 1st October 2025. Should any member wish to attend, they were asked to advise the Town Clerk.

2509/286 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.

2509/287 To agree the agenda as published.

It was **resolved** to proceed with the agenda as published.

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

2509/288 To consider the minutes of the Finance meeting held on the 13th August 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 (all in favour)

2509/289 Public Participation

Hon Alderman Eastman did not wish to address the committee.

2509/290 To receive an update on Action Points

The action points were noted as presented below.

Action	August 2025
1 Arrange DBS and Safeguarding training for deputy Welfare contacts for the tennis courts (Town Clerk and Parks & Buildings Manager).	The LTA has been contacted, dates to be arranged. ONGOING
2 Instruct contractor to undertake the works required to install a suspended ceiling, following the line of the current ceiling and insulated as appropriate with recycled plastic bottle-based insulation material.	The work would be complete by the 12 th September 2025. During the work, classes and other users have been offered alternative accommodations as before. COMPLETE
3 Undertake a review of pension provision for staff.	Research is being carried out, the report is planned to be presented to the October meeting of this committee. ONGOING
4 Arrange a face-to-face defibrillator awareness session with South West Ambulance Trust	Date arranged and publicised. COMPLETE
5 Acoustic treatment of the Council Chamber	The contractor has been instructed and is preparing the required documentation for the building owner to review. ONGOING
6 Explore recording solutions for Council meetings	The Town Clerk has met with one provider of this type of equipment and is arranging meetings with others. ONGOING

Chair's initials

Action		August 2025
7	Arrange regular payments for the Council's payroll obligations (HMRC, Nest, payroll provider)	A Direct Debit had been arranged with HMRC in respect of the Council's PAYE obligations; An SO had been arranged to meet the basic payroll costs with the Council's payroll services provider; Nest Pensions does not allow such for a DD or SO payment authority to be arranged. COMPLETE
8	Apply the annual cost of living rise (3.2%)	The rise was applied in the August 2025 payroll, backdated to 1 st of April 2025 (or start date if later). COMPLETE

2509/291 To receive the Clerk's report

On 31st August 2025 (according to the last available statement balance), the Council's balances were:

Hinkley & Rugby Building Society	£150,000	interest rate is 1.75%	holding account for general expenditure
Cambridge & Counties Bank (31-day)	£95,514.32	interest rate is 3.25%	Earmarked Reserves
Nationwide (Business 95-day saver)	£95,224.45	interest rate is 3.69%	General and Earmarked Reserves
Cambridge Building Society	£5,452.32	interest rate is 1.9%	Tennis Reserves
Coop Bank (current account)	£44,396.81	no interest	
Petty Cash	£92.05		
Total cash in hand (SCRIBE)	£ 390,679.95		

The main bank account was reconciled to **29/08/25**. There were no further payments or receipts up to 31/08/2025.

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

Payments

The Council made 97 payments since 26th July 2025, totalling £41,804.14 (exVAT). A full list of these is presented on the appended pages. There were 29 payments of £100 or more (exVAT), presented below and overleaf.

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

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

Voucher	Date	Net	VAT	Total	Cost Code	Description	Minute Ref
511	30.07.25	£87.08	£17.42	£104.50	Website	Web Hosting	
560	15.08.25	£114.00	£0.00	£114.00	Water	Water bill	
568	19.08.25	£107.52	£21.50	£129.02	Anchor Park	Paint	
517	05.08.25	£112.35	£22.47	£134.82	Payroll Processing Fees	Payroll	
531	07.08.25	£119.57	£23.91	£143.48	Internet	Wifi N Hall	
524	05.08.25	£151.93	£0.00	£151.93	Water	Community Centre Water	
525	05.08.25	£128.08	£25.62	£153.70	Stationery	Stationery	
574	20.08.25	£174.50	£0.00	£174.50	Miscellaneous	TV Licence	
572	19.08.25	£150.38	£30.08	£180.46	Photocopier Fees	Copier Charges	
555	13.08.25	£160.89	£32.18	£193.07	Fuel	Fuel	
515	03.08.25	£166.67	£33.33	£200.00	Franking Machine & Costs	Franking Machine	
600	29.08.25	£174.94	£34.99	£209.93	Hanging baskets & Planters	Watering Equipment	
570	19.08.25	£200.00	£40.00	£240.00	Subs and Memberships	Membership Fee	
569	19.08.25	£200.00	£40.00	£240.00	Advertising	The Link	

Chair's initials

576	21.08.25	£218.86	£43.77	£262.63	NNP	Poster	2501/507
547	12.08.25	£284.70	£56.94	£341.64	Cloudy IT	IT contract	
522	05.08.25	£296.85	£59.37	£356.22	Machinery Maintenance	Mower Repair	
548	12.08.25	£400.00	£0.00	£400.00	Cleaning	Cleaning Northam Hall	
513	01.08.25	£430.76	£0.00	£430.76	Room Rental	Room rental	
518	05.08.25	£360.00	£72.00	£432.00	Hanging baskets & Planters	Hanging Baskets	
549	12.08.25	£399.26	£79.85	£479.11	Town Hall - Maintenance	Electrical work	
550	12.08.25	£437.50	£87.50	£525.00	Cleaning	Cleaning CPT	
553	12.08.25	£606.41	£121.28	£727.69	Access Control System	Access Control System	
532	08.08.25	£1,322.22	£0.00	£1,322.22	General	Insurance	2405/027
520	05.08.25	£2,076.55	£0.00	£2,076.55	Salaries, HMRC and NEST	Pensions	
575	21.08.25	£2,161.64	£0.00	£2,161.64	Salaries, HMRC and NEST	Pensions	2508/252
571	19.08.25	£2,938.24	£0.00	£2,938.24	Salaries, HMRC and NEST	Salaries	
551	12.08.25	£6,793.20	£0.00	£6,793.20	Salaries, HMRC and NEST	HMRC PAYE	
563	18.08.25	£18,800.00	£0.00	£18,800.00	Salaries, HMRC and NEST	Salaries	2508/252

Receipts:

Since 26/07/2025, the Council received 37 payments, totalling £3,872.74.

Tennis courts:

The gross volume of sales in August 2025 was £1,165.00. After fees, the Council has received £1,093.08. Since 1st April 2025, the Council has received £4,958.82 for tennis court memberships and bookings. Tennis receipts for 1st April to 1st Sept 2024 and 2025 are 14% more in 2025. 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. In the first year, the Council received £5,452.

It was **resolved** transfer £3,709.86 to the Council's holding account for tennis court funds, leaving £1,248.96 in the Council's current account to meet the cost of the tennis camps.

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

Petty Cash:

A screen shot of the petty cash cashbook is presented to the below showing the items on which the Council has spent petty cash to 31st August 2025. 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	Reconciliation balance					
16.7.25	40	Card (Beadle funeral)	PC25-26.39				0.00	0.27		1.32			1.59	76.92							
16.7.25	41	Refreshments	PC25-26.40				0.00			1.45			1.45	75.47							
21.7.25	42	Refreshments	PC25-26.41				0.00	0.37		3.71			4.08	71.39							
28.7.25	43	Refreshments	PC25-26.42				0.00			1.89			1.89	69.50							
29.7.25	44	Refreshments	PC25-26.43				0.00	0.58		4.81			5.39	64.11							
29.7.25	45	Plant food	PC25-26.44				0.00	1.00			4.99		5.99	58.12							
29.7.25	46	Refreshments	PC25-26.45				0.00			1.09			1.09	57.03							
7.8.25	47	Plants and Plant food	PC25-26.46				0.00	2.41			12.06		14.47	42.56							
8.8.25	48	Maintenance equipment/part	PC25-26.47				0.00	1.28			6.40		7.68	34.88							
12.8.25	49	Maintenance equipment/part	PC25-26.48				0.00	1.67			8.32		9.99	24.89							
12.8.25	50	Refreshments	PC25-26.49				0.00			1.45			1.45	23.44							
20.8.25	51	Refreshments	PC25-26.50				0.00			1.39			1.39	22.05							
26.8.25	52	Cash withdrawal	-		80.00		80.00						0.00	102.05	£	102.05	£	-			
29.8.25	53	Key cutting	PC25-26.51				0.00	1.67				8.33	10.00	92.05	£	92.05	£	-			

Chair's initials



2509/292 To consider permanently expanding the Council's Maintenance Team

It was **resolved** to expand the Council's Maintenance Team by one FTE position; the position would be available from 1st December 2025.

Proposed: Cllr Whittaker, Seconded: Cllr Bach (majority in favour)

Action point: Appropriately advertise the position.

2509/293 To consider the Christmas closure dates for the Town Council December 2025

It was **resolved** to continue with custom and practice, closing the Council Offices for the three days and providing this time to staff without affecting their annual leave entitlement and to close the Council on the 2nd January 2026, requiring staff to take annual leave or use TOIL as appropriate. Emergency cover would be maintained and arranged on a rota agreed between Council staff.

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

Christmas staffing in 2025 would therefore be:

Monday 22 nd December	Tuesday 23 rd December	Wednesday 24 th December	Thursday 25 th December	Friday 26 th December
Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as a normal 'Friday' (8am to 1pm)	Closed	Closed
Monday 29 th December	Tuesday 30 th December	Wednesday 31 st December	Thursday 1 st January	Friday 2 nd January
Emergency Cover only	Emergency Cover only	Emergency Cover only	Closed	Closed (annual leave or TOIL booked)
Monday 5 th January	Tuesday 6 th January	Wednesday 7 th January	Thursday 8 th January	Friday 9 th January
Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as normal (8am to 4pm)	Staffed as normal (8am to 1pm)

2509/294 To consider the purchase of a replacement laptop for the Town Clerk

It was **resolved** to purchase a replacement laptop and associated IT equipment for the Town Clerk from the Council's IT provider, at a quoted cost of £1,153.50 (exVAT) (quote QH-06016-0).

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

*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 Whittaker (all in favour)

2509/295 To receive the 2024-25 appraisals for Council staff

The Town Clerk left the meeting at this point (7:50pm) for fifteen minutes, re-entering at 8:05pm.

The Committee received the circulated staff appraisals.

Action point: The Chair of the Committee and the Town Clerk to arrange a 1:1 meeting.

2509/296 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 Leather (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 Himan (all in favour)

There being no further business the meeting closed at 8:15pm

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

Chair's initials

Voucher	Date	Net	VAT	Total	Cost Code	Description	Minute Ref
600	29.08.2025	£174.94	£34.99	£209.93	Hanging baskets & Planters	Watering Equipment	
599	29.08.2025	£14.00	£0.00	£14.00	Westward Ho! Finger Post	Title Register, Title Plan	
598	29.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - JL	
597	28.08.2025	£0.35	£0.00	£0.35	Bank Charges - Square Pay	Square fees	
596	28.08.2025	£7.07	£1.41	£8.48	Miscellaneous	Car Phone Holder	
595	27.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - RG	
594	28.08.2025	£8.33	£1.67	£10.00	Miscellaneous	Keys	
593	22.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - GL	
592	26.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - TA	
591	26.08.2025	£6.25	£1.25	£7.50	Mobile Phones	Mobile Phone	
590	26.08.2025	£0.63	£0.00	£0.63	Bank Charges - Square Pay	Square fees	
589	26.08.2025	£1.66	£0.00	£1.66	Bank Charges - Square Pay	Square fees	
588	20.08.2025	£1.39	£0.00	£1.39	Refreshments	Refreshments	
587	12.08.2025	£1.45	£0.00	£1.45	Refreshments	Refreshments	
586	08.08.2025	£8.32	£1.67	£9.99	Tools & Equipment	Tool	
585	08.08.2025	£6.40	£1.28	£7.68	Tools & Equipment	Tool	
584	07.08.2025	£12.06	£2.41	£14.47	Hanging baskets & Planters	Plant food	
583	30.07.2025	£1.09	£0.00	£1.09	Refreshments	Refreshments	
582	29.07.2025	£4.99	£1.00	£5.99	Hanging baskets & Planters	Plant food	
581	29.07.2025	£1.89	£0.00	£1.89	Refreshments	Kitchen	
581	29.07.2025	£2.92	£0.58	£3.50	Stationery	Kitchen	
580	28.07.2025	£1.89	£0.00	£1.89	Refreshments	Refreshments	
576	21.08.2025	£218.86	£43.77	£262.63	NNP	Poster	2501/507
575	21.08.2025	£2,161.64	£0.00	£2,161.64	Salaries, HMRC and NEST	Pensions	2508/252
574	20.08.2025	£174.50	£0.00	£174.50	Miscellaneous	TV Licence	
573	19.08.2025	£1.44	£0.00	£1.44	Bank Charges - Square Pay	Square fees	
572	19.08.2025	£150.38	£30.08	£180.46	Photocopier Fees	Copier Charges	
571	19.08.2025	£2,938.24	£0.00	£2,938.24	Salaries, HMRC and NEST	Salaries	
570	19.08.2025	£200.00	£40.00	£240.00	Subs and Memberships	Membership Fee	
569	19.08.2025	£200.00	£40.00	£240.00	Advertising	The Link	
568	19.08.2025	£107.52	£21.50	£129.02	Anchor Park	Paint	
567	19.08.2025	£11.75	£2.35	£14.10	Lords Meadow	Park Repairs	
566	19.08.2025	£9.37	£1.87	£11.24	CCTV	Wall Bracket - CCTV	
565	18.08.2025	£8.32	£1.66	£9.98	Miscellaneous	Photo Frame	
564	19.08.2025	£24.21	£4.84	£29.05	Internet (Offices)	Internet	
563	18.08.2025	£18,800.00	£0.00	£18,800.00	Salaries, HMRC and NEST	Salaries	2508/252
562	15.08.2025	£41.67	£8.33	£50.00	Subs and Memberships	Membership Fee	

561	12.08.2025	£19.99	£4.00	£23.99	Hanging baskets & Planters	Bulbs
560	15.08.2025	£114.00	£0.00	£114.00	Water	Water bill
559	15.08.2025	£28.50	£0.00	£28.50	Water	Water bill
558	14.08.2025	£62.93	£3.15	£66.08	Electric	Electricity Account
557	14.08.2025	£70.07	£3.50	£73.57	Gas	Gas Account
556	13.08.2025	£1.19	£0.00	£1.19	Bank Charges - Square Pay	Square fees
555	13.08.2025	£160.89	£32.18	£193.07	Fuel	Fuel
554	12.08.2025	£60.00	£12.00	£72.00	Town Hall - CCTV	Rental & Maintenance Charge
553	12.08.2025	£606.41	£121.28	£727.69	Access Control System	Access Control System
552	12.08.2025	£1.00	£0.00	£1.00	Legal Fees	Kiosk Adoption
551	12.08.2025	£6,793.20	£0.00	£6,793.20	Salaries, HMRC and NEST	HMRC PAYE
550	12.08.2025	£437.50	£87.50	£525.00	Cleaning	Cleaning CPT
549	12.08.2025	£399.26	£79.85	£479.11	Town Hall - Maintenance	Electrical work
548	12.08.2025	£400.00	£0.00	£400.00	Cleaning	Cleaning Northam Hall
547	12.08.2025	£284.70	£56.94	£341.64	Cloudy IT	IT contract
546	12.08.2025	£61.53	£12.31	£73.84	General Maintenance	Paint
545	12.08.2025	£28.17	£5.63	£33.80	Town Hall - Cleaning	Contra Roberts Cleaning
544	12.08.2025	£19.99	£4.00	£23.99	Tools & Equipment	Tools
543	12.08.2025	£9.07	£1.81	£10.88	Westward Ho! Green	Equipment
542	12.08.2025	£6.67	£1.33	£8.00	Town Hall - Maintenance	Silicone
541	12.08.2025	£3.76	£0.75	£4.51	Tools & Equipment	Paint
540	12.08.2025	£2.86	£0.57	£3.43	Hanging baskets & Planters	Fixings
539	12.08.2025	£1.96	£0.39	£2.35	Stationery	Stationery
538	12.08.2025	£48.14	£9.63	£57.77	Phones	Telephone system
537	12.08.2025	£28.31	£5.66	£33.97	Hanging baskets & Planters	Bulbs
536	12.08.2025	£1.41	£0.00	£1.41	Bank Charges - Square Pay	Square fees
535	12.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - TT
534	12.08.2025	£5.00	£1.00	£6.00	Mobile Phones	Mobile Phone - IR
533	12.08.2025	£22.85	£1.14	£23.99	Electric	Electricity - Pavilion
532	08.08.2025	£1,322.22	£0.00	£1,322.22	General	Insurance 2405/027
531	07.08.2025	£119.57	£23.91	£143.48	Internet	Wifi N Hall
530	05.08.2025	£41.38	£8.28	£49.66	Anchor Park	Park Repairs
529	05.08.2025	£3.47	£0.69	£4.16	PPE & Workwear	PPE & Workwear
528	05.08.2025	£7.31	£1.46	£8.77	Westward Ho! Green	Hazard Barrier Tape
527	05.08.2025	£34.36	£6.87	£41.23	Anchor Park	Park Repairs
526	05.08.2025	£11.40	£2.28	£13.68	Benches	Timber
525	05.08.2025	£128.08	£25.62	£153.70	Stationery	Stationery
524	05.08.2025	£151.93	£0.00	£151.93	Water	Community Centre Water
523	05.08.2025	£17.50	£3.50	£21.00	PPE & Workwear	PPE & Workwear
522	05.08.2025	£296.85	£59.37	£356.22	Machinery Maintenance	Mower Repair

521	05.08.2025	£70.00	£14.00	£84.00	Subs and Memberships	Membership Fee
520	05.08.2025	£2,076.55	£0.00	£2,076.55	Salaries, HMRC and NEST	Pensions
519	05.08.2025	£3.32	£0.66	£3.98	Maintenance	Light
518	05.08.2025	£360.00	£72.00	£432.00	Hanging baskets & Planters	Hanging Baskets
517	05.08.2025	£112.35	£22.47	£134.82	Payroll Processing Fees	Payroll
516	01.08.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - CW
515	03.08.2025	£166.67	£33.33	£200.00	Franking Machine & Costs	Franking Machine
514	31.07.2025	£29.16	£5.83	£34.99	CCTV	CCTV Monitor
513	01.08.2025	£430.76	£0.00	£430.76	Room Rental	Room rental
512	01.08.2025	£75.07	£0.00	£75.07	Stripe Fees	Stripe fees
511	30.07.2025	£87.08	£17.42	£104.50	Website	Web Hosting
510	30.07.2025	£26.21	£5.24	£31.45	Town Hall - Maintenance	Sink
509	30.07.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - JL
508	29.07.2025	£21.62	£4.33	£25.95	Benches	Bench sponsorship
507	29.07.2025	£24.98	£5.00	£29.98	Tools & Equipment	Padlocks
506	29.07.2025	£90.00	£0.00	£90.00	Civic Reception	Civic Function
505	28.07.2025	£1.19	£0.00	£1.19	Bank Charges - Square Pay	Square fees
504	28.07.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - TA
503	28.07.2025	£4.17	£0.83	£5.00	Mobile Phones	Mobile Phone - RG
502	27.07.2025	£66.36	£3.32	£69.68	Electric	Electricity Account

Page 122**Northam Town Council – Minutes of the Parks and Recreation committee meeting held 17th September 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach, Hames, Edwards, Tait and Bell.

In attendance: Ian Rawle – Parks & Buildings Manager.

Christine Hutchins – Friends of Westward Ho! Park (FOTWHOP).

Barbara Potts – Volunteer Gardeners (Westward Ho! Park).

- 2509/307 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**
Cllr Hodson, Cllr Newman McKie and Cllr Whittaker tendered there apologies, the reasons for which were accepted.
- 2509/308 Chair's Announcements**
The Chair made no announcements.
- 2509/309 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.
- 2509/310 To agree the agenda as published**
It was **resolved** to agree the agenda as published.
Proposed Cllr Bach, Seconded Cllr Bell (all in favour)
- 2509/311 To confirm as a correct record and sign the minutes of the Parks and Recreation Committee held on 16th July 2025**
It was **resolved** that to approve the minutes as a true and correct record, which were signed by the Chair.
Proposed Cllr Bell, Seconded Cllr Hames (majority in favour, 1 abstention – not present at the meeting).
- 2509/312 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 other than Christine Hutchins (FOTWHOP) , who would be invited to contribute at the relevant time.
- 2509/313 To receive an update on actions**
The Action table is presented overleaf.

The council has agreed to remove the following action points from the agenda for the next meeting:
Action Points 2, 3, 4, and 5.

Action		January 2025	March 2025	May 2025	September 2025
1	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.	The damp weather has caused some issues. The contractor is being reminded the work needs completing. ONGOING	The contractor will undertake the works in April 25. Date TBC ONGOING	The contractor will undertake the works in April 25. Date TBC ONGOING	No Change
2	To consult the community on the use of outdoor gym.		INCOMPLETE	The committee has decided to remove the gym equipment due to safety concerns regarding its current condition COMPLETE	Consider removing
3	Churchfields Skate Park – paint and ‘graffiti’.	The Parks & Recreation Manager has been in discussion with a graffiti artist ONGOING		This committee agreed it would remain as painted now until it is next refurbished. COMPLETE	Consider removing
4	Tennis Court gate – quality of work	The matter has been raised with the LTA directly and the Surveying Firm overseeing the work. The gate installer has advised the Surveyor that the replacement parts will be installed. No date for the work has yet been advised. ONGOING		The work has been completed by the installer. The condition will continue to be monitored. COMPLETE	Consider removing
5	Reinstall sign bee friendly planting at Anchor Park	The sign has not yet been reinstated. The Council is advised to wait until the new work is undertaken to establish wildflower swathes at the Park. ONGOING		The work has been completed by the Maintenance Team. COMPLETE	Consider removing

6	Actions arising from Play Inspection Reports			On the agenda ONGOING	Works to all Parks continue
7	Schedule Play Inspection Reports for 2025-26			Scheduled for January/February 2026 COMPLETE	Keep on agenda to roll through 26 - 27
8	The installation of CCTV at Westward Ho! Park within the Northam Town Councils grounds.	The Parks & Recreation Manager is currently looking into costings and suitable locations for the installation. ONGOING	The Parks & Recreation Manager is currently looking into costings and suitable locations for the installation. ONGOING	Awaiting quote from contractor. ONGOING	Awaiting camera location conformation from M&E alarms
9	The volunteer gardeners asked the Council to help recruit volunteers through its communication channels. Further discussion with the Town Clerk and Community Engagement Officer is needed.	Not started. INCOMPLETE	Not started. INCOMPLETE	Started. An email has been sent to Barbara asking whether the Council should design a poster or if there is an existing one we can use for social media promotion.	Facebook has been used to publish recruitment posters. It is suggested that these are reposted every six weeks to maintain visibility and engagement.

2509/314 To receive a report from the chair of FOTWHOP**Report by Christinne Hutchins****200 Club**

- Participation numbers lower than previous year (125 numbers sold as of August).
- Healthy bank account maintained.
- Application submitted to Burrows Charity for a sensory garden bench (recycled plastic, wheelchair accessible).
- Plans in place for bird feeding stations, funded from existing finances.

Westward Ho! Residents' Association

- Attendance remains poor, reflecting wider community engagement issues.
- New Chair appointed, bringing fresh ideas.
- Publicity efforts underway to encourage participation, including use of Nextdoor app and local notice boards.

Gardeners' Hours

- June: 97 hours.
- July: 112 hours.
- August: 97.5 hours.
- Annual return submitted to the Charity Commission.
- Charity AGM takes place in May.

Noticeboards

- New noticeboard created by Men's Shed and installed in the sensory garden.
- Existing noticeboard remains in place on the building side.

This was **noted** by the Council.

2509/315 a) To note the popularity of, and positive feedback from the community regarding, the temporary pump track at Lords Meadow Park**Verbal Report – Pump Track Feedback**

Provided by the Parks and Building Manager

- The temporary pump track was very well received by the public.
- Many residents contacted the Council via email and social media to express the need for a permanent pump track in Northam.
- The temporary pump track was the Council's most viewed and liked content on social media.
- Community feedback highlighted that the current track is too small for teenagers, but ideal for ages 3–10.

This was **noted** by the Council.

b) To resolve to instruct a pump track specialist to provide advice and costings for the potential installation of a permanent pump track, either at Lords Meadow Park or Burrough Farm.

It was **resolved to instruct a pump track specialist** to provide advice and costings for the potential installation of a permanent pump track, either at Lord's Meadow Park or Burrough Farm.

- **Sites considered:** Lord's Meadow (preferred due to accessibility and popularity) and Burrough Farm (less favoured due to location).
- **Plan:** Obtain expert opinion and cost estimate.
- **Next steps:** If feasible and locations are suitable, seek Full Council approval and proceed to tender.
- **Funding opportunities:** Sports Lottery and Section 106 and other funding to be explored.

Chair's initials

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- **Design considerations:** Track to be suitable for all ages, with potential for outer/inner loops to accommodate different user groups.

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

2509/316 To consider and approve the planting plan for Anchor Park, Lords Meadow and Westward Ho!

It was **resolved** to approve the planting plans for Anchor Park, Lord's Meadow, and Westward Ho! Park, as presented by the Parks and Buildings Manager.

Planting scheme to include daffodils, bluebells, crocuses, and snowdrops to ensure an extended blooming season.

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

2509/317 To note and acknowledge the completion of essential repair works at Appledore Skatepark

It was **noted** that repairs and essential works had been completed at Churchill Skatepark, as reported by the Parks and Buildings Manager.

- Discovery of dry rot and the need for improved ventilation.
- Works completed in two days without requiring park closure, resulting in substantial cost savings by undertaking the work in-house.
- Plan in place to check and improve ventilation to prevent future rot.

2509/318 Proposal for Resident-Inclusive Committee at Anchor Park

A proposal was received regarding the formation of a resident-inclusive committee at Anchor Park.

- Letter received from a resident/proposer seeking to form a community group.
- Council noted that working groups for each park have been encouraged to allow community input and volunteer coordination, without creating direct committee membership.
- Emphasis on ensuring Anchor Park remains a community resource, not dominated by any single group (e.g., schools).
- Council to contact the resident/proposer for further details regarding vision, group size, proposed activities, and level of commitment.

A clearer understanding of these points will assist the Committee in determining how this proposal could work alongside the Council.

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

There being no further business the meeting closed at 19:17pm.

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

Chair's initials

MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE**3rd October 2025 at 7.00pm in the Town Hall, Windmill Lane, Northam.**

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

In attendance: Guy Langton (Town Clerk & RFO), two members of the public.

2510/354 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.

2510/355 Chair's announcements

The Chair announced that the Planning Authority Plans Committee had granted permission for proposal **1/0254/2025/FUL**, a Retrospective application for the erection of a new bar and storage building, pergolas and proposed band stand shelter with the associated works.

2510/356 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

2510/357 To agree the agenda as published

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

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

2510/358 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 11th September 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 Lo-Vel, Seconded Cllr Newman-McKie (all in favour).

2510/359 Public Participation

One member of the public addressed the committee, providing background to, reasons for and in support of her application (**1/0698/2025/FUL**, Proposed equestrian stables, part-retrospective access), which was on the agenda for consideration. and associated works

2510/360 To receive an update on the progress of the Northam Neighbourhood Plan

The consultation period for the Northam Neighbourhood Plan had closed on the 26th September 2025. The District Council were in the process of appointing their nominated examiner to review the Northam Neighbourhood Plan.

2510/361 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) **1/0679/2025/FUL**

Proposal: Single storey rear extension and internal alterations

Location: 8 Orchard Gardens, Bideford

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

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

ii) **1/0331/2025/FUL**

Proposal: Erection of 1no. dwelling and additional double garage with associated works (amended plans and red edge)

Location: Woodbine Cottage, Tadworthy Road, Northam

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

Proposed: Cllr Bach; Seconded: Cllr Newman-McKie (majority in favour)

Chair's initials

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iii) **1/0576/2021/FUL**

Proposal: Erection of 2 no. dwellings (amended information)

Location: Land Adjacent to Greenacres, Pitt Lane, Appledore

It was **resolved** to note the proposal only, the committee having no further comments to make, though it noted that a High Court decision had quashed the previous approval of an earlier and closely related iteration of the proposal.

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

iv) **1/0704/2025/FUL**

Proposal: Alterations to roof dormers and associated works (amended description)

(Variation of condition 2 of planning approval 1/0195/2025/FUL)

Location: 7 Hillcliff Terrace Irsha Street Appledore

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

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

v) **1/0737/2025/FUL**

Proposal: Construction of ground floor conservatory to rear elevation

Location: Dunsborough, Glentorr Road, Bideford

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

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

vi) **1/0698/2025/FUL**

Proposal: Proposed equestrian stables, part-retrospective access and associated works

Location: Land At Grid Reference 244880 129879, Northam,

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

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

2510/362 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) **1/0569/2025/FUL**

Proposal: Replacement extension and associated alterations

Location: 16 Vernons Lane, Appledore,

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

There being no further business the meeting closed at 7:30pm.

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

Chair's initials

MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE**23rd October 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

In attendance: Guy Langton (Town Clerk & RFO), two members of the public.

2510/405 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)

Cllr Hodson tendered her apologies, the reason for which were approved. There were two vacant seats.

2510/406 Chair's announcements

The Chair made no announcements.

The Town Clerk read out correspondence from officers at the planning authority.

The Conservation Officer had been written to asking if she was able to provide her report prior to the Council considering proposals concerning listed buildings or in conservation areas. She reminded the committee that the 21-day period is the same for all consultees.

The Planning Manager had responded to a query raised by Cllr Hames regarding the effect of the High Court judgement on the resubmission of proposal 1/0576/2025. She explained that the judgement had quashed the previous approval, but the proposal had been resubmitted with amendments and could therefore be considered again.

The Town Clerk noted a proposal for permission in principle (1/0807/2025/PIP). It was resolved to delegate responsibility for responding to the Clerk, in consultation with the Chair. The points to be noted in the response would be noted at item 2510/412 and presented to the next meeting of this committee for ratification.

2510/407 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

2510/408 To agree the agenda as published

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

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

2510/409 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 2nd October 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 Lo-Vel (all in favour).

2510/410 Public Participation

There were no members of the public present.

2510/411 To receive an update on the progress of the Northam Neighbourhood Plan

The consultation period for the Northam Neighbourhood Plan had closed on the 26th September 2025. To date, 120 responses had been uploaded to the Consultation website. The working group would meet in early November to review the comments.

2510/412 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:

vii) **1/0716/2025/FUL**

Proposal: New dormers and balconies to front elevation

Location: 27 Staddon Road, Appledore

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

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

Chair's initials



- viii) **1/0741/2025/FUL**
Proposal: Conversion of existing garage into granny annexe and erection of single garage
Location: Roborough, First Raleigh, Northam
It was **resolved** to recommend the proposal be granted permission, on the condition that the annexe should remain as ancillary accommodation directly related to the main dwelling.
Proposed: Cllr Newman-McKie; Seconded: Cllr Horrocks (all in favour)
- ix) **1/0757/2025/FUL**
Proposal: Removal of condition 4 of decision notice 1/0581/2011/FUL (holiday occupancy)
Location: The Old Coach House, 3A St Helens, Padshall Park, Bideford
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Bach; Seconded: Cllr Horrocks (all in favour)
- x) **1/0733/2025/FUL**
Proposal: Proposed dwelling and garage (Removal of condition 4 of planning approval 1/0540/2018/FUL)
Location: Land At Southmoor House, Buckleigh Road, Westward Ho!
It was **resolved** to recommend the proposal be granted permission but that the loss of trees be mitigated by the planting of two more trees.
Proposed: Cllr Lo-Vel; Seconded: Cllr Newman-McKie (majority in favour)
- xi) **1/0776/2025/FUL**
Proposal: Alterations to front elevation and porch entrance
Location: Waterfront Inn, Golf Links Road, Westward Ho!
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Bach; Seconded: Cllr Horrocks (all in favour)
- xii) **1/0796/2025/FUL**
Proposal: Erection of indoor golf coaching facility
Location: Royal North Devon Golf Club, Westward Ho!
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Horrocks; Seconded: Cllr Bach (majority in favour)
- xiii) **1/0807/2025/PIP**
Proposal: Permission in principle for construction of 1no. dwelling
Location: Land At Grid Reference 244149 127521, Hilltop Road, Bideford, Devon
It was **resolved** to delegate responsibility for responding to the Town Clerk, in consultation with the Chair, noting that:
The site history indicates five proposals for development have been refused, and one withdrawn, since the mid-1970s. Planning history of a site is a material consideration and the reasons cited previously for refusal remain:
The proposal was for development on a greenfield site and would affect green infrastructure, contrary to Local Plan policies DM08A (landscape and seascape character) and ST14 (Enhancing Environmental Assets).
It was outside the current development boundary, contrary to Local Plan policy ST06 (spatial development strategy for Northern Devon's main centres)
Proposed: Cllr Hames; Seconded: Cllr Bach (all in favour)

2510/413 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) **1/0650/2025/FUL**
Proposal: Conversion of redundant outbuilding to form ancillary building
Location: 31 Fore Street, Northam, Bideford, Devon
(Northam Town Council recommended that the proposal be granted permission.)
- ii) **1/0635/2025/FUL**
Proposal: Change of use of ancillary domestic accommodation to 1no. holiday let
Location: The Tree Tops Annexe, 43A Richmond Park
(Northam Town Council recommended that the proposal be refused permission.)
- iii) **1/0254/2025/FUL**
Proposal: Retrospective application for the erection of a new bar and storage building, pergolas and proposed band stand shelter with the associated works.
Location: Land At Grid Reference 243195 129182, Golf Links Road, Westward Ho!
(Northam Town Council recommended that the proposal be granted permission.)

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

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

Chair's initials

REVIEW COMMITTEE**18th September 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach (Mayor), Bell, Hodson, Horrocks, Newman-McKie (Chair) and Tait.

In attendance: Cllr Bell (non-committee member), Guy Langton (Town Clerk & RFO), one member of the public.

2509/319 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

Cllrs Bach and Edwards tendered their apologies. There was one vacancy on the committee.

2509/320 Chair's announcements

The Chair made no announcements.

2509/321 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.

2509/322 To agree the agenda as published.It was **resolved** to agree the agenda as published.

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

2509/323 To confirm as a correct record and sign the minutes of the Review Committee meeting held on the 2nd July 2025It was **resolved** that to approve the minutes of that meeting of the Review Committee as a correct record, they were signed by the Chair.

Proposed Cllr Bell, Seconded Cllr Horrocks (majority in favour, one abstention – not present at meeting)

2509/324 Public Participation

There were no members of public present.

2509/325 To consider the action point update

The action points were noted as presented below.

Item	September 2025
1. Emergency planning	The Town Clerk has contacted the Emergency Planning project manager from Devon Communities who emphasised the nature of the role of the Town Council in preparing for emergencies. The contact details and locations included in the Emergency Plan had been reviewed and published on the Council's website at Emergency Plan - Northam Town Council The Town Clerk is attending a seminar in October presented by the Devon Community Resilience Forum and will apply any changes advised after that. ONGOING
2. Protocol following the Death of the Sovereign, Senior National Figure or Local Holder of High Office. Review the protocol.	The review has not yet been carried out. INCOMPLETE
3. Revise the Community Champions form for 2025-26 nomination year.	The nomination form has been revised. The Town Clerk has since briefly reviewed the process for conferring the title Honorary Alderman and considers that the two processes would benefit from being reviewed together. ONGOING

Chair's initials

Item	September 2025
4. Amend Standing Orders	The standing orders had been amended, they were presented to Full Council and adopted in July 2025. COMPLETE
5. Prepare: <ul style="list-style-type: none"> a prioritised list of policies to review full set of policies for committee members	On the agenda. COMPLETE

2509/326 To receive the packs of policies and consider the policy review cycle

The packs were received and the policy review cycle noted.

2509/327 To consider the document retention policy

It was **resolved** to recommend the adoption of the Document Retention Policy with minor typographical amendments, as V0.2

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

Action point: Pass to Full Council for adoption.

2509/328 To consider how to review the Northam Town Council Vision Statement & Strategic Plan 2023-2027

It was **resolved** to review and update the actions to more clearly reflect Council operations, revise the Action Plan and present it to a future meeting of this committee.

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

Action points:

To prepare a separate report for the completed actions;

Remove/hide the columns for 2023/24;

That the Chair and Town Clerk would meet to prepare a revised document for the November 2025 meeting of this committee.

There being no further business the meeting closed at 8.00pm.

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

Chair's initials

REVIEW COMMITTEE**1st October 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach (Mayor), Hodson, Horrocks, Newman-McKie (Chair) and Tait.

In attendance: Guy Langton (Town Clerk & RFO), Honorary Alderman Eastman.

2510/346 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

Cllrs Bell and Edwards tendered their apologies. There was one vacancy on the committee.

2510/347 Chair's announcements

The Chair made no announcements.

2510/348 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.

2510/349 To agree the agenda as published.It was **resolved** to agree the agenda as published.

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

2510/350 To confirm as a correct record and sign the minutes of the Review Committee meeting held on the 18th September 2025It was **resolved** that to approve the minutes of that meeting of the Review Committee as a correct record, they were signed by the Chair.

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

2510/351 Public Participation

Honorary Alderman Eastman did not wish to address the committee.

2510/352 To consider the action point update

The action points were noted as presented below.

Item	September 2025
1. Emergency planning	The Town Clerk has contacted the Emergency Planning project manager from Devon Communities who emphasised the nature of the role of the Town Council in preparing for emergencies. The contact details and locations included in the Emergency Plan had been reviewed and published on the Council's website at Emergency Plan - Northam Town Council . The Town Clerk is attending a seminar in October presented by the Devon Community Resilience Forum and will apply any changes advised after that. ONGOING
2. Protocol following the Death of the Sovereign, Senior National Figure or Local Holder of High Office. Review the protocol.	The review has not yet been carried out. <div>INCOMPLETE</div>
3. Revise the Community Champions form for 2025-26 nomination year.	The nomination form has been revised. The Town Clerk has since briefly reviewed the process for conferring the title Honorary Alderman and considers that the two processes would benefit from being reviewed together. ONGOING
4. Vision Statement and action Plan	To prepare a separate report for the completed actions; Remove/hide the columns for 2023/24; That the Chair and Town Clerk would meet to prepare a revised document for the November 2025 meeting of this committee. <div>ONGOING</div>

Chair's initials

2510/353

To consider the enclosed revised policies:

The packs were received and the policy review cycle noted.

- **Complaints Process V1.0**

It was **resolved** to recommend the revised policy to Full Council for adoption, with typographical amendments and additions to improve clarity.

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

- **Recruitment Policy V0.3**

It was **resolved** to recommend the revised policy to Full Council for adoption, with typographical amendments and additions to improve clarity.

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

- **Safeguarding Policy V1.0**

It was **resolved** to recommend the revised policy to Full Council for adoption, with its applicability to volunteers being specified and the inclusion of coercive control in addition to typographical amendments and additions to improve clarity.

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

There being no further business the meeting closed at 8.45pm.

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

Chair's initials