

**Northam Town Council – Minutes of the Annual Meeting of the Council held 6<sup>th</sup> May 2026 at 6.30pm in the Council Chamber, Windmill Lane, Northam.**

Present: Cllrs Bell, Bach, Edwards, Hames, Himan, Horrocks, Leather, Lo-Vel, Newman-McKie, Sawyer, Singh, Tait and Whittaker.

In attendance: Guy Langton (Town Clerk & RFO), Rev John Kidd, Hon Alderman A Eastman, Cllr McGeough (Devon County Council) and two members of the public.

**2605/001 Election of the Mayor and signing of acceptance of Office**

Cllr Bach **nominated** Cllr Newman-McKie as Mayor of Northam Town Council. The nomination was seconded by Cllr Sawyer. There being no other nominations, the matter was put to a vote. All members were in favour and Cllr Newman-McKie was **duly elected Mayor of Northam Town Council** for 2026-27.

Cllr Newman-McKie signed the acceptance of Office.

**2605/002 Presentation of the symbols of office:**

Cllr Newman-McKie was presented with the Mayoral Chain and Gavel and took the chair.

**2605/003 Election of the Deputy Mayor and signing of acceptance of Office**

Cllr Newman-McKie **nominated** Cllr Hodson as Deputy Mayor of Northam Town Council. The nomination was seconded by Cllr Bach.

Cllr Tait **nominated** Cllr Whittaker as Deputy Mayor of Northam Town Council. The nomination was seconded by Cllr Hames.

There being two nominations, the matter was put to a ballot of the members. The majority of members voted for Cllr Whittaker, who was **duly elected Deputy Mayor of Northam Town Council** for 2026-27.

Cllr Whittaker signed the acceptance of Office and was presented with the Deputy Mayor's chain.

**2605/004 Presentation of the symbols of office:**

Cllr Whittaker was presented with the Deputy Mayoral Chain and took the seat adjacent to the chair.

*Rev J Kidd left the meeting at this point (6:45pm)*

**2605/005 Mayor's Announcements**

The Mayor thanked the members, staff, exhibitors and stall holders for a successful May Fair on Saturday 2<sup>nd</sup> May 2026.

**2605/006 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1) All apologies must be notified to the Town Council offices by 5pm on the day of the meeting.**

Cllrs Hodson tendered her apologies, she had been invited to attend the Buckingham Palace Garden Party in her role as Deputy Leader of Torridge District Council. The reason for her absence was accepted.

**2605/007 To agree the agenda as published.**

It was **resolved** to proceed with the agenda, as published.  
Proposed Cllr Whittaker, Seconded Cllr Bach (all in favour)

**2605/008 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.

Chair's initials

**2605/009 To confirm and sign the minutes of the Full Council meeting held 22<sup>nd</sup> April 2026**

It was **resolved** to approve the minutes, which were signed by the Mayor.

Proposed: Cllr Bach, Seconded: Cllr Leather (majority in favour, four abstentions – not present at the meeting).

**2605/010 Public Participation**

Two members of the public addressed the council.

The first congratulated the Mayor on her election and thanked her and the outgoing Mayor (Cllr Bach) for their support of Northam Library during the county-wide review of library provision, the outcome of which was expected later in May 2026. She the following points:

- Staffed libraries using volunteers and IT as support were the way forward for the provision of libraries,
- Libraries are hubs for communities,
- A library should be a springboard for community growth, not a downward slope.

Regarding Local Government Reorganisation, she considered that new arrangements would soon be in place for local government across the country and she expressed the hope that Northam Town Council would think in a broad and general way regarding what its community needs and which buildings / assets would be required to provide these and where the funding could come from to meet the requirements.

Cllr McGeough congratulated the Mayor and Deputy Mayor on their election and reminded the council that grants from the County members' locality budget would be available from 11<sup>th</sup> May 2026.

**2605/011 General Power of Competence**

It was **resolved** that from the date of this meeting, until the next relevant Annual Meeting of the Council that having met the conditions of eligibility (as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012), Northam Town Council adopts the General Power of Competence.

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

**2605/012 To receive reports from Committee Chairs for 2025/26**

- Environment & Maintenance Committee
- Finance & Human Resources Committee
- Parks & Recreation Committee
- Planning & Development (including Northam Neighbourhood Plan)
- Review Committee
- Northam Burrows Charity Management Committee

The reports are appended to these minutes.

**2605/013 To resolve which members wish to receive email correspondence and which hard-copy correspondence in respect of council meetings**

It was agreed to circulate council correspondence as follows:

E-Copy: Cllr Hames, Cllr Himan, Cllr Lo-Vel, Cllr Sawyer

The remainder would receive both hard and e-copy.

**2605/014 To note the Standing Orders (v0.1.1)**

The Standing Orders, which were available to view on the council's website, were noted.

Chair's initials

- 2605/015 To note the Financial Regulations (v1.2)**  
The Financial Regulations, which were available to view on the council's website, were noted.
- 2605/016 To note the Scheme of Delegation (v0.5)**  
The Scheme of Delegation, which was available to view on the council's website, were noted.
- 2605/017 To note the Committee Structure and Terms of Reference for committees (v0.5)**  
The Committee Structure and Terms of Reference for committees, which were available to view on the council's website, were noted.
- 2605/018 To note Northam Town Council policies (v0.5)**  
The council's policies, which were available to view on the council's website, were noted.
- 2605/019 To note the schedule of meeting dates for 2026-27**  
**The meeting calendar was noted. Electronic invites had been circulated.**

*Cllr McGeough and one member of the public left the meeting at this point (7pm)*

- 2605/020 To resolve the appointments to the Council's standing committees**  
The Environment & Maintenance committee was oversubscribed, there being eight requests to sit on the committee and seven seats. The Council voted for their choice of seven of the eight members by secret ballot. The membership was **resolved** as:

Cllr Bach	Cllr Hodson
Cllr Bell	Cllr Lo-Vel
Cllr Edwards	Cllr Sawyer
Cllr Hames	

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

The membership of the Finance & Human Resources committee was **resolved** as:

Cllr Edwards	Cllr Leather
Cllr Hames	Cllr Tait
Cllr Himan	Cllr Whittaker
Cllr Hodson	

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

The membership of the Parks & Recreation committee was **resolved** as:

Cllr Bach	Cllr Hodson
Cllr Bell	Cllr Tait
Cllr Edwards	Cllr Whittaker
Cllr Hames	

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

The membership of the Planning & Development committee was **resolved** as:

Cllr Bach	Cllr Lo-Vel
Cllr Hames	There were three vacancies
Cllr Horrocks	

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

The membership of the Review committee was **resolved** as:

Cllr Bach	Cllr Tait
Cllr Horrocks	There were four vacancies

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

The Mayor was entitled to attend all committees ex officio.

Chair's initials

2605/021

**As Corporate Trustee of the Northam Burrows Charity, to resolve appointment to the Northam Burrows Charity Management Committee**

The Northam Burrows Charity Management committee was oversubscribed, there being six requests to sit on the committee and five seats. The Council voted for their choice of five of the six members by secret ballot. The membership was **resolved** as:

Cllr Bell	Cllr Hodson
Cllr Edwards	Cllr Leather
Cllr Hames	

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

The Deputy Mayor and Mayor were entitled to attend this committees ex officio.

2605/022

**To resolve Council appointments to the external and other bodies**

It was **resolved** to appoint the representatives of the council as follows:

- Blue Lights Hall – Cllr Edwards
- Taw-Torridge Estuary Forum – Cllr Sawyer
- Bideford Archive Management Committee – Cllrs Himan and Whittaker (two seats available)
- Northam Community Centre – Cllr Lo-Vel
- Northam Town Twinning Committee – Cllr Himan

Proposed: Cllr Sawyer, Seconded: Cllr Bell (all in favour)

2605/023

**To appoint a Police Councillor Advocate**

It was **resolved** to appoint Cllr Sawyer as the council's Police Councillor Advocate.

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

2605/024

**To review the Council's and/or employees' memberships of other bodies**

It was **resolved** to continue the council's membership of the Devon Association of Local Councils (DALC) for 2026/27, at a cost of £2,073.21 (ex VAT).

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

It was **resolved** to continue to meet the cost of the Town Clerk's membership of the Society of Local Council Clerks (SLCC) and to meet the cost of the Parks & Buildings Manager's membership of SLCC for 2026/27, at an estimated cost of £500 and £330 respectively.

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

It was **resolved** to continue the council's membership of the Rural Services Network Rural Market Towns Group (RSN RMTG) at a cost of £151.04 (ex VAT).

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

2605/023

**To review Councillor Allowances**

The District Council had appointed a remuneration committee, which it was expected would meet soon. The outcome would be put before this council for consideration as a suitable juncture after it had been received.

2605/024

**To receive a list of the Council's assets and office equipment**

The Council had added £24,651 in assets in the 2025/26 financial year, the total value of its land and assets was £1,204,760 - a rise of 2%.

Chair's initials

<b>2605/025</b>	<b>To note the funds raised for the Mayor’s Charity 2025/26</b>	
	Cost of Mayoral events	£3,498.28
	Receipts (ticket sales, raffle, auction, donation boxes)	£6,488.73
	<b>Balance to donate to Devon Air Ambulance</b>	<b><u>£2,990.45</u></b>

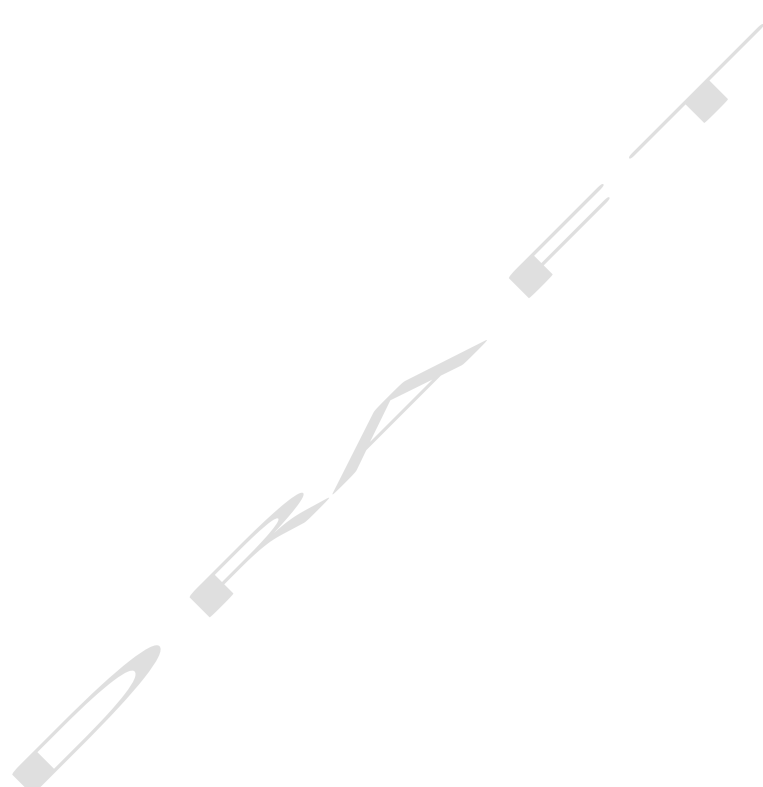
It was **resolved** to round up the donation to £3,000, the balance being taken from the GERAL Reserve.

**Proposed: Cllr Leather, Seconded: Cllr Whittaker.**

In addition, there was £1,035 in personal donations through Just Giving.

There being no further business, the meeting close at 8:00pm

Signed \_\_\_\_\_ Dated \_\_\_\_\_



Chair’s initials

**Environment & Maintenance committee**

It is very satisfying to serve on a committee that is not only very well served by enthusiastic staff, but staff are also keen to implement practical proposals to enhance the green spaces of our town.

Earlier this year, for instance, a planting session was organised at Anchor Park in Appledore. This involved 30 very enthusiastic children from Northern and Appledore Schools who helped council staff plant apple trees, soft fruit and bluebells etc.

I believe the more people from our communities, and in particular are young people, we can involve in taking a practical interest in the green areas of our town, the better for all of us. On behalf of the committee, I would like to thank all the NTC staff for their care and diligence in maintaining our green spaces.

**Councillor Jeremy Bell, committee chair.**

**Finance & Human Resources committee**

Once again, I would like to thank the committee members for their commitment and their contributions to the financial agenda of the Council. This year the significant changes in our systems and banking arrangements introduced in 2024/25 have ensured that every penny of the public purse is well spent, monitored and reported to the entire Council and the community.

Despite some initial challenges with updating the existing banking arrangements, we have now agreed new accounts which attract interest, adding to the spending power of the Council. Also, the Council are investigating the proposal to open two further accounts for the May Fair in the Mayor's charitable fundraising. This will allow greater clarity and transparency for audit purposes and public scrutiny.

Decisions were made with the setting up of the budget to increase the precept the funding received from Torridge's collection of the Council tax by only 3.78%. This will cover costs of agreed pay increases for the staff, the anticipated increase in energy costs payable for our amenity spaces and keep pace with inflation.

Through the prudent approach to accumulating reserves, your Council was able to finance the purchase of replacement upgraded electrically powered maintenance equipment and a new vehicle to replace one of the fleet. These acquisitions will ensure your maintenance team. Function effectively to keep our green spaces in order. It has also enabled the introduction of electric battery charged appliances which can be charged using our own generated solar energy, demonstrating our commitment to climate change and the reduction in carbon emissions.

A fire risk assessment was undertaken at Northern Hall premises in 2024. The report identified several areas which required work to ensure that the safety of the building remained compliant with regulations. The reserves yet again proved vital in enabling works to commence some undertaken by the council's maintenance team, the major works being commissioned through the Council's procurement policy. These works have now been completed, thus spreading the expenditure over 2 years.

Chair's initials

The council's tennis courts have successfully generated an income which will allow the annual contribution to the sinking fund and amounts to be set aside each year for £3,600 for the eventual refurbishment costs. The income will also allow for the subsidy the tennis camps held once a week during the school summer holidays which were well attended, offering an affordable opportunity for the young people within our community.

In December, Northern Town Council approved grants to 41 community organisations totalling £26,670, this is budgeted for in 2026/27 financial year.

Approval was given by Torridge District Council to allow the procurement of an acoustic treatment of the Town Council Chamber to improve the facility for the hearing impaired and the quality of audio recordings. The works was completed in December 2025.

The Committee has approved funding for the continued training and development of all staff, ensuring compliance with legislative changes and acknowledging how they are all valued in delivering high-quality services to the community.

I am sure that I may have overlooked some areas of the work undertaken by the committee but I'm confident that the detailed minutes of the 13 meetings to be relied on to provide a transparent oversight of the decisions that have been implemented. **Councillor Claire Hodson, committee chair.**

### **Parks & Recreation Committee**

The Committee has been active in approving more enhancements in our parks and open spaces. At Anchor Park we agreed to sow additional wildflower areas along the lower side of the site, to plant fruit trees and to provide containers to fill with herbs and soft fruit. It was great to involve local schoolchildren from Appledore and St Margaret Schools in the planting. Heartening too was the sight of swathes of daffodils emerging by the playground in early spring.

At Lords Meadow it was a pleasure to see more areas of daffodils along the Park perimeter and we look forward to the hedge alongside Kimberly Park being laid next winter. Laying a hedge involves cutting the uprights in the hedge so that they can be bent down at an angle. This produces thicker growth which makes a denser hedge and improves biodiversity by providing cover and habitat for birds and small mammals.

A useful addition to the play area at Lords Meadow was the creation of a connecting path to the perimeter footpath. The new hard surface now gives easy access to the play equipment rather than before having to go through muddy grass when there were wet conditions.

Another site owned by the Council is Burrough Farm which is now a very important local recreational asset and the allotment provides a great opportunity for local people to grow fruit and vegetables. The trees planted by the Council over the years around the allotment have matured and made a valuable visual improvement to the site. The hedge which has been laid alongside the National Trust land will now thicken and provide more habitat for wildlife and the new hedge planted by residents and Councillors on the perimeter of the football field is developing nicely.

Chair's initials

Following the success of the temporary pump track installed for cyclists last summer in Lords Meadow the Committee is looking at possibly providing a permanent one at Burrough Farm between the football ground and the Leisure Centre.

Westward Ho! Park continues to provide a valuable outlet for local people. The tennis courts which were refurbished with grant funding have proved to be very well used and so has the new play equipment. The garden by The Pavilion and the planting in the beds around the park are a delight and our thanks go to the excellent work of Friends of the Westward Ho! Park (FOTWHOP) in creating and maintaining them.

It is hoped that a decision will be made soon about the Pavilion in Westward Ho! park, whether to restore it or replace with a new building. Whatever is done, the building will provide an additional community facility in Westward Ho! to add to the Changing Places Toilet which has been provided at the side of the building. Another facility to be provided at that park is a Multi-Use Games Area (MUGA) to be located next the tennis courts, using Section 106 developer contributions arising from developments in Westward Ho! At present a revised plan is being drawn up to align with the advice of the District Council's Environmental Health team. Residents' views about the project will also be sought.

I should mention too the small site in Appledore next to St Mary's Church called Blackies which the Council owns and where more tree planting and more benches are being considered. There are also small play areas which come under the responsibility of the Committee at Appletree Gardens, Wren Close and Ridgeway Drive where the play equipment provided is subject to rigorous safety inspections every year, as is the skateboard track at Churchfields in Appledore.

**Councillor Peter Hames, committee chair.**

### **Planning & Development committee**

(with responsibility for the Northam Neighbourhood Plan)

The Planning Committee has continued to carry out its good work. It should be noted that an application for housing development above Bloody Corner, Northam was recommended for refusal by the Committee and went to appeal after refusal by TDC. It was gratifying that the Inspector dismissed the appeal and concurred with both Councils' main reasons for refusal i.e. impact on the countryside and undeveloped coast.

Protection of the open countryside between Northam and Appledore is a strong theme in the draft Northam Neighbourhood Plan and I am pleased to report that after a long and arduous process the plan will probably go to Torridge Full Council in June and if approved by that Council will go to referendum, it is hoped at the end of August. Thanks are due to co-opted member Nick Arnold for the huge amount of work he has done on the Neighbourhood Plan and to our Clerk, Guy Langton.

Less positive news is that the Government is proposing to restrict the powers of District Councillors to use the process of calling in some planning applications for consideration at the planning committees of planning authorities rather than being decided by officers. The call in process is very important as a way of considering controversial applications which have been opposed by residents, or which need

Chair's initials

fuller discussion of relevant planning policies. A Government consultation has just finished and District Councillors have expressed strong opposition to the proposals.

I should report too that the formal process of preparing a new North Devon and Torridge Local Plan is about to commence in June and it is vitally important that residents make their views known about the Plan's policies and proposed allocations of land for development when they are submitted for public consultation.

**Councillor Peter Hames, committee chair.**

### **Review committee**

It's been a busy year for our Review Committee as we went back to look at policies and documents of our Town Council, some of which hadn't been updated for some years and required thorough revision.

We considered 15 of our controlled documents, re-wording some, tweaking others to bring them up to date, including things like our annual grants policy, our safeguarding protocols and our maternity scheme for example. There is, of course, more work still to be completed.

My thanks go to the Town Clerk for his diligent and patient work and guidance and to the members of the committee who read each document through and suggested improvements and careful consideration to ensure robustness for the future.

1. CCTV Policy (V0.1)
2. Complaints (V1.1)
3. Document Retention Policy (V0.2)
4. Environmental (V1.1)
5. Health & Safety Policy (V0.2)
6. Honorary Freeman - Freewomen (V0.1)
7. Investment Strategy (V0.2)
8. Lone Worker Policy (V0.3)
9. Protocol on the Death of a Senior National Figure (V0.3)
10. Recruitment Policy (V0.4)
11. Safeguarding Protocol (V1.1)
12. Scheme of Delegation (v0.5)
13. Standing Orders (V.01)
14. Tennis Court Safeguarding (V0.1)
15. Maternity Scheme (part of the staff handbook)

**Councillor Sam Newman-McKie, committee chair.**

Chair's initials

## Northam Burrows Charity Management Committee

*Whilst not a standing committee of the Council, the Charity Management Committee's annual report will be included here when it has been received.*

The key responsibility of the Northam Burrows Charity Management Committee is to look after the grazing on the Burrows, both by ensuring the correct level of grazing and also the rights of the graziers and helping to ensure the welfare of the animals.

Whilst not a standing committee of the Council, the charity is the responsibility of the council. Income results from selling the 1500 Burrows passes allocated to us from TDC. Any income over and above that needed for both administration of the charity, and our grazing responsibilities, may be given to local Charities under defined Criteria.

In terms of Grazing aspects of the charity this year:

- The Skern end fence has been extended to deter sheep from escaping.
- A new water trough has been installed close to the Westward Ho! gate.
- There is new signage to warn of dog fouling, livestock worrying and the effect of dogs on the wild bird population.

Substantial work to replace bridges, build new ones and other infrastructure to assist both Graziers and public on the Burrows still currently under discussion.

Since the charity was inaugurated, considerable financial reserves had built up so this year it was agreed to award grants totalling £39,917.80 to the following organizations selected from many applications:

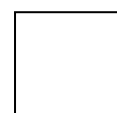
### Committee Grants awarded by Charity Management

Appledore Baptist Church	£750.00
Friends of Northam School	£2,926.20
St Marys Hall	£6,500.00
Northam Library - Libraries Unlimited	£9,500.00
Westward Ho! Men's Shed	£528.00
St Margarets Church	£8,000.00
Westward Ho! Community Association	£5,400.00
Appledore Primary School	£6,313.60
Total	£39,917.8

Congratulations to those allocated grants, thank you to the Graziers and Northam Burrows wardens of their input to the committee and to the committee members for their help

**Cllr Niki Tait, Northam Burrows committee chair**

Chair's initials



**FINANCE & HUMAN RESOURCES COMMITTEE****11<sup>th</sup> March 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

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

**2603/675 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

Cllrs Whittaker, and Tait tendered their apologies, the reasons for which were approved by the committee.

**2603/676 Chair's announcements**

The Town Clerk announced that, because of staff holiday, the April meeting of this committee and the Environment &amp; Maintenance committee would be swapped. Calendar invites would be sent in due course.

**2603/677 To receive any dispensations and disclosable pecuniary or other interests**

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

**2603/678 To agree the agenda as published.**It was **resolved** to agree the agenda as published.  
Proposed Cllr Hodson, Seconded Cllr Hames (all in favour)**2603/679 To consider the minutes of the Finance meeting held on the 11<sup>th</sup> February 2026 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 (majority in favour, one abstention – not present at the meeting.)

**2603/680 Public Participation**

There were no members of the public present.

**2603/681 To receive an update on Action Points**

The action points were noted as presented below.

Action	Update
<b>1</b> Open two further bank accounts at the Cooperative Bank, one for the May Fair and one for the Mayor's Charitable Fundraising.	All members have signed and the forms sent, along with minute approving sending without Cllr Whittaker's signature. The Council had been informed that it no longer met the criteria for current accounts. Further options would be investigated by the officers. <p style="text-align: right;">ONGOING</p>
<b>2</b> Arrange digger training for one member of staff	Arrangements to be made and other local councils would be asked if they plan similar training for their staff to minimise costs. <p style="text-align: right;">ONGOING</p>
<b>3</b> Advise Abbotsham PC of the increased grass cutting contract price.	APC advised. <p style="text-align: right;">COMPLETE</p>
<b>4</b> Enter into Gas supply contract for Northam Hall from 31.3.26 with Octopus energy.	Current supplier and new supplier advised. Contract yet to start. <p style="text-align: right;">COMPLETE</p>

Chair's initials

**2603/682 To consider the Clerk's report and approve, by resolution, the payments as listed**

On 28<sup>th</sup> February 2026 the Council's balances were:

Petty Cash	£54.55	no interest	
Hinkley & Rugby Building Society	£183,784	interest rate is 1.75%	holding account for general expenditure
Cambridge & Counties Bank (31-day)	£97,601.27	interest rate is 3.25%	Earmarked Reserves
Nationwide (Business 95-day saver)	£97,102.27	interest rate is 3.35%	General and Earmarked Reserves
Cambridge Building Society	£9,281.88	interest rate is 1.75%	Tennis Reserves
Coop Bank (current account)	£5,717.36	no interest	General expenditure

**Total cash in hand (SCRIBE) £393,541.33**

The bank reconciliation was signed by the Chair.

**Petty Cash:** A screen shot of the petty cash cashbook is presented, showing the items on which the Council has spent petty cash in the month. The financial regulations seek to maintain a balance of £100 in Petty Cash.

Petty Cash				2025-26		Northam TC Petty Cash										
Details				Income			Expenditure						Balance at start of FY			
Date	Trans action	Description	Ref	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refresh ments	Maint enance	Office expenses	Total out	£	13.45	Reconciliation balance	
2.2.26	115	Cash withdrawal	-	20.00		20.00						0.00		100.84		
4.2.26	116	Refreshments	PC25-26.108			0.00			1.20			1.20		99.64		
5.2.26	117	Batteries	PC25-26.109			0.00	0.73				3.62	4.35		95.29		
5.2.26	118	Refreshments	PC25-26.110			0.00			1.89			1.89		93.40		
6.2.26	119	Refreshments	PC25-26.111			0.00			3.99			3.99		89.41		
9.2.26	120	Trickle vent	PC25-26.112			0.00	0.56			2.80		3.36		86.05		
10.2.26	121	Refreshments	PC25-26.113			0.00			3.98			3.98		82.07		
10.2.26	122	Refreshments	PC25-26.114			0.00			1.45			1.45		80.62		
11.2.26	123	Refreshments	PC25-26.115			0.00			1.20			1.20		79.42		
16.2.26	124	Town Hall Keys	PC25-26.116			0.00	1.50				7.50	9.00		70.42		
16.2.26	125	Refreshments	PC25-26.117			0.00			2.98			2.98		67.44		
19.2.26	126	Town Hall Keys	PC25-26.118			0.00	1.67				8.33	10.00		57.44		
23.2.26	127	Refreshments	PC25-26.119			0.00			1.39			1.39		56.05		
25.2.26	128	Refreshments	PC25-26.120			0.00			1.50			1.50		54.55	£	54.55
Number of transactions	131			735.00		735.00	55.92	65.06	184.80	261.70	81.42	648.90		86.10	Difference between receipts and payments	

**Tennis courts:**

The gross volume of sales in February 2026 was £155.00. After fees, the Council has received £147.00. Since 1<sup>st</sup> April 2025, the Council has received £5,665.84 for tennis court memberships and bookings.

**Payments:** Between 1st and 28th February 2026, the council made 38 payments of £100 or more totalling £60,994.21 (exVAT), and made a total of 139 payments, and received £7.68 in refunds, totalling £62,890.46 (exVAT), detailed overleaf.

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

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

**Receipts:** Between 1st and 28th February 2026, the Council received 104 payments, totalling £5,924.43 (ex VAT), plus a VAT refund of £7,665.50, detailed below.

Chair's initials

Voucher	Date	Net	VAT	Gross	Description	Cost Centre	Cost Code	Minute
1280	02.02.2026	£2.70	£0.00	£2.70	Square fees	Administration	Bank Charges - Square Pay	
1281	02.02.2026	£430.76	£0.00	£430.76	Room rental	Administration	Room Rental	
1282	02.02.2026	£4.14	£0.00	£4.14	Stripe fees	Tennis Courts	Stripe Fees	
1290	02.02.2026	£11.75	£2.35	£14.10	Stationery	Administration	Stationery	
1291	02.02.2026	£20.49	£4.10	£24.59	Stationery	Administration	Stationery	
1292	02.02.2026	£25.49	£5.10	£30.59	Trailer	Council Machinery & Equipment	Truck Maintenance	
1293	02.02.2026	£120.10	£0.00	£120.10	Plants	Parks & Recreation	Anchor Park	2511/458
1294	02.02.2026	£112.35	£22.47	£134.82	Payroll	Staff Costs	Payroll Processing Fees	
1295	02.02.2026	£144.69	£0.00	£144.69	Insurance	Administration	Town Hall - Buildings Insurance	
1296	02.02.2026	£284.70	£56.94	£341.64	IT contract	ICT	Cloudy IT	
1297	02.02.2026	£335.00	£67.00	£402.00	Civic.ly Subscription	ICT	Pear Mapping	
1298	02.02.2026	£36.50	£7.30	£43.80	Fire Extinguisher Service	Pavilion & CPT	Health & Safety	
1299	03.02.2026	£48.29	£9.66	£57.95	Telephone system	ICT	Phones	
1300	03.02.2026	£31.00	£6.20	£37.20	Training	Training	Training	
1301	03.02.2026	£8.25	£1.65	£9.90	Trailer	Council Machinery & Equipment	Truck Maintenance	
1302	04.02.2026	£1.19	£0.00	£1.19	Square fees	Administration	Bank Charges - Square Pay	
1303	04.02.2026	£1.03	£0.00	£1.03	Square fees	Administration	Bank Charges - Square Pay	
1304	05.02.2026	£9.80	£1.96	£11.76	Trailer	Council Machinery & Equipment	Truck Maintenance	
1305	06.02.2026	£4.17	£0.83	£5.00	Mobile Phone - TT	ICT	Mobile Phones	
1306	06.02.2026	£4.44	£0.89	£5.33	Notice Boards	Notice Boards	Maintenance	
1307	06.02.2026	£4.57	£0.91	£5.48	Legionella Work	Pavilion & CPT	Health & Safety	
1308	06.02.2026	£5.53	£1.11	£6.64	Legionella Work	Northam Hall	Health & Safety	
1309	06.02.2026	£8.91	£1.78	£10.69	Legionella Work	Pavilion & CPT	Health & Safety	
1310	06.02.2026	£49.52	£9.91	£59.43	Stationery	Administration	Stationery	
1311	06.02.2026	£51.48	£10.30	£61.78	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	
1312	06.02.2026	£110.92	£22.18	£133.10	Burrough Farm	Environment & Maintenance	Burrough Farm	
1313	06.02.2026	£141.52	£28.30	£169.82	Burrough Farm	Environment & Maintenance	Burrough Farm	
1314	06.02.2026	£832.25	£166.45	£998.70	Training	Training	Training	
1315	06.02.2026	£6.32	£1.26	£7.58	Legionella Work	Pavilion & CPT	Health & Safety	
1316	06.02.2026	£1.58	£0.00	£1.58	Square fees	Administration	Bank Charges - Square Pay	
1317	06.02.2026	£0.35	£0.00	£0.35	Square fees	Administration	Bank Charges - Square Pay	

Chair's initials



1318	09.02.2026	£5.00	£1.00	£6.00	Mobile Phone - IR	ICT	Mobile Phones	
1319	09.02.2026	£53.95	£10.79	£64.74	Wifi N Hall	Northam Hall	Internet	
1320	09.02.2026	£1,307.47	£0.00	£1,307.47	Insurance	Insurances	General	2405/027
1321	09.02.2026	£0.88	£0.00	£0.88	Square fees	Administration	Bank Charges - Square Pay	
1322	10.02.2026	£565.43	£113.09	£678.52	Gas Account	Northam Hall	Gas	
1323	10.02.2026	£111.21	£5.56	£116.77	Electricity - Pavilion	Pavilion & CPT	Electric	
1324	10.02.2026	-£7.68	£0.00	-£7.68	Electricity Account	Northam Hall	Electric	
1324	10.02.2026	£191.72	£9.59	£201.31	Electricity Account	Northam Hall	Electric	
1325	10.02.2026	£2.20	£0.00	£2.20	Square fees	Administration	Bank Charges - Square Pay	
1326	13.02.2026	£139.60	£27.92	£167.52	Fuel	Council Machinery & Equipment	Fuel	
1327	11.02.2026	£44.17	£8.83	£53.00	Keys	Administration	Town Hall - Maintenance	
1328	11.02.2026	£98.33	£19.67	£118.00	Monitor	ICT	IT Purchase, Repair & Maintenance	
1329	12.02.2026	£2.00	£0.00	£2.00	Square fees	Administration	Bank Charges - Square Pay	
1330	12.02.2026	£1.35	£0.00	£1.35	Square fees	Administration	Bank Charges - Square Pay	
1331	13.02.2026	£9.16	£1.83	£10.99	Equipment	Council Machinery & Equipment	Tools & Equipment	
1332	13.02.2026	£19.15	£3.83	£22.98	Number Plates	Council Machinery & Equipment	Truck Maintenance	
1333	13.02.2026	£3.14	£0.63	£3.77	Safety Signs	Northam Hall	Health & Safety	
1334	13.02.2026	£6.14	£1.23	£7.37	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	
1335	13.02.2026	£6.40	£1.28	£7.68	Notice Boards	Notice Boards	Town Hall	
1336	13.02.2026	£7.15	£1.43	£8.58	Stock	Council Machinery & Equipment	Tools & Equipment	
1337	13.02.2026	£9.09	£1.82	£10.91	Notice Boards	Notice Boards	Maintenance	
1338	13.02.2026	£17.37	£3.47	£20.84	Burrough Farm	Environment & Maintenance	Burrough Farm	
1339	13.02.2026	£17.37	£3.47	£20.84	Burrough Farm	Environment & Maintenance	Burrough Farm	
1340	13.02.2026	£23.22	£0.00	£23.22	Expenses	Administration	Expenses	
1341	13.02.2026	£21.67	£4.33	£26.00	Contra Roberts Cleaning	Administration	Town Hall - Cleaning	
1342	13.02.2026	£30.00	£0.00	£30.00	Civic Function	Members	Civic Reception	
1343	13.02.2026	£25.05	£5.01	£30.06	Notice Boards	Notice Boards	Maintenance	
1344	13.02.2026	£29.63	£5.93	£35.56	Northam Hall	Northam Hall	Maintenance	
1345	13.02.2026	£30.00	£6.00	£36.00	Printing	Members	Civic Reception	
1346	13.02.2026	£36.98	£7.40	£44.38	Northam Hall	Northam Hall	Maintenance	
1347	13.02.2026	£39.90	£7.98	£47.88	PPE & Workwear	Council Machinery & Equipment	PPE & Workwear	
1348	13.02.2026	£60.00	£12.00	£72.00	Training	Training	Training	

Chair's initials



1349	13.02.2026	£85.00	£17.00	£102.00	Training	Training	Training	2602/607
1350	13.02.2026	£110.00	£22.00	£132.00	Northam Hall	Northam Hall	Maintenance	
1351	13.02.2026	£135.00	£0.00	£135.00	Repairs	Environment & Maintenance	Bus Shelters	
1352	13.02.2026	£100.00	£20.00	£120.00	ICT	ICT	Scribe - Accounts	
1352	13.02.2026	£29.00	£5.80	£34.80	ICT	ICT	Scribe - Bookings	
1353	13.02.2026	£135.00	£27.00	£162.00	Training	Training	Training	2602/607
1354	13.02.2026	£135.00	£27.00	£162.00	Training	Training	Training	2602/607
1355	13.02.2026	£135.00	£27.00	£162.00	Training	Training	Training	2602/607
1356	13.02.2026	£190.00	£38.00	£228.00	Electrical work	Pavilion & CPT	Maintenance	
1357	13.02.2026	£240.00	£48.00	£288.00	Computer and software	Planning & Development	NNP	
1358	13.02.2026	£338.00	£67.60	£405.60	Truck Maintenance	Council Machinery & Equipment	Truck Maintenance	
1359	13.02.2026	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
1360	13.02.2026	£731.12	£146.22	£877.34	Electrical work	Northam Hall	Maintenance	
1361	13.02.2026	£950.00	£190.00	£1,140.00	Burrough Farm	Environment & Maintenance	Burrough Farm	
1362	13.02.2026	£2,603.00	£520.60	£3,123.60	Finger Post	Environment & Maintenance	Westward Ho! Finger Post	
1363	13.02.2026	£7,665.61	£0.00	£7,665.61	Election Fees	Elections	Election Costs	
1364	13.02.2026	£51.04	£10.21	£61.25	Machinery Maintenance	Council Machinery & Equipment	Machinery Maintenance	
1365	13.02.2026	£7.33	£1.47	£8.80	Machinery Maintenance	Council Machinery & Equipment	Machinery Maintenance	
1366	13.02.2026	£93.70	£18.74	£112.44	Alarm maintenance	Northam Hall	Alarm & CCTV	
1367	13.02.2026	£316.00	£63.20	£379.20	Mower Repair	Council Machinery & Equipment	Machinery Maintenance	
1368	16.02.2026	£24.39	£0.00	£24.39	Square fees	Administration	Bank Charges - Square Pay	
1369	16.02.2026	£28.50	£0.00	£28.50	Water bill	Pavilion & CPT	Water	
1370	16.02.2026	£86.50	£0.00	£86.50	Water bill	Northam Hall	Water	
1371	16.02.2026	£7.50	£1.50	£9.00	Keys	Administration	Town Hall - Maintenance	
1372	16.02.2026	£1.52	£0.00	£1.52	Square fees	Administration	Bank Charges - Square Pay	
1375	17.02.2026	£33.32	£6.66	£39.98	Equipment	Council Machinery & Equipment	Tools & Equipment	
1376	18.02.2026	£4,793.84	£0.00	£4,793.84	Pensions	Staff Costs	Salaries, HMRC and NEST	2601/560
1377	18.02.2026	£4.17	£0.83	£5.00	Mobile Phone - GL	ICT	Mobile Phones	
1378	18.02.2026	£8.29	£1.66	£9.95	Equipment	Council Machinery & Equipment	Tools & Equipment	
1379	18.02.2026	£8.29	£1.66	£9.95	Duplicate Entry Cancelled	Council Machinery & Equipment	Tools & Equipment	
1379	18.02.2026	-£8.29	-£1.66	-£9.95	Duplicate Entry Cancelled	Council Machinery & Equipment	Tools & Equipment	
1380	18.02.2026	£11.65	£2.33	£13.98	Equipment	Council Machinery & Equipment	Tools & Equipment	

Chair's initials



1381	18.02.2026	£6.72	£1.34	£8.06	May Fair 2026	Community	May Fair Costs	
1382	18.02.2026	£6.77	£1.35	£8.12	May Fair 2026	Community	May Fair Costs	
1383	18.02.2026	£4.74	£0.95	£5.69	May Fair 2026	Community	May Fair Costs	
1384	18.02.2026	£6.01	£1.20	£7.21	May Fair 2026	Community	May Fair Costs	
1385	18.02.2026	£40.39	£8.08	£48.47	Trophies for May Fair	Community	May Fair Costs	
1386	18.02.2026	£100.00	£0.00	£100.00	May Fair 2026	Community	May Fair Costs	
1387	18.02.2026	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2602/619
1388	18.02.2026	£2.03	£0.00	£2.03	Square fees	Administration	Bank Charges - Square Pay	
1389	19.02.2026	£69.93	£13.99	£83.92	Franking Machine	Administration	Franking Machine & Costs	
1390	19.02.2026	£4.54	£0.91	£5.45	Postages	Administration	Postages	
1391	19.02.2026	£130.48	£26.10	£156.58	Flags	Environment & Maintenance	Bone Hill Memorial	
1392	20.02.2026	£2.70	£0.00	£2.70	Square fees	Administration	Bank Charges - Square Pay	
1393	24.02.2026	£38.95	£7.79	£46.74	Internet	ICT	Internet (Offices)	
1394	24.02.2026	£6.25	£1.25	£7.50	Mobile Phone	ICT	Mobile Phones	
1395	24.02.2026	£2,485.00	£497.00	£2,982.00	Mayor's Charity event	Members	Civic Reception	
1396	24.02.2026	£14.14	£2.83	£16.97	lock	Northam Hall	Maintenance	
1397	24.02.2026	£9.21	£1.84	£11.05	Bench Repair	Environment & Maintenance	Benches	
1398	24.02.2026	£64.93	£12.99	£77.92	Notice Boards	Notice Boards	Town Hall	
1399	24.02.2026	£7.06	£1.41	£8.47	Equipment	Council Machinery & Equipment	Tools & Equipment	
1400	24.02.2026	£5,179.98	£1,036.00	£6,215.98	MSVIDs	Environment & Maintenance	MVSDs	2602/236
1401	25.02.2026	£7,186.26	£0.00	£7,186.26	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
1402	23.02.2026	£4.17	£0.83	£5.00	Mobile Phone - TA	ICT	Mobile Phones	
1403	23.02.2026	£4.17	£0.83	£5.00	Mobile Phone - RG	ICT	Mobile Phones	
1404	25.02.2026	£4.17	£0.83	£5.00	Mobile Phone - CW	ICT	Mobile Phones	
1405	26.02.2026	£170.00	£34.00	£204.00	Mower	Council Machinery & Equipment	Machinery Maintenance	
1406	26.02.2026	£95.00	£19.00	£114.00	Business Prime Membership	Administration	Subs and Memberships	
1407	27.02.2026	£2,632.20	£0.00	£2,632.20	Pensions	Staff Costs	Salaries, HMRC and NEST	
1408	25.02.2026	£1.50	£0.00	£1.50	Refreshments	Administration	Refreshments	
1409	23.02.2026	£1.39	£0.00	£1.39	Refreshments	Administration	Refreshments	
1410	19.02.2026	£8.33	£1.67	£10.00	Keys	Administration	Miscellaneous	
1411	16.02.2026	£2.98	£0.00	£2.98	Refreshments	Administration	Refreshments	
1412	16.02.2026	£7.50	£1.50	£9.00	Keys	Administration	Miscellaneous	

Chair's initials



1413	11.02.2026	£1.20	£0.00	£1.20	Refreshments	Administration	Refreshments
1414	10.02.2026	£1.45	£0.00	£1.45	Refreshments	Administration	Refreshments
1415	10.02.2026	£3.98	£0.00	£3.98	Refreshments	Administration	Refreshments
1416	09.02.2026	£2.80	£0.56	£3.36	Equipment	Pavilion & CPT	Maintenance
1417	06.02.2026	£3.99	£0.00	£3.99	Refreshments	Administration	Refreshments
1418	05.02.2026	£1.89	£0.00	£1.89	Refreshments	Administration	Refreshments
1419	04.02.2026	£1.20	£0.00	£1.20	Refreshments	Administration	Refreshments
1420	05.02.2026	£3.62	£0.73	£4.35	Battery	Administration	Miscellaneous
1421	27.02.2026	£4.17	£0.83	£5.00	Mobile Phone - JL	ICT	Mobile Phones
1422	27.02.2026	£40.00	£8.00	£48.00	Boat park stickers	Administration	Boat Park
1423	27.02.2026	£17.84	£3.57	£21.41	DBS Fee	Tennis Courts	Safeguarding
1423	27.02.2026	£49.50	£0.00	£49.50	DBS Fee	Tennis Courts	Safeguarding
Totals:	139	£62,890.46	£3,733.94	£66,624.40			

**2603/683****To note the lease for the carpark and patio adjoining the Seagate Hotel, Appledore and consider extending the term of the lease**

The Town Clerk reported that the lease holders had asked if a clause could be added allowing them to hold events on the car park and offered to purchase the land.

Cllr Edwards requested confirmation that the construction already undertaken on the site, the construction of the patio (and associated works) and the erection of the Gig Club's gig shed (planning reference numbers 1/0315/2014/LBC and 1/0652/2016/FUL) had received permission from the transferor of the land, as was required by the transfer document.

It was **resolved** to extend the lease by three months (inline with paragraph 21.5) to allow this council time to:

Ask the lease holder what manner of event they were planning

Confirm that permission had been received for the patio (and associated works) and the gig shed had been received.

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

**Action points:**

**Advise the lease holder of the Council's decision to extend the end date by three months, in line with paragraph 21.5.**

**Ask the lease holder what sort of events and how many would be held on the car park, should permission be granted.**

**Seek confirmation of the permission given for the existing constructions on the land (the patio and associated works, and the gig shed).**

Chair's initials



**2603/684 To consider installing tracking devices on the Council’s vehicles**  
 It was **resolved** to defer the matter to a future agenda of this committee to allow further options to be explored.  
 Proposed: Cllr Hodson, Seconded: Cllr Edwards (majority in favour)

**2603/685 To consider sending representatives to the Twinning event in Mondeville, 14<sup>th</sup> to 18<sup>th</sup> May 2026**  
 It was **resolved** to cover the cost of attendance at the event for the Deputy Mayor, her consort and the Town Clerk, and to invite the Mayor’s Cadet and her guardian to the event.  
 Proposed: Cllr Bach, Seconded: Cllr Hodson (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 Edwards (all in favour)*

**2603/686 To receive and sign the payroll information sheet for submission**  
 It was **resolved** to approve the payroll submission sheet.  
 Proposed: Cllr Bach, Seconded: Cllr Himan (all in favour)  
 The payroll information sheet was signed by the Chair.  
**Action points:**  
**Submit the information.**  
**Prepare an outline of the process by which the Council issues Northam Burrows Manor Passes on behalf of the Northam Burrows Charity.**

**2603/687 To consider confidential staffing matters**  
 It was **resolved** to require a member of staff to take annual leave rather than unpaid leave, having not used their annual allowance of paid leave and to allow another member of staff to have two days compassionate leave.  
 Proposed: Cllr Hodson, Seconded: Cllr Hames (all in favour)

*It was **resolved** to readmit members of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960.  
 Proposed Cllr Hodson, Seconded: Cllr Edwards (all in favour)*

There being no further business the meeting closed at 8:10pm

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

Chair’s initials

**Northam Town Council – Minutes of the Parks and Recreation committee meeting held 21<sup>st</sup> January 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Peter Hames (Chair), Barry Edwards, Claire Hodson, Sam Newman-McKie, Niki Tait and the Mayor, Cllr Louis Bach (ex-officio).

In attendance: Ian Rawle – Parks & Buildings Manager.  
Christine Hutchins – Friends of Westward Ho! Park (FOTWHOP).  
Barbara Potts – Volunteer Gardeners (Westward Ho! Park).

**2601/563 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**  
Cllr Whittaker and Cllr Bell apologised, the reasons for which were accepted.

**2601/564 Chair's Announcements**  
The Chair made no announcements.  
The Parks and Buildings Manager updated the Committee on the following matters:

The swing chain at the single bay swings at Westward Ho! Playpark is showing excessive wear, and the maintenance team is in the process of repairing or replacing the affected links.

**2601/565 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.

**2601/566 To agree the agenda as published**  
It was **resolved** to agree the agenda as published.  
**Proposed** Cllr Bach, Seconded Cllr Hodson (all in favour)

**2601/567 To confirm as a correct record and sign the minutes of the Parks and Recreation Committee held on 19<sup>th</sup> November 2025**  
It was **resolved** that to approve the minutes as a true and correct record, which were signed by the Chair.  
**Proposed** Cllr Hodson, Seconded Cllr Bach (all in favour)

**2601/568 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.

**2601/569 To receive an update on actions**  
The Action table is presented below.

Action		January 2025	March 2025	May 2025	September 2025	November 2025	January 2026
1	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	Awaiting date of installation by M&E alarms	COMPLETE
2	The WWHo! 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 <b>suggested</b> that these are reposted every six weeks to maintain visibility and engagement.	A Facebook post for Volunteers to be posted 20 <sup>th</sup> November.	COMPLETE

Action	November 2025	January 2026	February 2026
3. To install wooden post fencing around the grass area and boat behind St Mary's Church on Churchfield Road, to prevent vehicles from parking on the grass	Added to actions	Cannot be completed – DCC advises that bollards or posts must be at least 450mm from the kerb to avoid unlawfully obstructing the footpath. Any vehicle obstruction is a police matter, regardless of existing restrictions. Remove.	
4. To seek legal advice regarding installation of a step at Blackies (Ref: 2507/194 Construction of Steps and improvement of 'desire line' surface at Blackies Footpath	Added to actions	DCC advises that if access and steps are created for public use, they must meet required safety standards and be regularly inspected and maintained. Failure to do so could result in liability if an incident occurs. Public Liability Insurance should be considered. Permission is required from the landowner, and if the access exits onto a road, highway, or public pavement, approval from Highways is also needed. Planning Permission may be required for any structure. Further investigation with insurers/legal/landowner(s) is recommended.	
5. To purchase Beech and Hazel trees (whips) to re-establish the Hegde line/row at Burrough Farm	Added to actions	Whips purchased awaiting delivery.	
6. To replace existing entrance at Lords Meadow	Added to actions	Awaiting posts from supplier.	
7. To repair the current gates at Anchor Park and to investigate other options, including replacement or new gates for the park.	Added to actions	Advice from Navantia UK (Appledore Shipyard). Awaiting parts from supplier.	

**2601/570 To receive a report from the chair of FOTWHOP**

Report by Christine Hutchins

**Gardeners' Hours**

- November: 51.5 hours (6 Volunteers)
- December: 27.5 hours (4 Volunteers)

The receipt of a donation of two-barrel planters was also noted. Councillors commented on how well the park looked, even during the winter months, and expressed their thanks to the volunteers for their continued hard work.

This was **noted** by the Council.

**2601/571 To update members on the MUGA Project at Westward Ho!**

The Parks and Buildings Manager updated Members on the following matters.

A pre-application response had been received from Torridge District Council officers, confirming that the proposed works fall under permitted development.

The Parks and Buildings Manager and the Clerk also met with the Environmental Protection Officer from Torridge District Council. Discussions included sound mitigation measures, consultation requirements and budget considerations.

This was **noted** by the Council.

**2601/572 To update members on the community orchard and wildflower area in Anchor Park, Appledore 2511/458**

The Parks and Buildings Manager updated Members on the following points:

- The event has been moved to 10:00am on Friday 23rd January, with staggered groups from the schools.
- The maintenance team will assist in ensuring the children can safely access the park.
- The event will be attended by Appledore School and St. Margaret's School.
- Donations received for the event include an apple tree, herbs, strawberries and blueberries.

This was **noted** by the Council.

**2601/573 To connect the Tarmac/wetpour path to the play area at Lords Meadow**

The Parks and Buildings Manager briefed Members on the proposal to connect the existing tarmac/wetpour path to the play area at Lords Meadow. Members were advised that the estimated cost of the works would be within £500, covering the purchase of MOT Type 1 sub-base, concrete and black wetpour, and that the works would be undertaken in-house by the maintenance team. It was **resolved** that the path extension be approved at a cost of up to £500.

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

**Action Point: Complete works within Budget.**

**2601/574 To replace damaged and diseased Silver Birch trees at Lords Meadow**

Members were advised that three Silver Birch trees are showing signs of disease or possible failure, including dead limbs and crown dieback. In addition, the Silver Birch located at the Diddywell Lane entrance has been confirmed as dead. Members agreed that the condition of the trees should be investigated further with appropriate professionals, including the suitability of Silver Birch trees for the location. It was **resolved** that replacement trees be purchased once the investigation into the suitability and location has been completed, within an approved budget of up to £600.

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

**Action Point: Investigate Suitability and location of the Silver Birchs and replace within the budget of £600.**

**2601/575 To hire a temporary PumpTrack for Lords Meadow**

The Parks and Buildings Manager updated Members on the cost of hiring a temporary PumpTrack at Lords Meadow over the summer holidays, with the proposed hire period from 3rd August to 28th August. Members were advised that the cost would be £7,800 plus VAT. Following discussion, the Council **voted against** the proposal, stating that the cost was too high. Members agreed that alternative activities should be explored, including mini Olympics, tug of war, and an obstacle course.

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

**Action Point: To explore and develop alternative summer activities for Lords Meadow, including options such as mini-Olympics, tug of war, and an obstacle course, and to report back to Members with proposals and costings.**

**2601/576 To agree a location for a permanent Concrete or fibre glass Pumptrack within the Parish.**

The Members considered whether to progress with the installation of a permanent pump track within the Parish. It was agreed to investigate the feasibility and costs of a permanent concrete or fibre-glass/earth composite pump track at Burrough Farm, adjacent to Torridge Leisure Centre. Members also **agreed** that potential funding avenues should be explored, with findings to be reported back to the Council.

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

**2601/577 To lay (Devon Style) and refill the gaps within the Hegde line at Lords Meadow**

Members were advised of the proposal to engage Steve McCulloch to carry out the laying of the Eastern hedgerow at the Kimberley Drive, with support from members of the maintenance team, who have previously received hedge-laying training and are familiar with the required techniques. It was **agreed** that a formal quotation be obtained from Steve McCulloch and presented to Members at a future meeting for consideration.

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

There being no further business the meeting closed at 19:45pm.

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

Chair’s initials

**MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE****19<sup>th</sup> March 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

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

**2603/700 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)**

Cllrs Bach and Hodson submitted their apologies. There were two vacant seats.

**2603/701 Chair's announcements**

The Chair had attended the appeal hearing regarding development at Bloody Corner but determination had not yet been reached.

**2603/702 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.

**2603/703 To agree the agenda as published**It was **resolved** to agree the agenda as published.

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

**2603/704 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 5<sup>th</sup> February 2026**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 Newman-McKie, Seconded: Cllr Horrocks (Majority in favour with 1 abstention - not present at the meeting).

**2603/705 Public Participation**

There were no members of the public present.

**2603/706 To receive the Northam Neighbourhood Plan Examiner's report and receive an update on the next steps**

The Northam Neighbourhood Plan had been amended in response to the Examiner's comments and the final version would be considered at the next meeting of the Full Council. Cllr Lo-Vel noted her appreciation of the work that had been done by the Working Group and proposed a vote of thanks, which was agreed.

**2603/707 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) 1/0075/2026/LBC**

Proposal: Alterations to the design of previously approved application references 1/0455/2017/FULM and 1/0456/2017/LBC. (Variation of condition 2, 3, 4, 5 of 1/1183/2019/LBC)

Location: Fairlea Residential Home, South Lea, Northam

Response date: 21<sup>st</sup> March 2026It was **resolved** to recommend the proposal be granted permission.

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

**ii) 1/0080/2026/FULM**

Proposal: Conversion of former care home into 9 apartments and 5 dwellings, including associated works and partial demolition of extensions - Variation of Condition 2 of planning permission 1/0455/2017/FULM (Variation of conditions 2, 4, 6, 9, 10, 12 of 1/1182/2019/FULM)

Location: Fairlea Residential Home, South Lea, Northam

Response date: 22<sup>nd</sup> March 2026It was **resolved** to recommend the proposal be granted permission.

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

**iii) 1/0143/2026/FUL**

Proposal: Replacement single storey extension to front and erection of single storey extension to rear

Location: Buckleigh Pines, Cornborough Road, Westward Ho!

Response date: 22<sup>nd</sup> March 2026

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

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

**iv) 1/0169/2026/FUL**

Proposal: Part retrospective application for two storey side extension and detached garage.

Location: 18 Beach Road, Westward Ho!,

Response date: 26<sup>th</sup> March 2026

It was **resolved** to submit a comment only, stating that the plans submitted were not clear as to the location of the garage.

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

**v) 1/0190/2026/FUL**

Proposal: First floor side extension including conversion of garage.

Location: 49 Hanson Park, Northam,

Response date: 30th March 2026

It was **resolved** to submit a comment only, stating that the proposal was contrary Local Plan policy DM25 as it would result in a loss of parking within the curtilage of the property.

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

**vi) 1/1001/2025/LA**

Proposal: Retrospective extension to quay wall, clarification of quay wall height and proposed erection of northern boundary treatment - amended plans

Location: Middle Dock, New Quay Street, Appledore

Response date: 30th March 2026

It was **resolved** to submit no further comments at this stage.

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

**vii) 1/0183/2026/FUL**

Proposal: Erection of 1no. dwelling and alterations to entrance (Selfbuild)

Location: Daddon Hill House, Northam

Response date: 30th March 2026

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

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

**viii) 1/0194/2026/FUL**

Proposal: Replacement rear balcony

Location: Greenbanks, Lakenham Hill, Northam,

Response date: 5th April 2026

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

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

**ix) 1/0132/2026/LBC and 1/0131/2026/FUL**

Proposal: Replacement 4no. bay windows

Location: Chircombe House, Chircombe Lane, Northam,

Response date: 5th April 2026

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

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

**x) 1/0199/2026/FUL**

**Proposal:** 2 New Dwellings and Associated Works (Variation of condition 2 of planning approval 1/0443/2017/FUL)

**Location:** Chestnut House, Durrant Lane, Northam,

**Response date:** 5th April 2026.

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

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

**2603/708**

**Torrige 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) 1/0004/2026/FUL**

**Proposal:** Proposed conversion of integral garage to provide additional habitable accommodation and construction of single garage to side of dwelling (Variation of condition 2 of planning approval 1/0572/2021/FUL)

**Location:** 17 Estuary View, Northam,  
(Northam Town Council recommended that the proposal be granted permission.)

**ii) 1/0698/2025/FUL**

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

**Location:** Land At Grid Reference 244880 129879, Northam  
(Northam Town Council recommended that the proposal be granted permission.)

**iii) 1/0021/2026/FUL**

**Proposal:** Proposed conversion of existing detached garage into ancillary dependant relatives annex with associated external works

**Location:** Fordlands, Heywood Road, Northam,  
(Northam Town Council recommended that the proposal be refused permission.)

**2603/709**

**Torrige District Council Planning Decisions**

Torrige District Council, the determining Authority, has notified the Council that the following applications have been **withdrawn**:

**i) 1/0995/2025/ADV**

**Proposal:** Siting of 4no. sponsorship signs

**Location:** Roundabout At Grid Reference 244919 127940, Bideford  
(Northam Town Council recommended that the proposal be granted permission.)

There being no further business the meeting closed at 7:15pm.

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

Chair's initials

**MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE****9th April 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

In attendance: Tina Stewardson (Community Engagement Admin Officer)

**2604/741 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)**

There were no apologies. There were two vacant seats.

**2604/742 Chair's announcements**

The Chair announced that the appeal for Bloody Corner has been dismissed.

**2604/743 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.

Cllr Bach declared an interest on item 8 iv although it is not pecuniary interest.

**2604/744 To agree the agenda as published**It was **resolved** to agree the agenda as published.

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

**2604/745 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 19th March 2026**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 (Majority in favour with 2 abstention - not present at the meeting).

**2604/746 Public Participation**

There were no members of the public present.

**2604/747 To receive the Northam Neighbourhood Plan Examiner's report and receive an update on the next steps**

The Northam Neighbourhood Plan had been approved at the meeting of the Full Council and has now been sent to Torridge District Council for consideration; it is hoped at Full Council in April and if approved to be followed by submission to referendum in June.

**2604/748 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) 1/0151/2026/FUL**

Proposal: Replacement single storey rear extension and alterations to outbuilding

Location: 4 Alpha Place, Appledore,

Response date: 11th April 2026.

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

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

**ii) 1/0234/2026/FUL**

Proposal: Erection of single storey extension to rear, and replacement windows and doors

Location: St Elvis, 6 New Quay Street, Appledore

Response date: 18th April 2026.

It was **resolved** to recommend the proposal be granted permission subject to the Conservation Officer's comment, particularly on the style and type of the new windows and doors given that the site is in a Conservation Area.

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

iii) **1/0242/2026/FUH**

Proposal: Replacement conservatory to rear of property

Location: 11 Clevelands Park, Northam,

Response date: 20th April 2026.

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

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

iv) **1/0248/2026/FUL**

Proposal: Change of use to hot food takeaway (sui generis)

Location: 22 Nelson Road, Westward Ho!,

Response date: 24th April 2026.

It was **resolved** to recommend the proposal be granted permission subject to the comments of the Environment Officer

Proposed: Cllr Bach Seconded: Cllr Hames (4 in favour, 2 against with one abstention)

**2604/749**

**Torrige District Council Planning Decisions**

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

i) **1/0026/2026/FUL**

**Proposal:** Construction of a ground floor level balcony in the rear Garden

**Location:** 17 Estuary View, Northam,

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

ii) **1/0698/2025/FUL**

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

**Location:** Land At Grid Reference 244880 129879, Northam

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

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

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