

FINANCE COMMITTEE**9th April 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

In attendance: Guy Langton (Town Clerk & RFO)

2504/718 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

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

2504/719 Chair's announcements

The Chair made no announcements.

2504/720 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.

2504/721 To agree the agenda as published.It was **resolved** to proceed with the agenda as published.

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

2504/722 To consider the minutes of the Finance meeting held on the 12th March 2025 as a true and correct recordIt was **resolved** to accept the minutes as a true and correct record, which were signed by the Chair.

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

2504/723 Public Participation

There were no members of the public present.

2504/724 To receive an update on Action Points

The action points were noted as below and overleaf.

	Action	January 2025	February 2025	March 2025
1	To consider improvements to the office accommodations, to include decorating painting and the provision of a sink It was resolved to seek permission from the building owner (Torridge District Council) to install a sink for washing up.	The Chamber has been completed. Suitable sink units are being investigated by the Parks & Buildings Manager. ONGOING	The work has been placed on hold with the Council concentrating its attention on Northam Hall and the response to the actions identified in the Fire Risk Assessment. ONGOING	
2	Northam Hall works in response to the findings of the Fire Risk Assessment in December 2024	The requirements had been reviewed and work identified that NTC staff could undertake.	Work has commenced. Estimates for the ceiling work are being sought and grants researched. ONGOING	Estimates for the ceiling work are being sought and grants researched. ONGOING

Chair's initials

	Action	January 2025	February 2025	March 2025
3	Purchase: <ol style="list-style-type: none"> 1. The whole set of maintenance equipment (electric models) to replace the Council's maintenance equipment and purchase sufficient batteries and chargers, and 2. A petrol powered 'two-wheel tractor' and three attachments – a weed ripper, a brush and collector set and a rotary mower, and 3. A new Nextem ORCA, equipped with a tipper body and a towbar to replace the Council's oldest truck. 		The order has been placed with JLCEV for the ORCA. The other orders have yet to be placed. ONGOING	Orders placed and all items to be received by the end of 7 th April 2025. COMPLETE
4	Open a Local Council Easy Access Deposit Account at Hinkley & Rugby Building Society		On the agenda. ONGOING	Account open. Initial deposit of £5,000 made. COMPLETE
5	Present amended Finance Regulations to the Full Council at its Annual Meeting in May 2025			Amendments to be made. ONGOING

2504/725 To receive the Clerk's report

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

Nationwide (Business 95-day saver)	£94,065.15	interest rate is 3.9%	General and Earmarked Reserves
Cambridge & Counties Bank (31-day)	£94,710.99	interest rate is 3.49%	Earmarked Reserves
Cambridge Building Society	£5,027.04	interest rate is 2.2%	Tennis Reserves
Petty Cash	£13.45		
Coop Bank (current account)	£113,593.43	no interest	Includes budgeted carry-over
Total cash in hand	£327,410.06		

On 9th April, the Town Clerk reported that the Council had £76,172.68 in its current account and had invested £5,000 to open a Hinkley & Rugby Building Society account to hold Council funds to gain interest (current rate 2.2%).

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

Payments

The Council made 119 payments in March 2025, totalling £46,016.08 (exVAT). A full list of these is

Chair's initials

appended to these minutes. There were 33 payments of £100 or more (exVAT). These include:

- £23,838.70 in payroll and associated costs
- £11,845.00 for the complete replacement of the Maintenance Equipment with electrically powered variants.
- £969.30 monthly charge for the Council's general insurance
- £950.00 to value the Council buildings
- £800.83 for play area inspection training (IR)
- £621.167 for gas to heat Northam Hall
- £455.00 to clean the CP Toilet
- £450.00 to remove asbestos from Northam Hall
- £428.49 monthly room rental at the Town Hall
- £400.00 to clean Northam Hall in December
- £356.60 in copier fees and charges
- £310.90 to service alarms and CCTV
- £284.70 monthly IT contract
- £250.00 to remove a dangerous tree at Wren Close
- £237.00 1st Aid Training (Maintenance Team)
- £185.02 late invoice for work to festive lighting at Westward Ho!
- £1,000.02 for franking for Northam Burrows Charity (6 direct debits of £166.67)
- £151.00 Asbestos Awareness training
- £150.00 Repair to display cabinet (Men's Shed)
- £140.00 for SLCC training for IR
- £140.00 for SLCC training for TT
- £114.00 water bill (Northam Hall)
- £113.04 Truck and mower fuel
- £110.26 for plasterboard at Northam Hall
- £102.01 for high security padlocks for containers

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

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

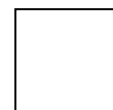
Receipts:

In March 2025, the Council received 79 payments, totalling £9,673.84.

Tennis courts:

The gross volume of sales 1st January 2024 to 31st March 2025 is £5,855. After fees, the Council has received £5,452.32. The LTA expect the Council to earmark approximately £3,600 per year for 15 years (index linked) to meet the costs of court maintenance and refurbishment. The Council is approximately £1,850 over the target, in this extended year (1st January 2024 to 31st March 25). In due course, a payment of £425.28 will be made to the Council's Cambridge Building Society account, where this earmark is held.

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The Council has sold 89 annual membership passes, a small number of which have already been renewed. The revenue from the sale of membership was £3,115 (before fees) 1st January 2024 to 31st March 2025.

Petty Cash:

A screen shot of the petty cash cashbook is presented overleaf showing the items on which the Council has spent petty cash. The aim of the Town Clerk is to maintain a level of £100 or thereabouts in the account, £90 has been withdrawn on the 1st April 2025 to maintain that level.

Petty Cash		2024-25	Name: Northam TC Petty Cash													
Details					Income			Expenditure						Balance at start of FY		
Date	Transaction	Description	Ref	Scribe No	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Milk etc	Maintenance	Office expenses	Total out	£	136.47	
5.3.25	126	Cash top up	PCR24-25.10		50.00		50.00						0.00	100.15		
4.3.25	127	Milk	PC24-25.113				0.00			2.78			2.78	97.37		
6.3.25	128	Milk	PC24-25.114				0.00			0.95			0.95	96.42		
11.3.25	129	Milk	PC24-25.115				0.00			1.35			1.35	95.07		
12.3.25	130	Sugar	PC24-25.116				0.00			1.19			1.19	93.88		
18.3.25	131	Milk	PC24-25.117				0.00			1.39			1.39	92.49		
19.3.25	132	Milk, sugar, coffee	PC24-25.118				0.00			4.74			4.74	87.75		
20.3.25	133	Orange and Apple Juice (Grants / AEM)	PC24-25.119				0.00			36.90			36.90	50.85		
24.3.25	134	Cylinder & Mortice	PC24-25.120				0.00	5.83		29.17			35.00	15.85		
24.3.25	135	Milk	PC24-25.121				0.00			1.20			1.20	14.65		
31.3.25	136	Milk	PC24-25.122				0.00			1.20			1.20	13.45		
Number of transactions	136	TOTALS			710.00		710.00	34.39	310.97	249.04	106.07	132.55	833.02	-123.02		
budgetted figures (12 month)					-		-	-	-	-	-	-				
variance (to date)					710.00		710.00	-	-310.97	-249.04	- 106.07	- 132.55				
										Variance		£ 136.47	13.45			

It was **resolved** that, pursuant to the Public Bodies (Admission to Meetings) Act 1960 (subsection 2), members of the public and press would be excluded from the meeting to enable the Council to consider confidential matters. Proposed: Cllr Hodson, Seconded: Cllr Tait (all in favour)

2504/726 To note and approve staff annual salary increments

It was **resolved** to apply an annual increment to all staff that were eligible, as detailed in their appraisal and probationary reports. Those increments would be applied from the 1st April 2025.

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

The committee noted that one member of staff had not had their appraisal for 2024-25 because of absences by that employee and other key staff (both sickness absence and annual leave). Consideration of any scale point rise applicable was deferred to after the appraisal had been carried out.

The committee requested that the salary scales of the Maintenance Operatives be reviewed by the Human Resources committee at a suitable meeting.

Action point: Include the review of the salary scales of the Maintenance Operatives to the next Human Resources agenda.

Chair's initials

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2504/727

To receive and sign the payroll information sheet for submission

It was **resolved** to approve the payroll submission sheet, noting the amended spinal column points for staff, as appropriate. The payroll information sheet was signed by the Chair.

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

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 Hodson, Seconded: Cllr Whittaker (all in favour)

There being no further business the meeting closed at 7.10pm.

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

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Voucher	Date	Net	VAT	Gross	Description
1323	31.03.202 5	£4.17	£0.83	£5.00	Mobile Phone - TA
1322	31.03.202 5	£4.17	£0.83	£5.00	Mobile Phone - RG
1321	31.03.202 5	£1.20	£0.00	£1.20	Milk
1320	24.03.202 5	£1.20	£0.00	£1.20	Milk
1319	24.03.202 5	£29.17	£5.83	£35.00	keys
1318	20.03.202 5	£36.90	£0.00	£36.90	Juices
1317	19.03.202 5	£4.74	£0.00	£4.74	Milk coffee sugar
1316	18.03.202 5	£1.39	£0.00	£1.39	Milk
1315	12.03.202 5	£1.19	£0.00	£1.19	Sugar
1314	11.03.202 5	£1.35	£0.00	£1.35	Milk
1313	06.03.202 5	£0.95	£0.00	£0.95	Milk
1312	04.03.202 5	£2.78	£0.00	£2.78	Milk
1311	28.03.202 5	£1.19	£0.00	£1.19	square fees
1310	28.03.202 5	£0.60	£0.00	£0.60	square fees
1309	31.03.202 5	£1.65	£0.00	£1.65	square fees
1308	31.03.202 5	£0.60	£0.00	£0.60	square fees
1307	31.03.202 5	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1306	27.03.202 5	£1.25	£0.00	£1.25	square fees
1305	27.03.202 5	£1.25	£0.00	£1.25	square fees
1304	27.03.202 5	£1.25	£0.00	£1.25	square fees
1303	26.03.202 5	£0.88	£0.00	£0.88	square fees
1302	26.03.202 5	£0.94	£0.00	£0.94	square fees
1301	26.03.202 5	£33.32	£6.66	£39.98	Tables N Hall
1300	26.03.202 5	£45.60	£9.12	£54.72	repair noticeboard
1299	26.03.202 5	£102.01	£20.40	£122.41	padlocks (Containers)

Chair's initials

1298	26.03.202 5	£140.00	£28.00	£168.00	SLCC Training etc (IR)
1297	26.03.202 5	£140.00	£28.00	£168.00	SLCC Training etc (TT)
1296	27.03.202 5	£47.00	£0.00	£47.00	Data Protection
1295	25.03.202 5	£4.17	£0.83	£5.00	Mobile Phone - GL
1294	25.03.202 5	£74.98	£15.00	£89.98	PPE
1293	25.03.202 5	£11,845.0 0	£2,369.0 0	£14,214.0 0	Electric maintenance equipment
1292	25.03.202 5	£1.19	£0.00	£1.19	square fees
1291	21.03.202 5	£95.00	£19.00	£114.00	Amazon
1290	21.03.202 5	£3.35	£0.00	£3.35	Postages
1289	25.03.202 5	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1288	25.03.202 5	£0.31	£0.00	£0.31	square fees
1287	24.03.202 5	£0.88	£0.00	£0.88	square fees
1286	24.03.202 5	£0.94	£0.00	£0.94	square fees
1285	21.03.202 5	£30.00	£0.00	£30.00	Photographs
1284	21.03.202 5	£24.00	£0.00	£24.00	Mayor expenses
1283	20.03.202 5	£11.10	£2.22	£13.32	noticeboard erection
1282	20.03.202 5	£35.15	£7.03	£42.18	noticeboard erection
1281	20.03.202 5	£41.70	£8.34	£50.04	Toilet rolls paper towels
1280	20.03.202 5	£17,773.8 2	£0.00	£17,773.8 2	Salaries
1279	19.03.202 5	£3.53	£0.71	£4.24	Tools
1278	19.03.202 5	£4.94	£0.99	£5.93	work at Northam Hall
1277	19.03.202 5	£23.41	£4.68	£28.09	work at Northam Hall
1276	19.03.202 5	£37.18	£7.44	£44.62	work at Northam Hall
1275	19.03.202 5	£34.98	£7.00	£41.98	work at Northam Hall
1274	19.03.202 5	£2.83	£0.57	£3.40	work at Northam Hall
1273	19.03.202 5	£40.18	£8.04	£48.22	work at Northam Hall
1272	19.03.202 5	£5.04	£1.01	£6.05	work at Anchor Park

1271	19.03.202 5	£26.95	£5.39	£32.34	work at Northam Hall
1270	19.03.202 5	£12.56	£2.51	£15.07	work at Northam Hall
1269	19.03.202 5	£9.26	£1.85	£11.11	work at Northam Hall
1268	19.03.202 5	£450.00	£90.00	£540.00	Northam Hall Asbestos Removal
1267	19.03.202 5	£310.90	£62.18	£373.08	Alarms and cctv
1266	19.03.202 5	£31.75	£6.35	£38.10	oil
1265	19.03.202 5	£800.83	£160.17	£961.00	Training (IR ROSPA play area inspections)
1264	19.03.202 5	£151.00	£30.20	£181.20	Training (Asbestos Awareness)
1263	19.03.202 5	£237.00	£0.00	£237.00	Training (1st Aid - Maintenance Team)
1262	19.03.202 5	£1.00	£0.00	£1.00	Skate Park
1261	19.03.202 5	£30.82	£6.17	£36.99	Part for trailer
1260	19.03.202 5	£950.00	£190.00	£1,140.00	Building valuations
1259	19.03.202 5	£6.29	£0.00	£6.29	cleaning materials
1258	19.03.202 5	£59.34	£11.87	£71.21	Postage franking machine
1257	19.03.202 5	£17.92	£3.58	£21.50	internet
1256	19.03.202 5	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1255	17.03.202 5	£27.22	£5.45	£32.67	new planters
1254	18.03.202 5	£1.09	£0.00	£1.09	square fees
1253	18.03.202 5	£1.50	£0.00	£1.50	square fees
1252	17.03.202 5	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1251	17.03.202 5	£114.00	£0.00	£114.00	water bill (Northam Hall)
1250	14.03.202 5	£14.00	£0.00	£14.00	title register and title plan search
1249	13.03.202 5	£4.17	£0.83	£5.00	Mobile Phone - TT
1248	13.03.202 5	£0.30	£0.00	£0.30	square fees
1247	13.03.202 5	£102.66	£20.53	£123.19	Equipment hire (Parks)
1246	13.03.202 5	£284.70	£56.94	£341.64	IT contract
1245	13.03.202 5	£250.00	£0.00	£250.00	Tree felling (Wren Close)

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1244	13.03.202 5	£91.27	£18.26	£109.53	Service etc
1243	13.03.202 5	£5,964.88	£0.00	£5,964.88	HMRC PAYE
1242	13.03.202 5	£113.04	£22.62	£135.66	Fuel (Trucks and mowers etc)
1241	12.03.202 5	£1.50	£0.00	£1.50	square fees
1240	12.03.202 5	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1239	11.03.202 5	£92.72	£4.64	£97.36	Electricity - Pavilion
1238	07.03.202 5	£23.32	£4.66	£27.98	Printer inks
1237	09.03.202 5	£621.16	£124.23	£745.39	Northam Hall gas account
1236	09.03.202 5	£61.67	£12.33	£74.00	wifi N Hall
1235	08.03.202 5	£0.94	£0.00	£0.94	square fees
1234	06.03.202 5	£1.19	£0.00	£1.19	square fees
1233	06.03.202 5	£166.67	£33.33	£200.00	Postage franking machine (Burrows - to be recharged)
1232	05.03.202 5	£0.47	£0.00	£0.47	square fees
1231	04.03.202 5	£4.17	£0.83	£5.00	Mobile Phone - CW
1230	04.03.202 5	£47.19	£9.44	£56.63	telephone system
1229	05.03.202 5	£0.00	£0.00	£0.00	Cash Withdrawal
1228	03.03.202 5	£34.43	£6.89	£41.32	floor cleaner
1227	03.03.202 5	£23.32	£4.67	£27.99	Shower Head
1226	03.03.202 5	£4.17	£0.83	£5.00	Mobile Phone - IR
1224	03.03.202 5	£5.58	£0.00	£5.58	Stripe Fees
1223	03.03.202 5	£22.90	£4.58	£27.48	plaster
1222	03.03.202 5	£100.00	£20.00	£120.00	Payroll processing
1221	03.03.202 5	£185.02	£37.00	£222.02	festoon and festive lighting (late invoice)
1220	03.03.202 5	£1.88	£0.38	£2.26	Northam Hall
1219	03.03.202 5	£32.12	£6.42	£38.54	Bus Shelter
1218	03.03.202 5	£7.88	£1.58	£9.46	PPE
1217	03.03.202 5	£49.82	£9.96	£59.78	work at Northam Hall

1216	03.03.202 5	£110.26	£22.05	£132.31	plasterboard (Northam Hall)
1215	03.03.202 5	£28.73	£5.75	£34.48	plasterboard
1214	03.03.202 5	£4.59	£0.92	£5.51	Carpenters Pencils
1213	03.03.202 5	£8.85	£1.77	£10.62	fluorescent lights
1212	03.03.202 5	£150.00	£0.00	£150.00	Display Cabinet Repair
1211	03.03.202 5	£400.00	£0.00	£400.00	cleaning Northam Hall
1210	03.03.202 5	£356.60	£71.32	£427.92	copier charges
1209	03.03.202 5	£455.00	£91.00	£546.00	Cleaning CPT
1208	03.03.202 5	£28.17	£5.63	£33.80	cleaning offices and cttee room
337	24.03.202 5	£6.25	£1.25	£7.50	Mobile Phone - IH
324	15.03.202 5	£28.50	£0.00	£28.50	water rates
314	03.03.202 5	£428.49	£0.00	£428.49	Town Hall Room rental
305	09.03.202 5	£969.28	£0.00	£969.28	insurance

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

In attendance: Guy Langton (Town Clerk & RFO)
7 members of the public

2505/027 Election of the Chair

Cllr Bach **nominated** Cllr Hames as Chair of the Planning & Development Committee. The nomination was seconded by Cllr Newman-McKie. There being no other nominations, the matter was put to a vote. All members were in favour and Cllr Hames was **duly elected Chair of the Planning and Development Committee** for 2025-26.

2505/028 Election of the Vice Chair and signing of acceptance of Office

Cllr Newman-McKie **nominated** Cllr Bach as Vice Chair of the Planning & Development Committee. The nomination was seconded by Cllr Horrocks. There being no other nominations, the matter was put to a vote. All members were in favour. Cllr Bach was **duly Vice Chair of the Planning and Development Committee** for 2025-26.

2505/029 To agree the agenda as published

It was **resolved** to amend the agenda so that planning proposals 1/0239/2025/FUL & 1/0240/2025/LBC were considered immediately after public participation.
Proposed Cllr Bach, Seconded Cllr Lo-Vel (all in favour)

2505/030 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)

All members of the committee were present. There were two vacant seats.

2505/031 Chair's announcements

The Chair made no announcements.

2505/032 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.

2505/033 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 24th April 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 Newman-McKie, Seconded Cllr Bach (Majority in favour with one abstention - not present at that meeting).

2505/034 Public Participation

Five members of the public addressed the committee, all registering their concerns and objections to proposals 1/0239/2025/FUL & 1/0240/2025/LBC. The objections cited related to:

the loss of parking at Odun Rd car park,
the demolition of historic buildings,
the detrimental effect the scale, height and design of the proposed building would have on the street scene in Odun Rd, within the conservation area, and
the increased likelihood of flooding, the car park having only a single soakaway point.
A sixth member of the public submitted written comments, noting objections to the proposal, which were read out by the Town Clerk.

2505/035

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) 1/0239/2025/FUL & 1/0240/2025/LBC

Proposal: Demolition of existing Interpretation Centre and erection of Heritage Boat House building and associated works (Resubmission of application 1/1230/2023/LBC)

Location: North Devon Maritime Museum, Odun House, Odun Road, Appledore
It was **resolved** to submit the same response to two related proposals, recommended that they be refused on the following grounds:

The proposal would cause harm to the Appledore Conservation area and neighbouring listed and undesignated heritage assets. Views of and from the conservation areas would be obscured (south along Odun Road and south-east from New Quay Street) and close views from the green car park. The proposed building is excessive in height and massing, has an inappropriate modern frontage, picture window and roof lantern. The proposal therefore conflicts with policies ST15 and DM07 of the NDAT Local Plan 2031 and policy HE1 in the emerging Northam Neighbourhood Plan. Further, it does not comply with NPPF paragraph 215, which expects less than substantial be harm done to designated conservation area and listed buildings, and undesignated heritage asset of NPPF 215.

In its refusal of permission for the previous application for development at this site (1/0229/2023/FUL), the Planning Authority noted that:

“The development is contrary to Policies ST04 and DM04 of the North Devon and Torridge Local Plan 2018. In particular, the development does not contribute positively to the area nor is it appropriate to its setting and location due to the overbearing height and scale of the design. The scheme is not considered to be of sufficient architectural quality and the materials are inappropriate for this location, in particular the metal roof covering.”

The proposal would harm neighbouring property’s amenity by overlooking the private garden of Lyndale. The fans and extractor units would cause noise and likely produce fumes, which would affect the neighbouring properties (Lyndale and Sundale). proximity of fans, likely fumes and noise to Sundale. The proposal therefore conflicts with policies DM01, DM02 (2)(a) & (c) and does not align with the expectations of NPPF 198(a) with regard to noise pollution.

The scale of the proposal would result in a net loss of parking at the Odun Road car park. This car park is used by local residents and visitors alike, parking cars and camper vans. The car park is used as a ‘park-and-stroll’ location for visitors to Appledore. Five spaces would be lost as a result of this proposal. The proposal therefore conflicts with policy: DM06 (Parking provision) and with policy TR3 of the emerging Northam Neighbourhood Plan. Any public benefit from the proposed development would be outweighed by the adverse impacts listed above and NPPF paragraph 214 applies here. Proposed: Cllr Bach, Seconded: Cllr Newman-McKie (all in favour).

2505/036

To receive an update on the progress of the Northam Neighbourhood Plan

The Northam Neighbourhood Plan had been submitted to the District Council for external examination.

2505/037 To note an appeal lodged with the Inspectorate:

TDC Ref: 1/0972/2023/OUT
Appeal Reference: APP/W1145/W/25/3362449
Appeal Start Date: 26th March 2025
Proposal: Outline application for 1no. dwelling with all matters reserved (Affecting a Public Right of Way)
Location: Land At Grid Reference 244709 127666, Raleigh Hill, Bideford, Devon

The appeal was noted.

2505/038 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) 1/0345/2025/FUL

Proposal: Erection of side extension, loft conversion with new dormers to the front and rear

Location: Oaklea, 1 Lea Terrace, Appledore

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

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

ii) 1/0350/2025/FUL

Proposal: Demolition of existing outbuilding and erection of 1 no. dwelling and garage with ancillary accommodation above (self-build)

Location: Land At Pitt Bungalow, Pitt Lane, Appledore

It was **resolved** to submit the following comments on the proposal:

The Council fully expects that, should the proposal be granted permission, the recommendations contained within the submitted arboriculture report be included as conditions on the granting of permission. Further, the proposed re-planting scheme referred to in the Planning, Design and Access statement be included as a condition of the granting of permission.

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

2505/039 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) 1/0169/2025/LBC

Proposal: Replacement window

Location: On Track Education, Saunders House, Fore Street, Northam
(Northam Town Council recommended that this proposal be granted permission.)

ii) 1/0156/2025/FUL

Proposal: Partial removal of existing hedge bank and enlarged conservatory

Location: 8 Mondeville Way, Northam, Bideford, Devon
(Northam Town Council recommended that this proposal be granted permission).

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

iii) **1/0174/2025/FUL**

Proposal: Removal of approved loft conversion application number
1/0373/2024/FUL and construction of a new first-floor extension over approved
single storey side extension

Location: The Mount, Lakenham Hill, Northam

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

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

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

Chair's initials

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Northam Town Council – Minutes of the Parks and Recreation committee meeting held 26th March 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.

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

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

2503/682 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

All elected members were present.

2503/683 Chair's Announcements

There were none.

2503/684 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.

2503/685 To agree the agenda as published

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

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

2503/686 Recreation Committee held on 25th September 2024

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

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

2503/687 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 volunteer gardeners and Christine Hutchins FOTWHOP, who would be invited to contribute at the relevant time.

2503/688 To receive an update on actions

The Action table is presented overleaf.

Action	November 2024	January 2025	March 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 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 ONGOIG
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
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
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
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
6 Actions arising from Play Inspection Reports			On the agenda ONGOING
7 Schedule Play Inspection Reports for 2025-26			Scheduled for January/February 2026 COMPLETE

- 2503/689 To receive an update on the actions arising from the annual play inspection reports**
It was acknowledged and confirmed that the works and repairs outlined in the Playpark Action Plan would commence this week.

2503/690 Westward Ho! Park

- a. To receive an update from the Chair of FOTWHOP and a representative of the volunteer gardeners at Westward Ho! (verbal)
The Chair of FOTWHOP gave a Financial update and discussion for the possibility of a Fund-raising event, involving a Hog Roast and Barbecue to link with the event at the tennis courts in May half-term. It was noted NTC Insurance would cover the event.
Action point: Discuss with The Town Clerk and Community Engagement Officer and prepare a risk assessment.

The Chair of FOTWHOP requested the scattering of ashes in the Sensory Garden at Westward Ho! Park.
Action point: raise with Town Clerk. Further discussion required with The Town Clerk regarding the feasibility of this.

Barbara Potts gave an update on recruiting volunteers and the challenges in recruiting.
Action point: Further discussion required with The Town Clerk and Community Engagement Officer to explore opportunities to promote volunteering.
- b. **Barbara Potts** requested the Council consider installing of CCTV at Westward Ho! Park in response to a recent increase in vandalism within the park.
Action point: Further discussion required with The Town Clerk on the costings of installation and location.
- c. To receive an update on plans for the Pavilion building (verbal)
It was noted that the officers planned to install Picture boards in windows of the Pavillion Building in Westward Ho!
Action point: Costing and design would be considered by the Finance Committee in due course.

It was noted that future plans for the Pavillion Building at Westward Ho! Park would be resumed after the completion of works at Northam Hall.
Action point: All funding avenues would be explored in due course.
- d. To receive update on tennis plans for summer 2025 as agreed at Finance Committee (confidential report attached)
This was noted.
- e. To consider a project to install a MUGA on the space left by the 4th court, referred from Full Council (March 2025) (to follow)
It was discussed that there are potential plans to install a Multi-Use Games Area (MUGA) on the western side of the tennis courts. The proposed area would be designed for use in football, basketball, and netball.

2503/691 Anchor Park

a. To receive an update on works at Anchor Park

i. Planting update (verbal)

It was noted that two wildflower areas had been sown, along with hazel, rowan, and beech hedging planted along the new fencing.

ii. Fencing installation (verbal)

It was noted that new post and rail fencing had been installed by the Maintenance Team.

2503/692 Wren Close

a. To receive an update on works undertaken (verbal)

The Parks and Buildings Manager provided an update on the removal of the tree at Wren Close and the planting of an additional five trees at Burrough Farm to compensate for the loss.

There being no further business the meeting closed at 8:01pm.

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