

**Northam Town Council** – Minutes of a meeting of the Town Council held on Wednesday 30<sup>th</sup> August 2017 in the Council Chamber, Town Hall, Windmill Lane, Northam commencing at 7.00 pm

**Present:** Cllrs Brading (Chairman), Mrs Whittaker, Berryman, Davis, Durkin, Eastman, Hames, Hancock, Himan, Leather, and Tisdale.

**In attendance:** Mrs M J Mills, Town Clerk  
Reverend Derek Arnold  
Members of the public

**1708/391 Apologies**

Apologies were recorded on behalf of Cllrs Edwards, Miller and Sherborne.

**1708/392 Chairman's Announcements**

- The Mayor advised that the May Fair plans for next year are moving forward well. A figure for rent of the Community Centre for the 2017 May Fair has been agreed.
- The Town Clerk advised that the transfers for Lords Meadow and Ridgeway Drive are moving forward and wanted confirmation as to whether the legal work should be done fully by a solicitor or just the registration. It was **resolved** to employ a solicitor to deal with the land registry fees.  
Proposed: Cllr Leather, Seconded: Cllr Hames (all in favour)  
This will be ratified at the next Full Council meeting.  
**Action point – add to the next agenda**
- The Mayor announced that the defibrillator installed in the Square was used at the weekend and saved a life. The Ambulance service are arranging for new paddles. Members agreed that a spare set should be purchased so that they can be changed straight away after use.  
**Action Point – Town Clerk to contact Ambulance Service**

**1708/393 Declarations of interest**

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

**1708/394 To agree the agenda between Part A and Part B (confidential information)**

It was **resolved** to agree the agenda between Part A and Part B  
Proposed: Cllr Tisdale, Seconded: Cllr Berryman (all in favour)

**1708/395 To confirm and sign the minutes of the Town Council Meeting held on 16<sup>th</sup> July 2017**

It was **resolved** to confirm and sign the minutes of the Town Council meeting held on 16<sup>th</sup> July 2017 as a correct record.  
Proposed: Cllr Leather, Seconded: Cllr Hancock (majority in favour 1 abstention, not present at previous meeting)

**1708/396 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B)**

- Planning – 26<sup>th</sup> July 2017 (*confirmed, herewith*)
- Town Projects – 31<sup>st</sup> July 2017 (*draft, herewith*)
- Town Projects – 7<sup>th</sup> August 2017 (*draft, herewith*)
- Planning – 9<sup>th</sup> August 2017 (*draft, herewith*)
- Finance & Staffing – 21<sup>st</sup> August 2017 (*draft, herewith*)

It was **agreed** to note and adopt the reports of minutes and resolutions.

- 1708/397 Action Points**  
It was **agreed** to note the Action points.
- 1708/398 To receive and consider reports from the Town Clerk**  
It was **agreed** to note the reports.
- 1708/399 To receive a Police Report**  
There were no Police present.
- 1708/400 To receive questions and/or deputations or petitions from parishioners. All deputations or petitions to be referred without discussion to the Clerk for action, or to the next Council meeting for discussion as appropriate. Any question requiring an answer at the meeting to be submitted at least five working days before the meeting to the Town Council office.**  
No questions had been received.
- 1708/401 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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.*  
No members of the public wished to speak
- 1708/402 To consider a recommendation from Town Projects Committee to proceed with alteration of railings outside St Margaret's School**  
*To further consider additional works of £3000 (dropped kerbs and tarmac)*  
It was **resolved** to hold a recorded vote.  
Proposed: Cllr Brading, Seconded: Cllr Eastman (8 in favour with 3 against)
- After considerable discussion, it was recorded that details were far too sketchy to make a decision and a substantial number of anomalies needed clarifying. It was **resolved** to accept the quote for the railings in the sum of £620, subject to the work meeting the requirements of the safety audit.  
All Members in favour; Cllrs Mrs Whittaker, Berryman, Brading, Davis, Durkin, Eastman, Hames, Hancock, Himan, Leather, and Tisdale.
- It was **agreed** that a letter should be written to the portfolio holder to find out what funding is available through Devon County Council.
- It was further **resolved** to allocate up to £1,600 from the Road Safety budget, subject to the correct drawings and full financial details being received and if Devon County Council are not willing to contribute.  
Proposed: Cllr Brading, Seconded: Cllr Davis (Members in favour; Cllrs Mrs Whittaker, Berryman, Brading, Davis, Durkin, Eastman, Hames, Hancock, Leather, and Tisdale. Cllr Himan abstained from the vote)
- Action Point – Town Clerk to write to portfolio holder and move forward with DCC re safety audit/accept quote for railings**

**1708/403 To consider appointments of Ward Councillors to the Steering Committee of the Neighbourhood plan.**

The following Members were put forward:

- Northam – Cllr Miller
- Orchard Hill – Cllr Sherborne to be invited as Cllr Leather is already involved
- Appledore – Cllr Davis
- Westward Ho! – Cllr Durkin

**1708/404 To receive an update on the Neighbourhood Plan**

Cllr Leather read a report which is attached to the minutes.

**1708/405 To receive an update on Festoon Lighting in Appledore**

The Town Clerk advised that the festoon lighting in Appledore is moving forward.

**1708/406 To receive a report on back-up with costings**

It was **resolved** to purchase the additional NAS and to move forward with Dropbox external storage.

Proposed: Cllr Brading, Seconded: Cllr Tisdale (all in favour)

**Action Point – Town Clerk to accept quote and move forward with installation**

**1708/407 To receive a report on Representation on Outside Bodies**

This was a preliminary report and will be updated for the next agenda.

- To include the opportunity to serve on the Executive Committee of DALC - Cllr Davis has volunteered to serve on the Committee. It was **resolved** to put forward his name to the Executive Committee. Proposed: Cllr Leather, Seconded: Cllr Tisdale (all in favour)

**Action Point – Town Clerk to contact DALC**

**1708/408 To receive reports from Members on outside bodies**

Cllr Hames apologised for not bringing a report, he has prepared it and will circulate to Members by e-mail.

**1708/409 To receive a report on the background to the gift from Northam (Australia)**

It was **agreed** to note the report.

**1708/410 To consider correspondence**

- Devon Senior Voice (*held in office*)
- Countryside Voice (*held in office*)
- Letter received of historical information
- Walking for Health – Torridge Walk & Talk Newsletter 2017

It was **agreed** to note the correspondence.

**1708/411 To consider installation of a water cooler for the Town Hall**

It was **resolved** to continue using jugs and put water in the fridge.

Proposed: Cllr Tisdale, Seconded: Cllr Hancock (majority in favour with 2 against and 1 abstention)

A further proposal was put forward by Cllr Brading and seconded Cllr Davis, that as responsible employers, Members should consider installing a water cooler. The majority were against and 3 were in favour.

- 1708/412 Health and Safety visit from Ellis Whittam report**  
It was **agreed** to note the correspondence and Cllr Leather offered congratulations to the Clerk and Maintenance Team for their work
- 1708/413 To consider attendance at the DALC AGM and conference**  
It was **resolved** that the Mayor and the Admin Officer will attend the AGM.  
Proposed: Cllr Leather, Seconded: Cllr Tisdale (all in favour)
- 1708/414 To consider taking up a short-term lease on the Happy Café to establish a “Men’s Shed”**  
It was **agreed** to place on the next agenda when a response from Torridge District Council will have been received.
- 1708/415 To consider a response from Devon County Council in respect of obtaining powers for a Community Warden, with regard to civil enforcement**  
*Also, to consider further the appointment of a Community Warden*  
It was **agreed** that the appointment of a Warden would require all the powers available including those of Community Enforcement Officers.
- At this juncture, Cllr Hancock gave his apologies and left the meeting
- It was **resolved** to pursue the matter with the County Council requesting their reasoning for their unwillingness to move forward.  
Proposed: Cllr Brading, Seconded: Cllr Davis (majority in favour with 1 against and 2 abstentions)  
**Action Point – Town Clerk to contact DCC**
- At this juncture, Cllr Tisdale gave his apologies and left the meeting.
- 1708/416 To consider an update on a possible depot for the Maintenance Men**  
It was **resolved** to write to Colonel Portman thanking him for meeting with the Council but advising that after considerable deliberation it was felt that the property would not be suitable for the Council’s requirements or be financially viable.  
Proposed: Cllr Brading, Seconded: Cllr Leather (all in favour)  
**Action Point – Town Clerk to write to Colonel Portman**
- Investigations into another possible option on land belonging to the National Trust are continuing.
- 1708/417 To consider renewing the lease on the Town Clerk’s office and photocopier room**  
*Proposed rental increase of 5% at a cost of £71.38 per annum.*  
It was **resolved** to renew the lease.  
Proposed: Cllr Leather, Seconded: Cllr Brading (all in favour)  
**Action Point – Town Clerk to renew lease**
- 1708/418 To consider upgrade of wiring to public convenience at rear of Community Centre and erect signage as previously discussed with Torridge**  
Following some discussion, it was **resolved** to move forward subject to permission from Torridge District Council to refurbish the toilet to include a coin operated door opening and signage. Consultation will take place with the property manager at the Community Centre.  
Proposed: Cllr Brading, Seconded: Cllr Davis (all in favour)  
**Action Point – Town Clerk to contact TDC**

**1708/419 Street Matters**

- Members were advised that some parking restrictions in Tower Street/Lakenham Hill/Sandymere Road are being lifted.
- Members were also advised about overgrown foliage by the shipyard in Appledore, this has been reported to Devon County Council already.

**1708/420 Summary Report from a District Member**

Members were advised that the Brunswick Wharf decision is expected on 31<sup>st</sup> August. Following meetings regarding the Old Bridge in Bideford, work will now be starting after Christmas. Half of the work will be completed next year and the other half the following year and the work will be controlled by traffic lights. The Cricket Club at Westward Ho! is starting a feasibility study, funding is 13 years away, it will take 4 years to put down a cricket square and there are questions about the affordability for the Cricket Club to pay rent on both sites. The Happy cafe is closing on 31<sup>st</sup> August and Cllr Mrs Whittaker will be attending the event.

**1708/421 Report from County Councillor**

The County Cllr provided the town clerk with crime sheets which will be circulated to all Members by e-mail. He went on to reiterate the parking restrictions which are being lifted.

DRAFT

There being no further business the meeting closed at 9.30 pm

**Signed..... Dated.....**

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