

**Northam Town Council** – Minutes of a meeting of the Town Council held on Wednesday 31<sup>st</sup> May 2017 in the Council Chamber, Town Hall, Windmill Lane, Northam commencing at 7.00 pm

**Present:** Cllrs Brading (Chairman), Durkin, Edwards, Hames, Hancock, Himan, Leather, and Tisdale

**In attendance:** Miss Alice Kendall – Administration Officer  
Member of the public

**1705/091 Apologies**

Apologies were recorded on behalf of Cllrs Mrs Whittaker, Berryman, Davis, Eastman and Miller.

**1705/092 Chairman's Announcements**

- The Admin Assistant read a letter of thanks received from the Northam Twinning Association in relation to the Civic Reception.
- Members were advised that Devon County Council are holding a Public Consultation regarding the North Devon Link Road. This will be forwarded to all Members for their information.  
**Action Point – Admin Officer to forward e-mail**
- The Administration Assistant read an invitation received from the Chairman of Torridge District Council, Cllr Himan. All Members are invited to join the Armed Forces Flag Raising Ceremony on Monday 19<sup>th</sup> June in Victoria Park, Bideford. Members were asked to let the Office know if they will be attending by 11<sup>th</sup> June as TDC need to be informed of numbers.  
**Action Point – Admin Office to forward invitation to Member**
- The Mayor apologised that an item for ratification was missing from the agenda. He will ensure that this will be brought to the next meeting.  
**Action Point – Item to be added to the next agenda**

**1705/093 Declarations of interest**

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

**1705/094 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 Himan (all in favour)

**1705/095 To confirm and sign the minutes of the Annual Town Council Meeting held on 10<sup>th</sup> May 2017**

It was **resolved** to confirm and sign the minutes of the Annual Town Council meeting held on 10<sup>th</sup> May 2017 as a correct record.  
Proposed: Cllr Leather, Seconded: Cllr Tisdale (all in favour)

**1705/096 To confirm and sign the minutes of the Special Town Council Meeting held on 17<sup>th</sup> May 2017**

It was **resolved** to confirm and sign the minutes of the Special Town Council meeting held on 17<sup>th</sup> March 2017 as a correct record after amending minute number 1705/038 to read 'The gentleman subsequently withdrew two of his questions and will submit the remaining questions to the Town Clerk'.  
Proposed: Cllr Brading, Seconded: Cllr Himan (majority in favour with 1 abstention as Member not present at the meeting)

It was further **agreed** that the responses to the written questions submitted will be replied to in writing by the Town Clerk and read out at the next Full Council meeting.

**Action Point – Item to be placed on the next agenda**

**1705/097 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)**

- Finance – 24<sup>th</sup> April 2017
- Planning – 26<sup>th</sup> April 2017
- Town Projects – 8<sup>th</sup> May 2017
- Planning – 10<sup>th</sup> May 2017
- Finance & Staffing – 22<sup>nd</sup> May 2017
- Northam Burrows – 22<sup>nd</sup> May 2017

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

**1705/098 Action Points**

It was **agreed** to note the Action points. Cllr Hames reminded Members who are appointed to outside bodies that a quarterly report should be submitted.

**1705/099 To receive and consider reports from the Town Clerk**

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

**1705/100 To receive a Police Report**

There were no Police present

**1705/101 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.

**1705/102 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.*

A member of the public asked a brief question regarding the Devon County Council consultation that the Admin Officer had read out previously.

**1705/103 To consider applying to Torridge District Council for approval for a neighbourhood plan area, covering the whole of the Town Council boundary**

It was **resolved** to apply to Torridge for approval.

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

**1705/104 To further consider setting up a steering/working group to include some Councillors with authority to appoint representatives from the Community. Proposed date for the first meeting of this group Monday 5<sup>th</sup> June 7pm in the Council Chamber.**

It was **resolved** to set up a steering/working group in relation to the Neighbourhood Plan with Cllr Leather as Chairman.

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

Cllrs Brading, Durkin, Hames and Tisdale will be part of the group, it is also understood that Cllr Miller is willing to take part. Members were advised that the meeting has been advertised in the local press and on various local community Facebook pages, there has been some interest from the public and it is hoped they will attend the meeting.

- 1705/105 To accept the appointment in respect of Maria Bailey as consultant, terms and conditions as per her letter**  
It was **resolved** to accept the Terms and Conditions.  
Proposed: Cllr Leather, Seconded: Cllr Tisdale (all in favour)  
**Action Point – accept T&Cs**
- 1705/106 To accept last year’s annual return as restated**  
It was **resolved** that the restated annual return be brought to the next meeting when the Clerk is present so she can give an explanation of the figures. Members were also concerned that on the restated report, the fixed assets and borrowing figures are set at zero.  
Proposed: Cllr Sherborne, Seconded: Cllr Hames (all in favour)  
**Action Point – Item to be added to the next agenda**
- 1705/107 To consider the Annual Governance Statement**  
The statements were read and it was **resolved** to accept the Annual Governance Statement.  
Proposed: Cllr Sherborne, Seconded: Cllr Brading (7 in favour with 2 abstentions)
- 1705/108 To consider the Accounting Statements**  
It was **resolved** that the accounting statements be brought back to the next meeting as the Total Borrowing figures were missing.  
Proposed: Cllr Brading, Seconded: Cllr Edwards (all in favour)  
**Action Point – Item to be added to the next agenda**
- 1705/109 Correspondence**
- Letters of apology from non-attendees at Grants Presentation
- Correspondence was noted.
- 1705/110 To consider terms of reference for Finance and Staffing Committee**  
It was **resolved** to accept the draft terms of reference after amending bullet points five and six to read ‘to recommend to Full Council’ and to remove bullet point 9 as this is detailed in standing orders.  
Proposed: Cllr Sherborne, Seconded: Cllr Edwards (all in favour)  
**Action Point – Terms of reference to be amended**
- It was proposed by Cllr Durkin and seconded by Cllr Edwards that the committee be re-named Finance and Administration. It was explained that if Members wished to alter the name of the Committee, a five-member motion must be submitted before the publication of the next agenda as it was voted on at the Annual Town Council meeting. The proposal was subsequently withdrawn.
- 1705/111 To receive an update on Festoon Lighting in Westward Ho!**  
The Admin Officer reported that she is working with SSE and Torridge to set a start date for the works. It is hoped that works can commence on 12<sup>th</sup> June but this is yet to be confirmed.

- 1705/112 To receive an update on Festoon Lighting in Appledore**  
The Mayor updated Members on the current situation with Devon County Council and explained he had met with Mr Godfrey to arrange the technical drawings that have been requested.
- 1705/113 To consider insurance report and renewal**  
It was **resolved** to wait until the renewal is due and then obtain quotations.  
Proposed: Cllr Sherborne, Seconded: Cllr Leather (all in favour)  
**Action Point – Clerk to obtain quotes at the appropriate time and bring back to a future meeting**
- 1705/114 To consider an update on Bonehill Flagpole**  
The Mayor reported that rope on the flag pole has now been replaced allowing the flag to be moved freely. He further reported that the flag was flown at half-mast the previous week in respect of the lives lost as a result of the terrorist attack in Manchester.
- 1705/115 Street Matters**
- The submissions from Devon County Council were noted.
  - Cllr Sherborne reported that he has received many complaints about parking on pavement and double yellow lines in Northam Square.
  - Cllr Edwards reported that he had contacted Devon County Council regarding the renewal of white lines in the area. Members reported that the County Council have been around the area to renew some white lines. Cllr Edwards was asked to contact the office with the area he would like to see done and the Admin Officer will contact Julian Roskilly for an update.
  - Cllr Tisdale said that the queues from Haywood Roundabout needs to be flagged.
  - Cllr Durkin reported on several items he has reported to the County Council via their website.
- All Members were reminded that they should approach their County Councillor directly regarding any highways issues they may have.
- 1705/116 Summary Report from a District Member**  
Cllr Himan reported that the Northam Burrows Visitors Centre had caught fire over the weekend due to a disposable barbeque being left in a nearby litter bin. He thanked Mike Day, Lead Ranger for his hard work during the situation. A temporary flat roof will be installed on the middle section of the centre as soon as possible to allow it to reopen for the summer events. The District Council had approved at its last Full Council meeting that the Centre be redesigned to offer a café/restaurant facility to visitors, Cllr Himan will update the Council as the project progresses. He also reported that the New Homes Bonus for the new year is progressing well with lots of applications particularly for Village Halls. Lastly, he reported that Torridge are looking to start doing their own recycling, not much can be said at the moment but Cllr Himan is looking forward to the project moving forward and he will report back when more information is available.
- 1705/117 Report from County Councillor**  
The Admin Officer read a short report submitted by the County Councillor who reminded all Members that they can attend the HATOC meeting at Bideford Town Hall on Tuesday 20<sup>th</sup> June.

There being no further business the meeting closed at 7.05 pm

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

DRAFT