

**Northam Town Council** – Minutes of a meeting of the Town Council held on Wednesday 27<sup>th</sup> September 2017 in the Council Chamber, Town Hall, Windmill Lane, Northam commencing at 7.00 pm

**Present:** Cllrs Brading (Chairman), Berryman, Durkin, Eastman, Edwards, Himan, Leather, Sherborne and Tisdale.

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

**1709/498 Apologies**

Apologies were recorded on behalf of Cllrs Davis, Hames, Hancock and Miller

**1709/499 Chairman's Announcements**

The Chairman spoke about his recent visit to Mondeville with the Twinning Association. The local Council in Mondeville is heavily involved in supporting the Twinning and he would like to see this happen here.

He announced to Members that he is moving very shortly to Camborne but will continue to attend most meetings until 2019.

**1709/500 Declarations of interest**

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

**1709/501 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 Sherborne (all in favour)

**1709/502 To confirm and sign the minutes of the Town Council Meeting held on 30<sup>th</sup> August 2017**

It was **resolved** to confirm and sign the minutes of the Town Council meeting held on 30<sup>th</sup> August 2017 as a correct record.

Proposed: Cllr Leather, Seconded: Cllr Berryman (majority in favour 2 abstentions, not present at previous meeting)

**1709/503 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 – 30<sup>th</sup> August 2017 (*confirmed, herewith*)
- Town Projects – 4<sup>th</sup> September 2017 (*draft, herewith*)
- Northam Burrows Forum – 11<sup>th</sup> September (*draft, herewith*)
- Planning – 13<sup>th</sup> September 2017 (*draft herewith*)
- Finance & Staffing – 18<sup>th</sup> September (*draft, herewith*)

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

**1709/504 Action Points**

It was **agreed** to note the Action points.

**1709/505 To receive and consider reports from the Town Clerk**

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

**1709/506 To receive a Police Report**

There were no Police present.

- 1709/507**      **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.
- 1709/508**      **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
- 1709/509**      **To ratify the decision to employ a solicitor to deal with the land registry fees in respect of Lords Meadow and Ridgeway Drive.**  
It was **resolved** to ratify the decision to employ a solicitor to deal with the land registry fees in respect of Lords Meadow and Ridgeway Drive.  
Proposed: Cllr Leather, Seconded: Cllr Edwards (all in favour)
- 1709/510**      **To receive an update on the Neighbourhood Plan**  
Cllr Leather advised that approximately 250 responses had been received. On 16<sup>th</sup> September he and the Town Clerk attended Westward Ho! and Northam where they spoke to a considerable number of people including a good number of younger residents. The responses will be evaluated and considered at a steering group meeting later in October and everything is on course.
- 1709/511**      **To receive an update on Festoon Lighting in Appledore**  
Members were advised that the Agreement is ready to sign.  
It was **resolved** to sign the agreement.  
Proposed: Cllr Edwards, Seconded; Cllr Tisdale (all in favour)  
  
It was further **resolved** that County Cllr Eastman should endeavour to obtain a refund in respect of the Solicitor's fees.  
Proposed: Cllr Tisdale, Seconded: Cllr Brading (all in favour)
- 1709/512**      **To receive an update on possible depot for the Maintenance Men**  
A meeting has been arranged with the National Trust to view a possible depot on the 30<sup>th</sup> October.
- 1709/513**      **To consider changes to the lease for the Town Clerk's office**  
It was **resolved** to refer the matter to Solicitors for advice and bring the advice back to the next meeting.  
Proposed: Cllr Brading, Seconded: Cllr Edwards (majority in favour, 1 abstention)  
**Action Point – Town Clerk to contact Solicitors and bring advice back to next meeting)**
- 1709/514**      **To consider Bone Hill Flagpole upgrade and installation** (*information herewith*)  
It was **resolved** to proceed with the upgrade and installation.  
Proposed: Cllr Leather, Seconded: Cllr Tisdale (all in favour)  
**Action Point – Proceed with upgrade and installation**

- 1709/515**      **To consider a recommendation from Finance and Staffing Committee that the amended Financial Regulations be accepted.**  
It was **resolved** to accept the recommendation from Finance and Staffing Committee that the amended Financial Regulations be approved.  
Proposed: Cllr Sherborne, Seconded: Cllr Tisdale (all in favour)
- 1709/516**      **To consider amendments to Standing Orders to comply with revised Financial Regulations** (*information herewith*)  
It was **resolved** to make the necessary amendments to Standing Orders to comply with revised Financial Regulations.  
Proposed: Cllr Leather, Seconded: Cllr Sherborne (all in favour)
- 1709/517**      **To consider a letter from Appledore British Legion**
- **Subject to Members response to consider road closures and stewarding in Appledore and Northam**
- It was **resolved** that Northam Town Council will take on the administration of the Parade at Appledore.  
Proposed: Cllr Brading, Seconded: Cllr Tisdale (all in favour)  
**Action Point – Contact letter writer and organise Parades**
- 1709/518**      **To consider an update on a response from Devon County Council in respect of obtaining powers for a Community Warden, with regard to civil enforcement. Also, to further consider an appointment initially of a Community Warden for dog fouling and littering following incidents with our Maintenance Men**  
Following considerable discussion, it was agreed to invite Members of the public via Facebook and the website to report any parking issues to the Town Clerk. Details and photos would be beneficial and both Residents' Associations will be invited to contact their Members. Councillors are also invited to submit information; this will be collated on a weekly basis by the Town Clerk and submitted to Devon County Council.  
It was **resolved** to collect evidence up to the end of this year and consider in the New Year about appointment of an Enforcement Officer.  
  
Proposed: Cllr Leather, Seconded: Cllr Edwards (all in favour)  
  
It was further **resolved** to appoint a part time Community Warden and accept the training offer from Torridge District Council.  
Proposed: Cllr Brading, Seconded: Cllr Durkin (5 in favour, 4 against)  
Members will be advised, in writing, of the advertisement and job description.  
It was further suggested that more signage with regard to dog fouling should be put up in the worst areas advising that the Town Council is in the process of appointing a Warden and offenders will be fined.  
**Action Point – Town Clerk to collate all evidence of parking offences and submit regularly to Devon County Council. Also, to prepare job description and advertisement for Community Warden and prepare additional signage.**
- 1709/519**      **To consider the timing of the lights at the new pedestrian crossing in Churchill Way and lack of signage on the approaches**  
Cllr Eastman read a response from Simon Phillips with regard to the operation of the crossing which states "that the timing is approximately 5 to 7 seconds for people to cross".  
Members feel that this is insufficient time, particularly for young children crossing the road. A letter of response will be sent to Simon Phillips and this will include a request

for the signage that was promised on the approaches to the crossing. The question of signage will also be raised at the HATOC meeting.

It was **resolved** to send a letter to Simon Phillips

Proposed: Cllr Brading Seconded: Cllr Himan (all in favour)

**Action Point – Town Clerk to write letter to Simon Phillips**

**1709/520 To consider Christmas Closing**

It was **resolved** to finish at lunchtime on Friday 22<sup>nd</sup> December 2017 and re-open on Tuesday 2<sup>nd</sup> January 2018.

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

**1709/521 To consider e-mails from Cllr Hames re the bus service in Appledore**

It was **resolved** to write to the Traffic Manager because of poor time keeping of the buses and problems with the driver changeovers.

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

**Action Point – letter to be sent to Traffic Manager at Stagecoach**

**1709/522 To consider a video link to Northam, Western Australia (Cllr Davis)**

The Mayor advised that he has e-mailed the President in Northam, Western Australia. To date he has received no further contact. The matter will be considered again when he receives a response.

**1709/523 Street Matters**

**Devon County Council – Temporary prohibition of parking (one way)**

Roads affected – Richmond Road, Appledore, Junction of Pitt Hill to junction of Kingsley Avenue on Wednesday 25<sup>th</sup> October 2017 for a maximum of 5 days to facilitate street light replacement works – **Noted.**

Cllr Himan, Cllr Durkin, Cllr Eastman, Cllr Sherborne and Cllr Leather had no matters to raise.

Cllr Brading advised he has received complaints about speeding adjacent to Burrough Farm.

Cllr Berryman advised about speeding in Fore Street.

Cllr Edwards asked for thanks to be recorded to Devon County Council for clearing the flood outside “Johns”.

**1709/524 Summary Report from a District Member**

Cllr Himan advised that Torridge have awarded the development for Brunswick Wharf to “Red Earth” who had submitted very comprehensive details and he is looking forward to this progressing.

**1709/525 Report from County Councillor**

Reference has already been made to the flooding in Appledore and gully cleaning is progressing. There appears to be a problem at the bottom of Bude Street where there are signs of concrete. This was caused two years ago by concrete being tipped into the drains which did not disperse and is now solid. Eventually it will be necessary to dig up the road and put new pipe in. Whilst in the area the Devon County Council operatives also did some lengthsmen work at Watertown and outside Watertown Garage.

**PART B**

There being no further business the meeting closed at 8.45 pm

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

DRAFT