

Northam Town Council – Minutes of a meeting of the Town Council held on Wednesday 29th August 2018 in the Council Chamber, Town Hall, Windmill Lane, Northam commencing at 7.00 pm

Present: Cllrs Davis (Chairman), Mrs Whittaker, Rev Arnold, Berryman, Brading, Eastman, Edwards, Hames, Hancock, Himan, Laws, Leather, Sherborne and Tisdale

In attendance: Mrs M J Mills, Town Clerk,
Members of the public

1808/307 Apologies

There were no apologies.

1808/308 Chairman's Announcements

The Mayor spoke about the e-mail received from Appledore RNLI with regard to sponsoring their forthcoming event. Members agreed to a grant of £750, this will be on the next full Council agenda for ratification.

Cllr Edwards and Cllr Laws declared personal interests.

The Mayor reminded Members of a celebratory event at Bone Hill, 2pm on 22nd September following the return of Bone Hill from Torridge District Council.

He also reminded Members that the Red Ensign will be hoisted on Monday 3rd September at 9.00 am at Bone Hill.

He thanked Bideford Buzz for the production of their newsletter and a letter of thanks will be sent for their efforts.

Action Point – Place item for ratification on next full Council agenda. Send letter of thanks to Bideford Buzz.

1808/309 Declarations of interest

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

1808/310 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 (*confidential information*)

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

1808/311 To confirm and sign the minutes of the Town Council Meeting held on 25th July 2018

It was **resolved** to confirm and sign the minutes of the Town Council meeting held on 25th July as a correct record.

Proposed: Cllr Leather, Seconded: Cllr Sherborne (majority in favour 1 abstention, not present at the meeting)

1808/312 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 – 25th July 2018
- Town Projects – 6th August 2018
- Planning – 8th August 2018
- Finance – 20th August 2018

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

1808/313 Action Points

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

- 1808/314 To receive and consider reports from the Town Clerk**
It was **agreed** to note the reports.
- 1808/315 To receive a Police Report**
No Police were present.
- 1808/316 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.
- 1808/317 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 fifteen minutes.
No members of the public wished to speak
- 1808/318 To consider “Dogs on Leads” and control orders - Janet Williams TDC**
Janet Williams, Torridge District Council, gave an interesting presentation with regard to public space protection orders, exclusion of dogs in some areas and advised that she has three enforcement officers but their work includes anti-social behaviour, fly tipping, litter, noise and domestic complaints. Torridge is preparing a guide which will be distributed to Town and Parish Councils. Torridge is keen to work with Town and Parish Councils, particularly in connection with training of Officers in relation to fixed penalty notices. She went on to speak briefly about Northam Burrows which she advised is a complicated situation. Northam Town Council could request control orders there. Janet then took questions from Councillors and the Mayor thanked her for her attendance.
- 1808/319 To receive an update on Affordable Housing - Sue Southwell Rural Housing Enabler**
Sue Southwell gave a brief presentation on affordable housing and advised that the Town Council could become involved. This matter will be placed on a future agenda.
Action Point – Place item on Affordable Housing on future agenda.

Councillor Hancock gave his apologies and left the meeting at this juncture.
- 1808/320 Appledore Community Hall Refurbishment Programme 2018 (Mr T Waters)**
Mr Waters distributed a brochure regarding the refurbishment programme and explained that he is seeking £15,000 to complete the project. The matter will be placed on the next full Council agenda to discuss possible options.
Action Point – Place item on next full Council agenda.
- 1808/321 To receive an update on Northam Burrows Charity registration**
The Town Clerk gave a brief update on the situation and will be contacting the Torridge Solicitor.

- 1808/322 To consider a 5 Member Motion;**
“To consider all matters relating to the running of the Council with regard to staff pay and conditions of service” is transferred from Finance to the Terms of Reference for HR committee. (Cllr Davis)
 It was **resolved** to accept the 5 Member motion.
 Proposed: Cllr Leather, Seconded; Cllr Tisdale (majority in favour, 2 abstentions)
Action Point – Transfer Terms of Reference from Finance to HR Committee.
- 1808/323 To consider a proposal from Cllr Leather that “Standing Orders are altered regarding member notices of motion, increasing the requirement from 5 to 8 members, making the process more democratic, and less likely to be abused.”**
 It was **resolved** to accept the proposal from Cllr Leather after deleting “making the process more democratic and less likely to be abused.”
 Proposed: Cllr Leather, Seconded: Cllr Brading (majority in favour, 6 against)
Action Point – Amend Standing Orders
- 1808/324 To receive an update on the Neighbourhood Plan**
 Cllr Leather advised that the next meeting of the steering group is on 3rd September. Draft policies have been progressed and a Public Notice has been placed in the paper looking for development sites.
- 1808/325 To consider correspondence**
- **Countryside Voice** (*held in office*)
- This was noted.
- 1808/326 To receive an update on the May Fair 2018**
 Cllr Brading distributed hard copy of an e-mail. It was **resolved** to place the matter back on the Finance committee for everything to be finalised.
 Proposed: Cllr Tisdale, Seconded: Cllr Leather (majority in favour, 2 abstentions)
 Cllr Brading then requested that invitations should be sent out to local dignitaries as soon as possible. It was **resolved** to move forward with this.
 Proposed: Cllr Leather, Seconded: Cllr Sherborne (majority in favour, 2 abstentions)
Action Point – Take the matter back to Finance committee.
Send invitations to local dignitaries.
- 1808/327 To consider future budget funding for civic twinning**
 Cllr Himan and Cllr Davis declared personal interests as members of the Twinning Association.
 It was **resolved** to return this item to finance for further discussion.
 Proposed: Cllr Sherborne, Seconded: Cllr Tisdale (all in favour)
Action Point – Place this item on Finance Committee agenda
- 1808/328 To consider purchase of a marquee** (*report herewith*)
 It was **resolved** to move ahead with the purchase of a marquee and ground bars.
 Proposed: Cllr Leather, Seconded: Cllr Brading (majority in favour, 5 votes against, 1 abstention)
Action Point – Move ahead with the purchase of a marquee
- Cllr Tisdale gave his apologies and left the meeting at this juncture.
- 1808/329 To consider vacancies on Committees**
- **Planning – two vacancies**
- It was **resolved** to appoint Cllr Laws to the Planning Committee
 Proposed: Cllr Hames, Seconded; Cllr Berryman (all in favour)

- 1808/330** **To consider a request to borrow the “Town Crier” bell held in the office for a presentation at the book festival on 28th September 2018.**
 It was **resolved** to lend out the Town Crier bell for the presentation at the Book Festival
 Proposed: Cllr Brading, Seconded: Cllr Leather (majority in favour, 1 abstention)
Action Point – Advise that the bell can be lent out.
- 1808/331** **To consider a request for training in connection with Health and Safety (report herewith)**
 It was **resolved** to put this request on the next Human Resources meeting.
 Proposed: Cllr Edwards, Seconded: Cllr Brading (majority in favour, 2 abstentions and 1 vote against)
Action Point – Place item on next Human Resources committee agenda
- 1808/332** **To consider a recommendation from the Finance Committee that the full balance be transferred from the Northam Burrows account into the general Northam Town Council account**
 It was **resolved** not to accept the recommendation from Finance Committee
 Proposed: Cllr Leather, Seconded: Cllr Mrs Whittaker (majority in favour, 4 votes against)
- 1808/333** **To consider honours board for the Mayor’s Cadet**
 It was **resolved** to move ahead with the honours board using contractors as previously.
 Proposed: Cllr Leather, Seconded: Cllr Brading (majority in favour, 2 votes against)
Action Point – Move ahead with honours board
- The meeting had now reached two and a half hours and it was **resolved** to continue in order to complete the meeting.
 Proposed; Cllr Leather, Seconded: Cllr Davis (all in favour)
- 1808/334** **To consider a motion “that Standing Orders be amended from £30,000 for a tender to £5,000” see current regulations below**
- b* *Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£30,000] shall be procured on the basis of a formal tender*
 It was **resolved** to lower the procurement value for tenders to £15,000
 Proposed: Cllr Sherborne, Seconded: Cllr Edwards (majority in favour 2 votes against)
- Procurement procedures will be reviewed at a future Finance meeting.
Action Point – Procurement procedures to be reviewed at a future Finance meeting.
- 1808/335** **Street Matters**
- Devon County Council – Temporary prohibition of through traffic and parking – Lakenham Hill from Monday 1st October to Friday 5th October 2018 (inclusive).
 - Devon County Council – Temporary prohibition of through traffic and parking – Pitt Hill & The Quay, Appledore on Sunday 11th November between 14.15 and 15.00 to enable Remembrance Parade.

- Devon County Council – Temporary prohibition of through traffic and parking on various roads from Monday 17th September 2018 to Sunday 31st March 2019. All roads will be closed for between 2 and 10 days within the road closure period. Work will vary according to location and may include resurfacing, machine patching, hand patching and drainage works. Advanced warning signs for the road closure will be placed on site at least 7 days before the planned commencement of work at each location. Roads affected in Northam CP are Pitt Avenue, Eastbourne Terrace and Glentorr Road.

Street matters were noted but Members raised some matters with the County Councillor regarding line markings in Golf Links Road and the re-surfacing of a portion of Raleigh Hill.

1808/336 Summary Report from a District Member

Cllr Mrs Whittaker advised that new homes bonus grants applications are now on hold as the majority of the funding has been allocated. Jamie Hollis, the Solicitor, has now left Torridge but his post has been advertised. With regard to the Pebbleridge car park, this has been delayed due to issues on site and problems with Devon County Council.

1808/337 Report from County Councillor

Cllr Eastman spoke about a recent Overview and Scrutiny Committee meeting where a talk was given about Northam Burrows flood risk. This was an excellent presentation and he suggested that the gentleman be invited to a future meeting. He also distributed a Neighbourhood Watch leaflet and will be requesting the originator to forward the document to the Town Clerk for circulation to Members.

Action Point – Invite gentleman to give presentation.

PART B

There being no further business the meeting closed at 9.55 pm.

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

DRAFT