

Northam Town Council – Minutes of a meeting of the Town Council held on Wednesday 28th November 2018 in the Council Chamber, Town Hall, Windmill Lane, Northam commencing at 7.00 pm

Present: Cllrs Edwards (Deputy Mayor), Rev Arnold, Eastman, Hames, Hancock, Himan, Leather, Sherborne and Tisdale

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

In the absence of the Mayor, the Deputy Mayor took the meeting.

1811/630 Apologies

Apologies were received from The Mayor Cllr Davis and Cllrs Mrs Whittaker, Berryman and Brading

1811/631 Chairman's Announcements

- The Deputy Mayor announced that the Mayor was unable to attend the meeting due to his wife's impending admission to hospital. Members sent their best wishes to them both.
- Members were reminded of the Christmas light switch-on events at Appledore and Westward Ho! on 7th and 8th December respectively. Also, the Mayor's Christmas get together on 7th December at 1pm and the Alderman ceremony on 11th December at 11.30am. They were asked to confirm as soon as possible whether they will be attending to assist with catering numbers. Members were further reminded of the budget meeting on 5th December and it was **agreed** not to hold a Full Council meeting on 12th December. The Planning meeting scheduled for 12th December will be confirmed nearer to the date.
- Cllr Eastman raised the matter of the Shipyard closure having met with the Mayor and Members were in full agreement of continuing with firm support for ship building to continue in Appledore and a letter will be sent to the Government jointly with both Bideford and Torrington Town Council.

Action Point – draft joint letter

1811/632 Declarations of interest

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

1811/633 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 Hancock (all in favour)

1811/634 To confirm and sign the minutes of the Town Council Meeting held on 31st October 2018

It was **resolved** to confirm and sign the minutes of the Town Council meeting held on 31st October 2018 as a correct record after including Cllr Sherborne as present and deleting "Bloody Corner" from minute 1810/534 and inserting 'corner before Richmond Green'.

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

1811/635 To confirm and sign the minutes of the Special Town Council Meeting held on 7th November 2018

It was **resolved** to confirm and sign the minutes of the Special Town Council meeting held on 7th November 2018 as a correct record.

Proposed: Cllr Tisdale, Seconded: Cllr Leather (majority in favour, 2 abstentions, Members not present at the meeting)

- 1811/636 To confirm and sign the minutes of the Special Town Council Meeting held on 14th November 2018**
It was **resolved** to confirm and sign the minutes of the Special Town Council meeting held on 14th November 2018 as a correct record.
Proposed: Cllr Tisdale, Seconded: Cllr Hancock (majority in favour, 3 abstentions, Members not present at the meeting)
- 1811/637 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 – 22nd October 2018
 - Planning – 31st October 2018
 - Town Projects – 5th November 2018
 - Northam Burrows Committee – 12th November 2018
 - Planning – 14th October 2018
 - Finance 19th November 2018
- It was **agreed** to note and adopt the reports of minutes and resolutions.
- 1811/638 Action Points**
It was **agreed** to note the Action points.
- 1811/639 To receive and consider reports from the Town Clerk**
It was **agreed** to note the reports.
- 1811/640 To receive a Police Report**
No Police were present.
- 1811/641 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.
- 1811/642 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.
The member of the public did not wish to speak.
- 1811/643 To consider a 10 Member notice of motion following advice from the Internal Auditor and NALC**
“The decision to reduce the tendering for work figure from £25,000 to £15,000 be rescinded and the £25,000 be reinstated in Financial Regulations and Standing Orders” (proposed Cllr Sherborne)
It was **resolved** to reinstate the £25,000 figure for tendering in Financial Regulations and Standing Orders.
Proposed: Cllr Sherborne, Seconded: Cllr Leather (majority in favour with one against)

- 1811/644 To consider alternative proposals for the TAP fund for the current year**
- Contribution to park paths
- Members were advised that their initial proposal for the use of the TAP fund, creating a refuge in Chanters Road, was no longer possible.
It was **resolved** that the money could be used towards the current Parks Projects subject to agreement by the TAP Fund Co-Ordinator, with a sum of £2,000 going towards “Harbour” acquiring a vehicle.
Proposed: Cllr Leather, Seconded: Cllr Tisdale (all in favour)
Action Point – Town Clerk to contact Co-Ordinator
- 1811/645 To consider recording of meetings**
- Implications
 - To consider a Disposal Policy
- It was **resolved** to continue recording meetings.
Proposed: Cllr Himan, Seconded: Cllr Eastman (all in favour)
- It was further **resolved** to retain all recordings for 12 months subject to the Information Commissioners regulations.
Proposed: Cllr Sherborne, Seconded: Cllr Tisdale (all in favour)
Action Point – continue with recordings and retention of past recordings
- 1811/646 To receive an update on the Neighbourhood Plan**
Cllr Leather read a report which is attached to the minutes.
- 1811/647 To consider correspondence**
- Countryside Voice
- It was **agreed** to note the correspondence.
- 1811/648 To receive an update on the May Fair**
Members were advised that substantial advertising space has been sold for the programme which is anticipated will cover costs of printing and distribution. The Town Clerk drew members attention to the Street Matters item on the agenda which details the confirmation of the road closure from Devon County Council.
- 1811/649 To consider Christmas Closing**
- **24th December to 2nd January**
- It was **resolved** to accept the proposed dates.
Proposed: Cllr Sherborne, Seconded: Cllr Tisdale (all in favour)
- 1811/650 To consider the Winter Newsletter**
It was **resolved** go ahead with publication after removing the meetings scheduled for 12th December.
Proposed: Cllr Sherborne, Seconded: Cllr Leather (all in favour)
Action Point – proceed with publication
- 1811/651 Street Matters**
- Devon County Council – Temporary prohibition of through traffic and parking on Saturday 4th May 2019 at The Square, Fore Street & Cross Street Northam between 07.00 and 18.00 hrs for Northam May Fair.
It was **agreed** to note the Street Matters.
 - Cllr Hames advised that he has written to the Highways department regarding the surface water at Bloody Corner. He has received no response and requested that the County Cllr follow up this matter.

- Cllr Tisdale raised the problems with the diversion through Instow whilst the A39 is closed at night. No thought has gone into this as there is currently significant works on the Instow road and raised drainage and other obstacles have not been sprayed to alert motorists to them. The Town Clerk was asked to send a letter of complaint to the Gas Lane depot.
- Cllr Leather also requested the County Cllr to follow up on the reasons for the delay on the repairs to the road surface at Raleigh Hill.
- Cllr Edwards advised Members that Meeting Street, Appledore will be closed from 18th February for gas mains works.

Action Point – send letter to Gas Lane

1811/652 Summary Report from a District Member

Cllr Himan advised Members that official opening of Riverbank House has now taken place and all staff are located there. Bridge Buildings is now closed except for maintenance work. Good feedback has been received on the staff operation.

1811/653 Report from County Councillor

Cllr Eastman circulated a report which covered highways, infrastructure development and waste. He highlighted a number of items including road wardens and pot hole repairs by Town and Parish Councils and parishes that are in the P3 Scheme. He is waiting to see whether the “Dragon Patcher” (a new machine for work on potholes) is suitable for use in our area.

At this juncture, Cllr Hancock gave his apologies and left the meeting.

There being no further business the meeting closed at 8.15 pm.

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

DRAFT