



NORTH TAWTON TOWN COUNCIL

14a The Square
North Tawton
EX20 2EP

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28th January 2025

To all members of the Town Council
You are hereby summoned to attend a Meeting of North Tawton Town Council on
Tuesday 4th February 2025 at 7.30pm in the Town Council Office, 14a The Square, North
Tawton for the purpose of transacting the business set out below

Members of the public and press are welcome to attend.

C Ellis

Mrs Caroline Ellis – Town Clerk

AGENDA

No decision can be taken on items not detailed on the published agenda.

215/24 Apologies for absence.

216//24 Declarations of interest – In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interest they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at West Devon Borough Council within 28 days of the change. If a member becomes aware, during the course of the Meeting, of an interest that has not been disclosed they must do so immediately.

217/24 Public Participation – An opportunity for members of the public to make representations, answer and give evidence in respect of any item of business on the agenda. The period of time designated for public participation shall not exceed 2 minutes per person except by direction of the Chair. (Standing Orders 2f and 3g). Reminder that members of the public are not allowed to raise issues when the Council is in Committee. (Please note that decisions cannot be made on items not detailed on the agenda.

218/24 Confirmation of the minutes of the Town Council meeting held on Tuesday 7th January 2025 and the Extra Ordinary meeting held on 22nd January 2025

219/24 Matters raised by the Chairman – To receive a report from the Chairman (for information only)

220/24 District and County Councillor Reports – To receive Cllr reports if present.

*Cllr Whiteley, Cllr Burrow, Cllr Lee, Cllr Hodge, Cllr Watson, Cllr Kennedy,
Cllr Palfrey, Cllr McKnight, Cllr Smith*

221/24 Planning –

To consider the following application

0086/25/TPO T1: Macrocarpa – fell to ground level – the tree has lost approximately 50% of its crown in recent storms and snow conditions leaving multiple damaged limbs with new potential fail points.

4 Bouchiers Close, North Tawton, EX20 2DB

Comments by 12th February 2025

To note the following appeal

APP/Q1153/W/24/3356886 Replacement of timber windows, North Tawton Pharmacy, The Square, North Tawton. EX20 2EW. Application reference **2452/24/FUL**

222/24 Finance –

- I. To consider approval of payment and receipts lists.
- II. To consider and approve budget report and bank reconciliation report dated 31st December 2024
- III. Consideration of approval of the circulated payment schedule and approve payroll.
- IV. To note the Clerk had submitted a VAT return for the period 1st July 2024 – 31st December 2024 to the value of £7586.85
- V. To consider moving funds from NatWest accounts to CCLA Public Sector Deposit fund.
- VI. To consider the following virement.
Earmarked Reserve (General Reserve) £49,693.54 to a new Ear Marked Reserve code called 'New Cemetery'.

223/25 Standing Order – To consider adopting the previously circulated amended Standing Orders. Version 5.

224/25 Financial Regulations – To consider adopting the previously circulated amended Financial Regulations.

225/24 Filming & Recording of Meetings Policy – To consider adopting the previously circulated Filming & Recording of Meeting Policy.

226/24 Cheque Signatories – To consider approving the Clerk to be a cheque signature on the following bank accounts; Unity Trust, Nat West, Triodos Bank and to approve a Lloyds Credit Card. Three signatures would be needed for each transaction.

227/24 Grant – To consider a grant application from Citizens Advice.

228/24 Office Purchases – To consider purchasing the following:

- i. Webcam – Purchasing a webcam to enable the Council to livestream Council meetings, at a cost of £47.49 for Depstech 4k webcam or Obsbot Tiny 2 Lite 4k at £145.83 (approved 2nd July 2024 Minute ref: 93:24)
- ii. Office Furniture – Purchasing desk and drawers for the Deputy Clerk at a cost of £255.00, from Universal Office Solutions and £57.49 for the office chair from Viking Direct.
- iii. Computer monitor and keyboard at an estimated cost of £130.00

*Cllr Whiteley, Cllr Burrow, Cllr Lee, Cllr Hodge, Cllr Watson, Cllr Kennedy,
Cllr Palfrey, Cllr McKnight, Cllr Smith*

- 229/24 Public Right of Way – Batheway to Barton Street**– To receive an update from the Clerk
- 230/24 Bus Stop at Batheway** – To note the bus stop has been installed.
- 231/24 Public Information Event regarding Digital Switchover** – To consider holding an information event regarding the digital switchover, to be hosted by BT.
- 232/24 Members Reports** – To receive reports from Cllrs on current activities.
- 233/24 Co-option** – To consider applications if received.
- 234/24 Councillor Reports and items for future agendas**– Each Councillor is requested to use this opportunity to report minor matters for information, not included on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

Part Two – Confidential items

The Committee is recommended to pass the following resolution:
‘Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items which are CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council.’

- 235/24 Handyman and Lengthsman Contract** – To consider the increase in the contractors’ hourly rates.
- 236/24 Clerk Overtime and Hours** – To consider paying the Clerk overtime and increasing the contracted hours.
- 237/24 Clerks Report** – To receive a report from the Clerk.
- 238/24 Planning Enforcement Issues** – To receive a report from the Clerk on Enforcement Issues.

Next meeting 4th March 2025