



# NORTH TAWTON TOWN COUNCIL

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North Tawton  
EX20 2EP

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## Minutes of a meeting of North Tawton Town Council held in the Town Council Offices 14a The Square EX20 2EP On Tuesday 1<sup>st</sup> July 2025 at 7.30pm

**Present:** Cllr C Lee (Chairman), Cllr C Burrow, Cllr S Whiteley,  
Cllr M Kennedy, Cllr S McKnight, Cllr K Hodge, Cllr S Watson

**In Attendance:** Caroline Ellis – Town Clerk  
Dr Hannah Bruni – Deputy Town Clerk  
3 members of the public

**052:25/26 Apologies for absence** – Apologies tendered by Cllr Palfrey and Cllr Smith both due to personal reasons was approved by the Council. Apologies from Cllr Davies (DCC) were noted.

**053:25/26 Declarations of Interest** – Cllr Burrow declared an interest in 055:25/26 II as she had submitted an expenses claim.

**054:25/26 Confirmation of the minutes of the Council Meeting held on 3<sup>rd</sup> June 2025.**  
On the proposition of Cllr McKnight, seconded Cllr Hodge, the Council **RESOLVED** to approve the minutes of the meeting held on 3<sup>rd</sup> June 2025.

### **055:25/26 Finance**

- I. On the proposition of Cllr Burrow, seconded Cllr McKnight the Council **RESOLVED** to approve the budget reports, balances sheets, trial balance reports and the bank reconciliations dated 30<sup>th</sup> April 2025 and 31<sup>st</sup> May 2025
- II. On the proposition of Cllr Kennedy, seconded Cllr Hodge, one abstention, the Council **RESOLVED** to approve the payment schedule and payroll.
- III. On the proposition of Cllr Whiteley, seconded Cllr Watson, the Council **RESOLVED** to approve to change the South West Water direct debit mandate for the payments to be made from Unity Trust Bank account.
- IV. The Council asked the Clerk for more information regarding the CCLA account. The Clerk would arrange a meeting with the Finance Committee and a representative from CCLA. To be discussed at the next meeting.

### **056:25/26 Planning**

**3826/24/FUL** Change of use and conversion of stable block to a single residential dwelling. East Yelland, North Tawton EX20 1AB. On the proposition of Cllr Burrow, seconded Cllr Watson, the Council **RESOLVED** to request a site visit for the Council to be able to make a decision.

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

The Council noted the following appeals

2561/24/PDM Application to determine if prior approval is required for a proposed change of use of agricultural barns to 4no dwelling houses for associated development (Class Q (a+b)) Hermitage Seaborough, North Tawton EX20 2DP

**Appeal Allowed**

2452/24/FUL Replacement of timber windows. North Tawton Pharmacy, The Square, North Tawton

**Appeal Withdrawn**

**057:25/26 Borough and County Councillor Reports** – No Borough or County Councillors were present, and no reports had been submitted.

**058:25/26 Chairmans Report-** Cllr Lee reported a local road closure. Members were informed the External Auditor had received further correspondence from the objector regarding the 2023/2024 AGAR.

The same objector had raised objections regarding the 2024/2025 AGAR and had met with the council. It was asked if the objections could be made in writing and the Council would respond.

Councillors were reminded of the Local Government Reorganising remote meeting held on 9<sup>th</sup> July.

**059:25/26 Internal Auditor Report** – The Council considered the Internal Auditor report and on the proposition of Cllr Lee, seconded Cllr Kennedy, the Council agreed to accept the report and the agreed actions.

**060:25/26 Co-option** – Deferred to next month meeting.

**061:25/26 Policies – Anti-Harassment & Anti-Bullying Policy** – The Council agreed to defer until the next meeting.

**Training & Development Policy for Employees and Councillors** – on the proposition of Cllr Kennedy, seconded Cllr McKnight, one abstention, the Council **RESOLVED** to adopt the amended policy.

**Data Security & Breach Policy** – On the proposition of Cllr McKnight, seconded Cllr Kennedy, the Council **RESOLVED** to adopt the policy with the agreed amendments.

**Data Retention Policy** – On the proposition of Cllr Burrow, seconded Cllr Watson, the Council **RESOLVED** to adopt the policy with the agreed amendments

**Data Protection Policy** – On the proposition of Cllr Hodge, seconded Cllr Watson, the Council **RESOLVED** to adopt the policy with the agreed amendments.

**062:25/26 Bin in Arundell Road** – The Clerk was asked for the financial implications in purchasing a bin and the emptying costs. The Clerk would report at the next

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

meeting.

- 063:25/26 General Emergency Evacuation Plan** – On the proposition of Cllr Watson, seconded Cllr Lee the Council **RESOLVED** to adopt the revised General Emergency Evacuation Plan.
- 064:25/26 Website** – On the proposition of Cllr Kenndy, seconded Cllr McKnight the Council **RESOLVED** to approve instructing Parish Council Websites to update the current website to meet the Web Content Accessibility Guidelines 2.2AA and the Public Bodies (Website and Mobile Applications) (No2) Accessibility Regulation 2018 at a cost of £420 + VAT
- 065:25/26 Freedom of Information Requests** – The Council noted 28 Freedom of Information Requests had been received since the Clerk started in November 2024. The Deputy Clerk had contacted other local Councils to compare the quantity. Most councils had received no FOI requests, and one Clerk reported they had received one in 5 years. The Clerk investigated the cost of specialised software to help to deal with the quantity. The costs were from £10,000, so not viable for a small Town Council.
- 066:25/26 Councillor Surgery** – On the proposition Cllr Whiteley, seconded Cllr McKnight, the Council **RESOLVED** to continue to hold the event. The next event to be at the Repair Café on 12<sup>th</sup> July. The August Councillor Surgery would be held in the Council office, the date to be confirmed.
- 067:25/26 Trees** – On the proposition of Cllr Whiteley, seconded Cllr Watson, the Council **RESOLVED** to accept the kind offer of a free Copper Beech tree and an Oak tree from a resident. It was agreed for the trees to be planted located by the Suds Pond.
- On the proposition of Cllr McKnight, seconded Cllr Burrow, the Council **RESOLVED** to suspend Sanding Orders 3 (w) to allow an extension to the meeting.
- 068:25/26 Sculpture** – On the proposition of Cllr Hodge, seconded McKnight, the Council **RESOLVED** to obtain quotations to remove the weeds from around the sculpture.
- 069:25/26 PART TWO – CONFIDENTIAL ITEMS** On the proposition of Cllr Watson seconded Cllr Kennedy, it was **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.
- 070:25/26 Planning Enforcement** – The Clerk reported the current list of planning enforcement issues.
- 071:25/26 Staff Appraisals** – The Council noted the staff appraisals were conducted on 17<sup>th</sup> June 2025.

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

**072:25/26 Deputy Clerk Hours** – On the proposition of Cllr Kennedy, seconded Cllr McKnight, one against, the Council **RESOLVED** agreed to increase the Deputy Clerks hours from 12 hours to 16 hours per week, for 6 months.

On the proposition of Cllr McKnight, seconded Cllr Burrow, the Council **RESOLVED** to re-instate Standing Orders and to ratify decisions made.

Meeting closed 22.08

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**Councillor C Lee**  
**Chairman**

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**DATED:**

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