



NORTH TAWTON TOWN COUNCIL

14a The Square
North Tawton
EX20 2EP

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29th September 2025

To all members of the Town Council

You are hereby summoned to attend a Meeting of North Tawton Town Council on Tuesday 7th October 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

A fire alarm is not planned. In the event that the alarm sounds, please make your way out of the building via the nearest exit.

No decision can be taken on items not detailed on the published agenda. This meeting will be livestreamed through the Council's Facebook page.

Persons attending maybe captured on film and any speech may be picked up and broadcast.

- 1. Apologies for absence.**
- 2. 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 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.
- 3. 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 3f and 3g) The public are to be reminded of the Protocol for Public Participation in Town Council Meetings must be adhered to and members of the public are not allow to raise issues when the Council is in Committee (Please note that decisions cannot be made on items not detailed on the agenda)
- 4. Confirmation of the minutes of the Council Meeting held on 2nd September 2025**
- 5. 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, Cllr Scrutton*

6. Finance –

- I. To consider and approve the budget report, balance sheet, trial balance and bank reconciliation reports dated 31st August 2025.
- II. To consider for approval of the circulated payment schedule and to approve the payroll.
- III. To consider creating an earmarked reserve for Christmas Lights and to vire £2000 from General Reserves to a new Christmas Lights EMR
- IV. To consider moving £50,000 from Unity Trust current account to Unity Trust Reserve account
- V. To note Unity Trust Bank is reducing interest rates from 2.25% to 2.10% (Gross)
- VI. To consider moving £116,000 from NatWest Current account to CCLA Public Deposit Fund. Leaving £271.99 balance in NatWest Current account.
- VII. Window/Park Shelter/Bus Shelter Cleaning – to consider the cost comparison report previously circulated and to consider instructing JK Cleaning Services for future cleaning, saving the Council approximately £242 per annum.
- VIII. Bulbs – to agree a budget the purchase of bulbs.

7. Annual Governance & Accountability Return (AGAR) 2023/2024 –

- To consider the **Final External Auditor Report and Certificate** to decide if actions are required.
- To note the **Final External Auditor Report and Certificate** was published on 9th September 2025.
- To note the **Notice of Conclusion of Audit Notice** was published on 9th September 2025 for 14 days.

8. PFK Littlejohn Invoice - To approve the payment of PKF Littlejohn (External Auditor) invoice dated 4th September 2025 for the Annual Governance & Accountability Return for the year ending 31st March 2024

Breakdown

£420.00 - Audit

£5434.75 additional charges - due to the objections raised.

£7025.70 Total including VAT

9. Extra Hours Worked - To consider paying the Town Clerk and Deputy Clerk for the extra hours worked due to the objections raised, amounting to approximately £800

10. Annual Governance & Accountability Return (AGAR) 2024/2025 –

- **External Auditor Report and Certificate** – To note the interim report has been received by PKF Littlejohn. They are unable to complete the review as a result of receiving correspondence relating to 2024-2025 and/or prior years. The Interim Report was published on 29th September 2025
- To note the **Notice of Conclusion of Audit Notice** was published on 29th September 2025 for 14 days.

11. Audit Fee Budget – The 2025/2026 Audit Fee Budget is £1500. To consider to vire £5,500 from General Reserves to the Audit Fee Budget to cover the cost of the External Auditor for 2023/2024 and to consider an Ear Marked Reserve for the 2024/2025 External Audit.

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

**12. Planning –
To consider the following planning applications**

0749/25/VAR Application for variation of conditions 2 (approved drawings), 4 (CEMP), 5 (LEMP), 8 (EclA), & 11 (Noise Mitigation Scheme) of planning consent 116/23/VAR Land to rear of Taw Valley Creamery, North Tawton
Comments by 9th October 2025

2660/25/FUL Construction of agricultural building (retrospective) land at SS 673 015, North Tawton
Comments by 20th October 2025

13. Temporary Traffic Notices – To note the following Temporary Traffic Notices.

TTRO2565435 – Temporary Prohibition of Through Traffic – North Street, North Tawton from Monday 24th November 2025 until Friday 28th November 2025 (both dates inclusive) for the maximum of 5 days.

TTRO2565595 – Temporary Prohibition of Through Traffic – Greenslade Lane, North Tawton from Wednesday 10th December 2025 for the maximum of 5 days. Anticipated finish date, Wednesday 10th December 2025, for the maximum of 5 days.

- 14. Electric Contract & Gas Contracts**– to consider the previously circulated utility contracts and to approve new contracts for Strawberry Field and Car Park electric and the office gas.
- 15. Grass Cutting Tender** – To agree the suggested Grass Cutting Tender.
- 16. Christmas Trees and Christmas Event** – To receive a report from Cllr Palfrey.
- 17. Councillor Progress Reports** – To receive updates from Councillors.
- 18. Councillor Reports and items for future agenda** – 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 for 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.’

- 26. Planning Enforcement** – to receive a report from the Clerk.

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