



NORTH TAWTON TOWN COUNCIL

14a The Square
North Tawton
EX20 2EP

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13th October 2025

To all members of the Town Council

You are hereby summoned to attend a Meeting of North Tawton Town Council on Tuesday 21st 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 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 7th October 2025.**
- 5. Chairman Report** – To receive a report from the Chairman.

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

6. **District and County Councillor Reports** – To receive Cllr reports if present.
7. **Finance** –
- I. To consider and approve the budget report, balance sheet, trial balance and bank reconciliation reports dated 30th September 2025.
 - II. To note a VAT Return for the period 01.07.2025 – 30.09.2025 had been submitted for the value of £2850.92
 - III. Internal Audit – To consider the Internal Auditor Interim Report.
 - IV. Audit Fee Budget – 2025-2026 Audit 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 2024/2025 costs.

8. **Planning** –

8.1 To consider the following planning applications

2848/25/TPO N177: T1: English Oak – prune/trim back to boundary between 9 and 10, encroaching on neighbours garden. **9 Arundell Road, North Tawton EX20 2HA**
Comments by 23rd October 2025

2944/25/LBC Listed Building Consent for replacement of external doors and windows. **26 High Street, North Tawton EX20 2HG**
Comments by 13th November 2025

8.2 To note the decisions of the planning authority

2267/25/TCA T1: Plum – crown height reduction by 1m, signs of environmental stress in crown. T2: Large Holly – crown height reduction by 1.5m at lateral reduction by .05m on all sides and rounded to create a symmetrical crown – due to overgrowing into neighbours garden at Hillside and blocking light into garden. G1: Hedge – reduction in height by 1m (shorter specimens will not need reducing) – due blocking light into neighbours garden and to improve health and lateral reduction to branches neighbours side of fence by 0.5 to 1m. **The Nook, 6 North Street EX20 2ES**

NTTC submitted a support response to the application.

No Objections Raised

2108/25/HHO Householder application for 2 roof-lights on rear of property (retrospective) **2 Barton Close, North Tawton EX20 2NA**

NTTC submitted a neutral response to the application.

Conditional Approval

2214/25/TPO

T1: Wild Cherry – reduce branch on west quarter by approximately. 1.5m to obtain sufficient clearance from the gable end of No4 Webbs Orchard and remove epicormic sprouts on west quarter both as part of good proactive and arboricultural management.

T2 Wild Cherry – crown raise to obtain 1.8m sufficient clearance over roof of no 4 Webbs Orchard as part of good proactive management and branch reduction on eastern quarters by approximate 1.8m to obtain sufficient clearance from no 2 Webbs Orchard as part of good proactive management.

T3: Sweet Chestnut – remove stem epicormic sprouts on south-east quarter of south-east stem to obtain mower clearance over lawn, as part of good proactive and arboricultural management.

4 Webbs Orchard, North Tawton. EX20 2FE

NTTC submitted a support response to the application.

Grant of Conditional Consent

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

2095/258/FUL Installation of three double stacked Portakabin buildings to be used for a temporary period. Arla Foods, Taw Valley Creamery, North Tawton EX20 2DA
NTTC submitted a support response to the application.

Conditional Approval.

2466/25/ARC Application for approval of details reserved by condition 10 (planning and soft landscaping) of planning consent 0088/22/FUL 9 Letherens Meadow, North Tawton EX20 1FQ

Discharge of Condition Approval.

9. **Temporary Traffic Order** – To note the Temporary Traffic Order.
TTRO2566134 – Temporary prohibition of through traffic and parking from Monday 3rd November 2025 (for a maximum of 18 months) Anticipated finish Friday 28th November 2025. Road from Greenslade Bridge to Newland Cross, North Tawton. Gas mains replacement.
10. **St Peter’s Churchyard Lime Tree** – To note a part of a lime tree in the Churchyard had snapped and was overhanging a resident’s garden. There was concern about memorial stones and the residents’ garden wall being damaged. The tree had been removed. Waiting for an update from the Planning Authority.
11. **Remembrance Day** – To consider arrangements for the Remembrance Day event.
12. **Cyber Insurance** – To consider the previously circulated quotations for Cyber Insurance.
13. **New Website Update** – To receive a report from the Clerk.
14. **Laptop & Desktop Computer** - To consider the previously circulated report and quotations.
 - Replacing the desktop and Deputy Clerks Laptop, current machines was not compatible with Windows 11.
 - Moving to Office 365 for the entire organisation.
 - Security & Back-Up
15. **To appoint another member to the finance committee.**
16. **Policies** – to consider adopting the following new and revised policies.
 - Bereavement Policy
 - Complaints Procedure
 - Equality & Diversity Policy
 - Volunteer Policy
 - Volunteer Agreement
 - Financial Regulations
17. **Councillor Surgery** – To receive a report and decide the next date and venue.
18. **Waste Collection Boxes** – To consider keeping some recycling boxes and bags and food waste caddies at the Town Council Office for residents to collect if required.

19. **Christmas Trees and Christmas Event** – To receive a report from Cllr Palfrey.
20. **Car-park** – To consider obtaining quotations to build a 300mm curb to protect residents wall and re-mark the bays.
21. **Emergency Plan** – To consider forming a Working Group to review the Emergency Plan.
22. **Councillor Progress Reports** – To receive updates from Councillors.
23. **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.’

24. **Works to Flower Beds in Carpark** – to receive a report from the Clerk and to agree to re-award the tender.