



NORTH TAWTON TOWN COUNCIL

14a The Square
North Tawton
EX20 2EP

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Minutes of a meeting of North Tawton Town Council Finance held in the Town Council Offices 14a The Square EX20 2EP On Tuesday 4th November 2025 at 7.30pm

Present: Cllr Lee (Chairman), Cllr S McKnight (Vice Chair) Cllr J Palfrey,
Cllr C Burrow, Cllr S Whiteley, Cllr M Kennedy, Cllr K Hodge, Cllr N Smith.

In Attendance: Mrs Caroline Ellis – Town Clerk
Dr Hannah Bruni – Deputy Clerk
2 Members of the public

178:25/26 Apologies for absence – The Clerk reported Cllr Watson would be late due to work commitments and Cllr Scrutton hoped to join the meeting after his Councillor training session. The delays were approved by the Council.

179:25/26 Declarations of Interest – None.

180:25/26 Public Participation – A member of the public understood that the matter was not an item on the agenda. At the Chairman's discretion, she was permitted to speak and asked the Council how she could report abandoned vehicles. The resident was signposted to the DCC "Report It" page on their website. Unfortunately, as the vehicles were taxed, had valid MOTs, and were parked on the highway, the issue was not reportable.

181:25/26 Confirmation of the minutes of the Finance Committee Meeting held on 1st October 2025 - On the proposition of Cllr Burrow seconded Cllr Kennedy, 3 abstentions, the Council **RESOLVED** to approve the minutes of the Finance Committee meeting held on 1st October 2025.

182:25/26 Chairmans Report – Cllr Lee reported the wall in the Memorial Park had been damaged. The Clerk had requested quotations to make the repair. It was agreed Cllr Lee would lay the wreath on Remembrance Day. The invitation from Okehampton Town Council, to attend their Remembrance Day event was circulated. Police and Crime Commissioner were asking for feedback regarding complaints. The live streaming of meetings attracted on average 50 people per meeting and the Facebook page has over 500 views.

183:25/26 District and County Councillor Reports – None Present.

184:25/26 Finance

- I. On the proposition of Cllr McKnight, seconded Cllr Burrow, the Council **RESOLVED** to approve the payment schedule and November payroll. Cllr Whiteley said that Cllr mileage should be claimed or logged when conducting Council Business.
- II. **External Audit Ear Marked Reserve** - On the proposition of Cllr McKnight, seconded Cllr Hodge, the Council **RESOLVED** to approve to vire £8000 to the newly created Ear Marked Reserve.

185:25/26 Budget 2026/2027 – It was suggested to increase the Net Wages budget to cover extra hours which may need to be worked due to 2024/2025 AGAR objections. Cllr Whiteley reminded the Cllrs the park equipment will need replacing. The budget for the External Audit and Internal Audit have been separated. The Clerk would update the figures and circulate to the Council for consideration at the next meeting.

186:25/26 Planning

3138/25/TCA On the proposition of Cllr Lee, seconded Cllr Kennedy, one against, the Council **RESOLVED** to support the application T1: Hybrid Cypress – removal of tree to ground level. 67-69 High Street, North Tawton, EX20 2HG

3123/25/TCA On the proposition of Cllr Smith seconded, Cllr Palfrey, the Council **RESOLVED** to submit a neutral response due to lack of information and supporting documents (no tree report and no photographs) T1: Chestnut – fell due to multiple infections; leaf blotch, canker and Significant decay in main stem. The Rectory, Essington Road, North Tawton EX20 2EX

187:25/26 Temporary Traffic Order – The Council noted the Temporary Traffic Order TTRO2566384 – Temporary prohibition of through traffic and parking. Road from Stone Cross to Nychols Nymett Cross, North Tawton. From Tuesday 25th November 2025 until Thursday 27th November 2025 for a maximum of 5 days. Resurfacing and associated lining works

188:25/26 Policies –

- **Subject Access Request Policy** – on the proposition of Cllr Kennedy, seconded Cllr Burrow, the Council **RESOLVED** to adopt the amended policy.
- **Safeguarding Policy** (Children and Vulnerable Adults) – The Council agreed to defer the policy.
- **Vexatious Checklist**. The Council agreed to defer the policy.

189:25/26 Terms of Reference

- **Personnel Committee** – On the proposition of Cllr Whiteley, seconded Cllr McKnight, the Council **RESOLVED** to adopt the Terms of Reference with the agreed amendments.
- **Finance Committee** – On the proposition of Cllr Whiteley, seconded Cllr Palfrey, the Council **RESOLVED** to adopt the Terms of Reference.
- **Generic Working Party** – On the proposition of Cllr McKnight seconded Cllr Smith, the Council **RESOLVED** to adopt the Terms of Reference with the agreed amendment.

190:25/26 Gas Quotations – The Council considered the previously circulated gas quotations. Due to ambiguity the Council was unclear with the decision, therefore, the Council will invoke the special resolution (Standing Order 7.a) and would be on another agenda.

191:25/26 CCTV – On the proposition of Cllr McKnight, seconded Cllr Smith, the Council **RESOLVED** to accept the quotation for two cameras (one internal and one external) on the understanding the internal camera can capture the whole room, if not the Council agreed to accept the quotation for 3 cameras.

192:25/26 Christmas Trees and Lights – Cllr Palfrey reported they would like to order 16no x 3ft Christmas Trees and 1no 16ft Christmas tree. The Christmas lights quotation from Mike Harding Lighting Ltd was £4209.00 net. The extras would be the fixings and labour to install the large tree. Timers would be fitted to the lights. The chocolates were kindly donated by a resident, so there would be no cost to the Council. On the proposition of Cllr Lee, seconded Cllr Kennedy, all in favour, the Council **RESOLVED** to approve the expenditure.

193:25/26 Meeting Attendance Register – The Council noted the previously circulated Meeting Attendance Register, up to and including October 2025, being 6 months.

194:25/26 Councillor Progress Reports – Cllr Palfrey and Cllr Burrow were meeting regarding the planters. Three volunteers would be required to help with the Christmas light switch-on. Cllr McKnight suggested informing residents in the Square when the Christmas lights were due to be installed, as the cherry picker would need access. Cllr Kennedy asked if the Council could consider a barrier by the footpath near the vehicle activated sign, to prevent children going straight into the road. Cllr Smith reported Gregorys had completed works on two of the lights. Two lights were to have vinyl over the lens to reduce glare, this is still to be done and the lorry park spotlights were to have blinkers added. Cllr Burrow reported there were moles in the Memorial Park and she was concerned about potential damage to the MUGA. Cllr Whiteley reported the fillet on the clock tower had not been replaced, the Clerk would chase the contractor. He also reported weeding around the sculpture had not been done. Cllr Whiteley reported a fellow Councillor had lodged a complaint against him to the Monitoring Officer (number RP/546551) and this had been dismissed.

Meeting closed 21.03

Next meeting 2nd December 2025

Chairman

Dated