



# NORTH TAWTON TOWN COUNCIL

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To all members of the Town Council

You are hereby summoned to attend a Meeting of North Tawton Town Council on 2<sup>nd</sup> December 2025 at 7.30pm in the Town Council Office 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, Clerk to the Council 24<sup>th</sup> November 2025

## 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. Please ensure mobile phones are turned off or turned to silent. No decision can be taken on items not detailed on the published agenda.**

1. **Apologies for absence.**
2. **Declarations of interest** – To receive disclosures of interests from Councillors on matters to be considered at the Meeting. The disclosure shall include the nature of the interest. 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 the 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 allowed 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 Town Council meeting held on Tuesday 21<sup>st</sup> October and Tuesday 4<sup>th</sup> November 2025.**
5. **Chairmans report** – To receive a report from the Chair.
6. **Borough and County Councillors report** – To receive reports if present.
7. **7.1 Planning – to consider the following applications**

**[3137/25/FUL](#)** Proposed development of three dwellings (in lieu of Class Q permission 2203/23/DPM) Land of Westworthy, Bondleigh (consulting as a neighbouring parish to the site)

Comments by 11<sup>th</sup> December 2025

**[3103/25/FUL](#)** Roof covering to be erected over existing concrete farmyard to prevent water pollution. Upcott Farm, Lane Past Upcott Farm, Bow EX17 6LN

Comments by 4<sup>th</sup> December 2025

## **7.2 To note the following**

**3283/25/COM** 28 (one month) Communication PD Application, Land near The Railway Inn, North Tawton

**3299/25/COM** 28 (one month) Communications PD Application, Land near Springfields, North Tawton

**3338/25/COM** Notice of intent to install electronic communication apparatus comprising of Subtended Headend Sidepod to insisting BT Cabinet. Ent.to Webbs Orchard, Off Exeter Street, North Tawton.

## **7.3 To note the following appeal had been made to the Secretary of State**

**2977/24/FUL** Land at SS64013 (Clip Park) Erection of a dwelling

## **7.4 To note the following decisions by the planning authority**

**2402/25/HHO** Householder application to demolition of most of the conservatory and construction of new garden room within the same footprint to extend dwelling. Springwell, Essington Road, North Tawton EX20 1EZ  
NTTC submitted a support response to the application.

### **Conditional Approval**

**2848/25/TPO** N177; T1: English Oak - prune /trim branches back to boundary between 9 and 10, encroaching on neighbour's garden. 9 Arundell Road, North Tawton EX20 2HA

NTTC submitted a neutral response to the application.

### **Lesser tree works allowed.**

**2660/25/FUL** Land at SS673 015 North Tawton, Construction of agricultural building (retrospective)

NTTC submitted an object response to the application.

### **Conditional Approval**

**3138/25/TCA** T1: Hybrid Cypress – removal of tree to ground level. 67-69 High Street, North Tawton, EX20 2HG

NTTC submitted a support response to the application.

### **No Objections**

## **7.5 Temporary Traffic Order** To note the following Temporary Traffic Order

**TTRO2666588** – Temporary prohibition of through traffic and parking. North Street, North Tawton, between junction of North Street to outside Wayside bungalow. From Monday 26<sup>th</sup> January 2026 until 28<sup>th</sup> January 2026 for the maximum of 5 days  
Cabling and splicing.

## **8. Finance –**

- I. The Bank Reconciliation, Trial Balance, Balance Sheet and Budget Report dated 31<sup>st</sup> October 2025 for the consideration of the Council.
- II. Consideration of approval of the following payments on circulated report and approve Clerk's and staff pay.
- III. To note the Clerk had applied for a grant from DCC Localities Grant Fund to cover the cost of upgrading the CCTV cameras.

9. **Budget 2026/2027** – To consider the previously circulated budget 2026/2027 Version 3 and for the Finance Committee to receive questions or comments from Members.
10. **Payroll Services** – To consider instructing DM Payroll Ltd to continue providing payroll services for the financial year starting 1<sup>st</sup> April 2026 at an annual cost of £144 + VAT and to process new starters £10 + VAT each.
11. **Barrier by Vehicle Activation Sign** – To consider erecting a barrier by the footpath near the Vehicle Activation Sign.
12. **Polices** – to consider adopting the Volunteer Policy and Agreement.
13. **Christmas Tree/Lights Event** – To receive an update from Cllr Palfrey.
14. **Hearing into Code of Code of Conduct Complaints RP/541751 and RP/542466**  
To note both complaints related to the same matter and were considered together at the hearing. Both alleged that the Subject matter bullied the Clerk. The Sub-Committee accepted the Investigating Officer's findings in both complaints and that the Subject Member had broken the Code.  
  
1.2 Disrespect  
2.2 harassment  
5.1 Office of Councillor into disrepute.  
  
The Sub-Committee decided that sanctions were appropriate and decided that the Subject Member should be censured in writing.
15. **Freedom of Information Requests** – To note the Clerk had received two Freedom of Information Requests from two different residents but asking for the same information. The cost of the Christmas Lights and Tree event for 2024 and the predicted costs for 2025 and details of the Lengthsman Contract. Both had received a response from the Clerk.
16. **Co-option** – To consider the previously circulated Co-option application form.
17. **Councillors Progress Reports and Items for Future Agenda** – Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere 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.
18. **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.'**
19. **Staff Training** – To consider financing the Deputy Clerk to complete the CiLCA qualification.

20. **Deputy Clerks Hours (temporary increase of hours for 6 months)** – To consider continuing the temporary increase to 16 hours per week for a further six months to accommodate the Deputy Clerk's workload and, if agreed, the commencement of CiLCA training in the New Year.
21. **To note correspondence from a Sub-Contractor** – To receive a report from the Clerk and to consider recommendations.
22. **Planning Enforcement** - To receive a report from the Clerk

Next meeting 6<sup>th</sup> January 2026