



NORTH TAWTON TOWN COUNCIL

14a The Square
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 3rd February 2026

Present: Cllr Lee (Chairman), Cllr J Palfrey, Cllr C Burrow, Cllr S Whiteley,
Cllr M Kennedy, Cllr K Hodge, Cllr N Smith, Cllr H Ashcroft

In Attendance: Mrs C Ellis – Town Clerk
Dr Bruni – Deputy Clerk
Cllr S Davies (DCC)
1 Member of the public

Public Forum

Mr Baker from North Tawton Fire Station informed the Council they were looking to become more involved in the town with helping and being involved at Town events. It was suggested the Council hold an event in the Memorial Park in the summer and involve the Fire Station. A new defibrillator was being installed at the Fire Station. It was asked if they could arrange possible first aid training for the residents and to attend the Annual Town Meeting as a guest speaker. They are looking to recruit for night-time cover.

249:25/26 Apologies for absence – Apologies tendered by Cllr McKnight due to work commitments was approved by the Council

250:25/26 Declarations of Interest – None

251:25/26 Public Participation - None

252:25/26 Confirmation of the Minutes of the Town Council meeting held on Tuesday 6th January 2026 and 19th January 2026. On the proposition of Cllr Whiteley, seconded Cllr Smith, 2 abstentions, the Council **RESOLVED** to approve the minutes of 6th January 2026. On the proposition of Cllr Smith, seconded, Cllr Hodge, 2 abstentions the Council **RESOLVED** to approve the minutes of 19th January 2026.

253:25/26 Borough and County Councillor Report – The Clerk had circulated a report from Cllr Davies (DCC). The report included the condition of the roads and she urged residents to report potholes on the 'report it' page at DCC. <https://www.devon.gov.uk/roads-and-transport/report-a-problem/> DCC are running a campaign to encourage new foster families.

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

There was a survey for residents to complete regarding their views on libraries.

254:25/26 Chairmans Report – Cllr Lee informed the Council that Cllr Scrutton had resigned from the Council. WDBC and informed the Council there would be no further action regarding the felled lime tree in the Churchyard. They accepted the tree was diseased and needed to be felled. The donated copper beech tree had been planted at the SUDS pond.

255:25/26 Finance – Cllr Palfrey reported the quarterly finance audit has been completed with no issues.

- I. On the proposition of Cllr Kennedy, seconded Cllr Burrow, the Council **RESOLVED** to approve the budget report, balance sheet, trial balance report and the bank reconciliations dated 31st December 2025.
- II. On the proposition of Cllr Kennedy seconded Cllr Lee, the Council **RESOLVED** to approve the payment schedule and payroll.
- III. The Council noted a VAT return had been submitted for the period 01.10.2025 – 31.12.2025 for the value of £2686.61
- IV. The Council noted Unity Trust Bank were increasing their fees including the monthly account fee from £6 to £7 and reducing the interest rate from 2.10% to 1.95%

256:25/26 Planning –

[0091/26/HHO](#) On the proposition of Cllr Smith, seconded Cllr Palfrey the Council **RESOLVED** to support the householder application for proposed first floor extension. 2 Higher Newland Cottages, North Tawton EX20 2BD

[3563/25/HHO](#) On the proposition of Cllr Burrow seconded Cllr Hodge, the Council **RESOLVED** to support the householder application for a garage conversion, carport infill and enlargement. Clovehayes, Essington Road, North Tawton EX20 2EX

The Council noted the following decisions by the Planning Authority

0749/25/VAR Application of conditions 2 (approved drawings), 4 (LEMP), 8 (EclA), & 11 noise mitigation scheme) of planning consent 1116/23/VAR Land to the rear of Taw Valley Creamy, North Tawton

Conditional Approval

NTTC submitted a support response to the application.

3103/25/FUL Roof coverings to be erected over existing concrete farmyard to prevent water pollution. Upcott Farm, Lane Past Upcott Farm, Bow EX17 6LN

Conditional Approval

NTTC submitted a support response to the application.

3557/25/TCA T1: 2 x Cypress, identified as TG1 in 2OSH001-S211, dismantle and removal of both trees including stems to ground level.

2 The Old School House

Exeter Street, North Tawton, EX20 2HB

No Objection Raised

- 257:25/26 Allotments** – The Council noted there were vacant plots available at the Oakwood Drive allotments. The site had water, parking and the plots were on a level site. The Clerk reported Cllr McKnight had more information if anyone was interested.
- 258:25/26 Pride Flag** – The Council considered the request from a resident to fly the Rainbow Flag in celebration of LGBT History month for the month of February 2026 and for Pride month in June 2026. It was suggested flying the flag for 2 months of the year was too long. On the proposition of Cllr Palfrey, seconded Cllr Burrow, 2 against and 1 abstention the Council **RESOLVED** to fly the Pride Flag, as a guest flag, for one week in February and one week in June to include the 28th June 2026.
- 259:25/26 2026 West Devon Mayoral Award** – The Council considered nominations for the 2026 Mayoral Award. On the proposition of Cllr Lee, seconded Cllr Smith, the Council **RESOLVED** to nominate North Tawton Repair Café, Library of Things, Borrow a Bag and Seed/Plant Swap Group for The Mayor's Green Award. The Clerk requested more information to complete the application.
- 260:25/26 Okehampton Wider Cluster Group** – The Group met on 14th January 2026. Both the Clerk and Cllr Lee found it informative. The next meeting was due to be held on 15th April and to be hosted at North Tawton Town Council Office. Councillors would email the Clerk regarding items for agenda.
- 261:25/26 Lloyds Bank Closure (Okehampton)** – The Councillors were informed of the closure of Lloyds Bank in Okehampton and were asked to encourage parishioners to write directly to support@cashaccess.co.uk with evidence of the impact the closure would have on the local area.
- 262:25/26 Playground Inspection** – The Council noted the annual inspection by RoSPA of the play area was due to take place in March, costing the following: MUGA £83, Play Area £83, Pump Track £83.
- 263:25/26 Policies** – The Council considered the following policies
- **Scheme of Delegation** – on the proposition of Cllr Kennedy, seconded Cllr Smith, the Council **RESOLVED** to adopt the amended policy, with the agreed minor adjustments.
 - Freedom of Information Publication Scheme – on the proposition of Cllr Lee, seconded Cllr Smith, one abstention the Council **RESOLVED** to adopt the amended policy, with the agreed minor adjustments.
 - Internal Control Statement – on the proposition of Cllr Whiteley, seconded Cllr Hodge, the Council **RESOLVED** to adopt the amended policy but to change the review date to every two years.
- 266:25/26 Councillor Surgery** – The Council considered re-starting the Councillor Surgery events. On the proposition of Cllr Smith, seconded Cllr Whiteley, one against and one abstention, the Council **RESOLVED** to re-instate the Councillor Surgery quarterly at the Town Council Office, with possibly coffee morning event to encourage visitors.

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

- 267:25/26 Transport Working Group** – The Council considered changing the Working Group from ‘Transport Task & Finish Group’ to ‘Transport Working Group’, and to approve the previously circulated terms of reference. Cllr Smith suggested keeping the current Transport Task and Finish Group as it was. Therefore, no changes.
- 268:25/26 Devon & Somerset Fire & Rescue Service** – Community Risk Management Plan Survey (CRMP). To note the survey is open until 9th April 2026. Cllrs and residents are invited to comment. www.dsfire.gov.uk/about-us/community-risk-plan 01392 261287 or email crmp@dsfire.gov.uk
- 269:25/26 Meeting Dates** – The Council agreed the previously circulated meeting dates for 2026/2027.
- 270:25/26 WDBC – Consideration of Code of Conduct Complaints by The Audit and Governance (Hearing) Sub-Committee RP/552169** The Council noted the Audit and Governance Sub-Committee’s decision that the Councillor had not broken the Code of Conduct, and the complaint from a member of the public was therefore dismissed and no further action taken. Cllr Whiteley was disappointed with WDBC as they took 6 months for the outcome.
- 271:25/26 Councillors and Progress reports and items for future agenda** – Cllr Burrow reported she had contacted North Tawton Schools Land Charity and they would welcome a member of the Council to attend meetings, as they had not in the past. She requested for it to be added to the next agenda for a Cllr to be nominated for the position. Cllr Lee thanked Cllr Palfrey and Cllr McKnight for their work in organising the Christmas lights events in 2025. Cllr Kennedy asked the Clerk if she had spoken to the solicitor regarding the cemetery land swap. The Clerk confirmed they were still waiting for probate to be completed. Cllr Whiteley reported the Clerks should be offered free eye tests. Cllr Lee reported the cord on the flagpole in the Memorial Park had broken again and would need replacing. It was suggested to erect a sign in the Square showing where the car park was. The Clerk was asked to make enquires.
- 272:25/26 PART TWO – CONFIDENTIAL ITEMS** On the proposition of Cllr Palfrey seconded Cllr Smith, 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.
- 273:25/26 Durrant Close Access** – The Council considered correspondence from a member of the public regarding access to his property. The Council asked the Clerk to check the deeds to see if there were any restricted covenants in the area.
- 274:25/26 Planning Enforcement** – The Clerk reported the current Planning Enforcement list.

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

275:25/26 Handyperson Contract – On the proposition of Cllr Hodge, seconded Cllr Smith the Council **RESOLVED** to adopt the previously circulated Handyperson contract with the agreed amendments.

Meeting closed at 21.20

Councillor C Lee
Chairman

DATED:

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