



NORTH TAWTON TOWN COUNCIL

14a The Square
North Tawton
EX20 2EP

Tel: 01837 880121

e-mail: townclerk@northtawtontowncouncil.gov.uk

Minutes of a meeting of North Tawton Town Council held in the Town Council Offices 14a The Square EX20 2EP on Tuesday 3rd March 2026

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

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

283:25/26 Apologies for absence – Apologies from Cllr Davies (DCC) were noted. Cllr Ashcroft was absent.

284:25/26 Declarations of Interest – Cllr McKnight and Cllr Lee declared an interest in item 289:25/26 (II)

285:25/26 Public Participation – None

286:25/26 Confirmation of the Minutes of the Town Council meeting held on Tuesday 3rd February 2026 and the Finance Committee Meeting held on 18th February 2026. On the proposition of Cllr Smith, seconded Cllr Burrow 2, abstentions, the Council **RESOLVED** to approve the minutes of the Town Council meeting held on 3rd February 2026. On the proposition of Cllr McKnight, seconded Cllr Whiteley, 3 abstentions the Council **RESOLVED** to approve the minutes of Finance Committee Meeting held on 18th February 2026.

287:25/26 Borough and County Councillor Report – None

288:25/26 Chairmans Report – Cllr Lee reported the date of Annual Town Meeting was planned for 30th April. If a Cllr would like an item added to the agenda, they were to contact the Clerk. Guest speakers had been arranged. The Wider Okehampton Cluster Group were due to meet on 15th April 2026, again if there was a subject the Councillor would like to discuss, please speak to the Clerk, and she can add it to the agenda. It was agreed it was difficult to recruit new Councillors – this could be an agenda item.

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

289:25/26 Finance –

- I. On the proposition of Cllr Whiteley, seconded Cllr Palfrey, the Council **RESOLVED** to approve the budget report, balance sheet, trial balance report and the bank reconciliations dated 31st January 2026.
- II. On the proposition of Cllr Kennedy, seconded Cllr Whiteley 2 abstentions, the Council **RESOLVED** to approve the payment schedule and payroll.
- III. The Council considered a grant request from Okehampton District Community Transport. On the proposition of Cllr Palfrey, seconded Cllr Burrow, the Council **RESOLVED** to award £1000.
- IV. The Council noted the annual service for the clock was increasing from £190 to £235 (last increase was three years ago)

290:25/26 Planning –

The Council noted the following decisions by the Planning Authority

3125/25/HHO Householder application for proposed extension. 11 Taw Vale Close, North Tawton, EX20 2EH
Conditional Approval
NTTC submitted a Support response.

Appeal Decision: Appeal Ref: 6001636 Land at Clip Park, North Tawton EX20 2FB
The appeal was dismissed.

291:25/26 Asset Register – The Council considered the circulated list of additions and disposals for 2025/2026. On the proposition of Cllr McKnight, seconded Cllr Palfrey, the Council **RESOLVED** to approve the final asset register for 2025/2026 with the agreed amendment to include the Christmas Festoon Lights. It was suggested to mark the grit bins/bins/ and benches which were not owned by NTTC.

292:5/26 Finance Committee – Deferred due to the absence of Cllr Ashcroft.

293:25/26 Emergency Plan – On the proposition of Cllr McKnight, seconded Cllr Lee the Council **RESOLVED** to approve the Emergency Plan and Emergency Advice leaflet, with one agreed amendment. On the proposition of Cllr Smith, seconded Cllr Kennedy, the Council **RESOLVED** to approve the quotation from Burridge Printers
100 A4 booklets £260
8 x A4 (48 pages) wire bound booklet £53
12 x A4 (44 pages) wire bound booklet £78
There was a grant available from Devon Resilience Forum, the Deputy Clerk was investigating.

294:25/26 Policies –

- **CCTV Policy–** On the proposition of Cllr Lee, seconded Cllr Smith, the Council **RESOLVED** to adopt the CCTV Policy with the agreed amendment.
- **Live Streaming Policy –** On the proposition of Cllr Kenndey, seconded Cllr McKnight the Council **RESOLVED** to adopt the Live Streaming Policy, with the agreed amendments.

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

- **Safeguarding Policy** - The Council agreed to defer the Safeguarding Policy.
 - **Freedom of Information Policy**– On the proposition of Cllr Kennedy, seconded Cllr Lee, the council **RESOLVED** to adopt the Freedom of Information Policy.
- 295:25/26 Reserves & Financial Risk Policy** – On the proposition of Cllr McKnight seconded Cllr Hodge, the Council **RESOLVED** to approve the recommended Reserves and Financial Risk Policy.
- 296:25/26 Wider Okehampton Cluster Group** – On the proposition of Cllr Palfrey, seconded Cllr McKnight, the Council **RESOLVED** to approve the previously circulated Terms of Reference.
- 297:25/26 2026/2027 Charges** – Cllr Whiteley explained the Finance Committee **RESOLVED** to accept the revised cemetery and access fees. It was noted the access fees were increasing to £75 but allowing a reduction to £70 if paid within 14 days, and Orchard Court to be increased to £750 and reduced to £700 if paid within 14 days. The revised cemetery prices are listed on the Cemetery Interment/Purchase of EROB and Application Form.
- 298:25/26 Cemetery Interment/Purchase of EROB and Application Form** – On the proposition of Cllr Whiteley, seconded Cllr Hodge, the Council **RESOLVED** to approve.
- 299:25/26 Schools Land Charity** – Cllr Burrow offered to be the Council representative and will attend the School Land Charity meetings and will report findings to the Council.
- 300:25/26 WI Poppy Display/Silhouette Standing Soldier** - The Council agreed to the request from North Tawton WI for a poppy display and purchasing silhouettes of standing soldiers. The Council asked if the WI could complete a Grant Application and the Council would consider a grant towards the purchase of the standing soldiers.
- 301:25/26 Hanging Baskets** - Cllr Burrow asked the Council to consider hanging baskets for 2026. On the proposition of Cllr Lee, seconded Cllr McKnight, the Council agreed to hang 6 baskets at an approximate cost of £30 each. Cllr Smith asked if the Council could hang baskets on the lamp posts. Cllr Burrow explained they had asked before, but they were not allowed but would investigate again. Cllr Whiteley explained there were baskets stored in the Chapel of Rest.

2 members of the public left the meeting.

- 302:25/26 PART TWO – CONFIDENTIAL ITEMS** On the proposition of Cllr McKnight 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.
- 303:25/26 Planning Enforcement** – The Town Clerk reported the Planning Enforcements.
- 304:25/26 Lengthsman Tender** – On the proposition of Cllr Palfrey, seconded Cllr Hodge the Council **RESOLVED** to award the Lengthsman Tender to Mr Austin.
- 305:25/26 Handyperson Contract** – On the proposition of Cllr McKnight, seconded Cllr Palfrey, two abstentions the Council **RESOLVED** to award the Handyperson contract to Ms Fudge.

Next meeting 7th April 2026

Meeting closed at 9.25pm

Councillor C Lee
Chairman

DATED: