



# NORTH TAWTON TOWN COUNCIL

14a The Square  
North Tawton  
EX20 2EP

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27<sup>th</sup> April 2026

To all members of the Town Council  
You are hereby summoned to attend the Annual Meeting of North Tawton Town Council on **Tuesday 5th May 2026, 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

**This meeting maybe be livestreamed through the Council's Facebook page. People attending may be captured on film. Any speech may be picked up and broadcast. 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 silent. No decision can be taken on items not detailed on the published agenda.**

- 1. Election of Chairman for 2026/2027** – To elect a Councillor as Chairman for 2025/2027 and to sign Declaration of Acceptance.
- 2. Election of Vice-Chairman for 2026/2027** – To elect a Councillor as Vice-Chairman for 2026/2027 and to sign Declaration of Acceptance.
- 3. Apologies for absence –**
- 4. 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).
- 5. 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 the 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.

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

- 6. To elect members to the following committees.**
- **Finance Committee** – Appointment of Chairman, Vice-Chairman and Members.
  - **Personnel Committee** - Appointment of Chairman, Vice-Chairman and Members.
  - **To consider re-formation of the Estates Committee** – To consider reforming the Estates Committee and to appointment of Chairman, Vice-Chairman and Members.
- 7. To elect members to the following Working Groups**
- Transport Task & Finish Group
  - New Cemetery Working Group
  - Parks Working Group
  - Project Development Group
  - S106 Monitoring Group
- 8. To elect representatives to the following external bodies.**
- Denbrook Community Fund
  - Okerail
  - Patient Participation Group
  - PCC Councillor Advocates
  - North Tawton Schools Land Charity
  - Town Hall Management Committee
- 9. Confirmation of the minutes of the Town Council meeting held on 7<sup>th</sup> April 2026.**
- 10. Finance –**
- I. To consider and approve the budget report, balance sheet, trial balance and bank reconciliation reports dated 31<sup>st</sup> March 2026.
  - II. Consideration of approval of the circulated payment schedule and approve the payroll.
  - III. To note a VAT return for the period 01.01.2026 – 31.03.2026 had been submitted for the value of £2953.46
  - IV. To consider viring the unspent Grant Budget of £2280 from 2025/2026 to the Grant Budget for 2026/2027.
  - V. To nominate a Cllr to conduct quarterly audit bank reconciliation checks.
- 11. 2024/2025 AGAR Objections** – To note the replies and corresponding paperwork had been sent to the External Auditor and the Complainant regarding the 2024/2025 AGAR Objections.
- 12. Planning – To consider the following applications**
- 0686/26/HHO** Householder application for single storey rear extension. Melhuishes, 15 The Square, North Tawton EX20 2EP  
Comments by 14<sup>th</sup> May 2026
- 0687/26/LBC** Listed Building Consent for single storey rear extension and bay window/door replacement with double glazing. Melhuishes, 15 The Square, North Tawton EX20 2EP  
Comments by 14<sup>th</sup> May 2026
- 0907/26/FUL** – Erection of a self-build dwelling. Land at SS 664 013, North Tawton  
Comments by 28<sup>th</sup> May 2026

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

**For information only – no Statutory Consultation required**

**[0643/26/AGR](#)** Application to determine if prior approval is required for a proposed general storage agricultural building measuring 47.53m (L) x 33.52m (B) x 9.9m height to ridge. Crooke Burnell, North Tawton EX20 2BJ

**To note the following decisions from the local planning authority:**

**0829/26/TCA** - G0621: 6x Elm – remove, dead due to Dutch Elm. nG0618: Leyland Cypress tag 5056 – remove to 10/20cm from ground level, poor condition. North Tawton Memorial Park EX20 2HG

**No objections raised.**

**0835/26/TCA** – G003: x 1 Rowan – remove dead branch on E aspect back to the main stem. St Peters Church, Essington Road, North Tawton, EX20 2EX

**No objections raised.**

**To note the following Temporary Traffic Order:**

**TTRO2669196** Temporary prohibition of through traffic Road from Moor View to De Bathe Cross, North Tawton from Tuesday 5<sup>th</sup> May 2026 for the maximum of 5 days until Friday 8<sup>th</sup> May 2026 (inclusive) This temporary restriction is considered necessary to enable patching.

13. **Borough and County Councillor Reports** – To receive reports if present.
14. **Hanging Baskets & Planters** - To consider a budget for plants for hanging baskets and planters in the town.
15. **Meeting Attendance Record** – To note the previously circulated attendance records for 2025/2026
16. **Road Closure** – To consider applying for Road Closure for the Christmas Tree lighting event.
17. **Freedom of Information Request** – To note the Clerk had received a Freedom of Information Request asking for correspondence and costs relating to the old BT contract and the new telephone contract as well as the cost of a new telephone. This had been answered within the timeframe.
18. **Policies** – To consider adopting the following previously circulated policies
  - Grant Awarding Policy
  - Parishioner Petition Policy
19. **Strategic Plan 2026-2027** – To consider adopting the previously circulated updated Strategic Plan 2026-2027
20. **Wider Okehampton Cluster Group** – To note the last meeting was held on 15<sup>th</sup> April 2026. Items discussed were possible group training, complaints to the Monitoring Officer, LGR and assets, and the recruiting of new Councillors. The next meeting would be on 15<sup>th</sup> July at Okehampton Town Council.
21. **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.

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

**22. 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.’**

**23. Repairs to Stone Wall in Memorial Park –** To consider quotations to make repairs to the stone wall in the Memorial Park.

**24. Planning Enforcement –** To receive a report from the Clerk.