



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 7th April 2026

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

In Attendance: Mrs C Ellis – Town Clerk
1 Member of the public

306:25/26 Apologies for absence – Apologies from Cllr Smith due to ill health were approved by the Council.

307:25/26 Declarations of Interest – Cllr Whiteley declared an interest on item 322:25/26 as he was on the North Tawton Community Land Trust committee. Cllr Kennedy declared an interest as he was involved with the Town Hall and Cllr Burrow declared an interest in item 322:25/26 as she was a member of the WI. Cllr McKnight declared an interest in item 312:25/26 II as JK Cleaning was on the payment list.

308:25/26 Public Participation – None

309:25/26 Confirmation of the Minutes of the Town Council meeting held on Tuesday 3rd March 2026.

On the proposition of Cllr McKnight, seconded Cllr Burrow, one abstention, the Council **RESOLVED** to approve the minutes of the Town Council meeting held on 3rd March 2026.

310:25/26 Chairmans Report – Cllr Lee reported Tony Jelley, our Handyperson had retired after 14 years. It was agreed to send a formal letter of thanks for all his hard work throughout those years. Next week NTTC will be hosting the Wider Okehampton Cluster Group meeting on Wednesday 15th April 2026. The Annual Town meeting is to be held on 30th April 2026 at 7pm at the Rugby Club

311:25/26 Borough and County Councillor Report – None

312:25/26 Finance –.

- I. On the proposition of Cllr Kennedy, seconded Cllr McKnight, the Council **RESOLVED** to approve the budget report, balance sheet, trial balance report and the bank reconciliations dated 28th February 2026.
- II. On the proposition of Cllr Kennedy, seconded Cllr Lee, one abstention, the Council **RESOLVED** to approve the payment schedule and including an invoice from R J Austin for £1,175.00 and to approve

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

- the payroll.
- III. The Council noted a grant application had been submitted to Devon Emergency Resilience Fund toward new equipment for the Emergency Response Team.
 - IV. Grant Applications – the Council agreed to defer this item to Part 2

313:25/26 Virements – On the proposition of Cllr Burrow, seconded Cllr Hodge, the Council **RESOLVED** to approve following virements and balance roll overs as approved in the Reserves and Financial Risk Policy, approval date 3rd March 2026 Minute Ref: 295:25/26

Access Fees Receipts for 2025/26 vire to EMR 327 Town Centre Car Park
EMR 341 Merry Go Round vire to EMR 334 Grants
EMR 342 Lych Gate vire to EMR 337 Closed Churchyard

Roll over balances as at 31.03.2026 from the following nominal balances to EMR

4515 to EMR 326 – Defibrillator Replacement
4905 to EMR 336 – Play Equipment
4260 to EMR 337 – Closed Churchyard
4105 to EMR 332 – Election Costs
4305 to EMR 343 – Emergency Plan
4505 to EMR 345 – SUDS Pond

314:25/26 Internal Auditor – The Council noted the Internal Auditor was due to conduct the internal audit on 18th May 2026.

315:25/26 Planning – The Council considered the following application

0091/26/FUL On the proposition of Cllr McKnight, seconded Cllr Burrow, the Council **RESOLVED** to support the application readvertisement (amended application form (application type)) for the 1st floor rear extension 2 Higher Newlands Cottages, North Tawton EX20 2DB

The Council noted the following

0553/26/CTN Temporary Campsite Notification

Temporary campsite notification for a temporary pop-up campsite to operate from 27th July – 6th September 2026 Ashridge Court, Ashridge Lane, North Tawton EX20 2DH

The Council noted the following decisions by the Planning Authority

2441/21/FUL Hybrid application for full planning for 20 dwellings and associated works including site clearance and demolition, and 14 dwellings as outline permission (self-build plots). The Old Woollen Mill, Fore Street, North Tawton

NTTC submitted a support response.

Conditional Approval

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

2915/15/FUL Conversion of existing Grade II listed mill buildings: Warehouse building into 6 open market townhouses (Building A); conversion/re-erection of Wash House into 3 open market dwellings (Building B); New Century, Dye House to Class E commercial/F community use; and restoration of the Wheel and Turbine House. Wool Grading Centre, Fore Street, North Tawton
NTTC submitted a support response.

Conditional Approval

3563/25/HHO Householder application for garage conversion, carport infill and enlargement. Clovehayes, Essington Road, North Tawton EX20 2EX
NTTC submitted a support response.

Conditional Approval

Temporary Traffic Notice – The Council noted the following temporary traffic notice.

TTRO2668440 Temporary Prohibition of Through Traffic from Monday 18th May 2026 until Tuesday 19th May 2026 (for a maximum of 5 days)
Road from Moor View to De Bathe Cross, North Tawton.

316:25/26 Transport Task and Finishing group – Cllr Lee reported the current issues within the Town were discussed with Devon Highways. These would be raised at the Annual Town Meeting to consider residents' opinions. The Clerk was asked to arrange a meeting with Gregorys to discuss lorries entering and existing their site and the on-street parking.

317:25/26 Annual Town Meeting and Annual Town Council Meeting – The Council noted the Annual Town Meeting is to be held on 30th April 2026 at 7pm at the Rugby Club and the Annual Town Council Meeting is to be held on 5th May 2026 at 7.30pm at the Town Council Office

318:25/26 Policies – The Council considered the following policies

- **Meeting Attendance Policy** – On the proposition of Cllr Palfrey, seconded Cllr McKnight, the Council **RESOLVED** to adopt the policy.
- **Website Cookie Policy** – On the proposition of Cllr Burrow, seconded Cllr Kennedy, the Council **RESOLVED** to adopt the policy.
- **Website Privacy Policy** – On the proposition of Cllr McKnight, seconded Cllr Palfrey, with the agreed amendment, the Council **RESOLVED** to adopt the policy.
- **Accessibility Statement** – On the proposition of Cllr Hodge, seconded, Cllr Ashcroft, with the agreed amendments, the Council **RESOLVED** to adopt the policy.

319:25/26 Defibrillator Training – The Council noted defibrillator training would be held on 3rd September 2026 at 7pm at the Rugby Club.

320:25/26 Finance Committee – On the proposition of Cllr Burrow, seconded Cllr McKnight, nominated Cllr Ashcroft as a member of the Finance Committee. Cllr Ashcroft agreed to accept.

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

321:25/26 Councillors Progress Reports and Items for Future Agenda –

Cllr McKnight reported parking around the Copper Key had become an issue. The Transport Task and Finishing Group would consider this at the next meeting. The Clerk was asked to arrange a meeting with Gregorys. The damaged wall opposite Gregorys had not been repaired. The Clerk will speak to Highways for an update. A new Cllr was needed to be appointed on the Personnel Committee. This would be addressed at the Annual Town Council Meeting. Cllr Burrow requested a budget for the hanging baskets and planters be on the next agenda. Cllr Palfrey reported the Christmas Light switch on event would be on 6th December 2026. She had provisionally booked the Town Hall as the Bondleigh Barn Band had offered to perform at the event. It was asked if a 'road closure' could be added to the next agenda as this would need to be applied for in advance. Cllr Kennedy asked why the Gregory's sign that was damaged had not been replaced. Cllr Lee was aware that the sign was installed without permission, therefore, it had not been replaced. Cllr Kennedy reported delivery vans had been speeding in Yeo Lane. It was suggested to re-start the Speed Watch Group. This would be discussed at the Annual Town Meeting as volunteers would be needed. Cllr Whiteley asked if the Grants Policy could be amended and to define 'multiple applications'. Cllr Burrow reported there were planning reforms and the Council may need to consider the Neighbourhood Plan to discuss the changes.

322:25/26 PART TWO – CONFIDENTIAL ITEMS On the proposition of Cllr McKnight, seconded Cllr Palfrey, 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.

323:25/26 Grant Applications – The Council considered the following grant applications.
Town Hall – On the proposition of Cllr McKnight, seconded Cllr Whiteley, one abstention, the Council **RESOLVED** to award a grant of £1606 for the secondary glazing to the windows on the guarantee that if the work was not completed the grant would be returned.

North Tawton Afternoon WI – On the proposition of Cllr Palfrey, seconded Cllr Kennedy, the Council **RESOLVED** to award a grant of £325 for a pair of Tommy Statues on the understanding they would be made available for display should the Town Council wish.

North Tawton Community Land Trust – On the proposition of Cllr McKnight, seconded Cllr Palfrey, the Council **RESOLVED** award a grant of £180 for the annual membership renewal.

324:25/26 AGAR 2024/2025 Objections – On the proposition of Cllr Lee, seconded Cllr McKnight, all in favour the Council **RESOLVED** to approve the previously circulated responses to the AGAR Objections and the associated documents to be submitted to PKF Littlejohn. The Clerk was asked to submit the responses and the associated papers to the External Auditor.

325:25/26 Tree Works – The Council considered three quotations for the required tree works as recommended in the tree survey. On the proposition of Cllr Ashcroft, seconded Cllr Hodge, all in favour, the Council **RESOLVED** to approve Oak Valley Tree Services Ltd to complete the necessary work, when the planning application had been approved.

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

326:25/26 Play Swings – The Council considered three quotations for the replacement swings in the Memorial Park. On the proposition of Cllr McKnight, seconded Cllr Kennedy, all in favour, the Council **RESOLVED** to approve the quotation from TK Play as the contractor to replace the swings.

327:25/26 On the proposition of Cllr McKnight, seconded Cllr Kennedy, the Council **RESOLVED** to exit Part Two and ratify decisions made.

Meeting closed at 9.25pm

Next meeting 5th May 2026

Councillor C Lee
Chairman

DATED:

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