



NORTH TAWTON TOWN COUNCIL

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North Tawton
EX20 2EP

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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 2nd June 2026 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 26th May 2026

AGENDA

This meeting maybe 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 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 Annual Town Council meeting held on 5th May 2026 and the minutes of the Personnel Committee Meeting held on 17th April 2026**
5. **Chairmans report** – To receive a report from the Chair.
6. **Borough and County Councillors report** – To receive reports if present
7. **Finance** –
 - I. Consideration of approval of payments on the circulated report and to approve staff pay.
 - II. To note the Rugby Club gave the use of the premises for the Annual Town Meeting free of charge.
 - III. To note the income from the Cemetery for 2024/2025 was £6,415 and the income for 2025/2026 was £15,342 this shows an increase in burials for 25/26.

8. Planning –

To consider the following applications

[1221/26/LBC](#) Listed Building Consent for installation of a wall-mounted EV charger on side of building, behind projecting chimney alongside the drive/parking. Ginger Beer Cottage, 31-33 Essington Lane, North Tawton, EX20 2DS

Comments by 18th June 2026

[1400/26/HHO](#) Installation of a wall-mounted EV charger on side of building, behind projecting chimney alongside the drive/parking. Ginger Beer Cottage, 31-33 Essington Lane, North Tawton, EX20 2DS

Comments by 2nd July 2026

[1189/26/TPO](#) A1: Ilex Aquifolium (Holly) – Lateral crown reduction on E & W to 2m, crown height reduction to 3m, to create more light at base and rejuvenate growth. 7 Webbs Orchard, North Tawton EX20 2FE

Comments by 16th June 2026

9. To note the following decision of the planning authority –

1246/26/ARC Application for approval of details reserved by condition 2 (Surface Water Drainage Scheme) of planning consent 2660/25/FUL

Discharge of Condition Approval

10. Internal Auditor – To consider the full report from the Internal Auditor and to discuss actions needed.

11. Internal Auditor Certificate and Report 2025/2026–

- To receive and approve the Internal Auditor's Annual Report for 2025/2026
- To note that the Internal Auditor considers that internal controls were effective
- To confirm the competence and independence of the Internal Auditor

12. Annual Governance Statement Section 1 – To consider and approve Section 1 Annual Governance Statement 2025/2026 and to be signed by the Chairman and Clerk.

13. Accounting Statement Section 2 – To consider and approve Section 2 Accounting Statement 2025/2026 and to be signed by the Chairman and the Clerk.

14. Exercise Public Rights – To resolve to approve the dates for the Exercise of Electors Rights those being 9th June 2026 – 20th July 2026

15. Bank Reconciliation – To resolve to approve the Bank Reconciliation dated 31.03.2026

16. Internal Audit – To agree to appoint Rachel Avery as the internal auditor for 2026/2027 and to conduct an interim audit in September at a cost of £650 for the two audits.

17. Parking Consultation – To receive a report from Cllr Lee.

18. Lych Gate – To consider the report from Heritage Roofing Southwest regarding the condition of the Lych Gate and to actions to be taken.

19. Utility Contracts – To consider a new Gas contract for the office

20. **Policies** – To consider adopting the following policies
- Grievance Policy
 - Disciplinary Policy
 - Vexatious & Unreasonable Requests Policy
21. **Transport Task & Finish Group** –
- To consider disbanding the Transport Task and Finish Group and create a Transport Working Group as recommended by the Internal Auditor.
 - To elect Committee members of at least three Councillors.
 - To approve the Transport Working Group Terms of Reference.
22. **Tree Survey** - To note the recommended tree works to the Memorial Park and Churchyard had been completed.
23. **New Cemetery** – To receive an update regarding the New Cemetery.
24. **Use of Herbicides** - To receive a report from the Deputy Clerk and to consider actions.
25. **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.
26. **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.’
27. **Staff Salaries** – To agree the staff salaries increase by one spinal rate according to NALC contract of employment and to be back dated to April 2026.
28. **Deputy Clerk** – To consider continuing the Deputy Clerk’s hours of 16 or reducing to the contracted hours of 12 hours per week.
29. **Planning Enforcement** – to receive an update from the Clerk.