



# NORTH TAWTON TOWN COUNCIL

14a The Square  
North Tawton  
EX20 2EP

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## Minutes of the Annual Town Council Meeting of North Tawton Town Council held in the Town Council Offices 14a The Square EX20 2EP on Tuesday 5<sup>th</sup> May 2026

**Present:** Cllr Lee (outgoing Chair), Cllr S McKnight (outgoing Vice Chair)  
Cllr J Palfrey, Cllr C Burrow, Cllr S Whiteley, Cllr M Kennedy,  
Cllr K Hodge, Cllr N Smith.

**In Attendance:** Cllr M Casbolt (WDBC)  
Mrs C Ellis – Town Clerk

**001:26/27 Election of Chairman for 2026/2027** – On the proposition of Cllr Kennedy, seconded Cllr Hodge all in favour, the Council **RESOLVED** to elect Cllr Lee Chairman for 2026/2027. Cllr Lee duly signed the Declaration of Office.

**002:26/27 Election of Vice-Chairman for 2026/2027** – On the proposition of Cllr Burrow, seconded Cllr Palfrey, all in favour, the Council **RESOLVED** to elect McKnight as Vice-Chairman for 2026/2027. Cllr McKnight duly signed the Declaration of Office

**003:26/27 Apologies for absence** – Apologies from Cllr Ashcroft, due to personal reasons were approved by the Council.

**004:26/27 Public Participation** – None

**005:26/27 Declarations of Interest** – Cllr McKnight declared an interest in item 10:26/27 as owner of JK Cleaning was known to her.

**006:26/27 To elect members to the following committees.**

- **Finance Committee** – Nominations for the post were invited. On the proposition of Cllr McKnight, seconded Cllr Burrow, all in favour the Council **RESOLVED** to appoint Cllr Whiteley as Chairman. On the proposition of Cllr Lee, seconded Cllr Kennedy, all in favour, the Council **RESOLVED** to appoint Cllr Palfrey as Vice-Chairman. Other members of the Committee would be Cllr McKnight, Cllr Kennedy, Cllr Palfrey, Cllr Hodge, Cllr Lee, and Cllr Burrow. The Town Clerk had spoken to Cllr Ashcroft, and she agreed to continue to be a member of the Committee.
- **Personnel Committee** - Nominations for the post of Chairman were invited. On the proposition of Cllr Burrow, seconded Cllr Kennedy, all in favour, the Council **RESOLVED** to appoint Cllr McKnight as Chairman. On the proposition of Cllr Lee, seconded Cllr McKnight, the Council **RESOLVED** to appoint Cllr Burrow as Vice-Chairman. Other members of the Committee  
*Cllr Whiteley, Cllr Burrow, Cllr Lee, Cllr Hodge, Cllr Kennedy,  
Cllr Palfrey, Cllr McKnight, Cllr Smith, Cllr Ashcroft*

would be Cllr Smith and Cllr Palfrey. The Sub-Committee members would be Cllr Kennedy and Cllr Hodge.

- **To consider re-formation of the Estates Committee** – On the proposition of Cllr Whiteley, seconded Cllr McKnight, the Council **RESOLVED** not to re-instate the Estates Committee but to consider a Working Group. The Clerk was asked to add to the next agenda.

**007:26/27 To elect members to the following Working Groups**

- **Transport Task & Finish Group** – On the proposition of Cllr Whiteley, seconded Cllr McKnight, the Council agreed the following members: Cllr Lee, Cllr Hodge, Cllr Kennedy and Cllr Palfrey. It was suggested to invite members of the public to join the Working Group..
- **New Cemetery Working Group** – The Members would be Cllr Whiteley, Cllr Burrow, Cllr Kennedy and Cllr Smith. The Clerk was asked to revise the Terms of Reference. The Council was reminded the Clerk was meeting with the Solicitor next week for an update.
- **Parks Working Group** – The Members would be Cllr Whiteley, Cllr Burrow, Cllr McKnight, Cllr Palfrey and Cllr Kennedy
- **Project Development Group** – On the proposition of Cllr Whiteley, seconded Cllr Burrow, all in favour, the Council **RESOLVED** to close the group as it was no longer required.
- **S106 Monitoring Group** – The Members would be Cllr Burrow, Cllr Kennedy, Cllr Palfrey and Cllr Smith.

**008:26/27 To elect representatives to the following external bodies.**

- **Denbrook Community Fund** – On the proposition of Cllr Burrow seconded Cllr McKnight, all in favour, the Council **RESOLVED** to elect Cllr Whiteley and Cllr Kennedy as representatives.
- **Okerail** – On the proposition of Cllr McKnight, seconded Cllr Kennedy, all in favour, the Council **RESOLVED** to elect Cllr Lee as the representative.
- **Patient Participation Group** – On the proposition of Cllr Lee, seconded, Kennedy, all in favour, the Council **RESOLVED** to elect Cllr Burrow as the representative.
- **PCC Councillor Advocates** – On the proposition of Cllr Burrow, seconded McKnight, the Council **RESOLVED** to elect Cllr Lee as the representative.
- **North Tawton Schools Land Charity** – On the proposition of Cllr McKnight, seconded Whiteley, the Council **RESOLVED** to elect Cllr Burrow as the representative.
- **Town Hall Management Committee** – On the proposition of Cllr McKnight, seconded Cllr Whiteley, the Council **RESOLVED** to elect Cllr Burrow as the representative.

**009:26/27 Confirmation of the Minutes of the Town Council meeting held on Tuesday 7<sup>th</sup> April 2026** - On the proposition of Cllr McKnight, seconded Cllr Hodge, one abstention, the Council **RESOLVED** to approve the minutes of the Town Council meeting held on 7<sup>th</sup> April 2026.

**010:26/27 Finance –**

- I. The Council considered the budget report, balance sheet, trial balance and bank reconciliation reports dated 31<sup>st</sup> March 2026 and on the proposition of Cllr Kennedy, seconded Cllr Smith, the Council **RESOLVED** to accept.
- II. The Council considered the circulated payment schedule and the payroll and on the proposition of Cllr Whiteley, seconded Cllr Burrow, one abstention, the

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

Council **RESOLVED** to approve with the additional payment to HMRC for PAYE/NIC Month 12 for the value of £933.96

- III. The Council noted a VAT return for the period 01.01.2026 – 31.03.2026 had been submitted for the value of £2953.46
- IV. On the proposition of Cllr Whiteley, seconded Cllr Palfrey, the Council **RESOLVED** to vire the unspent Grant Budget of £2280 from 2025/2026 to the Grant Budget for 2026/2027.
- V. On the proposition of Cllr Lee, seconded Cllr McKnight, the Council nominated Cllr Palfrey to conduct the quarterly audit bank reconciliation checks.

**011:26/27 2024/2025 AGAR Objections** – The Council noted the replies, and corresponding paperwork had been sent to the External Auditor and the Complainant regarding the 2024/2025 AGAR Objections.

**012:26/27 Planning – The Council considered the following applications**  
**0686/26/HHO** On the proposition of Cllr Burrow, seconded Cllr Hodge, the Council **RESOLVED** to support the householder application for a single storey rear extension. Melhuishes, 15 The Square, North Tawton EX20 2EP

**0687/26/LBC** On the proposition of Cllr Burrow, seconded Cllr Smith, the Council **RESOLVED** to support the application for Listed Building Consent for a single storey rear extension and bay window/door replacement with double glazing. Melhuishes, 15 The Square, North Tawton EX20 2EP

**0907/26/FUL** – On the proposition of Cllr Lee seconded Cllr Burrow, one abstention, 5 in favour 2 against, the Council **RESOLVED** to object the application for erection of a self-build dwelling. Land at SS 664 013, North Tawton, with the following comments

- The Council acknowledge the dwelling has scaled down to 3 bed, but still a large dwelling which will be dominant in the area. Does not respect the size of the neighbouring properties. See policy CH2a of the of the North Tawton Neighbourhood Plan and North Tawton Design Statement 2.1
- Large fence boundary could be soften with open fence and planting to create a wildlife corridor, see North Tawton Design Statement 3.3
- The proposal could make better use of the south facing roof for a solar array
- There are concerns about the scale of the garage building which is larger than neighbouring dwellings

**The Council noted the following 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. Croke Burnell, North Tawton EX20 2BJ

**The Council noted 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

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

**No objections raised.**

**The Council noted 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.

**013:26/27 Borough and County Councillor Reports** – Cllr Casbolt reported the announcement regarding the Local Government Reorganisation will be in late June, or early July. The planning application regarding the Mill has been approved. Cllr Burrow, the Town Clerk and himself had attended a site meeting with Arla regarding the new building works. There will be 90-120 new jobs when the new facility is finished. He noted the VAR sign was installed and he also noted and the Council were looking for Speedwatch volunteers. The path had been cleared from De Bathe Cross to Moorview, making it safer for pedestrians.

Cllr Casbolt left the meeting.

**014:26/27 Hanging Baskets and Planters** – On the proposition of Cllr Burrow, seconded Cllr Lee the Council **RESOLVED** a budget of an additional £200 for the planters. The planter outside the Galley was to be moved to outside the café in the next couple of weeks. The baskets are ready for collection, and the Handyperson would be asked to install them. Cllr Smith would like to pursue the question of planters on the lampposts.

**015:26/27 Meeting Attendance Record** – The Council noted the previously circulated meeting attendance record.

**016:26/27 Road Closure – 6<sup>th</sup> December 2026** – The Council agreed to apply for a road closure from 4pm until 7pm on 6<sup>th</sup> December 2026 for the road outside the Town Hall and the Post Office.

**17:26/27 Freedom of Information Request** – The Council noted 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. Cllr Whiteley suggested the cost of re-charging for printing costs was too low. Clerk would investigate.

**18:26/27 Policies** – The Council considered the following previously circulated policies

- **Grant Awarding Policy** – on the proposition of Cllr Whiteley, seconded Cllr Smith, the Council **RESOLVED** to adopt the revised policy
- **Parishioner Petition Policy** – on the proposition of Cllr Palfrey, seconded, Cllr Burrow the Council **RESOLVED** adopt to the policy.

**19:26/27 Strategic Plan 2026-2027** – On the proposition of Cllr McKnight, seconded Cllr Hodge, the Council **RESOLVED** to adopt the Strategic Plan 2026-2027

**20:26/27 Wider Okehampton Cluster Group** – The Council noted 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.

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

- 21:26/27 Councillors Progress Reports and Items for Future Agenda –**  
Cllr McKnight reported the Personnel Committee were in the process of arranging dates for staff appraisals. Cllr Kennedy was asked by a resident if we supported 'No Mow May'. The Clerk was asked to contact the contractor and ask if we could consider this for May. Cllr Hodge reported there were parking issues due to the road closure. Parents were dropping off and collecting from the school buses at the bottom of town which was causing congestion. It was suggested asking if they could use the Rugby Club temporarily while the road is closed. Cllr Whiteley asked if the Personnel Committee had discussed pay rises for the Clerks as they were due to raise one spinal column annually. The Personnel Committee were in the process of arranging a meeting. A complaint had been received from a resident regarding a member of the public parking in the car park. This will be investigated. Cllr Lee would arrange for a consultation, in the summer, regarding parking issues in the Square. A suggestion was a 1-hour limit between 8am – 6pm outside the Post Office. Other ideas would be considered.
- 22:26/27 PART TWO – CONFIDENTIAL ITEMS** On the proposition of Cllr McKnight, seconded Cllr Lee, 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.
- 23:26/27 Repairs to Stone Wall in Memorial Park –** The Council considered quotations received and on the proposition of Cllr Knight, seconded Cllr Hodge, the Council **RESOLVED** to accept the quotation from Tamsin and Tools to make repairs to the stone wall in the Memorial Park.
- 24:26/27 Planning Enforcement –** The Clerk reported an update to the Planning Enforcement list.
- 327:25/26** On the proposition of Cllr Palfrey, seconded Cllr Lee, the Council **RESOLVED** to exit Part Two and ratify decisions made.

Meeting closed at 21.35pm

**Next meeting 2<sup>nd</sup> June 2026**

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**Councillor C Lee**  
**Chairman**

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**DATED:**

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