



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 2nd June 2026

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

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

26:26/27 Apologies for absence – Apologies Cllr McKnight (work commitments),
Cllr Smith (work commitments) and Cllr Palfrey (ill health) were accepted.
Apologies from Cllr Davies (DCC) were noted.

27:26/27 Declarations of Interest – Cllr Burrows declared an interest in item 32:26/27 as
she had submitted an expenses claim.

28:26/27 Public Participation – A resident quoted the previously circulated report from
the Contractors regarding the Lych Gate and asked if there would be an enquiry
and how much repairs would likely cost. The resident also asked the Council
about why the report about the use of herbicides was anonymous. He also
reported some Councils had banned the use of Glyphosate or are limiting the
use. Cllr Burrow explained the agenda did state the author of the report – the
Deputy Clerk who has a PhD in Environmental Toxicology and had done a great
deal of research into the topic.

**29:26/27 Confirmation of the Minutes of the Annual Town Council meeting held on
Tuesday 5th May 2026 and the Personnel Committee Meeting held on
17th April 2026** - On the proposition of Cllr Burrow, seconded Cllr Kennedy,
one abstention, the Council **RESOLVED** to approve the minutes of the Annual
Town Council Meeting held on 5th May 2026.
The Council agreed to defer the approval of the minutes of the Personnel
Committee meeting as only one member of the Committee was present.

30:26/27 Chairmans Report – Cllr Lee reported the former Town Councillor Rosemary
Davies passed away on 9 May 2026 and he offered his condolences to her
husband and family.
The next Wider Okehampton Cluster meeting was to be held on 22nd July 2026
at Okehampton Town Hall. This event is open to all Cllrs, and it would involve a
training event with DALC on conflict management. Cllrs to let the Town Clerk
know if they wish to attend.

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

31:26/27 Borough and County Councillor Report – Cllr Davies was absent but had sent a report which the Town Clerk had circulated. Cllr Lee read the report. Cllr Kennedy reported he had spoken to a Cllr from Okehampton Town Council who confirmed there was going to be a minibus, sponsored by Arla, to shuttle residents to the new railway station when it was open.

A member of the public left the meeting.

32:26/27 Finance –

- I. On the proposition of Cllr Kennedy, seconded Cllr Ashcroft, one abstention, the Council **RESOLVED** to approve the payment schedule and payroll.
- II. The Council noted and thanked the Rugby Club for allowing the use of the premises for the Annual Town Meeting free of charge.
- III. The Council noted the income from the Cemetery for 2024/2025 was £6,415 and the income for 2025/2026 was £15,342, this showed an increase in burials in 2025/2026

The Council agreed to alter the agenda schedule and would discuss the Planning Applications later in the meeting if time allowed.

33:26/27 Internal Auditor – The Internal Auditor report had been circulated. The Clerks were thanked for their work.

34:26/27 Internal Auditor Certificate and Report 2025/2026 – On the proposition of Cllr Kennedy, seconded Cllr Lee, all in favour, the Council **RESOLVED** to approve the Internal Auditor Certificate and report for 2025/2026 and noted the Internal Auditor considered the internal controls were effective and confirmed the Internal Auditor was competent and independent.

35:26/27 Annual Governance Statement Section 1 – On the proposition of Cllr Burrow, seconded Cllr Whiteley, the Council **RESOLVED** to approve the Annual Governance Statement Section 1 and was duly signed by the Chairman and the Clerk.

36:26/27 Accounting Statement Section 2 – On the proposition of Cllr Burrow, seconded Cllr Kennedy, the Council **RESOLVED** to approve the Accounting Statement Section 2 and was duly signed by the Chairman and Clerk.

37:26/27 Exercise Public Rights – On the proposition of Cllr Hodge, seconded Cllr Kennedy, the Council **RESOLVED** to approve the dates for the Exercise of Public Rights those being 9th June 2026 – 20th July 2026

38:26/27 Bank Reconciliation – On the proposition of Cllr Lee seconded Cllr Burrow, the Council **RESOLVED** to approve the bank reconciliation dated 31.03.2026

39:26/27 Internal Audit – On the proposition of Cllr Ashcroft, seconded Cllr Burrow, the Council **RESOLVED** 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 both audits.

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

40:26/27 Parking Consultation – Cllr Lee reported it had been suggested a time limit for parking in the Square, but it was noted there were already signs limiting parking for 1 hour, but this is not enforced as there was no traffic order in place. Cllr Lee would be conducting a consultation with residents by the end of the summer. He confirmed there were no proposals at the current time to introduce pay and display meters in the car park.

A member of the public left the meeting.

41:26/27 Planning –

The Council considered the following applications -

1221/26/LBC On the proposition of Cllr Burrow, seconded Cllr Ashcroft, the Council **RESOLVED** to support 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

1400/26/HHO On the proposition of Cllr Burrow, seconded Cllr Ashcroft, the Council **RESOLVED** to support the application for the 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

1189/26/TPO Cllr Whiteley declared an interest as the application was from a neighbouring property. On the proposition of Cllr Burrow, seconded Cllr Hodge, one abstention, the Council **RESOLVED** to support following application
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

1405/26/HHO – On the proposition of Cllr Ashcroft, seconded Cllr Burrow, two abstentions, the Council **RESOLVED** to support the application for the conversion of existing garage to living space and small front to extend kitchen 20 Cornfield Way, North Tawton EX20 1FB.

The Council noted 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

42:26/27 Lych Gate - The email from the contractor had been circulated. The contractor had returned, several times, to make remedial works including repairs following vandalism. They now do not feel it reasonable to continue to return to address the ongoing issues.

It was discussed that as the Lych Gate was now 'Listed' it limits the contractors who can conduct the repairs. The Clerk was asked to investigate if the structure could be 'de-listed'. This would lower the cost of repairs as more quotations could be obtained.

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

43:26/27 Utility Contracts - On the proposition of Cllr Burrow, seconded Cllr Hodge, the Council **RESOLVED** to accept the quotation from YU Energy for a 24-month gas contract.

44:26/27 Policies – The Council considered the following policies

- **Grievance Policy** – The Council agreed to defer to the next meeting.
- **Disciplinary Policy** – The Council agreed to defer to the next meeting.
- **Vexatious & Unreasonable Requests Policy** – On the proposition of Cllr Whiteley, seconded Cllr Burrow, the Council **RESOLVED** to adopt the policy with the agreed amendments.

45:26/27 Transport Task and Finish Group –

- On the proposition of Cllr Lee, seconded Cllr Kennedy, the Council **RESOLVED** to disband the Transport Task and Finish Group and to create a Transport Working Group, as recommended by the Internal Auditor.
- On the proposition of Cllr Burrow, seconded Cllr Lee, the Council **RESOLVED** that the members of the Transport Working Group would be Cllr Lee, Cllr Kennedy, Cllr Hodge and Cllr Palfrey.
- On the proposition of Cllr Hodge, seconded Cllr Kennedy, the Council **RESOLVED** to adopt the Transport Working Group Terms of Reference.

46:26/27 Tree Survey – The Council noted the recommended tree works to the Memorial Park and Churchyard have been completed by Oak Valley Tree Services Ltd.

47:26/27 New Cemetery – The Clerk, Cllr Burrow and Cllr Kennedy reported they had a meeting with the Solicitor and the contracts are currently being written.

48:26/27 Use of Herbicides – The Deputy Clerk had prepared a comprehensive report, which had been circulated to members. On the proposition of Cllr Lee, seconded by Cllr Whiteley, and carried unanimously, the Council **RESOLVED** to remove large weeds by hand and to undertake spot spraying only where necessary. Residents were encouraged to clear weeds outside their properties to help reduce the need for weeding and spraying. Residents would be informed when spraying would occur. The Council thanked the Deputy Clerk for her work.

Cllr Lee informed the Council that alternative weed killers other than Roundup had been considered but 'New Way' weedkiller was not considered a safe alternative due to its high acid content. Further alternatives were to be investigated.

49:26/27 Councillor Progress Reports and Items for Future agenda - Cllr Burrow reported the S106 money been approved for the replacement swings for the Memorial Park, and the order had been placed with the agreed contractor. Cllr Whiteley reported there was a delay in receiving postal deliveries to the town as there was a shortage of postal vans. He requested this be added to the next agenda. Cllr Lee reported the flag in the Memorial Park was now flying and the Pride Flag would be flown on the 22nd June 2026 for one week at the Town Council office.

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

- 50:26/27** **PART TWO – CONFIDENTIAL ITEMS** On the proposition of Cllr Whiteley, seconded Cllr Hodge, 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.
- 51:26/27** **Staff Salaries** – On the proposition of Cllr Whiteley, seconded Cllr Burrow, the Council **RESOLVED** to approve the salary increase by one spinal rate according to NALC contract of employment and to be back dated to April 2026.
- 52:26/27** **Deputy Clerk** – On the proposition of Cllr Lee, seconded Cllr Ashcroft the Council **RESOLVED** to continue the increased hours of 16 per week, for 6 months, after which time the Deputy Clerk would have completed CiLCA.
- 53:26/27** **Planning Enforcement** – The Clerk reported the recent list of Planning Enforcements to the Council.
- 54:26/27** On the proposition of Cllr Burrow, seconded Cllr Hodge the Council **RESOLVED** to exit Part Two and ratify decisions made.

Meeting closed at 21.28

Next meeting 7th July 2026

Councillor C Lee
Chairman

DATED:

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