



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 July 2026

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

In Attendance: Mrs C Ellis – Town Clerk
Dr Hannah Bruni – Deputy Clerk
Cllr Casbolt (WDBC)
Cllr Sue Davies (DCC)
6 Members of the public

55:26/27 Apologies for absence – Apologies tendered by Cllr Ashcroft for personal reasons and Cllr Smith for Personal reasons were approved by the Council.

56:26/27 Declarations of Interest – Cllr McKnight declared an interest in item 59:26/27, 3, Payments.

57:26/27 Public Participation – None.

58:26/27 Confirmation of the Minutes of the Town Council meeting held on Tuesday 2nd June 2026, and the Personnel Meeting held on Friday, 17th April 2026. On the proposition of Cllr Burrow, seconded Cllr Hodge, the Council **RESOLVED** to approve the Minutes of the meeting held on 2nd June 2026 Town Council meeting. On the proposition of Cllr McKnight, seconded Cllr Burrow, the Council **RESOLVED** to approve the Minutes of the Personnel Meeting held on 17th April 2026

59:26/27 Finance –

- I. On the proposition of Cllr McKnight, seconded Cllr Kennedy, the Council **RESOLVED** to approve the budget reports, balances sheets, trial balance reports and the bank reconciliations dated 30th April 2026 (Month 1) and 31st May 2026 (Month 2)
- II. On the proposition of Cllr Kennedy, seconded Cllr Burrow, the Council **RESOLVED** to approve of the following payments on the attached report and approve Clerk's and staff pay together with the extra invoice from CH Jones & Son for £18.00 inc VAT.

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

- III. Cllr McKnight asked the Clerk if the cost to the External Auditor, PKF Littlejohn was correct. The Clerk stated the cost should be £420 for the annual audit but due to objections raised the cost was increased by £5404 for 2025. On the proposition of Cllr Whiteley, seconded by Cllr Kennedy, the Council **RESOLVED** to approve the list of regular payments and direct debits for 2026/27.

60:26/27 Chairmans Report - The Chair noted the restructuring of Councils, and that information on this will be given in due course. A reminder of the invitation to the Wider Okehampton Cluster Group mentioned in item 72:26/27 was given.

61:26/27 Borough and County Councillor Report – Cllr Davies (DCC) stated that she had submitted a report to the Clerk providing a more detailed update. Cllr Davies reported that the Road Warden Scheme (minute ref: 69:26/27) has newly appointed Neighbourhood Highways Officer who will assume their role in August 2026, and it was suggested that the Clerk make contact to arrange a meeting with the Officer and the Council.

Cllr Casbolt (WDBC) stated that the Local Government Reorganisation was still under consideration, with a meeting proposed for the 16th July 2026, after which the Council would receive an update. Cllr Casbolt informed the Council that new information regarding waste disposal would be sent out in due course, as services were to be brought back under the control of WDBC after March 2027, rather than being contracted out. The ongoing issue regarding lorries passing through the Town was noted, and following a recent incident the details were passed on to the appropriate company. Issues relating to parking near to the bridge and the lower end of Fore Street were noted.

62:26/27 Planning – The Council considered the following planning applications.

1294/26/VAR On the proposition of Cllr Whiteley, seconded Cllr McKnight the Council **RESOLVED** to support the application for variation of condition 1 (approved plans) and removal of condition 2 (external materials for effluent plant buildings and silos) of planning consent 0727/25/VAR, Taw Valley Creamery, North Tawton, EX20 2DA.

1240/26/FUL On the proposition of Cllr Burrow, seconded Cllr McKnight the Council **RESOLVED** to support the proposed single-story extension to front (north elevation) and access ramp to side (east elevation) Taw Valley Creamery, North Tawton EX20 2DA.

1652/26/LBC On the proposition of Cllr Burrow, seconded Cllr Hodge, the Council **RESOLVED** to support the alterations to the two bathrooms on the first floor, Ginger Beer Cottage, Essington Lane, North Tawton.

63:26/27 Decisions from the planning authority -The Council noted the decision from the planning authority regarding 1189/26/TPO A1: Ilex Aquifolium (holly) – lateral 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
Grant of conditional consent

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Cllr Palfrey, Cllr McKnight, Cllr Smith, Cllr Ashcroft,*

64:26/27 Temporary Traffic Notices - The Council noted the following temporary traffic restrictions.

TTRO2670228 The temporary prohibition of through traffic, at High Street North Tawton, on Saturday the 29th August 2026, anticipated finish Saturday 29th August 2026 for a maximum of 5 days. To replace Frame and Cover.

TTRO2670560 Temporary Road closure of High Street, North Tawton, outside numbers 28-44, Tuesday 25th August 2026, between 9.30am and 3pm, for a maximum of 5 days. To replace 1x Pole.

65:26/27 Postal Deliveries - Cllr Whiteley noted that there have been issues regarding the postal service in the Town. Cllr McKnight reported complaints from residents concerning lost letters and late post. The Council asked the Clerk to contact the Okehampton Royal Mail and inform them of the issues being experienced.

66:26/27 Register of Interests - The Council noted new rules come into effect on 29th June 2026 which states that local authorities are no longer required to publish an elected or co-opted member's home address in the local authority register of interest. These changes have been introduced by a new Section 32A of the Localism Act 2011 (as inserted by section 65 of the English Devolution and Community Empowerment Act 2026). If members want their home address to be included on the public website, they need to specifically say so, and opt in.

67:26/27 Memorial – The Council discussed an application made for a flat memorial stone in the main cemetery. On the proposition of Cllr Whiteley, seconded by Cllr Burrow, the Council **RESOLVED** to accept the application for a memorial, and for the standard fee for a memorial to be charged.

68:26/27 Utilities – The Council considered quotes from British Gas and YU for electricity supply to the car park due to the ending of the previous contract. On the proposition of Cllr McKnight, seconded by Cllr Palfrey, the Council **RESOLVED** to accept the YU 24 month contract.

69:26/27 Road Warden Scheme – The Council considered joining DCC Road Warden Scheme and discussed insurance cover. Clear Councils £134 for the extra insurance cover. After some discussion, it was decided that more information was needed regarding the demand for the scheme, and the level of commitment of any volunteers established. Consideration of the insurance and joining the Scheme was deferred to a later date.

70:26/27 Volunteers for Weeding – The Deputy Clerk noted that the Council have received a total of 7 volunteers who have expressed an interest in helping to remove weeds from the centre of North Tawton. The Council considered the need to separate those who have volunteered to undertake weeding in the Town Square, and those which may then apply for the Road Warden Scheme at a later date should that be adopted in the future.

Cllr Casbolt left the meeting.

71:26/27 Food Bank – The Council considered the current need and reinstatement of a Food Bank in North Tawton. St Peter's Church have also considered the need for a food bank and offered the church as a potential location. The Council asked the Clerk to contact the church to establish the outcome of their meeting.

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- 72:26/27 Wider Okehampton Cluster Group** – The Council noted the Conflict Management training event has been planned with DALC and to be held at Okehampton Town Hall on 22nd July 2026 at 10.30am. Available to all Councillors and Clerks. The Clerk was asked to clarify the location and notify Councillors.
- 73:26/27 Policies** – The Council considered the following previously circulated policies:
- **Anti-bullying and harassment Policy** – deferred to the next meeting.
 - **Privacy Statement** - On the proposition of Cllr McKnight, seconded by Cllr Burrow, the Council **RESOLVED** to accept the policy with a review date of July 2028.
 - **Grievance Policy** – deferred to the next meeting.
 - **H&S Policy** – deferred to the next meeting.
 - **Disciplinary Policy** – deferred to the next meeting.
- 74:26/27 Durant Trust** – On the Proposition of Cllr Burrow, seconded by Cllr McKnight, the Council **RESOLVED** to approve payment of the insurance renewal at a cost of £88.16 with Zurich Insurance (same cost as previous year).
- 75:26/27 Freedom of Information Requests and Subject Access Requests** – The Council noted that it has received four Freedom of Information Requests and one Subject Access request from a resident in June 2026. All have been answered within the timeframe.
- 76:26/27 Closure of footpath** – The Council noted the that the Secretary of State for Transport has approved an extension for the temporary closure of North Tawton, Footpath No. 8, from the entrance to Arla Foods Taw Valley Creamery to the junction with the A3072. The closure would have expired on 5th July 2026 and has now been extended until 5th January 2027 or until the works are complete, whichever is the sooner.
- 77:26/27 Portable water containers** – The Council considered quotes for purchasing new Portable water containers. The weight of the containers when full of water was considered too heavy. The existing container being repaired was suggested as more appropriate, and the decision was deferred, with the Clerk to order a new container should the container be unrepairable.
- 78:26/27 Transport Consultation** – The Council considered the Transport Consultation Questionnaire on parking. It was suggested that the wording be altered to distinguish accurately between resident and business respondents, that solutions should originate from residents and business owners rather than be provided by the Council, and that the questionnaire be available to all residents in the town. On the proposition of Cllr McKnight, seconded by Cllr Burrow, the Council **RESOLVED** for the questionnaire be altered accordingly and be published in the next issue of the Roundabout magazine and for copies to be left in easy access locations throughout the town.
- 79:26/27 Councillors reports and items for future agenda** – Cllr McKnight requested that a poster advertising the defibrillator training in September be made and used to promote the event. Cllr McKnight asked that the filming of Town Council Meetings be added to the agenda for the next meeting in August, due to the adulteration of its intended use and purpose with edits of satire comedy being made and filming intended to inform the residents of the town being edited and taken out of context.

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Cllr Lee noted that the that there was ongoing research on the use of chemical-free and herbicide-free weed treatments. Those explored to date were highly expensive and ineffective. An update would be given to the Council in August.

- 80:26/27** **PART TWO – CONFIDENTIAL ITEMS** On the proposition of Cllr Burrow, seconded Cllr McKnight, 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.
- 81:26/27** **Quotations** – Quotations were considered for the clearing of weeds on the bank by Strawberry Fields. On the proposition of Cllr Lee, seconded by Cllr Whiteley, the Council **RESOLVED** to accept the quote from DH Gardening Services.
- 82:26/27** **Durant Close** – The sale of land requested from a resident in Durant Close was considered. On the proposition of Cllr McKnight, seconded by Cllr Lee, the Council **RESOLVED** to not accept the offer and instructed the Clerk to write to the resident concerned.
- 83:26/27** On the proposition of Cllr McKnight, seconded Cllr Lee, the Council **RESOLVED** to suspend Standing Order 3 (w), to permit an extension of the meeting.
- 84:26/27** **Meeting Report** – The Council discussed a recent letter of complaint regarding the car park in the Town Square. The Clerk would write to the resident concerned and notify them of the Councils discussion.
- 85:26/27** On the proposition of Cllr Lee, seconded Cllr Burrow, the Council **RESOLVED** to reinstate Standing Orders and ratify decisions made.

Meeting closed at 9.45pm

Councillor C Lee
Chairman

DATED:

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Cllr Palfrey, Cllr McKnight, Cllr Smith, Cllr Ashcroft,*