



NORTH TAWTON TOWN COUNCIL

14a The Square
North Tawton
EX20 2EP

Tel: 01837 880121

e-mail: townclerk@northtawtontowncouncil.gov.uk

Minutes of a meeting of North Tawton Town Council held in the Town Council Offices 14a The Square EX20 2EP on Tuesday 4th August 2026

Present: Cllr Lee (Chairman), Cllr S McKnight (Vice-Chair), Cllr C Burrow,
Cllr S Whiteley, Cllr M Kennedy, Cllr K Hodge, Cllr H Ashcroft,
Cllr N Smith

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

86:26/27 Apologies for absence – Apologies from Cllr Palfrey due to ill health were approved by the Council. Apologies from Cllr Davies (DCC) were noted.

87:26/27 Declarations of Interest – Cllr McKnight declared an interest in item 90:26/27

88:26/27 Public Participation – A resident asked if Cllrs photographs were on the website. He raised the issue that the 2017 parking consultation showed no change was needed and was concerned that if charges were implemented in the car park, or time restrictions in the Square, this would discourage visitors to the Town. Cllr Lee informed the resident that no decision had been made. A resident requested the Council to provide a detailed Governance Review plan for the Council's policies with timelines. He asked the Council where the evidence was that showed there was a problem with parking within the town. Another resident was concerned about the continued misuse of recordings of Council meetings by a member of the public, and felt that perhaps the time has come for the Council to consider reporting this and other behaviour to the police

89:26/27 Confirmation of the Minutes of the Town Council meeting held on Tuesday 7th July 2026 - On the proposition of Cllr Burrow, seconded Cllr Kennedy, two abstentions, the Council **RESOLVED** to approve the minutes of the Town Council Meeting held on 7th July 2026, with the agreed amendment.

90:26/27 Finance –

- I. On the proposition of Cllr Kennedy, seconded Cllr Smith, one abstention, the Council **RESOLVED** to approve the Bank Reconciliation, Trial Balance and Budget report dated 30th June 2026.
- II. On the proposition of Cllr Burrow, seconded Cllr Lee, one abstention, the Council **RESOLVED** to approve the payment schedule and payroll and to include two invoices from Tamsin & Tools; £196.64 for repairs to the wall in the Memorial Park and an invoice for the monthly work for £309.38

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

- III. The Council noted a VAT return had been submitted for VAT Quarter 1 (01.04.2026 – 30.06.2026) for the value of £1,368.36
- IV. The Council noted the Internal Auditor was due to visit on 28th September 2026 to conduct an interim audit
- V. Waste Bin – on the proposition of Cllr Smith, seconded Cllr Hodge, the Council **RESOLVED** to approve to purchase the waste bin from Kingfisher Direct at a cost of £101.24 + delivery.
- VI. Insurance – On the proposition of Cllr Burrow, seconded Cllr McKnight, the Council **RESOLVED** to approve the renewal of the insurance with Clear Insurance (2nd year of fixed 3-year agreement rate) at a cost of £2002.49 - Small increase as it was indexed linked.
- VII. DALC AGM 7th October 2026 – on the proposition of Cllr McKnight seconded Cllr Smith, the Council **RESOLVED** to approve both the Clerk and Deputy Clerk attending the DALC AGM at a cost pf £50.00 + VAT each

91:26/27 Chairmans Report – None

92:26/27 Borough and County Councillor Report – Cllr Davies was absent but had sent a report which the Town Clerk had circulated. The report included an update regarding the Local Government Reorganisation, Highways and the opening of the new Okehampton Interchange train station.

93:26/27 Planning –
The Council noted the decisions of the planning authority –
1573/26/NMM Change the external finish to the walls to a silicone-coloured render. Clovehayes, Essington Road, North Tawton EX20 2EX
Refusal

1405/26/HHO Conversion of existing garage to living space and small front extension to extend kitchen. 20 Cornfield Way, North Tawton EX20 2FB
Conditional Approval

1240/26/FUL Proposed single storey extension to front (north elevation) and access ramp to side (east elevation) Taw Valley Creamery, North Tawton EX20 2DA
Conditional Approval

94:26/27 Pre- application 1465/26/PR3

- The Council noted the pre-application submitted by NTTC for the installation of two free parking signs in North Tawton Square.
- The Council agreed to defer approving the payment to the September meeting due to the Parking Consultation.

95:26/27 Projects – The Council received updates regarding the following projects:

- **Lych Gate –** Cllr Whiteley reported he had asked two people to quote for the repairs but they both declined. The two gates were out of alinement, and he was obtaining quotes to repair the gates. He suggested asking for volunteers to make the necessary repairs to the timber work.
- **Volunteers –** The Deputy Clerk reported 7 volunteers had come forward to weed the pavements in the town. Cllrs Smith and Burrow offered to meet with the volunteers. The Deputy Clerk would arrange a meeting.

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

- **DCC Road Warden Scheme** – Cllr Lee reported the Council were continuing to investigate the DCC Road Warden Scheme.
- **Speedwatch** – The Deputy Clerk reported no responses were received.
- **Road/Traffic Consultation** – Cllr Lee reported the consultation date had been extended to 31st August 2026. 60 responses had been received. A possible further consultation would be conducted after the initial results were analysed.
- **Swings** – Cllr Burrow reported the frames were installed but the contractor was waiting for a replacement part. The safety surfaces have been installed, and the completion date would be soon. She was pleased there had been no interference with the sites.
- **Defibrillator Training** – The Council noted defibrillator training had been arranged for 3rd September 2026 at the Rugby Club at 7pm
- **New Cemetery** – The Clerk reported the Solicitor had received the paperwork and it would be dealt with shortly. Cllr Whiteley reported the granite posts around the memorial need to be moved and suggested to obtain quotations.
- **Wider Okehampton Cluster Group** – The Council noted there had been a Wider Okehampton Cluster Group training and networking day on 22nd July 2026, attended by Cllr Burrow and the Town Clerk. DALC conducted a training session on Managing Conflict in Council Meetings. The next meeting was to be held on 23rd September 2026 at 10am at Meldon Village Hall. Cllr Burrow suggested the Councillors had an informal training session to discuss the circulated literature which was supplied by DALC. The Clerk to arrange.

96:26/27 The Council considered the following consultations and agreed to respond as individuals –

Dartmoor Local Plan Consultation

<https://www.dartmoor.gov.uk/living-and-working/business/planning-policy/emerging-local-plan>

West Devon and South Hams Joint Local Plan Consultation

<https://www.westdevon.gov.uk/news/2026/help-shape-new-joint-local-plan-west-devon-and-south-hams>

97:26/27 Freedom of Information Requests – The Council noted the number of Freedom of Information Requests had increased to 25. Cllr McKnight asked both Clerks if this was impacting on their workload. The Clerk felt it was intentionally targeting them both to disrupt the workload. The Clerk suggested the Council may have to consider recruiting another member of staff to help with the extra work generated. It was suggested to post FOI replies to multiply requests on the noticeboard. Cllr McKnight asked the Clerks to monitor the workload and to possibly seek advice from external sources. Cllr Whiteley suggested should the FOI's be classed as vexatious or harassment.

98:26/27 Filming of Meetings – Cllr McKnight reported the intention to livestream meeting was to broadcast to the wider community and to show Council business. Unfortunately, the films have been manipulated and edited and are poking fun at Cllrs, Council and the wider community. Cllr Whiteley asked if it was possibly a matter for the police. Cllr Smith asked if the Council could 'copyright' the recordings. Cllr Smith will investigate.

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

99:26/27 Policies –

- **Control of Substances Hazardous to Health (CoSHH)** – The Council agreed to merge the policy with the H&S Policy and to defer to the September meeting.
- **Memorial Policy** – On the proposition of Cllr Smith, seconded Cllr McKnight, with the approved amendments, the Council **RESOLVED** to approve the policy.
- **Confidential Reporting/Whistleblowing Policy** – On the proposition of Cllr Smith, seconded Cllr Kennedy, one abstention, the Council **RESOLVED** to approve the policy.

One member of the public left the meeting

101:26/27 AGAR –

2024/2025 AGAR – The Clerk informed the Council the detailed work had been completed by PKF Littlejohn and the decision letter was waiting for a review by an engagement lead.

2025/2026 AGAR – The Council noted a resident had registered objections to the External Auditor regarding the 2025/2026 AGAR.

102:26/27 Councillor Progress Reports and Items for Future agenda - Cllr Burrow reported the contractor at the park had problems gaining access to the site, due to cars parked on the hatched area at the entrance. It was noted emergency vehicles would also not be able to gain access if there was an incident. It was suggested to put no parking signs in the hatched area or to install bollards to prevent cars parking. Cllr McKnight reported she has spoken to Cllr Palfrey regarding plans for the Christmas event. The event was due to be held on 6th December 2026. Cllr Smith updated the Council regarding EV charging. DCC have appointed a contractor. North Tawton were in the first group of 70 sites for electric vehicle charging.

5 members of the public left the meeting.

103:26/27 PART TWO – CONFIDENTIAL ITEMS On the proposition of Cllr McKnight, seconded Cllr Burrow, 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.

104:26/27 Solicitor – The Council received a report from the Clerk. The Council agreed with the suggestion and asked the Clerk to action.

105:26/27 Tree Works – On the proposition of Cllr Burrow, seconded Cllr Whiteley, the Council **RESOLVED** to accept the quotation from RJ Austin for the removal of the field maple tree at Durrant Close and to replace with 2 rowan trees.

106:26/27 Repairs and Replacement Fencing at SUDs Pond – On the proposition of Cllr McKnight, seconded Cllr Kennedy, the Council **RESOLVED** to accept the quotation from Tamsin & Tools to make the repairs and replace fencing at the SUDs pond.

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

107:26/27 On the proposition of Cllr Burrow, seconded Cllr McKnight, the Council **RESOLVED** to exit Part Two and ratify decisions made.

Meeting closed at 21.29

Next meeting 1st September 2026

Councillor C Lee
Chairman

DATED:

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