



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 **6th October 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

28th September 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** – To receive apologise 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 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 Town Council meeting held on 1st September 2026 and the Town Council Finance Committee meeting held on 15th September 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. The Bank Reconciliations, Trial Balance, Balance Sheet and Budget Report dated 31st August 2026.
 - II. Consideration of approval the payments on the circulated report and approve staff pay.
 - III. To note the NALC pay increase for 2026/2027 and to be back dated to 1st April 2026

- IV. Cyber Insurance – to consider the Cyber Insurance renewal.
- V. Repairs to Pump Track – to consider the quotation from TK Play Ltd to make the necessary repairs to the Pump Track at a cost of £1,860 + VAT
- VI. To note the Interim Internal Audit was conducted on 28th September 2026 and to consider matters arising.
- VII. To note the Croner H&S contract ends 10th May 2028 and to cancel would require paying 80% of the cost of the remaining contract, being £2,201.87 + VAT

8. Planning – To consider the following applications

2016/26/FUL Proposed development to West Door access to include disabled access ramp and handrails. St Peters Church, Essington Road, North Tawton EX20 2EX

Comments by 8th October 2026

2363/26/FUL Proposed dwelling house and associated site works. Land at SS66 018 Essington Road, North Tawton

Comments by 8th October 2026

2270/26/HHO Proposed construction of a single storey rear extension and part retrospective construction of a single storey outbuilding. Athlone House, Yeo Lane, North Tawton EX20 2EA

Comments by 7th October 2026

2538/26/VAR Application for variation of condition 2 (approved plans) of planning consent 3563/25/HHO. Clovehayes, Essington Road, North Tawton EX20 2EX

Comments by 15th October 2026

9. To note the decisions of the planning authority –

0686/26/HHO Householder application for single storey rear extension. Melhishes, 15 The Square, North Tawton EX20 2EP

Conditional Approval

0687/26/LBC Householder application for single storey rear extension. Melhuishes, 15th The Square, North Tawton, EX20 2EP

Conditional Approval

To note the planning authority appeal decision

APP/Q1153/F/24/3355120 Greenslade, Greenslade Lane, Sampford Courtenay EX20 2SF
Appeal Dismissed

**10. External Audit -
2025/2026**

- a. To resolve to accept the Interim External Auditor's report and Certificate 2025/2026. The External Auditor were unable to complete the review as a result of correspondence received. The final report will be provided with the certificate of completion detailing and qualification and 'other' matters. The fee note will be issued when they certify completion.
- b. To resolve the Notice of the Audit and the Right to Inspect the Annual Governance and Accountability Return was published 23rd September 2026 and will remain in situ until 7th October 2026

2024/2025

- a. To note the invoice from PKF Littlejohn for the External Audit for 2024/2025 has not been received.

11. **Policies:** To consider adopting the following policies
 - Filming & Recording of Meetings
 - Bereavement Policy
 - Disciplinary Policy
 - Grievance Policy
 - Health and Safety and COSHH Policy
 - Flag Flying Policy
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12. **Play Equipment Failure Repair Work** – To receive a report from Cllr Whiteley and to consider any necessary actions.
13. **Parking Consultation** – To consider a report from the Deputy Clerk and matters arising.
14. **Christmas Light Switch-on 6th December 2026** – To receive an update from Cllr Palfrey and to consider costings and expenses.
15. **Remembrance Day** – To discuss and agree the appropriate arrangements for Remembrance Day and to agree the purchase of a wreath for the event.
16. **North Tawton WI Bench** – To consider a request from North Tawton WI to donate a ‘chatty’ bench to be located in the Memorial Park.
17. **Lych Gate** – To receive an update from Cllr Smith
18. **New Cemetery (Land Swap)** – To receive an update from the Clerk.
19. **Volunteer Weeding Group** – To receive a report from the Deputy Clerk.
20. **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.

21. **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.’

22. **Access from Durant Close** – To consider the request from a resident for access to their property.
23. **Planning Enforcement** – To receive a report from the Clerk.