

PRESENT:

North Ward:

Councillor P S Christie  
Councillor D McGeough

South Ward:

Councillor S Inch  
Councillor Ms R Clarke  
Councillor P Lawrence

West Ward:

Councillor A T Inch  
Councillor C Hawkins  
Councillor M Taylor

East Ward:

Councillor J Craigie  
Councillor Mrs J Gubb  
Councillor J Hellyer  
Councillor Mrs L Hellyer  
Councillor J A McKenzie

IN ATTENDANCE:

Mrs H J Blackburn (Town Clerk)  
Mr R D Coombes (Deputy Town Clerk)  
Mrs L Dixon-Chatfield (Town Clerk's Assistant)  
Mrs C Parsons (Administration Assistant)  
3 x Member of the Public

1. ELECTION OF TOWN MAYOR

Proposed by Councillor McGeough, seconded by Councillor Hawkins that Councillor McKenzie be elected to fill the role of Town Mayor.

RESOLVED: That Councillor McKenzie is appointed Town Mayor for the Civic Year 2023/2024.

(Vote: – For: 8 Against: 5)

2. DECLARATION OF ACCEPTANCE OF OFFICE

Councillor McKenzie expressed appreciation to his fellow members, gave thanks to Councillor Mrs Gubb and her Consort Michael Gubb for their tenure and resolved to promote the Office of Mayor and Town; he assumed the Chair having made (and signed) his Declaration of Acceptance of Office.

3. ELECTION OF DEPUTY TOWN MAYOR

Proposed by Councillor A T Inch, seconded by Councillor Hawkins that Councillor Craigie be elected to fill the role of Deputy Town Mayor. (Vote: – For: 2, Against: 3, Abstention: 8)

Proposed by Councillor Craigie, seconded by Councillor Mrs Gubb that Councillor Ms Clarke be elected to fill the role of Deputy Town Mayor. (Vote: – For: 4, Against: 2, Abstention: 7)

Proposed by Councillor McGeough, seconded by Councillor McKenzie that Councillor Hawkins be elected to fill the role of Deputy Town Mayor. (Vote: – For: 7, Against: 0, Abstention: 6)

RESOLVED: That Councillor Hawkins is appointed Deputy Town Mayor for the Civic Year 202/2024.

#### 4. APOLOGIES FOR ABSENCE

Councillors D Bushby (North Ward – personal).

#### 5. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

Councillor Christie declared a non-pecuniary interest in Item 26. (Member, Bideford Bridge Trust.).

#### 6. PUBLIC PARTICIPATION SESSION

There was no public participation.

#### 7. MINUTES

The Minutes of the Meeting held on 6 April 2023 were approved and signed as a correct record.

(Vote – For: 9, Against: 0, Abstention: 4)

#### 8. ACCOUNTS

To approve the payments listed.

It was proposed by Councillor S Inch, seconded and

RESOLVED: That the List of Payments be approved.

(Vote – For: 12, Abstention: 1)

#### 9. TO CONSIDER AND APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDED 31ST MARCH 2023

It was proposed by Councillor McKenzie, seconded by Councillor S Inch, and

RESOLVED: That the Annual Governance Statement for the year ended 31st March 2023 is approved.

(Vote – For: 13, Against: 0)

#### 10. TO CONSIDER AND APPROVE THE ACCOUNTING STATEMENTS WITH THE ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2023

It was proposed by Councillor McKenzie, seconded by Councillor Inch, and

RESOLVED: That the Accounting Statements with the Annual Return for the year ended 31st March 2023 is approved.

(Vote – For: 13, Against: 0)

#### 11. GENERAL POWER OF COMPETENCE

The Town Clerk advised Members that providing the specific criteria was met the General Power of Competence enabled Councils to act in a manner that a regular person could. Formerly Councils would have to use statutory powers provided by the Local Government Act 1972.

Councillors considered section 8 of the Localism Act 2011

Proposed by Councillor Craigie, seconded and

RESOLVED: That, in accordance with the Localism Act 2011, Section 8, as set out in the Statutory Instrument Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Bideford Town Council hereby considers itself an 'eligible council' having met the following criteria:

- At the time of this resolution two thirds of the members of the Council have stood for election.
- The Clerk holds the Certificate in Local Council Administration (CiLCA), which includes Section 7 of CiLCA 2012.

(Vote for: 13, Against: 0)

#### 12. COMMUNICATION BROUGHT FORWARD ON THE DIRECTION OF THE MAYOR

The Town Clerk advised:

- a. New Councillor training. Northam Hall, 18.30 Thursday, 25 May 2023.
- b. Landvisiau Twinning (Hosting). Bideford Pannier Market, Saturday 27 May 2023, 10.30 am (there will be an Arts Crafts Market).
- c. Bideford Fair. Saturday, 3 June 2023, Procession from Town Hall, 10.30 am, to Victoria Park – Members to be robed by 10.20 am.
- d. Mayor Introduction Ceremony. Thursday, 8 June 2023, Members to be robed by 6.45 pm.
- e. Mayor Introduction Parade. Sunday, 11 June 2023, Members to be robed by 10.20 am.
- f. Market Management Committee Meeting. Tuesday, 23 May 2023 Council Chamber 6.30 pm (please collect agendas from the Deputy Town Clerk at the end of the Meeting).

The Mayor advised:

g. Invitations have been extended from South West Water to tour Roadford (Lake) Reservoir. Also, there will be an opportunity to tour the local Masonic Lodge; details, for both, to be arranged. (A number of Members expressed interest.)

### 13. APPOINTMENT TO COMMITTEES, WORKING GROUPS

The Town Clerk advised the Members to vote en bloc following the population of the listed Committees and Working Groups.

#### a. Allotments Committee

Town Mayor, Councillors Ms Clarke, Craigie, Mrs Gubb, A T Inch and S Inch.

#### b. Market Management Committee

Town Mayor, Councillors Bushby, Mrs Gubb, Hawkins, Mrs L Hellyer and S Inch.

#### c. Planning Committee

Town Mayor, Councillors Bushby, Christie, Mrs L Hellyer, A T Inch and M Taylor.

#### d. Staffing, Finance & General Purposes Committee

Town Mayor, Deputy Town Mayor, Bushby, Christie, Mrs Gubb, Mrs L Hellyer, S Inch, Lawrence, and McGeough.

#### e. Tourism Committee

Councillors Bushby, Mrs J Gubb, Hawkins, J Hellyer, S Inch and Lawrence.

#### f. Decarbonisation and Environment Committee

Town Mayor, Councillors J Craigie, Mrs J Gubb, A T Inch, M Taylor and one vacancy to be filled.

#### g. Grievance / Disciplinary / Complaints Panel

Town Mayor, Councillors Bushby, Christie and McGeough.

#### h. Personnel Appeals Panel

Deputy Town Mayor, Councillors Ms Clarke, J Craigie and S Inch.

#### i. Emergency Planning Working Group

Town Mayor, Councillors: Christie, J Craigie, Hawkins and one vacancy to be filled.

Proposed by Councillor Lawrence, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 13, Against: 0)

#### 14. APPOINTMENT OF INTERNAL AUDITOR OF ACCOUNTS

Proposed by Councillor Craigie, seconded and

RESOLVED: That Councillor Craigie is appointed Internal Auditor of Accounts for the financial year 2023/24.

(Vote – For: 8, Against: 2, Abstention: 3)

#### 15. APPOINT REPRESENTATIVES TO OUTSIDE BODIES

The Town Clerk advised the Members to vote en bloc following the appointing of representatives to Outside Bodies.

Bideford & District Community  
Town Mayor

Archive Council:

Councillor Hawkins  
Councillor Christie  
Councillor Mrs Gubb

Bideford Bridge Trust:

Town Mayor – Councillor McKenzie (Nov 24)  
Councillor Mrs Gubb (Jul 23)  
Mrs S Langford (Jul 25)

Bideford Twinning Association:

Town Mayor  
Councillor Ms Clarke

Bideford Regatta Committee:

Town Mayor  
Councillor Hawkins

Bideford Town Band

Councillor S Inch  
Management Committee

Burton at Bideford:

Deferred to confirm liaison through Tourism  
Committee (following presentation to Council).

Citizens Advice Bureau:

Councillor Craigie

DALC County Committee:

Councillor Craigie

DALC Larger Councils Sub-Committee:

Councillor Craigie

Pollyfield Community Association:

Councillor Mrs J Gubb

Home-Start Torridge:

Councillor Craigie

Bideford Bay Children’s Centre:

Councillor Craigie

Taw/Torridge Estuary Forum:

Councillor McKenzie

UNESCO Biosphere Champion:

Councillor J Craigie

Snow Warden:

Councillors S Inch and McKenzie

Bideford Town Centre Partnership

Town Mayor

Councillor Bushby

Fire Liaison:

Councillor Mrs L Hellyer

Police Liaison

Councillor Mrs L Hellyer

One Atlantic

Councillors Hawkins

West Croft School Governors Board

Councillor Taylor

Proposed by Councillor McKenzie, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 13, Against: 0)

16. CIVIC YEAR 2023/2024 MEETINGS AND FUNCTION DATES

The Members noted the content of the document, which was circulated with the agenda.

Proposed by Councillor McKenzie, seconded and

RESOLVED: The dates of meetings and functions for the Civic Year 2023/2024 are approved.

(Vote – For: 13, Against: 0)

17. INSPECTION OF THE DEEDS AND TRUST INVESTMENTS IN THE CUSTODY OF THE COUNCIL

The Town Clerk drew the Members’ attention to the deeds and documents held by the Council and invited Members to make arrangements with the Town Clerk to inspect them and the trust investments at an appropriate time.

#### 18. MARKET MANAGEMENT COMMITTEE

The Minutes of the Meeting held on 13 April 2023 were approved and adopted.

(Vote – For: 8, Against: 0, Abstention: 5)

#### 19. MARKET MANAGEMENT COMMITTEE

The Minutes of the Meeting held on 2 May 2023 were approved and adopted.

(Vote – For: 8, Against: 0, Abstention: 5)

#### 20. STAFFING, FINANCE AND GENERAL PURPOSES COMMITTEE

The Minutes of the Meeting held on 27 April 2023 were approved and adopted.

(Vote – For: 9, Against: 0, Abstention: 4)

#### 21. TOURISM COMMITTEE

The Minutes of the Meeting held on 25 April 2023 were approved and adopted.

(Vote – For: 9, Against: 0, Abstention: 4)

#### 22. PLANNING COMMITTEE

The Minutes of the Meeting held on 12 and 26 April 2023 were approved and adopted.

(Vote – For: 9, Against: 0, Abstention: 4)

#### 23. CO-OPTION OF TWO COUNCILLORS (NORTH WARD VACANCIES)

Members had received information from NALC and further information from TDC, Elections (the latter below) explaining the Cooption process:

“A co-option advertisement will be posted on council notice boards as a minimum with a 21 day deadline from the date posted.

Candidates must apply in writing using the application form (attached and forms part of these Minutes).

All candidates shall be invited to attend the next full meeting following the application deadline.

All parish councillors will receive copies of the candidate applications along with the summons to attend the next full council meeting following the application deadline.

There will be an agenda item set aside for questions to be asked of the candidates and for candidates to have the opportunity to ask questions of the members.

To be appointed to the council any applicant must secure an absolute majority in a ballot at a full council meeting. The process shall be that the person with the least votes gets taken off the list and a fresh vote is taken until an overall majority is reached. In the event of a tie the Chairman shall have the casting vote.

If a further casual vacancy arises within three months after co-option, those that were unsuccessful can request that their application is resubmitted, this does not affect their rights to submit a completely new application.

Successfully co-opted applicants become Councillors in their own right with immediate effect, having signed a Declaration of Acceptance of Office, and are no different from any other member. The member must complete the Members' Register of Interests within 28 days with a copy being sent to the monitoring officer at Torridge District Council.

It was proposed by Councillor J Hellyer, seconded,

RESOLVED: That the Council adopts the Co-option process outlined by TDC, Elections (detailed above).

(Vote – For: 13, Against: 0)

## 24. NOTICE OF MOTION

Submission by Councillor D McGeough.

“To make a financial contribution towards re-instating the railings that used to be attached to the walls of the Royal Hotel’s secret garden containing the Pine Coffin bust.”

Councillor McGeough advised that quotations for the railings were in the region of £7,000 – £10,000; he believed that the railings would “tidy up the area,” and be seen as reinvesting in Bideford.

Councillor Taylor seconded the Motion.

Members expressed concern that public money would be put to private use. The railings would, in effect, be providing security for the recently enhanced Royal Hotel wedding venue.

It was proposed by Councillor McGeough, seconded,

RESOLVED: That the Motion was not supported.

(Vote – For: 2, Against: 11)

## 25. TORRIDGE DISTRICT COUNCIL – UPDATE

Councillor S Inch advised that the induction process for newly elected councillors was very interesting.

Councillor Christie indicated that very little had happened recently but for the Elections.

The Local Plan is being progressed.

He confirmed that Planning Permission had been given to the Recycling Centre.

## 26. BRIDGE TRUST

Councillor Christie briefed Members on the income, expenditure, charitable donations and grants figures. He confirmed that the Trust had given £100,000 toward the Victoria Park Play Equipment, in addition to an earlier match funded payment (with the Council) to TDC.

The business of the meeting having been concluded the Mayor thanked the members for their attendance at the meeting which concluded at 7.40 pm.

WIMBORNE TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 15 May 2023

PV NO	ALLOCATION	VAT	NET	TOTAL
1 6826 R Coombes	Petty Cash		23.00	23.00
2 205 A Mitchell	Pollyfield Site - Combination Lock		24.00	24.00
3 1105 James Hallam Ltd	Additional vehicle / insurance premium		234.89	234.89
4 1105 North Devon Hog Roast	Chudleigh Fort 3 Sep 23 - part payment to confirm booking		751.75	751.75
5 1105 EDF	Decorative Lighting, Bideford Quay	68.56	342.77	411.33
6 1205 Mr G P Stroud	Maintenance Team Building - refund purchase of Land Registry Title Plan		19.95	19.95
7 1505 Berrys Business Services Ltd	Business services (tax): 1 Jun 23 - 31 May 24		100.00	100.00
8 1705 Glendale Countryside Ltd	Quantified Tree Risk Assessment of all Ford Woodland Trees	138.00	690.00	828.00
9 1705 Merry Harriers	Supply plants for floral planters	267.25	1,336.25	1,603.50
10 1705 Acorn	Seasonal Worker	64.98	324.90	389.88
11 1705 Tudor Environmental	PPE	7.45	37.25	44.70
12 1705 Just Office	Stationery Items	9.68	48.40	58.08
13 1705 Blights	Fuel	26.82	134.09	160.91
14 1705 RGB	Maintenance Items	16.10	80.47	96.57
15 1705 Tamar Trading	Maintenance Items	16.71	83.54	100.25
16 1705 Jewson	Maintenance Items	0.47	2.33	2.80
17 DDD	Meter copy charge / Annual support package	32.66	163.30	195.96
18 CC01	Computer Monitor	19.17	95.82	114.99
19 DC03	Mow-It	16.26	81.32	97.58
		<b>684.11</b>	<b>4,574.03</b>	<b>5,258.14</b>
	Bank Balances at 15 May 23	- Current Account	<b>9,259.41</b>	
	Bank Balances at 15 May 23	- Deposit Account	<b>600,250.50</b>	

## Minute Number 23. Draft Co-option Application