

Declaration of Interests at meetings

- Where a matter relates to an interest in list A, the member shall not participate in a discussion or vote on the matter. He /she only need declare it if it is not already noted on the register of interests.
- Where the matter is in list A, but is a sensitive interest, the member shall not participate in a discussion or vote; the member shall disclose that there is an interest but not the nature of it.
- Where a matter relates to an interest on list B the member shall not vote and may only speak as a member of the public.
- A member only has to declare an interest in list B if it is not already on the register of interests.
- If the interest is in list B and is sensitive in nature and not already registered then the member shall disclose the interest but not the nature of it.
- Where a matter relates to the financial interest of a friend, relative or close associate (other than in list A) the member shall disclose the interest and not vote. He or she may speak but only as a member of the public.

List A:

- 1 **Employment, office, trade or vocation** – carried on for profit by member or spouse or civil partner.
- 2 **Sponsorship** – any payments for the previous 12 months, other than by the Council, to assist in Council duties
- 3 **Contracts** – any current contracts between the Council and the member or his/ her spouse or civil partner or a company the member is a director or partner of.
4. **Land** – any beneficial interest in land within the area of the Council by member, spouse or civil partner.
- 5 **Licenses** - any license, alone or with others, by spouse, civil partner or member to occupy land in area of Council.
- 6 **Corporate Tenancies** - any tenancy where the Council is the landlord and the member, spouse or civil partner has a beneficial interest in the tenant.
7. **Securities** – a beneficial interest is held in a body that has land or business in the area of the Council by the member, spouse or civil partner that either exceeds £25,000 or the total share capital is in excess of one hundredth of the of the total shares issued.

List B:

Any interests which relate to or is likely to affect:

1. Any body where the member has general control or management and was appointed by the Council.
2. Any body that the member is in a position of control or management and either:
 - (a) exercises functions of a public nature;
 - (b) is for charitable purposes; or
 - (c) has the purpose of influencing public opinion or policy (including political parties and trade unions)
3. Any gifts or hospitality that the member has received by virtue of his or her office in excess of £50.



BIDEFORD TOWN COUNCIL

Minutes of the Town Council Meeting held in the Town Hall, Bideford on

Thursday 16 May 2024 at 6.30 pm

PRESENT: North Ward: Councillor K Bines
Councillor D Bushby
Councillor J Gordon
Councillor K Hind
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: Mr Paul Swan (Town Clerk)
Mr R D Coombes (Deputy Town Clerk)
Mrs L Dixon-Chatfield (Town Clerk's Assistant)
6 x Member of the Public

1. ELECTION OF TOWN MAYOR

Proposed by Councillor McGeough, seconded by Councillor T Inch that Councillor S Inch be elected to fill the role of Town Mayor. (Vote: - For: 6.)

Proposed by Councillor Craigie, seconded by Councillor Hind that Councillor Ms Clarke be elected to fill the role of Town Mayor. (Vote: - For: 9.)

RESOLVED: That Councillor Ms Clarke is appointed Town Mayor for the Civic Year 2024/2025.

ORDER OF BUSINESS

The Chairman directed that the Meeting moved to Agenda Item 3 to allow for the Declaration of Acceptance of Office to be prepared for signature.

2. ELECTION OF DEPUTY TOWN MAYOR

Proposed by Councillor Ms Clarke, seconded by Councillor McKenzie that Councillor Lawrence be elected to fill the role of Deputy Town Mayor. (Vote: - For: 16.)

RESOLVED: That Councillor Lawrence is appointed Deputy Town Mayor for the Civic Year 2024/2025.

3. APOLOGIES FOR ABSENCE

N/A.

4. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

Councillor Bines non-pecuniary interest in agenda item 14.c.5a.119.ii. (Handy Cross Allotment Site, Allotment Holder).

5. PUBLIC PARTICIPATION SESSION

Mr T Steer, the ACE Rail campaign lead and vice chair for the Tarka Rail Association thanked the outgoing mayor, Councillor McKenzie for all his support for the ACE Rail campaign.

He advised that the ACE Rail campaign has been absorbed into the newly formed Northern Devon Railway Development Alliance as a transport project.

Mr Steer extolled the virtues of investing into the national rail network to stimulate the (local) economy.

A further member of the public questioned why the Citizens' Award item was scheduled for consideration in Part II.

The Town Clerk explained the confidential nature of the item.

6. MINUTES

The Minutes of the Meeting held on 4 April 2024 were approved and signed as a correct record.

(Vote – For: 13, Against: 0, Abstention: 3)

7. DECLARATION OF ACCEPTANCE OF OFFICE

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

8. **ACCOUNTS**

To approve the payments listed.

It was proposed by Councillor T Inch, seconded and

RESOLVED: That the List of Payments be approved.

(Vote – For: 16, Abstention: 0)

9. **TO CONSIDER AND APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDED 31ST MARCH 2024**

It was proposed by Councillor Bushby, seconded by Councillor T Inch, and

RESOLVED: That the Annual Governance Statement for the year ended 31st March 2024 is approved.

(Vote – For: 16, Against: 0)

10. **TO CONSIDER AND APPROVE THE ACCOUNTING STATEMENTS WITH THE ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2024**

It was proposed by Councillor Bushby, seconded by Councillor T Inch, and

RESOLVED: That the Accounting Statements with the Annual Return for the year ended 31st March 2024 is approved.

(Vote – For: 16, 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 Bushby, seconded by Councillor Craigie, 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: 16, Against: 0)

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

The Town Clerk advised:

Market Management Committee Meeting. Thursday, 23 May 2023 Council Chamber 6.30 pm
(please collect agendas from the Deputy Town Clerk at the end of the Meeting).

13. **APPOINTMENT TO COMMITTEES, WORKING GROUPS**

a. Staffing, Finance & General Purposes Committee

Town Mayor, Deputy Town Mayor, Bushby, Mrs Gubb, Mrs L Hellyer, S Inch, T Inch, McGeough and McKenzie.

It was proposed by Councillor Ms Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

b. Market Management Committee

Town Mayor, Councillors Bushby, Mrs Gubb, Hawkins, Hind, J Hellyer and Mrs L Hellyer

It was proposed by Councillor Ms Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

c. Planning Committee

Town Mayor, Councillors Bines, Gordon, Mrs L Hellyer, S Inch, McKenzie and Taylor.

It was proposed by Councillor Bines, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

d. Tourism Committee

Town Mayor, Councillors Bushby, Gordon, Mrs J Gubb, Hawkins, Hind and Lawrence.

It was proposed by Councillor Mrs Gubb, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

e. Allotments Committee

Town Mayor, Councillors Craigie, Mrs Gubb, K Hind, T Inch, S Inch and J McKenzie.

It was proposed by Councillor Ms Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

f. Decarbonisation and Environment Committee

Town Mayor, Councillors Bines, J Craigie, Gordon, Mrs J Gubb and McKenzie.

It was proposed by Councillor Ms Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

g. Levelling Up Working Group

Town Mayor, Councillors Bines, Craigie, Gordon, Hawkins, Mrs L Hellyer, J Hellyer, Hind, Lawrence and McKenzie.

It was proposed by Councillor Ms Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 15, Against: 1)

h. Grievance / Disciplinary / Complaints Panel

Deputy Town Mayor, Councillors Bushby, T Inch and McKenzie.

It was proposed by Councillor Ms Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

i. Personnel Appeals Panel

Town Mayor, Councillors J Craigie, Hawkins and S Inch.

It was proposed by Councillor Ms Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

j. Emergency Planning Working Group

Town Mayor, Councillor J Craigie.

It was proposed by Councillor Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

Note: The Committee Voting Summary and “Excess Member Voting Forms” for the originally over subscribed S,F&GP and Tourism Committees are attached and form part of these Minutes.

14. APPOINTMENT OF INTERNAL AUDITOR OF ACCOUNTS

Proposed by Councillor Bushby, seconded and

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

(Vote – For: 14, Against: 2)

15. APPOINT REPRESENTATIVES TO OUTSIDE BODIES

The Deputy Town Clerk advised the Members that in the past they had voted en bloc following the appointing of representatives to Outside Bodies; it was found to ease the process.

Bideford & District Community
Archive Council:

Town Mayor
Deputy Mayor
Councillor T Inch
Councillor Mrs Gubb

Bideford Bridge Trust:

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

Bideford Twinning Association:

Town Mayor
Councillor McKenzie

Bideford Regatta Committee:

Town Mayor
Councillor Lawrence

Bideford Town Band
Management Committee

Councillor S Inch

Citizens Advice Bureau:

Councillor Craigie

DALC County Committee:

Councillor Hind

DALC Larger Councils Sub-Cttee:

Councillor Hind

Pollyfield Community Association:	Councillor Mrs J Gubb
Bideford Bay Children's Centre:	Councillor Craigie
Taw/Torridge Estuary Forum:	Councillor Ms Clarke
UNESCO Biosphere Champion:	Councillor J Craigie
Snow Warden:	Councillors K Hind, 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	Councillors Taylor

Proposed by Councillor Ms Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

16. **CIVIC YEAR 2024/2025 MEETINGS AND FUNCTION DATES**

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

Proposed by Councillor Ms Clarke, seconded and

RESOLVED: The dates of meetings and functions for the Civic Year 2024/2025 are approved.

(Vote – For: 16, 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**

Members indicated their desire to revisit and resolve upon Minute 118.b. – Tenant matters / debt recovery – at the next Meeting to be held on Thursday, 23 May 2024.

The Minutes of the Meeting held on 18 April 2024 were approved and adopted.

(Vote – For: 12, Against: 0, Abstention: 4)

19. **STAFFING, FINANCE AND GENERAL PURPOSES COMMITTEE**

The Minutes of the Meeting held on 2 May 2024 were approved and adopted.

(Vote – For: 14, Against: 0, Abstention: 2)

20. **TOURISM COMMITTEE**

The Minutes of the Meeting held on 14 May 2024 were approved and adopted.

(Vote – For: 15, Against: 0, Abstention: 1)

21. **PLANNING COMMITTEE**

a. The Minutes of the Meeting held on 24 April 2024 were approved and adopted.

(Vote – For: 14, Against: 0, Abstention: 2)

b. The Minutes of the Meeting held on 15 May 2024 were approved and adopted.

(Vote – For: 14, Against: 0, Abstention: 2)

22. **TORRIDGE DISTRICT COUNCIL – UPDATE**

Councillor Bushby advised that the AGM (Annual General Meeting) will be held at Caddsdawn on Monday, 20 May 2024; all are welcome to attend.

23. **BRIDGE TRUST**

Councillor McKenzie briefed Members on the income, expenditure, charitable donations and grants figures.

24. **PART II (CLOSED SESSION)**

Proposed by Councillor McKenzie, seconded and

RESOLVED: To exclude members of the public and the press to progress matters of a confidential nature under the Public Bodies (Admissions to Meetings Act) 1960 and Local Government Act 1972, ss 100 and 102.

(Vote – For: 16, Against: 0)

25. **CITIZENS AWARD**

The Members discussed the nominations received for the Citizen's Award.

Proposed by Councillor Bushby, seconded and

RESOLVED: That three nominations received for the Citizen's Award are each recognised and awarded accordingly.

(Vote For: 16, Against: 0)

The business of the meeting having been concluded the Mayor thanked the members for their attendance at the meeting which concluded at 8.09 pm.

Signature of Town Mayor: Date:

DRAFT

BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 16 May 2024

Number	(All)	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
		07/05/2024	(blank)	MS Auto Repairs	MOT - Renault	35.00	35.00	35.00
				Tamar Trading	Maintenance Items	67.40	13.48	80.88
		08/05/2024	(blank)	D S Electrical	Unit 13 Daddon Court	1,200.00		1,200.00
				EDF	Decorative Lighting, Bideford Quay	369.48	73.90	443.38
		24/05/2024	(blank)	Just Office	Stationery	63.82	12.77	76.59
				Staff salaries inc Pension / HMRC	PAYE/NI/SALARY	28,150.68		28,150.68
				Allowances	Councillor Allowances	4,494.00		4,494.00
		15/05/2024	(blank)	Lineal	Microsoft 365 x 1 User	5.88	1.18	7.06
				SLCC	Membership Fee - Town Clerk	416.00		416.00
				Acorn	Seasonal worker	741.60	148.32	889.92
				Zonkey	Website rebuild stage 2	1,172.50	234.50	1,407.00
		9/5/2024	(blank)	Post Office	Stamps	3.05		3.05
		16/05/2024	(blank)	ACE Shelters	Manufacture install taxi shelter	4,035.00	807.00	4,842.00
				DVLA	Renaluit	335.00		335.00
				Coop	Refreshments	3.54	0.71	4.25
Grand Total						41,092.95	1,291.86	42,384.81

Bank Balances at 5/16/2024 - Current Account £ 37,851.45
 Bank Balances at 5/16/2024 - Deposit Account £ 585,000.00

MINUTE 13 - APPOINTMENT TO COMMITTEES, WORKING GROUPS SUMMARY FORM

	SrGrp	Market	Planning	Townsm	Alloc ments	Decarbonisation	Leveling Up Working Group	Personal Appeals Panel	Grvance & Disiplinary Panel	Emergency Planning Working Group
Cllr K Bines	X	X	X	X		X	X		X	
Cllr D Bushby		X	X	X		X	X			
Cllr J Gordon		X		X			X			
Cllr K Hind		X		X	X		X			
Cllr D McGeough	X									
Cllr R Clarke	X	X	X	X	X	X	X	X	X	
Cllr P Lawrence	X			X			X	X		
Cllr S Inch	X		X	X	X		X			
Cllr C Hawkins		X		X			X			
Cllr T Inch	X				X			X		
Cllr M Taylor			X							
Cllr J Craigie					X	X	X		X	
Cllr J Gubb	X	X		X	X	X	X			
Cllr L Hellyer	X	X	X				X			
Cllr J Hellyer		X					X			
Cllr J McKenzie	X		X		X	X	X		X	
TOTAL Subscribed	9	7	7	7	7	7	10	4	4	2
Total per S.O.	9	7	7	7	7	7	7			
Mayor - Mandatory	1	1	1	1	1	1	1			
Deputy Mayor - Mandatory	1	0	0	0	0	0	0			
Over/(Under Subscribed)	0	0	0	0	0	0	(1)			

KEY:
X = Proposed
Primary C'ttee North Ward
Secondary C'ttee South Ward
Tertiary / W Grp West Ward
East Ward

EXCESS MEMBER VOTING FORM

S, F&GP					TOTAL
	For	Against	Abstention	TPML	
Cllr K Bines	13			13	
Cllr D Bushby					
Cllr J Gordon					
Cllr K Hind					
Cllr D McGeough	12			12	
Cllr R Clarke					
Cllr P Lawrence					
Cllr S Inch	11			11	
Cllr C Hawkins	8			8	
Cllr T Inch	11			11	
Cllr M Taylor					
Cllr J Craigie					
Cllr J Gubb	10			10	
Cllr L Hellyer	10			10	
Cllr J Hellyer	5			5	
Cllr J McKenzie	11			11	

Required Per Stranding Orders	9
Mayor - Mandatory	1
Deputy Mayor - Mandatory	1
Non Mandatory Members	7

EXCESS MEMBER VOTING FORM

Tourism	For	Against	Abstention	TOTAL
Cllr K Bines	13			13
Cllr D Bushby	14			14
Cllr J Gordon	13			13
Cllr K Hind				
Cllr D McGeough				
Cllr R Clarke				
Cllr P Lawrence	12			12
Cllr S Inch				
Cllr C Hawkins	10			10
Cllr T Inch				
Cllr M Taylor				
Cllr J Craigie				
Cllr J Gubb	13			13
Cllr L Hellyer				
Cllr J Hellyer	7			7
Cllr J McKenzie				

Required Per Standing Orders	7
Mayor - Mandatory	1
Deputy Mayor - Mandatory	0
Non Mandatory Members	6



BIDEFORD TOWN COUNCIL

Minutes of the Staffing, Finance & General Purposes Committee

held in the Town Hall on

Thursday 13 June 2024 at 6.30 pm

PRESENT: North Ward: Councillor D Bushby (Chairman)
Councillor D McGeough

South Ward: Councillor S Inch
Councillor P J Lawrence

East Ward: Councillor J McKenzie
Councillor Mrs L Hellyer
Councillor J Gubb

West Ward: Councillor T Inch

IN ATTENDANCE: Mr P Swan (Town Clerk)

01 **TO ELECT A CHAIRMAN**

Councillor Bushby was proposed by Councillor McKenzie and seconded by Councillor McGeough.

RESOLVED: That Councillor Bushby is appointed as Chairman of the Committee for the coming year.

(Vote – For: 8, Against: 0)

02 **TO ELECT A DEPUTY CHAIRMAN**

Councillor S Inch was proposed by Councillor T Inch and seconded by Councillor Bushby.

RESOLVED: That Councillor S Inch is appointed as Vice Chairman of the Committee for the coming year.

(Vote – For: 8, Against: 0)

03 **APOLOGIES FOR ABSENCE**

Councillor R Clarke – West Ward (Business)

04 **DECLARATIONS OF INTEREST AND ANY REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**

Councillor	Agenda Item	Non Pecuniary Pecuniary	Reason
Jude Gubb	8 Acorn	Pecuniary	Seasonal Worker (Husband)
Jude Gubb	8 CMC	Non Pecuniary	Son is business owner

05 **PUBLIC PARTICIPATION SESSION OF 15 MINUTES DURATION**

One member of the public present.

A representative from Bideford Connex CIC gave a brief overview of item 9.

06 **MINUTES**

Proposed by Councillor McKenzie and seconded by Councillor Lawrence, the minutes of the meeting held on 2 May 2024 were approved and signed as a correct record.

(Vote – For: 8, Against: 0)

07 **CHAIRMAN'S ITEMS**

None.

08 **ACCOUNTS**

Members received the list of payments.

Proposed by Councillor Bushby, seconded by Councillor Inch and

RESOLVED: That the draft list of payments is approved.

(Vote – For: 7, Against: 0)

09 **EMERGENCY GRANT**

Members received the request for the Bideford Connex CIC emergency grant.

PART II (CLOSED SESSION)

Proposed by Councillor Lawrence, seconded Councillor S Inch and

RESOLVED: To exclude members of the public and the press to progress matters of a confidential nature under the Public Bodies (Admissions to

Meetings Act) 1960 and Local Government Act 1972, ss 100 and 102.

(Vote – For: 8, Against: 0)

The request was discussed by the members.

RETURN TO STANDING ORDERS

Proposed by Councillor McGeough, seconded Councillor Bushby and

(Vote – For: 8, Against: 0)

Proposed by Councillor McGeough, seconded by Councillor McKenzie that the request be accepted without accounts included.

(Vote – For: 2, Against: 6)

Proposed by Councillor Mrs L Hellyer, seconded by Councillor T Inch to defer this request subject to the receipt of suitable financial accounts.

(Vote – For: 6, Against: 2)

RESOLVED: To accept the request subject to the receipt of suitable financial accounts.

10 **MAYORAL CHAINS AND MACES**

Members received an update from the Town Clerk that the chains and maces are kept as an insurance risk when being held overnight in residential settings and not stored in an insurance rated safe.

The Committee recommended to the Town Council that the Town Mayor and Beadle return the chains and maces to the Town Hall following the event /Function.

11 **MAINTENANCE OPERATIVES**

Members received an update on the tasks undertaken by the Maintenance Operatives.

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 19:03.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the SF&GP Committee Meeting - 13 June 2024

Number	(All)	Date Entered	PI PV	Description	Extended Description	Net	VAT	Gross
-24/05/2024	(blank)	Staff salaries inc Pension / HMRC	PAYENI/SALARY	28,100.68		28,100.68		
		Market Salary	PAYENI/SALARY	-2,833.19		-2,833.19		
		Allowances	Councillor Allowances	4,494.00		4,494.00		
		Sam Turner and Sons	PPE	137.49		164.99		
		Amazon	Prime Subscription	8.99		8.99		
		BU's Value House	Maintenance Items	41.58	8.32	49.90		
		Morrison's	Refreshments	83.04	16.01	99.05		
		Kirkham Tyres	Maintenance Items	15.00	3.00	18.00		
		Liberty Sisters	Keys	11.00		11.00		
		Andrew Symons	Maintenance Items	28.31	5.65	33.96		
		Staff salaries inc Pension / HMRC	Membership Fee - Town Clerk - o'pym	-416.00		-416.00		
		CMC Productions	Seasonal worker	370.80	74.16	444.96		
		Nick Sampson Mech Eng Servs Ltd	Travel tickets	141.13		141.13		
		Flowers by Bella	Trees (Quay)	662.33	132.47	794.80		
		Carry On Choir	Service Charges	33.27		33.27		
		Medicare South West	Maintenance Items	243.91	48.80	292.71		
		Acorn	Engraving / Trophies (Bid Fair)	84.99		84.99		
		Acorn	Maintenance Items	2.54	0.51	3.05		
		Tranline	Line / Broadband provision	52.69	10.54	63.23		
		Charrelia Gardens Ltd	Unspent Mayoral Funds	995.97		995.97		
		Lyds	Maintenance Items	13.99	2.80	16.79		
		Tamar Trading	Unit 13 Daddon Court	600.00		600.00		
		Bideford Cobblers and Keys	Supply, deliver, hang, repair fit baskets	14,089.89	2,817.97	16,907.86		
		RGB	Microsoft 365 License	145.58	29.12	174.70		
		SW Communications	Seasonal worker	370.80		370.80		
		Mayor of Bideford Charity Account	Software renewal	250.00	74.16	324.16		
		Jawson	T Hall Offices rent	313.72	62.74	376.46		
		D S Electrical	T Hall Offices Service Charge	230.42	46.08	276.50		
		Merry Hammers	TC staff	-3,482.36		-3,482.36		
		Lineal Software Ltd	PPE	91.42	18.28	109.70		
		Acorn	Flower Bed Board - Port Memorial	368.46	73.69	442.15		
		Gingerweb	Seasonal worker	370.80	74.16	444.96		
		TDC - 128	Mayor Introduction - refreshments	1,714.58	342.92	2,057.50		
		TDC - 127	Maintenance Items	57.25	11.45	68.70		
		Market rechange	Maintenance Items	2.15	0.43	2.58		
		In Stitches	Decorative Lighting, Bideford Quay	369.88	73.98	443.86		
		JAG Signs	D-Day Evening / Beacon - Pollyfield	600.00		600.00		
		Acorn	Maintenance Items	32.76	6.56	39.32		
		Liberty Sisters	PAYENI/SALARY	28,150.68		28,150.68		
		Staff salaries inc Pension / HMRC	D-Day PA / sound technician / Vic Pa	400.00		400.00		
		CMC Productions	Transport Planters to the Quay	450.00	90.00	540.00		
		Nick Sampson Mech Eng Servs Ltd	Myr Intro - Pedestal Flowers	175.00		175.00		
		Flowers by Bella	Choir Performance - Bideford Fair	100.00		100.00		
		Carry On Choir	Medical Event Team - Bideford Fair	275.00		275.00		
		Medicare South West	Seasonal worker	370.80	74.16	444.96		
		Acorn	Building Control	287.50	57.50	345.00		
		Teignridge District Council	Replace rear brake discs and pads	336.04	67.21	403.25		
		MMS Auto Repairs Ltd	Wreath	29.00		29.00		
		Merchant Navy Assoc						
Grand Total		6/13/2024 - Current Account		£ 48,006.74		£ 48,006.74		
Bank Balances at		6/13/2024 - Deposit Account		£ 523,646.39		£ 523,646.39		
				£ 78,971.89	£ 4,250.17	£ 83,222.06		



BIDEFORD TOWN COUNCIL

Minutes of the Market Management Committee

held in the Council Chamber of the Town Hall on,

Tuesday 23 May 2024 at 6.30 pm

- PRESENT:**
- North Ward: Councillor D Bushby
Councillor K Hind
 - East Ward: Councillor Mrs J Gubb (Chairman)
Councillor J Hellyer
 - West Ward: Councillor C Hawkins
 - Market Complex: Mrs K Austin
Mr P Jeffers
- IN ATTENDANCE:**
- Mr R Coombes (Deputy Town Clerk)
 - 1 x Public

1. TO ELECT A CHAIRMAN

Councillor Ms Clarke was proposed by Councillor Hind and seconded by Councillor Mrs Gubb.

RESOLVED: That Councillor Ms Clarke is appointed Chairman of the Committee for the coming year.

Vote: For: 3, Against: 0, Abstention: 2)

2. TO ELECT A DEPUTY CHAIRMAN

Councillor Mrs Gubb was proposed by Councillor Hind and seconded by Councillor Bushby.

RESOLVED: That Councillor Mrs Gubb is appointed Deputy Chairman of the Committee for the coming year.

Vote: For: 5, Against: 0)

3. **APOLOGIES FOR ABSENCE**

Councillors Ms R Clarke (South Ward – Mayoral commitment) and Mrs L Hellyer (East Ward – AGM, DCC).

4. **DECLARATIONS OF INTEREST AND ANY REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**

There were no declarations of interest.

5. **PUBLIC PARTICIPATION SESSION OF 15 MINUTES DURATION**

There was no public participation.

6. **MINUTES**

Proposed by Councillor Bushby and seconded by Councillor Hind, the Minutes of the Meeting held on 18 April 2024 were approved and signed as a correct record.

(Vote – For: 4, Against: 0, Abstention: 1)

7. **ACCOUNTS**

The Clerk advised Members that the trestle tables and trolleys had been received but the tables were not varnish finished, the wider (18 mm) had not been sent and the trolleys had been damaged. (The supplier had been advised.)

It was proposed by Councillor Bushby and seconded by Councillor Hind, and

RESOLVED: That the lists of payments for 23 May 2024 be approved.

(Vote – For: 5, Against: 0)

8. **CHAIRMAN’S / MARKET ADMINISTRATOR’S REPORT**

The Clerk referred Members to Minute 113. from the Minutes of the Meeting held on 18 April 2024, the Basic Feasibility Study to be conducted by “Real Ideas,” confirming that TDC will pay the remaining £8,000 (in addition to the Council’s commitment of £2,000).

(The Clerk circulated “Looe,” Business and Learning Initiative Report compiled by Real Ideas.)

Holsworthy Market (open air – Wednesdays), has undergone a (positive) transformation in the last twelve months; a visit could be coordinated.

Mrs Austin confirmed, following a visit last December, that it was very busy.

Councillor Hind welcomed the opportunity for a visit.

The Clerk would liaise with Holsworthy Town Council and offer dates to the Members.

9. **MARKET HALL:**

- a. Deposit Payments for future bookings. Councillor Bushby felt the introduction of Deposit Payments could make the hiring of the Hall more difficult for DTAL; there was the potential for them to lose commitment from their stall holders. The introduction could be a deterrent.

Councillor Hind concurred stressing that the Market needs to attract new traders / business.

Councillor J Hellyer did not believe that there was a need for deposit payments from regular / repeat hirers. It was reasonable though where someone needed a venue e.g. (wedding) reception.

Councillor Bushby indicated that it was important to remain fair noting that the Committee / Council had received criticism, in the past. He ventured that DTAL should be approached for their take; it would be wrong to impose upon them.

Councillor Hind recommended the item be deferred noting that the parties were acting in good faith; they needed to be encouraged.

The Chairman agreed and deferred the item until the next Meeting.

- b. Market Hall Public Liability.

The Clerk referred Members to Minute Number 112. from the Minutes of the Meeting held on 18 April 2024 where Members had resolved upon a basic level of Public Liability Insurance set at £5 million rising to £10 million for all those trading at the Market Complex.

He spoke about the recent Boxing Tournament where the Hirer's Insurance Cover (for four events a year) was £5 million. They provided a risk assessment in mitigation of a higher premium - through having qualified personnel on the ground including a doctor / medical staff. The Council's insurers had been approached but to date no response elicited.

Councillor Bushby recommended an approach to NABMA.

Mr Jeffers indicated that he had been approached by someone enquiring about trading in the Market but had been put off by the minimum £5 million insurance.

The Clerk stated that it was the minimum charged by Tavistock Market, the premiums were not extortionate and would provide cover at other Markets.

The Clerk was asked to contact the Council's insurers to establish whether there was at "no extra cost" global insurance cover that could be provided to the Council.

The Chairman deferred the item until the next Meeting.

10. **STRUCTURAL SURVEY – EXPRESSION OF INTEREST GRANT APPLICATION**

Members noted the request.

11. **TENANT / TRADER REPRESENTATIVE**

The Chairman invited Mrs Austin to address the Committee.

Mrs Austin thanked the Chairman and raised the following points:

a. Background / piped music for Butcher's Row.

Mrs Austin asked if there was licence cover for music to be played in the background of the thoroughfare to improve the atmosphere.

Butcher's Row had been covered by PRS/PPL but had proved cost prohibitive.

Members discussed "royalty free" music.

Councillor J Hellyer explained the "backgroundsounds.com" website, and felt that with Bluetooth speakers a package would not be cost prohibitive.

The Chairman agreed to investigate.

b. Site officers.

Mrs Austin noted that the Market Officer was no longer a permanent site fixture.

Councillor Bushby indicated that the role had been incorporated into the Town Rangers overall area of responsibility. It was confirmed that the Rangers do open and close the Market Hall and do ensure that the toilet facilities are cleaned during the day. The Team will remain available to the facility should the need arise (when working away). He suggested that the Reps be provided with the Supervisor's contact number.

(Note: when off site the dedicated contact number is written on the white board at the south entrance in the Market Hall.)

c. Butcher's Row Gates' padlocks.

Mrs Austin requested that the padlocks are oiled.

Mr Jeffers continued:

d. Request from DTAL regarding the Hire Agreement clause:

"Bideford Town Council reserves the right to cancel an event without notice (although notice will be given if practicable) and without liability of any kind..."

Following on from the earlier deposit item, Councillor Bushby indicated that where people had booked iaw (in accordance with) current practise then it would be treated as such, however, if over a longer term period – six months – where the Council had a desire to stage an event, with a broader reach, they would engage, negotiate and work with the hirer.

The Clerk added that the question had been put to him, before and that in his response

he had also cited, loss of utilities, building requirement and public safety.

(Councillor Hind left the Meeting.)

e. Re-instatement of Child's Play area.

Mr Jeffers questioned why the Child's Play area was so small. Concerns had been voiced, by those with "early years" child care experience that a gate should be in place.

It was noted that erecting and dismantling the facility took up much resource.

The Clerk was asked to view the Area in terms of size and liaise with the Rangers.

The Chairman thanked Mrs Austin and Mr Jeffers for their contribution.

12. **PART II (CLOSED SESSION)**

Proposed by Councillor Mrs Gubb, seconded and

RESOLVED: To exclude members of the public and the press to progress matters of a confidential nature under the Public Bodies (Admissions to Meetings Act) 1960 and Local Government Act 1972, ss 100 and 102.

(Vote – For: 4, Against: 0)

13. **CHAIRMAN'S REPORT**

There was no report.

14. **TENANT / TRADER**

a. Applications.

It was proposed by Councillor Mrs Gubb and seconded by Councillor Bushby and

RESOLVED: That Mrs Sharkey be offered the Tenancy to Market Place Shop Unit 25 on vacation by the present tenant.

(Vote – For: 4, Against: 0)

b. Tenant matters.

The Committee re-visited the item of debt recovery in terms of Court action to recover "public money."

Councillor J Hellyer explained the process of application.

It was proposed by Councillor Hawkins and seconded by Councillor Mrs Gubb and

RESOLVED: That Court action is taken to recover outstanding tenant debt.

(Vote – For: 4, Against: 0)

Councillor J Hellyer advised that a letter explaining the Council’s intent be sent recorded delivery to the debtor indicating offer of repayment strategy, in the first instance. Failure to respond (within a deadline time) will trigger the Court action.

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 7.32 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

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BIDEFORD TOWN COUNCIL - Accounts for approval at the Market Management Committee Meeting - 23 May 2024

Number	(All)	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
		19/04/2024	(blank)	EDF (995)	Electricity	659.32	131.86	791.18
		26/04/2024	(blank)	Mkt recharge	TC staff costs	10,000.00		10,000.00
		25/04/2024	(blank)	Devon Balustrades	26 Market Place - laminate	378.00		378.00
			BSPM3	EDF (985)	Gas	99.34	4.97	104.31
		30/04/2024	(blank)	Llyds	Service Charges	37.57		37.57
			(blank)	Tamar Trading	Maintenance Items	404.62	80.92	485.54
		1/05/2024	(blank)	EDF (995)	Electricity	438.09	87.62	525.71
		3/5/2024	(blank)	Mimick Signs	Market Banners x 3	115.00	23.00	138.00
			(blank)	Stockton Property Ltd	20 x Trestles + 2 x trolleys	1,863.90	372.78	2,236.68
				Coastal Recycling	Waste removal	147.55		147.55
				From TC a/c	wrong invoice payment	-43.20		-43.20
		7/05/2024	BSPM4	TV Licence	(blank)	13.25		13.25
			(blank)	RGB	Maintenance Items	7.96	1.59	9.55
				Amazon	Key Fobs	4.99	1.00	5.99
		20/05/2024	(blank)	SunGift Solar	Inspection	495.00	99.00	594.00
				Vodafone	Phone charges	26.49	5.30	31.79
		23/05/2024	(blank)	EDF (985)	Gas	8.59	0.43	9.02
				Jewson	Maintenance Items	36.50	7.30	43.80
Grand Total						14,692.97	815.77	15,508.74

Bank Balances at 5/23/2024 - Current Account £ 5,859.30
 Bank Balances at 5/23/2024 - Deposit Account £ 36,829.02



BIDEFORD TOWN COUNCIL

Minutes of the Planning Committee Meeting

held in the Council Chamber, Bideford on

Wednesday 5 June 2024 at 6.30 pm

PRESENT:

North Ward:	Councillor K Bines Councillor J Gordon
South Ward:	Councillor Ms R Clarke (Town Mayor) Councillor S Inch
West Ward:	Councillor M Taylor
East Ward:	Councillor Mrs L Hellyer Councillor J McKenzie

IN ATTENDANCE: Mrs C Parsons – Administrative Assistant

001 **ELECT A CHAIRMAN**

Councillor K Bines was proposed by Councillor J McKenzie and was seconded by Councillor Mrs L Hellyer, and

RESOLVED: That the Chairman for the Planning Committee is Councillor K Bines for the Mayoral year 2024 /2025.

(Vote – For: 6, Against: 0, Abstentions: 1)

002 **ELECT A VICE CHAIRMAN**

Councillor S Inch was proposed by Councillor Mrs L Hellyer, and was seconded by Councillor Ms R Clarke, and

RESOLVED: That the Vice Chairman for the Planning Committee is Councillor S Inch for the Mayoral year 2024/ 2025.

(Vote – For: 6, Against: 0, Abstentions: 1)

003 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

004 **DECLARATIONS OF INTEREST**

No declarations of interest were submitted at this point in the meeting.

005 **PUBLIC PARTICIPATION SESSION**

There were no members of the public present.

006 **MINUTES**

The Minutes of the Meeting held on 15 May 2024 were approved and signed as a correct record.

(Vote – For: 7, Against: 0, Abstentions: 0)

007 **PLANNING APPLICATIONS**

- a. Application No: 1/0431/2024/FULM. Reserved matters application for details of appearance, landscaping, layout and scale in respect of a proposal for 276 no. dwellings, associated infrastructure and open space pursuant outline planning permission 1/0039/2014/OUTM (Amended Plans)(Variation of Condition 1 of planning permission 1/1256/2021/REMM) (Plans Schedule). Land South Of Clovelly Road, Littleham, Devon. Applicant: Vistry Homes Ltd., Heron Road, Sowton Industrial Estate, Exeter EX2 7LL. Agent: Walsingham Planning, Bristol. (Date received: 10 May 2024

Proposed by Councillor Mrs L Hellyer, seconded and

RESOLVED: That the application is approved.

(Vote – For: 7, Against: 0, Abstentions: 0)

- b. Application No: 1/0442/2024/FUL. External and internal works to existing buildings (known as Orchard House) to refurbish 4no. assisted accommodation flats and staff areas, including alterations to fenestration. Orchard House, Alverdiscott Road, East The Water, Devon. Applicant: Ms L Holt, National Autistic Society, Kingsley House, Alverdiscott Road, Bideford EX39 4PL. Agent: David Wilson Partnership, Barnstaple. (Date received: 14 May 2024).

Proposed by Councillor Mrs L Hellyer, seconded and

RESOLVED: That the application is approved.

(Vote – For: 7, Against: 0, Abstentions: 0)

- c. Application No: 1/0394/2024/LA. Change of use of library (Use Class F1) to create a multi-functional sport and fitness facility (Use Class E). Bideford Library, New Road, Bideford, Devon. Applicant: Mr H Cameron, Torridge District Council, Riverbank House, Bideford EX39 2QG. Agent: None supplied. (Date received: 14 May 2024).

Proposed by Councillor Mrs L Hellyer, seconded and

RESOLVED: That members recommend approval with the proviso that the potential noise impact on residential and commercial premises is addressed.

(Vote – For: 4, Against: 3, Abstentions: 0)

- d. Application No: 1/0425/2024/FUL. Change of use of ground floor to residential (1 Flat). 3 Allhalland Street, Bideford, Devon, EX39 2JD. Applicant: Mr A Shah, 38 Beechwood Avenue, Barnstaple EX31 2EG. Agent: RGP Architects Ltd, Barnstaple. (Date received: 15 May 2024).

Proposed by Councillor Ms R Clarke, seconded and

RESOLVED: That the application is approved, subject to the Conservation Officer being satisfied.

(Vote – For: 7, Against: 0, Abstentions: 0)

- e. Application No: 1/0422/2024/LBC. Change of use of ground floor to residential (1 Flat). 3 Allhalland Street, Bideford, Devon, EX39 2JD. Applicant: Mr A Shah, 38 Beechwood Avenue, Barnstaple EX31 2EG. Agent: RGP Architects Ltd, Barnstaple. (Date received: 15 May 2024).

Proposed by Councillor Ms R Clarke, seconded and

RESOLVED: That the application is approved, subject to the Conservation Officer being satisfied.

(Vote – For: 7, Against: 0, Abstentions: 0)

- f. Application No: 1/0467/2024/FUL. Erection of a new garage. 41 Thornton Close, Bideford, Devon, EX39 3ND. Applicant: Mr D Crouch (same address). Agent: Mr P Wilson, Monkleigh. (Date received: 29 May 2024).

Proposed by Councillor J McKenzie, seconded and

RESOLVED: That the application is approved.

(Vote – For: 7, Against: 0, Abstentions: 0)

- g. Application No: 1/0488/2024/FUL. Single storey extension. The Ledge, Bull Hill, Bideford, Devon. Applicant: Mr P Diamond (same address). Agent: Mr P Hinton, Bideford. (Date received: 29 May 2024).

Proposed by Councillor J McKenzie, seconded and

RESOLVED: That the application is approved.

(Vote – For: 7, Against: 0, Abstentions: 0)

008 TO CONSIDER AND COMMENT ON THE PRE-APPLICATION CONSULTATION LETTER AND DETAILS FROM XLINKS 1 LIMITED (DEFERRED FROM PLANNING COMMITTEE MEETING 15 MAY 2024)

Members had deferred this item from the Planning Meeting on 15 May 2024, to enable them peruse the pre-application consultation document in more detail before submitting any comments before the extended deadline of 11 July 2024.

Members discussed the document at length and

RESOLVED the following be submitted:

Members have no objections to the application in principle, however have raised the following points of concern

- i. Members would like to see a Highways Management Plan in place for construction from the commencement of the operation and improvements to Manteo Way to provide for the additional traffic generated during both construction and post construction phases.**
- ii. Protection of Bid 4 from noise and disturbance from the operation of the compound.**
- iii. That the Bideford Town Council Neighbourhood Plan Working Party be asked to look at the compound site to be used for the community post construction.**
- iv. that more information be available in respect of the means of delivering off site biodiversity net gain.**

(Vote – For: 6, Against: 1, Abstentions: 0)

009 PLANNING AUTHORITIES UPDATE BY CLERK

The Clerk gave an update on planning application decisions received from TDC.

The business of the Meeting having been completed, the Chairman thanked the Members for their attendance and the Meeting concluded at 7.25pm.

Signature of Town Mayor: Date:

Signature of Chairman:..... Date:

DRAFT