



## BIDEFORD TOWN COUNCIL

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

Thursday 8 August 2024 at 6.30 pm

**PRESENT:** North Ward: 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 M Taylor

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

**IN ATTENDANCE:** Mr Paul Swan (Town Clerk)  
Mr R D Coombes (Deputy Town Clerk)  
1 x Member of the Public

### 42. **APOLOGIES FOR ABSENCE**

Councillors C Hawkins (West Ward – personal) and J Hellyer (East Ward – personal).

### 43. **DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

Councillor Mrs Gubb declared a non-pecuniary interest in Item 17. (Member, Bideford Bridge Trust.).

### 44. **PUBLIC PARTICIPATION SESSION**

A representative of Jurassic Fibre introduced himself and his organisation. He spoke on the roll out of full fibre broadband (in the South West), “the copper switch off,” (connection of

homes and offices in the UK to their local telephone exchange) and the importance of addressing one's needs to their respective telecom / broadband provider.

(Councillor Craigie joined the Meeting.)

Points raised included the provision of a map indicating where Jurassic are established and the difficulties presented where new housing estates have broadband installations that are intrinsically tied to the original developer / organisation.

45. **MINUTES**

The Minutes of the Meeting held on 27 June 2024 were approved and signed as a correct record.

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

46. **ACCOUNTS**

To approve the payments listed.

It was proposed by Councillor McKenzie, seconded and

**RESOLVED: That the List of Payments be approved.**

(Vote – For: 13, Against: 0)

47. **DEVON COUNTY COUNCIL (COUNCILLOR) REPORT**

Members had sight of a report provided by Councillor Mrs Hellyer.

Councillor T Inch questioned the West Ward County Councillor's attendance.

Councillor Hind invited Members to forward any concerns to himself (for him to forward).

48. **COMMUNICATION BROUGHT FORWARD ON THE DIRECTION OF THE MAYOR / TOWN CLERK**

The Mayor will host an ITV documentary team on Tuesday receiving them in the Town Hall from whence she will escort them through the Market Complex and the Town.

The Town Clerk advised:

- a. The Caddsdawn development project is progressing very well. The steel frame was in place, the cladding will be installed next week finishing on 19 August 2024.
- b. The Ford Rock ground works have been completed; the seeded area will remain fenced for three weeks. He suggested that there should be an official opening; a statement highlighting the work of the Town Council for the betterment of the Community. He invited Members to forward their thoughts / ideas to him.
- c. The Mayor's Civic Church Service will be held at St Mary's on 22 September 2024 at 15.00. (Town Hall will be open from 14.00, Members to be robed and ready to leave by 14.40.)

49. **MARKET MANAGEMENT COMMITTEE**

- a. The Minutes of the Meeting held on 20 June 2024 were approved and adopted.

(Vote – For: 12, Against: 0, Abstention: 1)

- b. **Recommendation: Minute Number 33.b. – Signing of the Lease Rescheduling.**

Members discussed the Recommendation to reschedule the Signing of the Lease to 14 December 2024 unless a future booking provides the opportunity for the Civic Event to be held on 7 December 2024.

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

**RESOLVED: That the Signing of the Lease Ceremony is held on Saturday, 14 December 2024.**

(Vote – For 13, Against: 0).

The Minutes of the Meeting held on 1 August 2024 were approved and adopted.

(Vote – For: 12, Against: 0, Abstention: 1)

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

The Minutes of the Meeting held on 25 July 2024 were approved and adopted.

(Vote – For: 12, Against: 0, Abstention: 1)

51. **PLANNING COMMITTEE**

- a. The Minutes of the Meeting held on 17 July 2024 were approved and adopted.

(Vote – For: 12, Against: 0, Abstention: 1)

- b. The Minutes of the Meeting held on 7 August 2024 were approved and adopted.

(Vote – For: 12, Against: 0, Abstention: 1)

52. **TOURISM COMMITTEE**

The Minutes of the Meeting held on 6 August 2024 were approved and adopted.

(Vote – For: 13, Against: 0)

Councillor Mrs Gubb advised Members that the Chudleigh Fort Picnic will be held on 1 September 2024; Members are welcome to attend / participate.

53. **DECARBONISATION & ENVIRONMENT COMMITTEE**

It was noted that the make-up of the Ward members was incorrect; the Clerk will action.

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

(Vote – For: 12, Against: 0, Abstention: 1)

54. **TOWN PULSE SMART HUBS**

Members had received information explaining the Pulse Smart Hub – “a modern-day piece of street furniture that supports the health and vitality of the communities we serve. The Pulse Smart Hub is free all-year round to the user, local stakeholders and taxpayer.”

The Town Clerk provided a synopsis, noting that it was the early stages, with points including:

- The business behind the Pulse Smart Hub is a not for profit Community interest Company.
- The Newton Abbot Town Clerk declared, “there was no downside.”
- Intended fifteen installations across the Town, East-the-Water and Bideford College.
- Free Wi Fi / telephone conversation / charging.
- Direct link to the Police.
  - CCTV operates when activated by user.
- Defibrillators (fifteen).
- Maintained by the Company.
- No cost.
- The Company oversee the whole Planning process.
- TDC engaged, many advantages, no downsides.

Members raised points that included:

- Exciting opportunity.
- Installation provides revenue stream for the Company through advertising (Council will have five per cent of advertising space to promote Council initiatives / Events).
- Commitment / long term to the facility; what would happen if the Company folded?

It was proposed by Councillor T Inch, seconded and

**RESOLVED: That the Town Clerk continues to liaise with the organisation.**

(Vote – For: 13, Against: 0)

55. **TORRIDGE DISTRICT COUNCIL REQUEST FOR MATCH FUNDING – “PLAYZONE” AT POLLYFIELD SITE**

Members had sight of a letter from TDC requesting match funding support of £34,375.

The Clerk advised that there had been no preamble to the receipt of the letter and confirmed that the Council had £10,000.00 earmarked for play equipment. He noted, also that the Council were one of five sites throughout Torridge.

Discussion followed including:

- Council committed to Caddsdwn facility can only offer £10,000.00.

- The Playzone would be an asset to the Townspeople.
- Reduce grant funding limit to free up monies in the new financial year.
- Bridge Trust had been approached and turned down the opportunity citing lack of information (free facility / charge for use?) and future costs.
- TDC, who have reserves and further financial resources, should look to other funding support.
- Potential for the Council to explore funding providing that that the facility is free to all of Bideford.

Councillor Mrs Gubb understood that the facility would be fenced in and that there would be a booking system through the Shamwicksire Rovers AFC / Pollyfield Community Centre. She agreed that there wasn't sufficient information at this stage.

Further discussion including the on going maintenance (provision); the surface requires a great deal of labour intensive cleaning /attention. Whilst the facility has fantastic potential, the surface will have a limited lifespan. Who will be responsible for the capital funding, charges and maintenance costs?

Councillor S Inch confirmed that the management was most important part. The equipment will need to be overseen / policed; there will be damage to the surface (cigarette burns).

It was proposed by Councillor Hind, seconded and

**RESOLVED: That the item is deferred awaiting further information.**

(Vote – For: 12, Against: 1)

#### 56. **NOTICE OF MOTION**

Submission by Councillor Mrs L Hellyer.

**“That Bideford Town Council amends standing orders with regard to the notice period needed for substitution. Councillors would no longer need to give four days clear notice, not including Sundays and Bank holidays. Instead, Councillors would be able to appoint a substitute up to, and including, the day of the relevant meeting, as long as they had notified the Clerk and the relevant Chair of the committee prior to the start of the meeting.”**

Councillor Lawrence seconded the Motion.

Councillor McKenzie questioned whether the item should be considered within six months of adopted changes to the SOs.

The Deputy Clerk confirmed that a resolution could not be reversed within six months except by a notice supported by nine councillors.

It was proposed by Councillor Mrs L Hellyer, seconded

**RESOLVED: That the Motion is supported.**

(Vote – For: 11, Against: 1, Abstention: 1)

## 57. **TORRIDGE DISTRICT COUNCIL – UPDATE**

Councillor Bushby advised:

- a. Operational Services Centre will be considered at the September Plans Committee. The proposal has been prepared so that construction can proceed in the autumn. The proposal includes a fourth maintenance bay that can be used by the Blue Light services for vehicle maintenance.
- b. The Old Library and Town Hall currently costing the proposed alteration and essential maintenance required to improve the building and create a fourth fitness and wellbeing venue for Active Torridge.
- c. Levelling Up Partnership (TDC) have written to the new Minister seeking an update on the Partnership.

TDC has adopted three documents that will shape the future of the District: the North Devon and Torridge Economic Strategy, Torridge Place Story and the Maritime Growth and Vision all describe the ambition for the area and what efforts will be concentrated on to deliver.

- d. Bideford Quay Study consultancy group engaged to consider the potential for the Quay whilst retaining commercial port / car parking.
- e. Brunswick Wharf revised planning consent was granted in July.
- f. Car Parking usage and revenue across the District remains above expectation.
- g. Housing Workshop to be held next week by TDC members.
- h. Ford Rock thanks to the Town Council for doing such a good job of tidying up Ford Rock and making the gateway to the Town more attractive.

Points raised included re-siting of the Harbour Master's Office and the future of the Quay Fountains.

## 58. **BRIDGE TRUST**

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

## 48. **REPRISE COMMUNICATION BROUGHT FORWARD ON THE DIRECTION OF THE MAYOR**

Councillor Bushy referred the Mayor to her engagement with ITV expressing his reservations in terms of the motivation behind "A Day in the Life" of a Town Mayor. His concerns centred on the integrity of the Office, noting the polarising effect of her inaugural address to the Council and Carnival speech (when Deputy Mayor) and what could be misconstrued as a vehicle for her own personal agenda.

The Mayor agreed that the Television Company was interested in her personally. She insisted she had performed her role as a Councillor and Mayor of Bideford with the utmost respect for the Office, and to the best of her ability. The opportunity was presented at short notice and would be of benefit to the Town and the wider Community; other Members concurred.

Referring to her inaugural speech she declared that her chosen Charity, Transilience, provided vital support and empowerment to the trans youth in our society and spoke of her commitment and work in the area.

Both Councillors S and T Inch agreed with Councillor Bushby, stating that had the initiative been put before the Council they would have voted against the coverage.

The business of the meeting having been concluded the Mayor thanked the members for their attendance at the meeting which concluded at 7.37 pm.

Signature of Town Mayor: ..... Date: .....

DRAFT

BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 8 August 2024

Number (All) ▾

Date Entered	PV	Description	Extended Description	Net	VAT	Gross
24/7/2024	(blank)	Brunel Engraving Co Ltd	Brass Commemorative Bench Plaque	42.44	8.50	50.94
			Additional Plaque detail	30.00	6.00	36.00
	BSTC15	Amazon - Boston Seeds	Fast Growing Grass Seed	67.99		67.99
	BSTC15	CHSW	Donation in lieu of portrait pictures	200.00		200.00
25/07/2024	BSTC15	Acorn	Seasonal worker	370.80	74.16	444.96
26/7/2024	(blank)	RGB	Maintenance Items	373.26	74.65	447.91
		Trainline	Refund Travel Tickets	-127.80		-127.80
		Jewson	Maintenance Items	207.13	41.42	248.55
	BSTC15	Clarity Copiers	Meter Copy Charge	90.95	18.19	109.14
		SWEMS	BGT - Organsing and advertising	697.62		697.62
		BTCP-Little Green Town Project	Mature Fraxinus "excelsior" Altena Tree	-660.00		-660.00
30/7/2024	(blank)	Amazon	Construction Sight Warning Signs	29.93	6.00	35.93
		BJ's Value House	Maintenance Items	8.33	1.66	9.99
		Tamar Trading	Maintenance Items	307.24	61.46	368.70
	BSTC15	Lyds	Service Charges	44.22		44.22
31/07/2024	BSTC15	Amazon	Picture Frames	64.09		76.93
		SW Communications	Line / Broadband provision	52.69	10.54	63.23
		Lineal Software Ltd	Microsoft 365 License	145.58	29.12	174.70
		Mr T Bartlett	Plant Hire and Operation - Ford Rock	894.00		894.00
		Mr P Bevan	BGT - sound	350.00		350.00
1/8/2024	(blank)	Clarity Copiers	Meter Copy Charge	71.62	14.32	85.94
		Mow-It	Maintenance Items	105.85	21.17	127.02
		Pat Williams Ltd	Maintenance Items	14.83	2.97	17.80
		TDC	Legal Fees - Licence to occupy land	105.00	21.00	126.00
		Red Elephant Group	D-Day 3 x security provision	204.00	40.80	244.80
		Mimic Signs	Supply / fit taxi rank shelter sign	80.00	16.00	96.00
	BSTC16	D S Electrical	Unit 13 Daddon Court	600.00		600.00
		Lineal	Engineer - remote labour	42.50	8.50	51.00
		TDC - 128	T Hall Offices rent	313.72	62.74	376.46
		TDC - 127	T Hall Offices Service Charge	230.42	46.08	276.50
		Market recharge	TC staff	-3,482.36		-3,482.36
		Acorn	Seasonal worker	370.80	74.16	444.96
5/8/2024	(blank)	EDF	Decorative Lighting, Bideford Quay	369.88	73.98	443.86
6/8/2024	(blank)	Staff salaries inc Pension / HMRC	PAYE/NI/SALARY	28,150.68		28,150.68
		Ancient and Honourable Guild of Town Criers	Membership 2024 - 2025	30.00		30.00
2/8/2024	(blank)	Motor Parts Direct	Maintenance Items	7.57	1.51	9.08
		Allstar	Fuel	347.46	69.48	416.94
		Zurich Municipal	Insurance / Inspection Contract	4,372.70	55.00	4,427.70
7/8/2024	BSTC16	Acorn	Seasonal worker	370.80	74.16	444.96
		C+R Construction SW Ltd	Caddsdwn Unit	50,000.00	10,000.00	60,000.00
<b>Grand Total</b>				<b>85,493.94</b>	<b>10,926.41</b>	<b>96,420.35</b>

Bank Balances at 8/8/2024 - Current Account £ 36,668.73  
 Bank Balances at 8/8/2024 - Deposit Account £ 379,306.70