



BIDEFORD TOWN COUNCIL

**Town Hall
Bideford
Devon
EX39 2HS**

Telephone:
Bideford (01237) 428938

Mr Paul Swan
Town Clerk and Responsible Financial Officer

To: Members of the Council

Thursday 05th December 2024

You are hereby summoned to attend a Meeting of Bideford Town Council in the Town Hall on **Thursday 12th December 2024 at 6.30 pm** for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend. There is a legal right to film/record/photograph/report public meetings.

Paul Swan
Clerk to the Council

AGENDA

1. To accept apologies and reasons for absence.
2. To receive declarations of interest on items on the agenda and note the requests for dispensation received by the Clerk prior to the meeting.
3. Public participation session of 15 minutes duration on items submitted prior to the meeting by Bideford residents, which fall within the scope of the Council's activities.
4. To approve the minutes of the meeting held on 31 October 2024 as a correct record. Encl.
5. Accounts - To approve the payments listed. Encl.
6. To receive the report from the County Councillor on issues within the parish. Cllr Mrs Hellyer
7. To receive such communications as the Town Mayor / Town Clerk may wish to lay before the Council.
8. Staffing, Finance & General Purposes Committee- to approve and adopt the minutes of the meeting held on 28 November 2024.

9. Market Management Committee Meeting – to approve and adopt the minutes of the meeting held on 5 December 2024. Encl. To Follow
10. Planning Committee –
 - a. to approve and adopt the minutes of the meeting held on 20 November 2024. Encl.
 - b. to approve and adopt the minutes of the meeting held on 11 December 2024. Encl. To Follow
11. Tourism Committee - to approve and adopt the minutes of the meeting held on 10 December 2024.**(All items are recommendations).** Encl. To Follow
12. Decarbonisation Committee –
 - to approve and adopt the minutes of the meeting held on 3 October 2024. Encl.
 - to approve and adopt the minutes of the meeting held on 4 December 2024. Encl.
13. Torridge District Council – To receive an update on Torridge District Council activities by one of the Councillors. Encl. To Follow
14. To receive an update on Bridge Trust activities by one of the Trustees.
15. To elect two nominative trustees of the Bridge Trust

<p>A moment of contemplation will be said by Reverend Claire Rose-Casemore from St Mary's Church, in the Council Chamber at 6.20 pm, prior to the start of the meeting. Councillors and Members of the Public are invited to participate if they so wish.</p>

Date of the next meeting – Thursday 23 January 2025

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 31 October 2024 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby Councillor K Hind Councillor D McGeough Councillor S Smith
	South Ward:	Councillor S Inch Councillor P Lawrence (Chairman)
	East Ward:	Councillor Mrs J Gubb Councillor Mrs L Hellyer Councillor J Hellyer Councillor J A McKenzie
IN ATTENDANCE:		Mr Paul Swan (Town Clerk) Mr R D Coombes (Deputy Town Clerk) 1 x Members of the Public

(In the absence of the Town Mayor, the Deputy Mayor, Councillor P Lawrence, assumed the Chair.)

77. **APOLOGIES FOR ABSENCE**

Councillors C Hawkins (West Ward – personal), Ms R Clarke (South Ward – personal), J Gordon (North Ward – personal), M Taylor (West Ward) and T Inch (West Ward – personal).

78. **DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

Councillor Hind declared a non-pecuniary interest in Item 15. (Spouse is a volunteer at the (Northern Devon) Bideford Foodbank.).

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

79. **PUBLIC PARTICIPATION SESSION**

There was no public participation.

80. **MINUTES**

Councillor Mrs Hellyer reflected on the Minutes of the Meeting held on 8 August 2024 and believed that having seen the television broadcast the points raised were vindicated.

In terms of the Minutes of the Meeting held on 19 September 2024 she expressed disquiet at the manner in which the voting was cast.

Discussion followed whereupon the Minutes of the Meeting held on 19 September 2024 were not approved:

(Vote – For: 4, Against: 5, Abstention: 1)

The Deputy Town Clerk suggested to Members that they had not found fault with the Minutes as a record of the whole Meeting, but simply the record leading to the Resolution of Minute Number 62. (Approval of the Minutes of the Meeting held on 19 September 2024).

He drew their attention to Standing Order 12.c. (accuracy of draft minutes...) and d. (If the Chairman of the Meeting does not consider the minutes to be an accurate record...); Councillor Hind concurred.

Further discussion ensued, led by Councillor J Hellyer.

The Minutes of the Meeting held on 19 September 2024 were approved, subject to the removal of the preamble leading to the Resolution of Minute.62., and signed as a correct record.

(Vote – For: 7, Against: 2, Abstention: 1)

81. **INTERNAL AUDITOR**

Members discussed appointing an Internal Auditor of Accounts following the abdication of Councillor Craigie.

It was proposed by Councillor Bushby, seconded and

RESOLVED: That Councillor S Inch is appointed Internal Auditor of Accounts.

(Vote – For: 10, Against: 0)

82. **COMMITTEE MEMBER APPOINTMENTS**

The Chairman sought nominations for the Planning and Decarbonisation and Environment Committees.

It was proposed by Councillor S Inch, seconded and

RESOLVED: That Councillor Ms Smith is appointed to both the Planning and the Decarbonisation and Environment Committees.

(Vote – For: 10, Against: 0)

83. **ACCOUNTS**

To approve the payments listed.

It was proposed by Councillor McKenzie, seconded and

RESOLVED: That the List of Payments be approved.

(Vote – For: 10, Against: 0)

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

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

Councillor Mrs Hellyer indicated that the changes to National Insurance and minimum wage payments, to be introduced by Central Government, would provide for an increased “cost” to the DCC Budget of £13 million.

Councillor S Inch believed that DCC Highways should have informed the “local” ward councillors when installing new traffic cameras requesting that Councillor Mrs Hellyer advises as such. (Councillor Mrs Hellyer indicated that she had seen correspondence in her position as Bideford DCC Councillor.)

Further discussion followed adhering to speed limits, traffic signs and indication that forty vehicles, on average, a day had been “caught,” by the newly installed technology.

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

The Town Clerk advised:

- a. Members that a general invitation had been extended to the Mayor and Councillors, by the Town Band, to attend the Christmas Concert on Friday, 6 December at 7.30 pm. It will be held at the Bideford Baptist Church, Mill Street.
- b. The Mayor, Mace Bearer, Beadle, Town and Deputy Town Clerks attended Westminster, at the invitation of the Rt Hon Sir Geoffrey Cox KC, where they were provided with a tour of the Palace by his senior researcher. The visit included the Speaker’s Office where they were introduced to the Parliament Mace (symbol of the authority of the House / Speaker).

86. **MARKET MANAGEMENT COMMITTEE**

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

(Vote – For: 9, Against: 0, Abstention: 1)

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

The Minutes of the Meeting held on 17 October 2024 were approved and adopted.

(Vote – For: 10, Against: 0)

88. **PLANNING COMMITTEE**

- a. The Minutes of the Meeting held on 9 October 2024 were approved and adopted.

(Vote – For: 10 , Against: 0)

- b. The Minutes of the Meeting held on 30 October 2024 were approved and adopted.

(Vote – For: 10 , Against: 0)

89. **TOURISM COMMITTEE**

The Minutes of the Meeting held on 29 October 2024 were approved and adopted.

(Vote – For: 9, Against: 0, Abstention: 1)

90. **ALLOTMENT COMMITTEE**

The Minutes of the Meeting held on 26 September 2024 were approved and adopted.

(Vote – For: 10 , Against: 0)

91. **NOTICE OF MOTION.**

In the absence of the proposer, the Chairman withdrew the Notice of Motion.

92. **TORRIDGE DISTRICT COUNCIL – UPDATE**

Councillor Bushby advised:

- a. Town Hall. Investment from TDC’s capital programme and Shared Prosperity Fund has been secured for roof repair and partial refurbishment of the Town Hall and Library. The Old Library will be converted into a gym, fitness and wellbeing centre and the remainder of the ground floor will be set up as a work hub to help stimulate small business activity. Active Torridge will take a lease on the facility until 2032 and provide management and reception services. There will be liaison with the Council around the programme of work and any potential disruption.
- b. Operational Services Centre at Alverdiscott Road (OSCAR). Planning permission has been secured and plans for a start on site are now underway. The main contract has been tendered and a contractor selected. S278 work (highway and pavement etc.) are planned and tendered and will commence in the coming weeks.
- c. Area Advisory Groups. These are scheduled for November and an update will be given on the work to present a draft Housing strategy.
- d. Levelling Up. Following the budget confirmation that the funding for the Appledore Clean Maritime Innovation Centre is in place providing for a continuation toward a start on site in the New Year. There has been no specific mention of the Levelling Up Partnership in the budget statement; clarity will be sought from the lead civil servants.

- e. Playzones. Match funding has been approved for the delivery of three Playzones across the District. The identified Pollyfield Site has £35,000 approved funding. The Community Engagement Officer will work with the stakeholders to deliver the project.
- f. Christmas. There will be a Christmas promotion campaign for the Town Centre launched towards the end of November (a collaborative effort with the Town Council and Traders).

93. **BRIDGE TRUST**

Councillor Mrs Gubb advised Members that there was not a meeting / activities on which to provide a report. The next Meeting of the Bridge Trust will be held on Thursday, 7 November 2024.

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

The Chairman thanked the Members of Public for their attendance.

Proposed by Councillor Lawrence, 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: 0, Against: 0)

95. **NOTICE OF MOTION.**

Led by Councillor S Inch, seconded by Councillor McKenzie members discussed honouring two persons of distinction who have rendered eminent services in the execution of their duties.

Proposed by Councillor S Inch, seconded and

RESOLVED: To appropriately honour two members of the Community at the appropriate time.

(Vote – For: 9, Against: 0, Abstention: 1)

The business of the meeting having been concluded the Mayor thanked the members for their attendance at the meeting which concluded at 7.25 pm.

Signature of Town Mayor:

Date:



BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 31 October 2024

Number (All)

Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	11/10/2024	(blank)	Acorn	Seasonal worker	370.80	74.16	444.96
2	14/10/2024	(blank)	C+R Construction SW Ltd	Caddsdow Unit	170,000.00	34,000.00	204,000.00
3	07/10/2024	(blank)	EDF	Bridge Floodlighting	37.73	1.89	39.62
4	22/10/2024	(blank)	Andrew Symons Ltd	Mower Repair	226.36	45.27	271.63
5			Merry Harriers	Wild Seed	210.00	42.00	252.00
6			Trainline	Trip to Westminster	192.60		192.60
7				Trip to Westminster--Refund	(181.00)		(181.00)
8			Wills Tree Services	Trees at Handy X Allotments	650.00	130.00	780.00
9			TPTAS	Audit Service	325.00		325.00
10			Nick Sampson Mechanical Engineering Services	Planters Transport	450.00	90.00	540.00
11			Robeda Joinery	V.Park Bench	55.91	11.18	67.09
12			SW Heritage Trust	ND Record Office	4,000.00		4,000.00
13			Apple Retail	iPad for New Councillor	498.33	99.67	598.00
14			Devondale	Maintenance Items	5.00	1.00	6.00
15			APCOA	Parking Reading	40.00	6.66	46.66
16			The Trainline	Reading to Paddington * 6	209.92	0.00	209.92
17	23/10/2024	(blank)	Acorn	Seasonal worker	370.80	74.16	444.96
18	Grand Total				177,461.45	34,575.99	212,037.44

Bank Balances at	24/10/2024	- Current Account	£	33,090.28
Bank Balances at	24/10/2024	- Deposit Account	£	654,463.14





BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 12 December 2024

Number (All)
Total2 (Multiple Items)

Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	03/11/2024	(blank)	Amazon	(blank)	(7.29)		(7.29)
2				Amazon Prime-No Receipt	8.99		8.99
3	05/11/2024	BSTC31	Staff salaries inc Pension	SALARY	38,017.71		38,017.71
4	11/11/2024	(blank)	Torrige District Council	Parking	4.50		4.50
5			Paul Swan	Parking RePayment	(4.50)		(4.50)
6	17/11/2024	(blank)	Amazon EU SarL	Picture Frames	33.32	6.67	39.99
7			Corporate Trade Supplies Ltd	Picture Frames	84.08	16.83	100.91
8	18/11/2024	(blank)	Adobe	Photoshop SW	198.96	39.79	238.75
9	19/11/2024	(blank)	BJ's Value House	Bracket	1.67	0.33	2.00
10			Motor Parts Direct	Pick up Battery	83.33	16.67	100.00
11			Taylor's Fastners	Fixings	18.61	3.72	22.33
12		BSTC31	EDF	Bridge Floodlighting	58.62	2.93	61.55
13				Xmas Lights, 74A	0.74	0.04	0.78
14	21/11/2024	(blank)	Amazon EU S.A.R.L. UK Branch	First Aid Sign	14.98	3.00	17.98
15				HSE Poster	13.82	2.76	16.58
16	22/11/2024	(blank)	BJ's Value House	Bedding Plants	33.25	6.65	39.90
17			Bowdens Cleaning Services Limited	Office Cleaning Oct	48.00	9.60	57.60
18			Torrige Distrct Council	New Address Registration	103.00		103.00
19		BSTC31	EDF	Xmas Lights, 14A	39.69	1.98	41.67
20			Acorn Recruitment Ltd	Temp Staff	370.80	74.16	444.96
21			Bideford Con Club	Remembrance Buffet	500.00		500.00
22	24/11/2024	(blank)	James Lee Electrical	M&E Fit Out	23,605.20	4,721.04	28,326.24
23	25/11/2024	(blank)	Howdens	Kitchen Unit Door	49.26	9.85	59.11
24		BSTC31	One Stop For Safety	Bunded Chemical Store	344.95	68.99	413.94
25			BigDug	72 Tray Parts Storage	686.19	137.24	823.43
26			Tufferman Ltd	7.2M * 2M Storage Racking	726.96	145.39	872.35
27			Greener Ilfracombe	Donation for Drawing of Bideford	50.00	0.00	50.00
28	26/11/2024	(blank)	Amazon EU S.A.R.L. UK Branch	Spoons SoL	4.58	0.92	5.50
29			We Can Source It Ltd	Napkins SoL	9.03	1.81	10.84
30			JAIV LTD	Cups SoL	29.12	5.83	34.95
31		BSTC31	Clarity Copiers	Meter Copy Charge	32.03	6.41	38.44
32			Paul Swan	Expenses	70.88	0.00	70.88
33	27/11/2024	(blank)	Acorn Recruitment Ltd	Temp Staff	370.80	74.16	444.96
34			Amazon EU SarL	Plates SoL	8.32	1.67	9.99
35	28/11/2024	(blank)	BJ's Value House	Missing Receipt	4.25		4.25
36			Bideford Coblers & Keys	Trophies Engraving	36.00	7.20	43.20
37			Kirkham Tyres Limited	(blank)	307.66	61.53	369.19
38	29/11/2024	BSTC31	Lloyds	Charges	30.90		30.90
39			Focus Group	Line / Broadband provision	57.68	11.54	69.22
40	30/11/2024	(blank)	Allstar	Fuel	369.22	73.84	443.06
41		BSTC31	RGB	Maintenance Items	534.95	106.99	641.94
42			Tamar Trading	Maintenance Items	2,889.27	577.87	3,467.14
43	01/12/2024	(blank)	Lineal	IT Support	181.52	36.31	217.83
44	02/12/2024	(blank)	Garlands	Paper 1 A4 1 A3	17.98		17.98
45		BSTC31	Market recharge	TC staff + Overhead	(3,482.36)		(3,482.36)
46			Torrige District Council	T Hall Offices rent	313.72	62.74	376.46

47	45628	BSTC31	Torrige District Council	T Hall Offices Service Charge	230.42	46.08	276.50
48	03/12/2024	(blank)	Wills Tree Services	Ford Wood	750.00	150.00	900.00
49	31/12/2024	(blank)	RGB	Maintenance Items	312.15	62.42	374.57
50			Tamar Trading	Maintenance Items	1,956.04	391.21	2,347.25
51	Grand Total				70,119.00	6,946.17	77,065.17

Bank Balances at	05/12/2024	- Current Account	£	63,746.22
Bank Balances at	05/12/2024	- Deposit Account	£	500,000.00

Report for Bideford Town Council from County Cllr. Linda Hellyer
December 2024

Please accept my apologies that I cannot be with you for the council meeting.

Since my last report, we have had storm Darrah which kept Devon County Council (DCC) highways crews very busy over this last weekend. The call centre answered 500 inbound calls on Saturday, 532 since the yellow weather warning began on Friday afternoon. With 262 Tree related (and at least 3 sheds). I am sure we are all very grateful to the crews, who alongside the Emergency services, National grid and tree surgeons, worked in appalling conditions to clear the roads of debris and keep everyone safe.

DCC have had minimal calls relating to roadworks sites/ scaffolds, which would indicate prior warning and informing has been largely effective.

It is the time of year when Councils are finalising their budget for the next financial year. . At the end of November, the government announced its reforms of local government funding, which could have a substantial impact on the authorities budget plans. DCC is not expecting to be given the details before December 16th and it will take a few days to analyse the changes.

In January, I will be attending meetings to look at the budget for our Childrens services and for our Health and social care services. Currently, these two services take 80% of the budget. We must set a balanced budget in February for 2024/2025.

Announcements in the recent budget concerning the living wage uplift, and employers National Insurance contributions are expected to cost DCC £13.5 million more than had previously been budgeted for, if there are no concessions.

The good news in the Budget was a six per cent uplift in cash support for children with special educational needs and disabilities (SEND). We don't have the details yet, but this could mean an extra £7 million for Devon.

Please continue to report all routine matters direct to DCC. If you google Devon County Council report a problem, a page will come up with icons e.g. potholes, overgrown vegetation, streetlights, signage, and drains.

Alternatively, you can contact the customer service desk.

0345 155 1004

I am always happy for residents to contact me.

Linda.hellyer@devon.gov.uk

Telephone 07728758360



BIDEFORD TOWN COUNCIL

Minutes of the Staffing, Finance & General Purposes Committee

held in the Town Hall on

Thursday 28 November 2024 at 6.30 pm

PRESENT: North Ward: Councillor D Bushby (Chairman)

South Ward Councillor Ms R Clarke
Councillor S Inch

East Ward: Councillor Mrs J Gubb
Councillor J Hellyer (Substitute for Mrs L Hellyer)
Councillor J McKenzie

West Ward

IN ATTENDANCE: Mr P Swan (Town Clerk)

46. **APOLOGIES FOR ABSENCE**

Councillor P J Lawrence – South Ward, Personal.
Councillor Mrs L Hellyer – East Ward, Personal.
Councillor T Inch – West Ward, Personal
Councillor D McGeough - North Ward, Sickness

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

Councillor Mrs J Gubb declared a pecuniary interest in item 6a. (related to “Seasonal Worker”).

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

There was no public participation.

49. **MINUTES**

Proposed by Councillor Ms Clarke and seconded by Councillor Mrs Gubb, the Minutes of the Meeting held on 17 October 2024 were approved and signed as a correct record.

(Vote – For: 6, Against: 0, Abstention: 0)

50. **CHAIRMAN’S ITEMS**

- a. The Town Clerk advised the Town Rangers were to be equipped with rescue throw lines due to their regular close proximity to the Quay and training to be given before issue.
- b. The Town Clerk advised the acquisition of a drawing by local well known artist John Nankivell of Bideford Long Bridge had been made by a donation to Greener Ilfracombe of £50, agreed with him and the Chair as the organisation was closing and the drawing had nowhere to be homed.
- c. The Chair advised an item that is to be conducted in Part II.

51. **ACCOUNTS**

a) **Payment List**

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

RESOLVED: That the lists of payments for 28 November 2024 be approved.

(Vote – For: 5, Against: 0, Abstention: 1)

b) **Internal Auditor’s Report 1 July – 30 Sept 2024**

The Councillors expressed their thanks and gratitude to Councillor Craige for his time in the role as auditor.

Councillor Inch expressed his concern having taken up the position that it would be taking up more time than anticipated.

It was proposed by Councillor Bushby and seconded by Councillor Ms Clarke, and

RESOLVED: That the Internal Audit Report Q2 FY 24 be approved.

(Vote – For: 6, Against: 0, Abstention: 0)

52. **GRANT APPLICATION FORM 2025/6**

Councillors considered whether there should be any changes to the current form and the Town Clerk advised a new policy and process was ready and could be introduced following this round of applications.

The Councillors requested if this could be promoted more on social media.

It was proposed by Councillor Bushby and seconded by Councillor Ms Clarke, and

RESOLVED: The Grant form should go out in its current format and a new process be introduced for the following year.

(Vote – For: 6, Against: 0, Abstention: 0)

53. **TOWN RANGERS TASKS UPDATE.**

Members reviewed the task list and passed on thanks to the Town Rangers for their hard work.

54. **PART II (Closed Session)**

Council are excluding members of the public and the press to progress a matter of a confidential nature under the Public Bodies (Admissions to Meetings Act) 1960 and Local Government Act 1972, ss 100 and 102

To consider and resolve upon for agenda items 116/117

Proposed by Councillor Bushby, seconded by Councillor Ms Clarke and

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

(Vote – For: 6, Against: 0)

55. Members received the an update on the proposal for the repair of the Bideford long Bridge lighting to be funded from the 2025/6 budget.

It was proposed by Councillor Bushby and seconded by Councillor Mc Kenzie and

RESOLVED: The proposal be accepted and inserted into the 2025/6 budget.

(Vote – For: 6, Against: 0, Abstention: 0)

56. **STAFFING MATTERS**

Members discussed the staff appraisals.

It was proposed by Councillor Bushby and seconded by Councillor Ms Clarke and

RESOLVED: That the staff appraisals be approved.

(Vote – For: 6, Against: 0, Abstention: 0)

57. **CHAIRMAN'S ITEM**

It was agreed that the Chairman and the Mayor would meet directly to address staffing matters.

58. Proposed by Councillor Bushby, seconded by Councillor Ms Clarke and

RESOLVED: That the meeting returns to Standing Orders.

(Vote For: 6, Against: 0)

59.

The Chairman thanked the members for their attendance and the meeting concluded at 19:52.

Signature of Town Mayor: Date:

Signature of Chairman: Date:



BIDEFORD TOWN COUNCIL - Accounts for approval at the Staffing Finance & GP Meeting - 28 November 2024

Number (All) ▾

Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	08/10/2024	BSTC29	Connect Systems	WAP * 2	336.29	67.26	403.55
2	25/10/2024	(blank)	Screwfix	Maintenance Items	10.49	2.10	12.59
3	26/10/2024	(blank)	GWR	Train - Paddington to Reading	100.75	0.00	100.75
4	28/10/2024	BSTC28	UK Debt Management Office	Loan repayment	5,813.23	0.00	5,813.23
5			Lloyds	Cashback	(4.86)	0.00	(4.86)
6	29/10/2024	(blank)	Lineal	IT Licences	173.02	34.60	207.62
7			Touch of Class	Town Cryer Photo Frame	25.00	0.00	25.00
8		BSTC29	Zurich	Insurance	197.21	0.00	197.21
9			Acorn Recruitment Ltd	Seasonal worker	370.80	74.16	444.96
10			Lloyds	Charges	16.52	0.00	16.52
11			Focus Group	Line / Broadband provision	57.68	11.54	69.22
12	31/10/2024	(blank)	Jewson	Maintenance Items	0.00	0.00	0.00
13			Lineal	PC Repair	42.50	8.50	51.00
14			Tamar Trading	Maintenance Items	0.00	0.00	0.00
15			Screwfix	Maintenance Items	0.00	0.00	0.00
16			D S Electrical	Unit 13 Daddon Court	600.00	0.00	600.00
17		BSTC28	RGB	Maintenance Items	16.77	3.35	20.12
18		BSTC30	Allstar	Fuel	354.73	70.95	425.68
19			C+R Construction SW Ltd	Town Ranger Depot	121,650.00	24,330.00	145,980.00
20			In Stitches	Town Ranger Jacket	21.67	4.33	26.00
21			Acorn Recruitment Ltd	Temp Staff	370.80	74.16	444.96
22	01/11/2024	(blank)	Fine Star UK Ltd	Recycle Bin	10.75	2.15	12.90
23			Dong guan ben	USB C to HDMI Adaptor	5.37	1.07	6.44
24		BSTC30	Market recharge	TC staff + Overhead	(3,482.36)		(3,482.36)
25			Torridge District Council	T Hall Offices rent	313.72	62.74	376.46
26				T Hall Offices Service Charge	230.42	46.08	276.50
27	04/11/2024	(blank)	Blanchards Home Hardware	Cable Ties	3.58	0.71	4.29
28		BSTC30	DCC	Refund of Chapte 8 Training	(1,065.00)		(1,065.00)
29			Paul Swan	October Expenses	61.95		61.95
30			Rachel Clarke	October Expenses	217.00		217.00
31	08/11/2024	(blank)	Lloyds	Cash Back	(6.43)		(6.43)
32		BSTC30	Acorn Recruitment Ltd	Temp Staff	370.80	74.16	444.96
33			Alan Wilson Windows	New Depot Windows	1,152.00	230.40	1,382.40
34	13/11/2024	(blank)	Garlands	Stationery	6.77		6.77
35	15/11/2024	(blank)	Andrew Symons Ltd	Mower Repair	126.76	25.35	152.11
36			Acorn Recruitment Ltd	Temp Staff	535.60	107.12	642.72
37			BJ Value House	Plants	28.55	5.72	34.27
38			DOMU Brand Ltd	Key Press - New Depot	58.32	11.67	69.99
39			Amazon EU SarL	USB C Adaptor	9.99	2.00	11.99
40				Hand Air Dryer - New Depot	82.50	16.50	99.00
41		BSTC30	Pannier Pantry	Mayors Reception	221.00	0.00	221.00
42			Torbay Media Ltd	North Devon Gazette - Remembrance	180.00	36.00	216.00
43				North Devon Gazette - Grants	180.00	36.00	216.00
44	30/11/2024	(blank)	Jewson	Maintenance Items	0.00	0.00	0.00
45			RGB	Maintenance Items	534.95	106.99	641.94
46			Tamar Trading	Maintenance Items	2,997.11	599.44	3,596.55
47			Screwfix	Maintenance Items	0.00	0.00	0.00
48	Grand Total				132,925.95	26,045.05	158,971.00

Bank Balances at 28/11/2024 - Current Account
 Bank Balances at 28/11/2024 - Deposit Account

£ 68,590.61
 £ 500,000.00



BIDEFORD TOWN COUNCIL

Minutes of the Market Management Committee

held in the Council Chamber of the Town Hall on,

Thursday 5 December 2024 at 6.360 pm

- PRESENT:**
- | | |
|----------------|---|
| North Ward: | Councillor D Bushby
Councillor K Hind
Councillor S Smith (substitute for Councillor Mrs J Gubb) |
| East Ward: | Councillor J McKenzie (substitute for Councillor Ms R Clarke) |
| West Ward | Councillor M Taylor (substitute for Councillor Hawkins) |
| Market Complex | Mrs K Austin |
- IN ATTENDANCE:** Mr R Coombes (Deputy Town Clerk)

ELECTION OF CHAIRMAN FOR THE MEETING

Prior to the commencement of the Meeting it was established that neither the Chairman nor Deputy Chairman were in attendance.

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

RESOLVED: That Councillor McKenzie assume the Chair for the duration of the Meeting.

(Vote – For: 5, Against: 0)

61. **APOLOGIES FOR ABSENCE**

Councillors Ms R Clarke (South Ward – Market Event – Mayoral attendance), Mrs J Gubb (East Ward - personal), J Hellyer (East Ward – illness), Mrs L Hellyer (East Ward – DCC Meeting) and Councillor C Hawkins (West Ward – personal).

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

There were no declarations of interest.

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

None.

64. **MINUTES**

Proposed by Councillor Hind and seconded by Councillor Bushby, the Minutes of the Meeting held on 24 October 2024 were approved and signed as a correct record.

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

65. **ACCOUNTS**

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

RESOLVED: That the lists of payments for 5 December 2024 be approved.

(Vote – For: 5, Against: 0)

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

Architectural Heritage Fund (AHF). The Clerk advised Members that the Town Clerk is working with a firm of architects to use the grant obtained from the Architectural heritage Fund that provides for RIBA Stage 2 concept and design work for the Market Hall.

The Clerk explained that, “RIBA Stage 2, also named “Concept Design,” is the stage where the project’s compass points towards creative realisation - what it will look like, feel like, and how it will function. Initial concepts are nurtured, shaped, and refined into architectural designs that capture the essence of your aspirations.”

The Town Clerk had early requested, that the Project really needs input from the Committee in terms of the vision and strategy direction of the Market. He welcomes ideas and vision for the space that can be input into the design.

He warned against any smaller ideas that are in the pipeline, intimating them to be shelved for the time being until we have a wider space on the concept and design.

67. **FINANCIAL UPDATE**

The Clerk provided a financial update, identifying costs incurred, monies generated through the Hall, reserves and overall budget performance.

Councillor Bushby believed the funding stream heading: Cleaning and Maintenance should be separated.

Members noted the Market’s financial position.

68. **MARKET HALL**

- a. Members discussed generally the state of the Market in terms of following on from decisions made to promote the facility as an Events opportunity.

Clearly, the budget performance reflected the need to generate interest in the facility and draw revenue from it.

The success of the newly opened climbing facility was noted; the concept had mooted for the Hall, in the past.

Improvements to the Hall including the doors with greater accessibility (cost versus benefit) and the Café facility (bringing up to date but also wider hire offer – receptions / parties) were considered although mindful of the architectural design outcomes.

The Clerk referenced Butcher’s Hall at the Tavistock Market, indicating how the Hall space was being regularly used with Events Management Teams involvement. He noted Miss Ivy Events whilst operating in and around the Tavistock and Totnes areas also had links to Affinity. Approaches would be made to both “Miss Ivy,” and NABMA, examples of facilities being “turned round;” Councillor Hind made reference to a market in Altrincham.

Councillor Mrs Smith whilst noting the number of Events held in and around the Town saw the potential of the Market to be used by wider range of the Community - an opportunity for those members of society who are poorly catered for.

Further discussion included the forming of a Focus Group, with core members, but with the flexibility to engage outside stakeholders to drive improved perception, ideas and use of the facility.

Councillor Hind volunteered indicating that the Chairman of the Committee should have involvement along with Tenants, indicating that the Market should be self-funding; Mrs Austin agreed volunteering her services and that of Ms Jackson.

Members agreed that there would be a standard agenda item for each meeting providing for updates.

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

RESOLVED: That a Focus Group is convened including Councillors Ms Clarke and Hind with tenants represented by Mrs Austin and Ms Jackson supplemented by other invited stakeholders.

(Vote – For: 5, Against: 0)

- b. Southern Electric Door Replacement. Councillor Bushby had led discussion on the item extolling the merit of providing for vehicular access: ease of trader set up, opportunity for indoor car boot sales.

Funding generally was discussed, the Chairman did not believe the outlay would see a worthwhile return on costs incurred / investment. Potential opportunity could be addressed through Levelling Up funding.

Members deferred a decision.

- c. Café repair and refurbishment. Members saw benefit in improving the facility that again would improve the overall Market offer. It was clear that it needed updating, not least the floor. Levelling Up funding could again provide the catalyst.

Members deferred a decision.

69. **REAL IDEAS INTERIM REPORT**

Members had received both a progress and Interim Report when provided.

They noted the detailed work including reference to those Bideford agencies and stakeholders; Mrs Austin reflected upon her engagement with the author and detail that was attributed to her.

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

RESOLVED: That did not wish to take up the final element of the report based on that which had been received to date.

(Vote – For: 5, Against: 0)

70. **TENANT / TRADER REPRESENTATIVE**

Mrs Austin advised that footfall had been poor but Butcher’s Row had been busy on Sunday, “Light’s Switch On.” She looked forward to the Victorian Christmas Frost Fair, including Signing of the Lease, in conjunction with the Town traders who were positively engaged.

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

The Chairman thanked the Market Tenant for her attendance and contributions.

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: 5, Against: 0)

72. **CHAIRMAN’S REPORT**

There was no report.

73. **TENANT / TRADER**

- a. Terminations / Applications.

The Clerk confirmed the tenancies of Butcher’s Row 20 and soon to be occupied 13/14.

Councillors noted also the Tenant’s Notice to quit 15/16, effective 18 February 2025.

b. Tenant matters.

Members had considered a tenant’s business operation / purpose for use of “Demised Premises,” in the light of concerns raised by another tenant. They reflected on both the respective offers but did not believe that it was appropriate to intervene.

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 7.52 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:



BIDEFORD TOWN COUNCIL - Accounts for approval at the Market Management Committee Meeting - 24 October 2024

Number (All)

Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	30/09/2024	BSPM17	Llyds	Service Charges	32.56		32.56
2			TDC	Premises Licence	70.00		70.00
3			Coastal Recycling	Waste removal	175.15		175.15
4	01/10/2024	BSPM18	TV Licence	(blank)	13.25		13.25
5			Mkt recharge	TC staff costs	3,482.36		3,482.36
6	02/09/2024	BSPM16	Vodafone	Phone charges	26.49	5.30	31.79
7	04/09/2024	BSPM15	Nicholsons	Hygiene Items	160.38	32.08	192.46
8			SWW	Water / sewerage charges	106.03		106.03
9	09/09/2024	(blank)	Triangle	Broadband / line	61.66	12.33	73.99
10	17/09/2024	(blank)	EDF (995)	Electricity	168.18	8.41	176.59
11	26/09/2024	(blank)	Bideford Cobblers and Keys	Key cutting	59.00		59.00
12	02/10/2024	(blank)	RGB	Maintenance Items	3.85	0.77	4.62
13	03/10/2024	(blank)	Tamar Trading	Maintenance Items	707.60	141.52	849.12
14			EDF (985)	Gas	18.99	0.95	19.94
15	04/10/2024	(blank)	J Fisher	8 x secure bldg	300.00		300.00
16		BSPM19	Vodafone	Phone charges	26.49	5.30	31.79
17	11/10/2024	(blank)	Realideas	Report Stage Payment	2,925.00	585.00	3,510.00
18	24/10/2024	(blank)	Lloyds	Service Charges	12.05		12.05
19	Grand Total				8,349.04	791.66	9,140.70

Bank Balances at	28/11/2024	- Current Account	£	6,090.40
Bank Balances at	28/11/2024	- Deposit Account	£	39,306.57



BIDEFORD TOWN COUNCIL

Minutes of the Planning Committee Meeting

held in the Town Hall, Bideford on

Wednesday 20 November 2024 at 6.30 pm.

PRESENT: South Ward: Councillor S Inch
North Ward: Councillor J Gordon
East Ward: Councillor J McKenzie
Councillor Mrs L Hellyer
West Ward: Councillor M Taylor

IN ATTENDANCE: Mrs Claire Parsons – Administration Assistant

63. **APOLOGIES FOR ABSENCE**

Apologies were received from:
Councillor R Clarke (South Ward) - Personal.
Councillor Mrs S Smith (North Ward) - Personal

64. **DECLARATIONS OF INTEREST**

No Declarations of Interest were received.

65. **PUBLIC PARTICIPATION SESSION**

There were no members of the public in attendance.

66. **MINUTES**

The Minutes of the Meeting held on 30 October 2024 were approved and signed as a correct record.

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

Councillor M Taylor joined the meeting at this point (6.33pm)

67. **PLANNING APPLICATIONS**

- a. Application No: 1/0907/2024/FUL. Alterations to existing shopfront. Units 41A & 42, Affinity Outlet Devon, Bideford, EX39 3DU. Applicant: Mr S Allen, SA Property Consultants Ltd, 20-22 Wenlock Road, London, N1 7GU. Agent: (None submitted). (Date received: 24 October 2024).

It was proposed by Councillor S Inch, seconded by Councillor J Gordon, and

RESOLVED: That the application is approved.

(Vote – For: 5, Against: 0, Abstentions: 0)

- b. Application No: 1/0920/2024/FUL. Conversion of ground floor store to apartment, internal alterations & associated work. Inklus Limited, 21 High Street & 10 Grenville Street Bideford, EX39 2EA. Applicant: Mr C Jones, Inklus Ltd, 21 High Street, Bideford, EX39 2AA. Agent: Mr May, D & J May Architectural Services, Barnstaple, EX31 3SF. (Date received: 25 October 2024).

It was proposed by Councillor Mrs L Hellyer, seconded by Councillor S Inch, and

RESOLVED: That the application is approved.

(Vote – For: 5, Against: 0, Abstentions: 0)

- c. Application No: 1/0921/2024/LBC. Conversion of ground floor store to apartment, internal alterations & associated work. Inklus Limited, 21 High Street & 10 Grenville Street Bideford, EX39 2EA. Applicant: Mr C Jones, Inklus Ltd, 21 High Street, Bideford, EX39 2AA. Agent: Mr May, D & J May Architectural Services, Barnstaple, EX31 3SF. (Date received: 25 October 2024).

It was proposed by Councillor Mrs L Hellyer, seconded by Councillor S Inch, and

RESOLVED: That that the application is approved subject to there being adequate waste and recycling provision and the Conservation Officer is satisfied with the works proposed.

(Vote – For: 5, Against: 0, Abstentions: 0)

- d. Application No: 1/0922/2024/FUL. 3 Additional industrial units, parking and associated external works. Innovation Court, Clovelly Road Industrial Estate, Bideford, EX39 3GD. Applicant: IPS Pension Builder – Grengo Ltd, Innovation Court, Clovelly Road Industrial Estate, Bideford. Agent: Mrs R Fearnley, Fearnley Lott Architects, Unit 1, Innovation Court, Bideford. (Date received: 25 October 2024).

It was proposed by Councillor Mrs L Hellyer, seconded by Councillor S Inch, and

RESOLVED: That the application is approved.

(Vote – For: 5, Against: 0, Abstentions: 0)

- e. Application No: 1/0959/2024/FUH. Proposed front porch extension with canopy roof and associated works. 12 Short Close, Bideford, EX39 3QL. Applicant: Miss C Harrington (same address). Agent; Mr D Polkinghome, NPAS Devon Ltd, Roundswell, Barnstaple, EX31 3YB. (Date received: 7 November 2024).

It was proposed by Councillor S Inch, seconded by Councillor J Gordon, and

RESOLVED: That the application is approved.

(Vote – For: 5, Against: 0, Abstentions: 0)

- f. Application No: 1/0960/2024/FUL. Single storey side extension. 28 Moreton Park Road, Bideford, Devon, EX39 3AU. Applicant: Mr A Donovan (same address). Agent: Mrs D Somerville RIBA, Deborah Somerville Chartered Architect. Bideford, EX39 3BT. (Date received: 7 November 2024).

It was proposed by Councillor S Inch, seconded by Councillor M Taylor, and

RESOLVED: That the application is approved.

(Vote – For: 5, Against: 0, Abstentions: 0)

- g. Application No: 1/0951/2024/FUL. Part-retrospective application for the change of use of land from scrapyards to Class E Commercial Use and erection of office building. Land At Grid Reference 245181 12550, Upcott, Bideford, Devon. Applicant: Mr R Trevelyan, Tower House, Orchard Hill, Bideford, EX39 2RA. Agent: Mr P Hinton East Glen, Orchard Hill, EX39 2RA. (Date received: 8 November 2024).

It was proposed by Councillor J Gordon, seconded by Councillor S Inch, and

RESOLVED: That that the application is approved subject to a percolation test being carried out as stated in TDC Environment Protection comment.

(Vote – For: 5, Against: 0, Abstentions: 0)

68. **PLANNING AUTHORITY UPDATE**

The Chairman 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 6.40pm.

Signature of Town Mayor: Date:

Signature of Chairman:..... Date:

DRAFT



BIDEFORD TOWN COUNCIL

Minutes of the Decarbonisation and Environment Committee Meeting

held in the Council Chamber,
on Thursday 3 October 2024 at 6.30 pm

PRESENT: East Ward: Councillor J McKenzie
Councillor J Hellyer (Substitute)
North Ward: Councillor J Gordon (Chairman)
South Ward

IN ATTENDANCE: Mr P Swan (Town Clerk)

17. APOLOGIES FOR ABSENCE

Councillor Ms Rachel Clarke; Councillor Ken Hind (North Ward); Councillor Mrs Jude Gubb (East Ward); Councillor J Craigie (East Ward)

18. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

There were no Declarations of Interest.

19. PUBLIC PARTICIPATION PERIOD

No members of the public present.

20. MINUTES

The Minutes of the Meeting held on 22nd August 2024 were approved and signed as a correct record.

(Vote – For: 2; Against: 0; Abstention 1)

21. BUDGET RESTORATION

To discuss and make recommendation to full council to restore the Decarbonisation budget to 2% of the Total Precept.

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

RECOMMENDED TO FULL COUNCIL: That the Decarbonisation budget be restored to 2% of the Total Precept.

22. **NEXT MEETING**

The date of the next meeting was agreed to be at the discretion of the Chair.

The Chairman thanked the Members for their attendance and support. He concluded the Meeting at 18:34.

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

Signature of Chairman:..... Date:.....

DRAFT



BIDEFORD TOWN COUNCIL

**Minutes of the Decarbonisation and Environment Committee Meeting
held in the Council Chamber,
on Wednesday 4 December 2024 at 6.30 pm**

PRESENT: East Ward: Councillor Mrs R Clarke (Mayor)
Councillor Mrs J Gubb
North Ward: Councillor J Gordon (Chairman)
South Ward

IN ATTENDANCE: Mr P Swan (Town Clerk)

23 **APOLOGIES FOR ABSENCE**

Valid reasons for absence were received on behalf of Councillors – None given

Councillor J McKenzie – Did not attend
Councillor J Craigie – Did not attend
Councillor S Smith – Did not attend
Councillor K Hind – Did not attend

24 **DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

There were no Declarations of Interest.

25 **PUBLIC PARTICIPATION PERIOD**

No members of the public present.

26 **MINUTES**

The Minutes of the Meeting held on 3rd October 2024 were approved and signed as a correct record.

It was proposed by Councillor Mrs R Clarke, seconded by Councillor Mrs J Gubb and

RECOMMENDED TO FULL COUNCIL: The Minutes of the Decarbonisation and Environment Committee meeting held on the 3rd October 2024 were approved and signed as a correct record.

(Vote – For: 3; Against: 0; Abstention 0)

27 **GREEN GRANTS**

The members reviewed the proposal. Councillor Gordon explained that a significantly small sum can have a large impact to some of the local community groups and having this facility could make positive community impact.

It was proposed by Councillor Mrs R Clarke, seconded by Councillor Mrs J Gubb and

RECOMMENDED TO FULL COUNCIL: That the Green Grant proposal be adopted.

28 **SOLAR PV INSTALLATION**

The installation of the Solar PV array for the New Town Ranger Depot was discussed and

It was proposed by Councillor Mrs R Clarke, seconded by Councillor Gubb and

RECOMMENDED TO FULL COUNCIL: That the remainder of the 25/26 Decarbonisation budget be allocated to the Town Ranger Depot Solar PV Array project.

29 **TOWN CARBON PLAN**

Councillor Gordon gave feedback on the Torridge Carbon Plan, advising that a significant proportion was not under the remit of Town Council control and did the Committee feel the Town Carbon Plan consider the wider Bideford remit or just that under the control of Bideford Town Council. After consideration the members

RECOMMEND TO FULL: that only items under the control of Bideford Town Council should be considered in the Town Carbon Plan.

30 **NEXT MEETING**

The date of the next meeting was agreed to be at the discretion of the Chair.

The Chairman thanked the Members for their attendance and support. He concluded the Meeting at 18:38.

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

Signature of Chairman:..... Date:.....