



## 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 12<sup>th</sup> September 2024

You are hereby summoned to attend a Meeting of Bideford Town Council in the Town Hall on **Thursday 19 September 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. Encl.
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.
  - a) Zen Waters
4. To approve the minutes of the meeting held on 8 August 2024 as a correct record. Encl.
5. To receive the verbal report from the Police on issues within the parish.
6. To receive the verbal report and presentation from DS Electrical on options for the Bridge Lighting Repair and resolve upon an option. Encl. To Follow

- |     |  |                  |
|-----|--|------------------|
| 7.  | Accounts - To approve the payments listed.   | Encl. To Follow  |
| 8.  | To receive the report from the County Councillor on issues within the parish.  | Cllr Mrs Hellyer |
| 9.  | To receive such communications as the Town Mayor / Town Clerk may wish to lay before the Council.  |                  |
| 10. | Market Management Committee Meeting – to approve and adopt the minutes of the meeting held on 12 September 2024.   | Encl. To Follow  |
| 11. | Staffing, Finance & General Purposes Committee- to approve and adopt the minutes of the meeting held on 5 September 2024.  | Encl.            |
| 12. | Planning Committee –   |                  |
|     | a. to approve and adopt the minutes of the meeting held on 28 August 2024.   | Encl.            |
|     | b. to approve and adopt the minutes of the meeting held on 18 September 2024.  | Encl. To Follow  |
| 13. | Tourism Committee - to approve and adopt the minutes of the meeting held on 17 September 2024.<br><b>(All items are recommendations).</b>  | Encl. To Follow  |
| 14. | Decarbonisation and Environment Committee - to approve and adopt the minutes of the meeting held on 22 August 2024.<br><b>(All items are recommendations).</b>   | Encl.            |
| 15. | Twining  |                  |
|     | a.Councillor Mrs. L Hellyer notice of motion.  | Encl.-PIF        |
|     | To Investigate the possibility of Bideford, Devon twinning with Biddeford USA.   |                  |
|     | To receive a verbal report and presentation form former Councillor Andy Powell on the proposal to twin Bideford with Biddeford USA and consider and resolve upon the matter.   | Encl.            |
|     | b.To receive a request from the Town Council of Castiglione dei Pepoli, Italy on the proposal to twin the two Towns and consider and resolve upon the matter.  | Encl.            |
| 16. | Notice of motion -Councillor J Gordan<br>To make council meetings transparent to the public I propose that they should be live streamed to the public and kept as a matter of record until the minutes of the meeting have been approved as an official record of the meeting. | Encl.-PIF        |
| 17. | Torrige District Council – To receive an update on Torrige District Council activities by one of the Councillors.  |                  |

18. To receive an update on Bridge Trust activities by one of the Trustees.

A moment of contemplation will be said by Robin Pirrie 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.

**Date of the next meeting – Thursday 31 October 2024**



## **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 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
	BSTC15	Jewson	Maintenance Items	207.13	41.42	248.55
		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
	BSTC15	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	12.84	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
	BSTC16	Mimic Signs	Supply / fit taxi rank shelter sign	80.00	16.00	96.00
		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



**BIDEFORD TOWN COUNCIL**

**Minutes of the Staffing, Finance & General Purposes Committee**

**held in the Town Hall on**

**Thursday 5 September 2024 at 6.30 pm**

<b>PRESENT:</b>	North Ward:	Councillor D Bushby (Chairman)
	South Ward	Councillor Ms R Clarke Councillor P J Lawrence Councillor S Inch
	East Ward:	Councillor Mrs J Gubb Councillor Mr J Hellyer (Substitute) Councillor J McKenzie
	West Ward	
<b>IN ATTENDANCE:</b>		Mr P Swan (Town Clerk)

24. **APOLOGIES FOR ABSENCE**

Councillor Mrs L Hellyer – East Ward, Personal.

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

None.

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

There was one member of the public present.

27. **MINUTES**

Proposed by Councillor Mc Kenzie and seconded by Councillor Ms R Clarke, the Minutes of the Meeting held on 25 July 2024 were approved and signed as a correct record.

(Vote – For: 5, Against: 0, Abstention: 2)

28. **CHAIRMAN'S ITEMS**

- a. Ford Rock Update - The Town Clerk reviewed the financial results in the agenda pack for the recently completed Ford Rock Project.

The Councillors noted what an excellent job had been done by the Town Rangers on the site and within the budget.

- b. Town Ranger Depot New Build – The Town Clerk updated the Councillors on the financial position of the new building.

The Councillors noted they were pleased with the rapid progress the build was making.

29. **ACCOUNTS**

a) **Payment List**

Councillor Lawrence questioned what the payment to CTA Training was and the Town Clerk explained this was for the Town Rangers Chapter 8 licence renewal.

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

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

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

b) **External Audit**

It was proposed by Councillor Lawrence and seconded by Councillor Ms. R Clarke, and

**RESOLVED: That the External Audit Report FY 24 be approved.**

(Vote – For: 7, Against: 0)

c) **Internal Audit**

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

**RESOLVED: That the Internal Audit Report Quarter 1 FY 24 be approved.**

(Vote – For: 7, Against: 0)

30. **PAPERLESS AGENDAS AND MINUTES**

Councillors considered the transition to a paperless system and the benefits of doing this in terms of environmental carbon emission reductions as well as cost savings.

It was proposed by Councillor Mc Kenzie and seconded by Councillor Ms. R Clarke, and

**RESOLVED: That The S, F, & GP Committee Recommend to all full Town Council that Bideford Town Council Meetings be conducted without the use of paper.**

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

31. **MANOR COURT PRESENTMENTS UPDATE**

The Town Clerk updated the councillors on the progress of actioning the 2024 presentments.

Councillor Hellyer remarked on the relevance of some of the presentments as Bideford Town Council has no control over the outcome.

Councillor Inch explained that this was a democratic process that had to be considered by the jurors of the court and therefore we are some what limited in saying what would make it onto the list.

32. **REMEMBERANCE BUFFET**

The Councillors considered the requirement for a post Remembrance Service buffet

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

**RESOLVED: That a buffet should be provided following the event at a cost of no more than £500.**

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

33. **TOWN RANGERS TASKS UPDATE.**

The Town Clarke also gave an update on the amount of time that the Town Rangers were engaged in removing the Extinction Rebellion Fly Posters that had appeared around Bideford and Barnstaple.

The Chairman thanked the members for their attendance and the meeting concluded at 18:50.

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

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





BIDEFORD TOWN COUNCIL - Accounts for approval at the SF&GP Meeting - 5 September 2024

Number (All) ▾

Date Entered	PV	Description	Extended Description	Net	VAT	Gross
9/8/2024	(blank)	EDF (CADCOEDA)	Bridge Floodlighting	65.04	3.25	68.29
15/8/2024	(blank)	Acorn	Seasonal worker	370.80	74.16	444.96
		Tamar	Maintenance Items	258.61	38.63	297.24
		Dymarke Precision Engineering Ltd	Maintenance Items	150.00	30.00	180.00
		PKF	Annual Governance & Accountability Re	1,680.00	336.00	2,016.00
		Apple.com.uk	2 x IPAD	1,993.32	398.68	2,392.00
		DVLA Vehicl Tax	Toyota	335.00		335.00
14/8/2024	(blank)	Mr P Heath	Pollyfield - Deposit return	25.00		25.00
16/8/2024	(blank)	Llyds	Charges	64.00		64.00
			re-credit	-5.93		-5.93
		Evans Transport Ltd	Maintenance Items	148.40	29.68	178.08
		Safety Signs 4 Less	Maintenance Items	62.92	12.58	75.50
		Garlands	Stationery	7.99		7.99
		SQ BTC	Transaction	0.01		0.01
		John Taylor Fastener	Maintenance Items	6.83	1.37	8.20
19/8/2024	(blank)	Mimick Signs	Banners x 2	106.00	21.20	127.20
			Oval graphics x 50	25.00	5.00	30.00
		RGB	Maintenance Items	138.87	27.78	166.65
		SW Communications	Line / Broadband provision	57.68	11.54	69.22
		Crafty Needles	Mayoral case maintenance	50.64		50.64
22/8/2024	(blank)	Amazon	Refreshments - Local Clerks Meeting	12.99		12.99
		Acorn	Seasonal worker	370.80	74.16	444.96
		Futurform	Picnic tbles x 3 (Vic Park (H&S) replac	820.00	164.00	984.00
			Picnic tbles x 3 (Ford Rock)	613.00	122.60	735.60
		BSTC17	14A Christmas Lights	8.56	1.71	10.27
23/8/2024	(blank)	CTA Centre	3 x streetwrks trming / assmnt + Crtficti	1,269.00	225.00	1,494.00
		Robeda	Iroko timber - Chanters Road Bench sla	165.57	33.11	198.68
28/8/2024	(blank)	North Devon Hog Roast	Chudleigh Fort Picnic 50% remaining b	825.00		825.00
		A Touch of Class	Picture frame	163.00		163.00
		R Clarke	Refund mayoral costs	436.35	34.35	470.70
		DCC Locality Fund	Ford Rock trees	-800.00		-800.00
29/8/2024	(blank)	Mow-It	Maintenance Items	32.08	6.42	38.50
		TDC	Chudleigh For Picnic - Land Licence	45.83	9.17	55.00
		Minxy's Sweets	Sweet Cones x 100 for Chudleigh Picnic	100.00		100.00
30/8/2024	(blank)	Llyds	Service Charge	34.26		34.26
		Cobblers and Keys	Keys	18.00		18.00
		R Walker	Pollyfield - Deposit return	25.00		25.00
		RBL Poppy Appeal	Wreaths x 4	91.67	18.33	110.00
2/9/2024	(blank)	Allstar	Fuel	454.74	90.94	545.68
		BSTC9	Unit 13 Daddon Court	600.00		600.00
		Lineal Software Ltd	Microsoft 365 License	145.58	29.12	174.70
		BSTC16	Seasonal worker	370.80	74.16	444.96
		BSTC19	T Hall Offices rent	313.72	62.74	376.46
		TDC - 128	T Hall Offices Service Charge	230.42	46.08	276.50
		TDC - 127	TC staff	-3,482.36		-3,482.36
		Market recharge	Broadband services / closure 1-21 Mar	134.10	26.82	160.92
		BT Business	Meter Copy Charge	80.34	16.07	96.41
3/9/2024	(blank)	Clarity Copiers	Charges	32.00		32.00
		Llyds	re-credit	-3.39		-3.39
<b>Grand Total</b>				<b>8,647.24</b>	<b>2,024.65</b>	<b>10,671.89</b>

Bank Balances at 9/3/2024 - Current Account  
 Bank Balances at 9/3/2024 - Deposit Account

£ 22,960.11  
 £ 350,000.00



## BIDEFORD TOWN COUNCIL

### Minutes of the Decarbonisation and Environment Committee Meeting

held in the Council Chamber,  
on Thursday 22 August 2024 at 6.30 pm

**PRESENT:** East Ward: Councillor J McKenzie  
Councillor J Gubb

North Ward: Councillor J Gordon (Chairman)  
Councillor K Hind

South Ward Councillor R Clarke

**IN ATTENDANCE:** Mr P Swan (Town Clerk)

#### 9. **ELECTION OF A DEPUTY CHAIRMAN**

Councillor Clarke was proposed by Councillor McKenzie and seconded by Councillor Gubb.

**RESOLVED: That Councillor Clarke is appointed as Deputy Chairman of the Committee for the coming year.**

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

#### 10. **APOLOGIES FOR ABSENCE**

Councillor J Craigie

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

There were no Declarations of Interest.

#### 12. **PUBLIC PARTICIPATION PERIOD**

No members of the public present.

#### 13. **MINUTES**

The Minutes of the Meeting held on 2<sup>th</sup> July 2024 were approved and signed as a correct record.

Proposed by Councillor Gubb and seconded by Councillor Hind.

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

14. **WILD SEEDING**

To discuss and resolve upon making a recommendation to full council to allocate some spaces to wild seeding.

Councillor Gordon explained the benefits of not cutting areas which will reduce Co2 emissions from rotting grass and increases in bio-diversity.

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

**RESOLVED: That the rewilding of the proposed site be actioned where possible.**

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

15. **CARBON AUDIT**

To discuss and resolve upon making a recommendation to full council to inquire into having a carbon audit carried out on BTC operations.

Councillor Clarke explained she could not support the audit as the cost was too prohibitive and funding this year was not available and we were already doing as much as possible operationally with the purchase of the electric tools.

Councillor Hinds suggested reviewing Torridge District Councils recent audit and select the relevant items applicable to the Town Council.

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

**RESOLVED: That the audit was not procured but the creation of an internal action plan would be undertaken by Councillor Gordon.**

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

16. **NEXT MEETING DATE**

The next meeting will be held on 3 October 2024.

The Chairman thanked the Members for their attendance and support. He concluded the Meeting at 18:47.

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

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



**BIDEFORD TOWN COUNCIL**

**Minutes of the Planning Committee Meeting**

**held in the Town Hall, Bideford on**

**Wednesday 28 August 2024 at 6.30 pm.**

**PRESENT:**

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

**IN ATTENDANCE:** Mrs Lesley Dixon-Chatfield – Town Clerk’s Asst.

37. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

38. **DECLARATIONS OF INTEREST**

No Declarations of Interest were received at this point in the meeting.

39. **PUBLIC PARTICIPATION SESSION**

There were no public members present.

40. **MINUTES**

The Minutes of the Meeting held on 7 August 2024 were approved and signed as a correct record.

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

41. **TO RECEIVE PUBLIC PATH DIVERSION ORDER 001/2024 – ABBOTSHAM PUBLIC FOOTPATH NO.1 REVOKED 24 JULY 2024 - CONSIDER AND SEND REPRESENTATION TO TORRIDGE DISTRICT COUNCIL**

Councillor S Inch had arranged a site visit with the Developers to establish the proposed diversion following concerns raised at the previous Planning Committee meeting.

He assured members that the line of the path runs inside the buffer of trees.

Proposed by: Councillor S Inch and seconded by Councillor McKenzie and

**RESOLVED: That the Public Diversion Order 002/2024 Abbotsham Public Footpath no.1 is approved on the grounds that the path runs inside the buffer of trees.**

(Vote – For: 6, Against: 0)

42. **PLANNING APPLICATIONS**

- a. Application No: 1/0641/2024/LBC. Alterations to shop front and ground floor. 67 - 68 High Street, Bideford, Devon, EX39 2AN. Applicant: Mr S Haywood (same address). Agent: Tree Tops Planning, Bideford. (Date received: 7 August 2024).

Proposed by Councillor McKenzie, seconded and

**RESOLVED: That the application is approved on the proviso that the Conservation Officer is satisfied with the proposed works.**

(Vote – For: 6, Against: 0)

- b. Application No: 1/0640/2024/FUL. Alterations to shop front and ground floor. 67 - 68 High Street, Bideford, Devon, EX39 2AN. Applicant: Mr S Haywood (same address). Agent: Tree Tops Planning, Bideford. (Date received: 7 August 2024).

Proposed by Councillor McKenzie, seconded and

**RESOLVED: That the application is approved on the proviso that the Environmental Officer's comments are supported.**

(Vote – For: 6, Against: 0)

- c. Application No: 1/0707/2024/PIP. Permission in Principle for residential development up to 5no. dwellings. Land At Grid Reference 247342 126074, Alverdiscott Road, East The Water, Devon. Applicant: Jozie Bannister, Devonshire Homes Ltd, Gotham House, Phoenix Lane, Tiverton, Devon EX16 6LT. Agent: None supplied. (Date received: 12 August 2024).

Proposed by Councillor McKenzie, seconded and

**RESOLVED: That the application is refused due to poor access and egress onto Alverdiscott Road. This Committee supports the Environmental Officer's assessment.**

(Vote – For: 6, Against: 0)

- d. Application No: 1/0723/2024/FUL. Erection of side extension and alterations to existing dwelling. 109 Stucley Road, Bideford, Devon, EX39 3EJ. Applicant: Mr L Crouch (same address). Agent: RGP Architects Ltd, Barnstaple. (Date received: 13 August 2024).Mr P Milton, Trimstone Manor Hotel, West Down, Ilfracombe, EX34 8NR. Agent: Mr A Kingdon, Rockholm, Barnstaple, EX31 1 QD. (Date received: 26 July 2024).

Members noted that, if permitted, this property would be substantially increased in size and that the parking bay at the front could accommodate more cars.

Proposed by Councillor McKenzie, seconded and

**RESOLVED: That the application is refused on the following grounds:**

- **Over-development of the property**
- **Poor design and not in keeping with the area**
- **Additional traffic congestion on a road where there are issues with access**

(Vote – For: 6, Against: 0)

- e. Application No: 1/0730/2024/FUL. Change of use to three flats and alterations (Re-submission of 1/0891/2022/FUL) (Variation of condition 9 of planning approval 1/0567/2023/FUL). Riverside Flats, Lower Meddon Street, Bideford, Devon. Applicant: Mr R Lester, Rowan Homes (SL), 2 Hampton Terrace, New Road, Bideford EX39 2HR. Agent: None supplied. (Date received: 16 August 2024).

Proposed by Councillor S Inch, seconded and

**RESOLVED: That the application is approved.**

(Vote – For: 6, Against: 0)

- f. Application No: 1/0540/2024/ADV. Erection of a non-illuminated static hoarding (Amended Location). Land At Grid Reference 243002 126516, Abbotsham Road, Bideford, Devon. Applicant: Mr J Artingstall, Bloor Homes (Exeter), Horizon House, Guardian Road, Exeter EX1 3PD. Agent: None supplied. (Date received: 19 August 2024).

Proposed by Councillor Gordon, seconded and

**RESOLVED: That the application is refused for the following reason:**

**Although the applicant has amended the proposed site for the sign, members were concerned that it still poses a distraction to Highway users and would be inappropriate. They reiterated that a previous application from this company (1/0095/2014/ADV) was refused for this reason.**

(Vote – For: 6, Against: 0)

- g. Application No: 1/0734/2024/FUL. Construction of parking bay to front of dwelling. 37 Lime Grove, Bideford, Devon, EX39 3JL. Applicant: Miss L Davey (same address). Agent: AB Landscape Design, Bideford. (Date received: 20 August 2024).

Proposed by Councillor Mrs Hellyer, seconded and

**RESOLVED: That the application is approved.**

(Vote – For: 6, Against: 0)

43. **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 7.05pm

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

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



## BIDEFORD TOWN COUNCIL

### Minutes of the Decarbonisation and Environment Committee Meeting

held in the Council Chamber,  
on Thursday 22 August 2024 at 6.30 pm

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Councillor J Gubb

North Ward: Councillor J Gordon (Chairman)  
Councillor K Hind

South Ward Councillor R Clarke

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Proposed by Councillor Gubb and seconded by Councillor Hind.

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

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16. **NEXT MEETING DATE**

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

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

Notice of Motion / Project Initiation Form – Bideford Town Council

Project Initiator and Lead:	Cllr LINDA HECKYCE	Date: 11/09/24	
Project Description	To investigate the possibility of Bideford, Devon being twinned with Biddeford, USA.		
Benefits	Possible increased tourism from the USA. Possible exchange visits. Closer links with historical background both places share.		
Financial Implications	<ul style="list-style-type: none"> <li>- Addition of the word 'Biddeford' to be added to the gateway signs to our town.</li> <li>- Costs, if any, of a charter.</li> </ul>		
Officer resource required:	<ul style="list-style-type: none"> <li>- officer time to look into costs.</li> <li>- officer time to write to the town council in Biddeford USA</li> <li>- officer time arranging with DEC for the gateway-sign to be changed</li> </ul>		
Risks and issues	Costs may be prohibitive?		
Action List	Yes / No	Name of person to complete action	Observations:
Planning Permission	No		
Owners Consent	No		
Consultation Required	No		

Please continue on separate sheet if necessary

# Bideford & Biddeford

Another connection to America pre-dating the  
Pilgrim Fathers

# The History

- Richard Vines from Bideford, set up a trading post on the River Saco in 1616. He returned and the settlement became permanent in 1617 – three years before the ‘Mayflower’ set sail.
- In 1653 the town was ‘incorporated’ (created a council to run its affairs) as Saco (“Say-co”) after the river it sat upon.
- 1680 to 1716 several ships arrived with settlers from Bideford
- 1718 Name changed to ‘Biddeford’ (*phonetic spelling of Bideford - Change said to have been influenced by influx of settlers.*)
- 1762 As town expanded opposite side of Saco river settled and named ‘Saco’. (Now a separate council).
- WWII – Military presence 1941-45

# Parallels

- Biddeford is the major settlement, while Saco, the younger settlement is on the opposite bank. They are linked by a bridge.
- The Saco river was responsible for the town's early prosperity.
- Yachting and water sports are popular. There is a safe natural harbour at the mouth of the estuary.
- The estuary is marshalled either side by popular beaches
- Biddeford is a dormitory town to the city of Portland.
- Has a rail link to Boston and Portland several miles distant.

# More Parallels

- Biddeford was once a major Textile producer but last factory closed 2009. City is now 're-inventing' itself by focusing on small 'internet' based businesses. There is also a significant 'Arts and Crafts' movement and developing tourism driven by nearby beaches and watercraft.
- Biddeford has a municipal park – centre of most city events.
- Population – 22,000 (Biddeford 20,000 – 2021)
- Biddeford – 29.5% single person occupancy (Biddeford 31.6%)
- Biddeford – 14% live below poverty line (Biddeford 20%)

# Political Arrangement

- **Mayor Martin “Marty” Grohman – Independent ‘Non-affiliated’**
- Votes only in ‘ties’, signs the cheques, runs the show, ‘calls’ extra meetings if required, ‘First Citizen’
- Walks a fine line politically although Southern Maine is strongly Democrat (*‘Liberal’ by UK Standards*) as opposed to Republican (*Ultra Conservative by UK standards*)
- **Ten Councillors – Approximately 60% Democrat / 40% Republican**
- Culturally more conservative/formal than Manteo

# Objective (Request to Council)

- Formally twinning with Biddeford, (as we did with Manteo,) would acknowledge and cement another important part of this town's historic links with America.
- There have been three recorded visits by Biddeford (USA) council representatives to Biddeford since the 1920's. So far as I know, we have never reciprocated except through a long connection via Rotary International. Biddeford appear keen to formalise twinning.
- Biddeford open to an exchange of ideas, develop links (possibly arts and crafts, tourism, etc), and perhaps learn from each other (given the parallels).



# The Cost

- Four (Five?) 'twinned with Biddeford, USA' panels to add to existing town entry road signs
- A Charter (with seal)
- Someone to deliver it
- Plus anything else the council wants to do

From: Elena Stefanini <elenaesse83@gmail.com>

Sent: 04 September 2024 19:01

To: Paul Swan

Cc: angelapoppelsdorff51@gmail.com; sindaco@comune.castiglioneideipepoli.bo.it

Subject: Twinning with Italian town Castiglione dei Pepoli

Good evening Mr. Swan,

Following your conversation with my mother Angela Poppelsdorff from Italy this morning, I am forwarding you further details about the town which would be delighted to establish a twin partnership with Bideford.

My name is Elena Stefanini, I am Angela's daughter and I collaborate with the local council as for foreign relations and twinnings.

As already explained in a couple of emails I have written to your municipality over the summer, we would be very pleased to establish a twinning with Bideford, as we share a part of our history, which is pride and memory of Castiglione dei Pepoli. As you might already know, the Gothic line ran through the area around Castiglione at the end of World war II, and my grandfather, an ambulance driver in the British Army, was serving here. He met my grandmother, who is Italian, right here in this town. Bideford is the town where my grandfather Leonard H. Poppelsdorff came from. He and my grandmother fell in love and moved back to Bideford together after the end of the war. Bideford is also the place where my mother and my uncle were brought up.

My grandfather wrote a book about the whole story, which is quite fascinating. The title is Say your prayers Dear by Leonard H. Poppelsdorff. I am attaching a photo of the book cover to this email.

The mentioned exchange would consist of finding connections and activities which could be shared by the two towns, together with the opportunity to visit both countries and mutually get enriched by the sharing of cultures and different views.

Castiglione dei Pepoli, of which I am attaching a few snaps, lies on the hills between the beautiful cities of Bologna and Florence (30mins off both cities). It is a small pretty historical town dating back to the Renaissance, of which time it still boasts the buildings in the centre of town: this is the place where the Catholic Church and the so-called Granducato di Toscana fought for their land possessions between the regions of Emilia, of which Bologna is the main city, and Tuscany. It counts about 6000 inhabitants in winter, and many more from the spring, over the summer and well into the autumn, as it is located in a very convenient place, away from the crowds and yet so easily reachable from the cities: this makes it an appealing summer resort for many people, with its chestnut woods and 3 lakes in the immediate surrounding area.

Despite its size, Castiglione is one of the biggest centres in the Tuscan-Emilian Apennines: it hosts all school grades (the staff of the mentioned institutions, together with its pupils, would be delighted to establish a relation with their English peers and their families), two popular trekking paths (Via degli Dei and Via della Lana e della Seta) covering some of the most beautiful towns in the area and ending up in Bologna, Prato or Florence; a choir, several gyms (martial arts, yoga, pilates...), a hospital, a ballet school, a dance hall, a music school, a cinema, a theatre, several sport associations, a trekking association, a little art gallery and much more.

Castiglione is already twinned with the town of Nogent Sur Marn, in France, and delegations from both towns have already repeatedly visited their partners.

We are really looking forward to meeting up and to sharing with you because there really is so much to share.

Regards

Elena

SAY YOUR PRAYERS  
DEAR



Leonard H. Poppelsdorff















Project Initiator and Lead:	Jack Gordan	Date:	30 <sup>th</sup> August 2023
Project Description	To make council meetings transparent to the public I propose that they should be live streamed to the public and kept as a matter of record until the minutes of the meeting have been approved as an official record of the meeting.		
Benefits	<p>This will both improve public access with residents who can not attend meetings for whatever reason being able to watch, as well as provide better transparency with the council in line with the Nolan Principles.</p> <p>It has the added benefit of officers being able to review the minutes when compiling the minutes to improve quality.</p> <p>Helps transition the council into much needed modernisation to help meet public expectataions</p>		
Financial Implications	<p>Meeting Owl £1500</p> <p><a href="http://owllabs.co.uk">Meeting Owl 3 - 360 Degree, 1080p HD Video Conference Camera (owllabs.co.uk)</a></p>		
Officer resource required:	Yes-minimal		
Risks and issues	Negative publicity from poor behaviour.		
Action List	Yes / No	Name of person to complete action	Observations:
Planning Permission	No		
Owners Consent	No		
Consultation Required	No		

Please continue on separate sheet if necessary