



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 24th October 2024

You are hereby summoned to attend a Meeting of Bideford Town Council in the Town Hall on **Thursday 31 October 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 19 September 2024 as a correct record. Encl.
5. To appoint an Internal Auditor of Accounts.
6. To appoint a Member to serve on the following Committees:
 - a. Planning Committee.
 - b. Decarbonisation and Environment Committee.

7. Accounts - To approve the payments listed. Encl.
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 24 October 2024. Encl. To Follow
11. Staffing, Finance & General Purposes Committee- to approve and adopt the minutes of the meeting held on 17 October 2024. Encl.
12. Planning Committee –
 - a. to approve and adopt the minutes of the meeting held on 9 October 2024. Encl.
 - b. to approve and adopt the minutes of the meeting held on 30 October 2024. Encl. To Follow
13. Tourism Committee - to approve and adopt the minutes of the meeting held on 29 October 2024.(All items are recommendations). Encl. To Follow
14. Allotments Committee – to approve and adopt the minutes of the meeting held on 26 September 2024. Encl.
15. Notice of motion - Councillor J Craigie
“Offer Northern Devon Foodbank the opportunity to rent a bay at the new depot at a commercial rate determined by 3 unconnected estate agents.” Encl.-PIF
16. Torridge District Council – To receive an update on Torridge District Council activities by one of the Councillors.
17. To receive an update on Bridge Trust activities by one of the Trustees.
18. **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 item 19.

19. Notice of motion - Councillor S Inch. Email.-PIF

A moment of contemplation will be said by a Celebrant 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 12 December 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 19 September 2024 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby Councillor J Gordon Councillor K Hind
	South Ward:	Councillor S Inch Councillor Ms R Clarke Councillor P Lawrence
	West Ward:	Councillor 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) Mr A Curtis (Ranger Supervisor) Mr D Sparrey (D S Electrical) Sergeant G Clarke (Bideford Police Station) 8 x Members of the Public
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59. APOLOGIES FOR ABSENCE

Councillors C Hawkins (West Ward – personal) and T Inch (West Ward – personal).

60. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

Councillor Mrs Gubb declared a non-pecuniary interest in Item 18. (Member, Bideford Bridge Trust.).

61. PUBLIC PARTICIPATION SESSION

Representative of Zen Waters addressed the Members introducing their project which provides support and counselling for victims (and abusers) of domestic violence / sexual abuse and child

bullying. The initiative can provide an alternative for those not wishing to directly involve the Police. Their offer is in response to the rising rates of sexual crimes and domestic abuse, within the south west.

Zen Waters is fully funded and seeks to provide empowerment for victims.

Mr Avery took the opportunity to respond to Members questions in regard to the District Council's request for match funding for the "Playzone," earmarked for Pollyfield (Town Council Meeting 8 August, Minute Number 55.).

He explained that the facility would not be free for all, although later he conceded there would be an element of free time; it needs to make money. It will be "bookable," with priority given to women and girls, the economically challenged, disabled and those with long term health problems and ethnic minorities.

There will be three levels of charging: commercial, community and local organisation rates.

As noted at the last meeting, TDC have approached the Bridge Trust, departments within TDC and will look to source Section 106 monies. Mr Avery would like the funding support in place ASAP, preferably before the end of this financial year – although he believed finance could be accepted early into the new financial year.

Active Torridge will be responsible for the booking of the facility, maintenance and security.

The sand surface has a lifespan of ten years providing for football and multi sport activities (there will be a "sink" fund to replace the surface).

62. MINUTES

Councillor Craigie led a full and impassioned discussion on Minute Number 48. (reprise) representing discussion held at the close of the Meeting.

He believed that the minute needed to be amended to include,

"The three councillors were hostile when engaging with the Mayor."

During the debate Councillor S Inch indicated that he could not accept the wording, stating he did not "attack," the Mayor. He believed that the word hostile was very strong and members needed to be aware of the very important situation, in the event of an investigation, the Minutes would be referenced.

In the absence of Councillor T Inch, Councillor Mrs Hellyer (who questioned whether the Meeting had been closed and the need for the recording of the discussion) explained that his address could not be regarded as hostile especially as he sought to give a balanced view in the light of his (very heartfelt) personal family circumstances.

Following further discussion that included the process of investigation following a complaint to the TDC standards committee the Chairman called for a vote.

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

RESOLVED: That Minute number 48 (Reprise) be amended to include the words,

“The three councillors were hostile when engaging with the Mayor.”

Given the vote was tied, the Mayor, as Chairman, gave her casting vote providing for the Minutes to be amended:

(Vote – For: 6, Against: 5, Abstention: 2)

The Minutes of the Meeting held on 8 August 2024 were approved and signed as a correct record, the Mayor again having to provide the casting vote.

(Vote – For: 6, Against: 5, Abstention: 2)

ORDER OF BUSINESS

It was proposed by Councillor McKenzie, seconded and

RESOLVED: That the Order of Business be changed to allow for Item 6 to be brought forward.

(Vote – For: 12, Against: 0)

63. **BRIDGE LIGHTING REPAIR**

- a. The Chairman invited Mr Sparrey, DS Electrical, to address the Council.
- b. Mr Sparrey thanked the Chairman for the opportunity to address the Council where he spoke on the challenges of the physical replacement of the Bridge Lights including:
 - Health and Safety.
 - Availability and high cost of specialist equipment.
 - Paucity of alternative solutions including the complexities of bespoke built equipment and their being “certified.”
 - Five year warranties (for the lights) that fly in the face of the actual mechanics of replacing them.
 - Two week road closure for the whole Bridge (6 pm – 6 am).
 - Additional cost of boarding the specialist crane driver for two weeks.
- c. Following discussion Councillor S Inch, mindful of the complexities, requested that Mr Sparrey continue his investigation to find an acceptable solution and provide a report of his findings to a future SF&GP Committee Meeting.
- d. The Chairman thanked Mr Sparrey for addressing the Council.

64. **PRESENTATION BY THE POLICE SERVICE**

- a. The Chairman invited Sergeant Clarke, to address the Council.
- b. Sergeant Clarke thanked the Chairman for the opportunity to address the Council where he spoke about funding from the Devon and Cornwall Police Crime Commissioner and District Council that provided for Street Marshals until the end of December 2024.

He spoke about “Hot Spot Tier II” patrolling based on crime statistics that saw most of the work covering the central areas of the Town and directed members to various information streams that informed Police work.

Sergeant Clarke believed that the high visibility presence of the Jubilee Square Community Engagement Hub had “seen an improvement.”

Councillor Bushby agreed that the Community Hub had been a great success, the Street Marshals were similarly doing a great job; St Mary’s Church had seen improvements notwithstanding the recent installation of CCTV equipment.

Councillor Mrs Hellyer noted the reduction of “drinkers.”

Councillor Lawrence believed that the toilets in the vicinity of the Lundy Island Office were an unsafe area for females.

c. The Chairman thanked Sergeant Clarke for addressing the Council.

65. **ACCOUNTS**

To approve the payments listed.

It was proposed by Councillor McKenzie, seconded and

RESOLVED: That the List of Payments be approved.

(Vote – For: 12, Against: 0)

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

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

Councillor Mrs Hellyer advised that DCC had made entreaties to Central Government over the changes to the winter fuel allowance.

There had been recent “patch work,” to the roads in the area, more this year than the whole of last year. An addition of twelve million pounds had been secured for the budget (road maintenance).

The (Bideford Town Council) Rangers had done an amazing job to the Gammaton Finger Post.

There is a seven million pounds overspend on the Children’s special education needs budget which is being addressed by fifty eight schools “resource spaces” allowing for a small number to remain in the school system.

Devon and Torbay’s proposal to create a Combined County Authority has been given the green light by the Central Government (announced on 19 September 2024).

The result will see sixteen million pounds of capital funding invested in new green jobs, homes, skills and business growth and promote transition to a net-zero economy. (Councillor Mrs Hellyer suspected that the “door was open” for Plymouth to join although they may engage with Cornwall.)

Councillor S Inch had requested a Safety Order relating to several accidents at the traffic lights entrance / exit to the Asda supermarket.

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

The Town Clerk confirmed that locations had been finalised for the Pulse Project (Town Council Minutes 8 August, Minute Number 54. refers) allowing for the organisation to proceed with the planning applications.

68. **MARKET MANAGEMENT COMMITTEE**

The Minutes of the Meeting held on 12 September 2024 were approved and adopted.

(Vote – For: 12, Against: 0)

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

Councillor Mrs Gubb indicated that all Presentments received by the Manor Court Jury should be considered.

Councillors Bushby and Mrs Hellyer agreed where those fell within the Council’s remit.

Councillor S Inch in disagreeing noted that the Ford Rock improvements had been borne out of District Council working with the Town Council.

Councillor Hind indicated that his attendance at the Meeting had not been recorded.

The Minutes of the Meeting held on 5 September 2024 were approved and adopted.

(Vote – For: 10, Against: 0, Abstention: 2)

70. **PLANNING COMMITTEE**

a. The Minutes of the Meeting held on 28 August 2024 were approved and adopted.

(Vote – For: 12, Against: 0)

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

(Vote – For: 11, Against: 0, Abstention: 1)

71. **TOURISM COMMITTEE**

Councillor S Inch stated that the Chudleigh Fort Picnic had been a great success for all those associated with the Tourism Committee.

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

(Vote – For: 11, Against: 0, Abstention: 1)

72. **DECARBONISATION & ENVIRONMENT COMMITTEE**

The Minutes of the Meeting held on 22 August 2024 were approved and adopted.

(Vote – For: 11, Against: 0, Abstention: 1)

73. **TWINNING**

a. **NOTICE OF MOTION.**

Submission by Councillor Mrs L Hellyer.

“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.”

Councillor McKenzie seconded the Motion.

The Chairman invited the former Councillor and Mayor of Bideford, Mr Powell to address the Members.

Councillor Powell thanked the Chairman and provided an historical and up to date narrative, that linked both the Towns of Bideford and Biddeford

He spoke of the benefits, the Americans are very receptive, and believed the act of twinning would simply formalise the (incredible) historic link.

It was proposed by Councillor Mrs Hellyer, seconded and

RESOLVED: That the Motion is supported.

(Vote – For: 12, Against: 0)

- b. To receive a request from the Town Council of Castiglione dei Pepoli, Italy on the proposal to twin the two Towns.

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

RESOLVED: That the Council pursue the proposal to twin the Town of Bideford with the Italian Town of Castiglione dei Pepoli.

(Vote – For: 11, Against: 0, Abstention: 1)

74. **NOTICE OF MOTION.**

Submission by Councillor Gordon.

“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.”

Councillor Gordon explained the benefits including the improvement of public participation and involvement.

Councillor McKenzie seconded the proposal.

Discussion ensued that included the merits and pitfalls of other Council systems, democracy seen to be at work, the Public’s appetite for the spectacle, a check on recorded minutes, general openness and cost.

It was proposed by Councillor Gordon, seconded and

RESOLVED: That the Motion is supported.

(Vote – For: 7, Against: 5)

75. **TORRIDGE DISTRICT COUNCIL – UPDATE**

Councillor Bushby advised the Operation Centre at East-the-Water had been granted planning permission.

76. **BRIDGE TRUST**

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

The business of the meeting having been concluded the Mayor thanked the members for their attendance at the meeting which concluded at 8.35 pm.

Signature of Town Mayor:

Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 19 September 2024

Number (All) ▾

Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	04/09/2024	(blank)	Amazon	Disposable wooden knives	6.66	1.33	7.99
2			Acorn	Seasonal worker	370.80	74.16	444.96
3	06/09/2024	(blank)	Amazon	Stationery	9.46	1.90	11.36
4				Charger Cables + Power bank - fast cha	56.26	4.74	61.00
5			Merry Harriers	Maintenance Items	4,000.00	800.00	4,800.00
6				Rowan Trees x four	157.50	31.50	189.00
7			A Touch of Class	Picture frame	296.00		296.00
8	09/09/2024	(blank)	HMRC	PAYE/NI	5,459.01		5,459.01
9			EDF	Decorative Lighting, Bideford Quay	369.88	73.98	443.86
10			EDF (CADCOEDA)	Bridge Floodlighting	64.16	3.21	67.37
11			C+R Construction SW Ltd	Caddsdwn Unit	67,000.00	13,400.00	80,400.00
12			Microsoft	License	123.60	24.72	148.32
13			Staff salaries inc Pension	SALARY	27,185.67		27,185.67
14	10/09/2024	(blank)	Blights	Fuel	38.21	7.64	45.85
15			Just Office	Stationery	24.95	4.99	29.94
16			Tamar	Maintenance Items	900.94	179.99	1,080.93
17			Earth Anchors	Seat x 2 + plaque	1,962.00	392.40	2,354.40
18	11/09/2024	(blank)	Acorn	Seasonal worker	370.80	74.16	444.96
19			Andrea Leiter	Swissmiss Catering	254.50		254.50
20	13/09/2024	(blank)	Taw Garages	Vehicle maintenance	111.59	22.32	133.91
21			Bideford Cobblers and Keys	Brass plaques with engraving	75.00		75.00
22			Robbie D Scaffolding	Scaffolding	280.00		280.00
23			Country Cottage Bakery	Refreshments - Torridge Clerks	20.70		20.70
24	16/09/2024	(blank)	RGB	Maintenance Items	160.00	32.00	192.00
25			EDF (D513)	14A Mill Street	37.69	1.88	39.57
26	19/09/2024	(blank)	Morrisons	Civic refreshments - 22 Sep 24	5.75	1.15	6.90
27			SW Communications	Line / Broadband provision	57.68	11.54	69.22
28			Acorn	Seasonal worker	370.80	74.16	444.96
29			S Goddard	Deposit refund - Tricks	25.00		25.00
30			D Dunckley	Chudleigh Fort - Face Painting	150.00		150.00
31	Grand Total				109,944.61	15,217.77	125,162.38

Bank Balances at 19/09/2024 - Current Account

£ 11,550.90

Bank Balances at 19/09/2024 - Deposit Account

£ 350,301.33



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

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

Abbotsham road is close for 20 weeks which is causing great inconvenience to many people. Dcc gets 50,000 applications a year from utility companies to dig up the roads. In this instance, it is Southwest water who are installing drains etc for the new Bloor Homes development. In an ideal world, we could have had half of the road open, with traffic lights and possibly a convoy system. In this case the excavations are so deep, and there are not sufficient safety zones to permit that. The road will be opened over the Christmas period. Any queries need to be directed to SW Water who are doing the work, and there should be a contact number on the roadside boards. I share everyone's frustration that it is going to take so long.

There are two new bus stops in operation at the top of Manteo way. The town council has some money ringfenced for the bus shelters. I have written to Dcc to see if we can get match funding to purchase and install the shelters.

The Director of public Health for Devon recently published his report about Devon which is available on the website. The report shows that we have an aging population in Devon as many folk retire here. Meanwhile, the birthrate is falling, and young people often move away from the county in search of better employment opportunities. Because we are an aging population, in 20 years and then in 40 years, if things go on as they are, it will mean there are not enough e.g. carers to look after elderly folk. For the first time people are no longer living longer than previously. What they are doing is living longer with poor health. There are many health inequalities in the county between areas of high social deprivation e.g. Ilfracombe and more prosperous areas e.g. South Hams. Dcc had very successfully been recruiting social workers and carers from abroad- mainly Zimbabwe, as the qualifications are the same. However, the last government took away the right for people to bring their families with them, so applications have plummeted. The thrust of the report was on prevention. Many ailments e.g. heart disease, cancer etc are preventable with lifestyle changes. Education and schemes like smoking cessation are ways to keep people healthier.

In the report it mentions working with town parish and district councils. You will be pleased to know that we are on the right track with e.g. Ford Wood and play equipment in the park. hanging baskets and replacement trees along the Quay, helping people to enjoy green and blue spaces and to exercise. Various activities that the town council organises e.g. Chudleigh Picnic helping to prevent isolation which is good for people's mental health.

I am on a committee called Development and Planning which deals with planning for lots of things, but not houses e.g. highways, schools, quarries, recycling centres and landfill sites. At the meeting last week, we had an item on X links. X Links is a National Significant Infrastructure Project (NSIP). As a large scale major development project it requires a development consent Order (DCO) under the planning Act 2008, rather than a planning application under the Town and Country Planning Act 1990. The Xlinks project falls within DCC's administrative boundary, therefore Dcc is considered a statutory Consultee and a "host" authority within the Development Consent process. The advice is that there is unlikely to be time to seek the committee's approval for submissions as deadlines are often as little as 14 days. To ensure that Dcc's views are taken into account the advice was to delegate directors from dcc to engage with the DCO. The delegations will be made in Consultation with the Chair of Development and management and the local members.

The full report s on the Dcc website. A lot of work has already been done to identify potential impacts from the Xlinks scheme. E.g. it is proposed that 400 Xlinks staff will park each day at the top of Manteo way (possibly 300 cars) and then be bussed to whatever site they are working on. So, one thing to consider is the provision of a real choice for construction staff to travel to the site by non-car mode. I will bring the report to the meeting in case you want me to elaborate further. There is also a potential impact on seasonal traffic and on the folk who live near the haul roads.

Please can people continue to report potholes, drainage issues, overgrown vegetation, street light issues direct to Dcc as it will go to the correct department.

If you google Devon county council, report a problem a page comes up with icons. Please click on the appropriate icon and follow the simple instructions.

Alternatively, you can telephone the customer service desk on 0345 155 1015

I am always happy for residents to contact me.

Linda.hellyer@devon.gov.uk

Telephone 07828758360



Bideford Town Band

Secretary: Mrs Becky Frisby
6 Victoria Grove, Bideford, N Devon, EX39 2DN - 01237 475653
email: bandsecretary@bidefordtownband.co.uk
web: www.bidefordtownband.co.uk

Bideford Town Council
The Town Hall
Bridge Street
Bideford
N Devon
EX39 2HS

31st October 2024

Dear Lesley

I would like to invite, on behalf of Bideford Town Band, the Mayor and Mayoress, Cllr Rachel Clarke and Louise, and Town Councillors to our popular Christmas Concert on Friday 6th December at 7.30pm. This is being held at Bideford Baptist Church, Mill Street, Bideford.

I would be grateful if they could let me know if they are able to attend, as soon as possible.

We look forward to seeing them and thank the Town Council for all their support to the Band.

Yours sincerely

Becky Frisby



BIDEFORD TOWN COUNCIL

Minutes of the Market Management Committee

held in the Council Chamber of the Town Hall on,

Thursday 24 October 2024 at 6.360 pm

PRESENT:	North Ward:	Councillor D Bushby Councillor K Hind
	East Ward:	Councillor J McKenzie (substitute for Councillor Ms R Clarke) Councillor J Hellyer Councillor Mrs L Hellyer
	West Ward	Councillor T Inch (substitute for Councillor Mrs J Gubb) Councillor C Hawkins
	Market Complex	Mrs K Austin Mr P Jeffers
IN ATTENDANCE:		Mr R Coombes (Deputy Town Clerk) 1 x Tenant 2 x Public

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 Mrs Hellyer, seconded by Councillor McKenzie and

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

(Vote – For: 7, Against: 0)

50. **APOLOGIES FOR ABSENCE**

Councillors Ms R Clarke (South Ward – personal) and Mrs J Gubb (East Ward - personal).

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

There were no declarations of interest.

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

None.

53. **MINUTES**

Proposed by Councillor Mrs Hellyer and seconded by Councillor Hawkins, the Minutes of the Meeting held on 12 September 2024 were approved and signed as a correct record.

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

54. **ACCOUNTS**

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

RESOLVED: That the lists of payments for 24 October 2024 be approved.

(Vote – For: 7, Against: 0)

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

- a. Bustling Market. Councillor J Hellyer had seen detail from a coach firm providing a two day visit to the area including RHS Garden Rosemoor and the Bideford Pannier Market.

The Clerk advised that SWEMS had agreed to run a “a bustling” Event on 24 June 2025.

- b. Real Ideas. The Interim Report was circulated to Members after the publication of the Agenda. The Town Clerk had negotiated a phased payment schedule, at the outset, based on both parties satisfaction (to mitigate any risk).

Members agreed to formally address the report at the next Meeting, on 5 December 2024, to resolve whether or not to commit to a further payment and commission the final element of the report, on the basis of what has been received to date.

- c. Net receipt payment. TDC’s “self-insurance,” insurers provided for a net payment of £240 (after excess deduction) following shop unit water damage.

56. **DRAFT BUDGET 2025/6**

The Chairman led Members to review the Rent element of the budget in the first instance.

- a. Rent Review.

Proposed by Councillor T Inch, seconded by Councillor Mrs L Hellyer and

RECOMMENDED: That a rental increase of two per cent be implemented effective 1 April 2025; the resultant tariffs are either rounded up, or down, to the nearest

pound. That each tenant / trader is advised accordingly.

(Vote: – For: 5, Against: 2, Abstention: 1)

b. Draft Budget 2025 – 2026.

Members previously had sight of the Draft Budget Document.

Members discussed and ascertained the elements that made up the budget.

Proposed by Councillor T Inch, seconded by Councillor Bushby and

RECOMMENDED: That the Draft Market Budget 2025/2026 be supported by the Council.

(Vote: – For: 6, Against: 1)

57. **TENANT / TRADER REPRESENTATIVE**

The Clerk stated that Mr Jeffers had advised that he “will be stepping back,” as a Representative for personal reasons.

To receive reports/requests:

- a. That the “eaves” of Butcher’s Row be cleaned as the Christmas Decorations are put in place. Members concurred.
- b. Confirmation was given that at the Signing of the Lease element of the “Victorian / Frost Fair,” to be held on Saturday 14 December 2024, mince pies and “Market” mead would be distributed by the councillors / Civic Party.
- c. The Perspex boards normally present in the Market Place entrance of Butcher’s Row be reinstated. Members concurred.
- d. That the Notice Board cork is replaced, as previously agreed.
- e. That £150.00 from the “Special Projects,” budgeted fund is invested in new additional Christmas Decorations (that would be reused for the future). Members expressed their agreement.

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

The Chairman thanked the Market Tenants for their attendance and contributions.

Proposed by Councillor T Inch, 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: 7, Against: 0)

59. **CHAIRMAN’S REPORT**

There was no report.

60. **TENANT / TRADER**

a. Terminations / Applications.

The Clerk advised that two very promising applications had been received for 13 /14 and 20 Butcher’s Row. Interviews have been arranged.

b. Tenant matters.

The Clerk confirmed receipt of the penultimate payment in lieu of rental arrears.

The Clerk provided detail of concerns raised by a Tenant questioning tenant business practices.

Members requested full sight of the correspondence with a view to consideration at the Meeting to be held on 5 December 2024.

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 7.41 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	24/10/2024	- Current Account	£	9,711.28
Bank Balances at	24/10/2024	- Deposit Account	£	39,033.17

Pannier Market Expenditure Against Budget

<u>Income</u>	<u>Budget</u> <u>2024/25</u>	<u>As At</u> <u>24/10/2024</u>	<u>Budget</u> <u>2025/26</u>
Market Stalls	4,000.00	-	
Market Shops	-	2,394.60	4,000.00
Butcher's Row	34,157.65	18,872.44	32,717.52
Perimeter shops	29,400.39	14,667.58	33,811.78
Deposits	-	1,552.00	
Other Events	10,886.65	6,879.62	8,000.00
Services	2,000.00	1,552.17	4,000.00
Interest On Investments	1,375.00	287.94	400.00
General Income	2,500.00	8,238.01	10,000.00
Total	84,319.69	54,444.36	92,929.30
Expenditure			
Re-charge	42,179.48	33,078.18	43866.66
Advertising	200.00	1,043.14	500.00
Equipment	2,000.00	2,163.25	4,000.00
Cleaning/Maintenance	20,000.00	15,881.81	20,000.00
Services	5,000.00	3,370.80	7,000.00
Bank Charges	475.00	267.05	475.00
Insurance/Rates/Rent	5,500.00	162.75	5,500.00
General (incl. Memberships)	2,575.00	941.95	2,575.00
Training	700.00	-	700.00
Promotions/ Special projects	5,500.00	4,140.00	13,500.00
Total	84,129.48	61,048.93	98,116.66
Balances			
Profit/(loss)	190.20	- 6,604.57	- 5,187.36
RoS	0.2%	-12.1%	-5.6%

AHC

9 (7)

8

1

1

4

1

	Rent	2%	plus ridd	BR	Peri
Single Unit	£135.00	£2.70	£138	£ 964	£ 275
Double Unit	£216.00	£4.32	£220	£ 1,763	
Store Room	£162.00	£3.24	£165		£ 165
Triple Shop	£566.40	£11.33	£578		£ 578
Shop front	£343.00	£6.86	£350		£ 1,399
Shop front + single unit	£392.00	£7.84	£400		£ 400
				£ 2,726	£ 2,818
				£ 32,718	£ 33,812

Draft Budget

inc AHC expen



BIDEFORD TOWN COUNCIL

Minutes of the Staffing, Finance & General Purposes Committee

held in the Town Hall on

Thursday 17 October 2024 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby (Chairman) Councillor D McGeough
	South Ward	Councillor Mrs R Clarke (Town Mayor) Councillor P J Lawrence Councillor S Inch
	East Ward:	Councillor Mrs J Gubb Councillor Mrs L Hellyer Councillor J McKenzie
	West Ward	Councillor T Inch
IN ATTENDANCE:		Mr P Swan (Town Clerk)

34. **APOLOGIES FOR ABSENCE**

None.

35. **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”).

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

There was no public participation.

37. **MINUTES**

Proposed by Councillor Lawrence and seconded by Councillor Simon Inch, the Minutes of the Meeting held on 5 September 2024 were approved and signed as a correct record.

(Vote – For: 8, Against: 0, Abstention: 1)

38. **CHAIRMAN’S ITEMS**

- a. The Town Clerk advised members of the Internal Auditor’s resignation request and advised a request for a new appointment will be added to the next Town Council Agenda.

39. **ACCOUNTS**

- a. Payment List

It was proposed by Councillor McKenzie and seconded by Councillor Ms. Rachel Clarke, and

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

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

- b. Independent Audit

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

RESOLVED: That the Independent Audit Report Q2 FY 24/25 be approved.

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

40. **Q2 FINANCIAL PERFORMANCE**

Councillors received an update from the Town Clerk on the financial performance of the Council to September 2024, including the new Town Ranger Depot finance progress.

41. **‘PLAYZONE’ FUNDING**

The Councillors heard from TDC Officer Adrian Avery on the status of the project and funding required.

Three site options were considered and the site closest to The Polyfield Centre was identified as the site to be used.

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

RESOLVED: That the support for the ‘playzone’ project be funded by £10k from Play Equipment earmarked reserves and £7.5k be added to the FY25/26 Budget was approved.

(Vote – For: 8, Against: 1, Abstention: 0)

42. **FLORAL DISPLAY QUOTATION**

The Councillors received and discussed the quote for the FY25/26 floral displays.

Councillor T. Inch advised that the Rotary Club had donated 4000 crocus bulbs from the Polio appeal to be planted around the Town by the Rangers.

It was proposed by Councillor Simon Inch seconded by Councillor Jude Gubb, and

RESOLVED: That the floral display quotation be approved.

(Vote – For: 8, Against: 0, Abstention: 1)

43. **SPEAKER’S GIFT**

The Councillors and discussed the speaker’s gift.

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

RESOLVED: That a Speaker’s Gift for Manor Court of no more than £300 be approved.

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

44. **NORTHAM TOWN COUNCIL YARD SPACE RENTAL**

The Councillors discussed the request from Northam Town Council to rent an area in the yard of the new Ranger Depot yard at £1 per Sq. Ft. per month for 16 planters.

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

RESOLVED: That Northam Town Council be permitted to rent the space requested at £1 per Sq. Ft. per month for 16 planters be approved.

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

45. **TOWN RANGERS TASKS UPDATE.**

Several Councillors expressed their thanks to the Town Rangers for the excellent work undertaken.

The business of the meeting having been completed, Members provided positive feedback on the manner in which the Meeting had been conducted leading with the Agenda / Pack availability on screen.

The Chairman thanked the members for their attendance and the meeting concluded at 19:23.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

ATTENDANCE LOG IN CASE OF FIRE

BIDEFORD TOWN COUNCIL



EVENT:	S,F, & G.P. Committee
VENUE:	Council Chamber
DATE:	17 October 2024

NAME	SIGNATURE
D BUSHBY	D Bushby
J. McKenzie	J. M.
Dermot M	D. M.
Linda Hellyer	LJ Hellyer
Tom Litch	T. Litch
J. GORR	J. Gorr
RAClarke	R. Clarke
Simon Inch	S. Inch
Peter Lawrence	P. Lawrence

AGENDA ITEM 6a



BIDEFORD TOWN COUNCIL - Accounts for approval at the SF&GP Meeting - 17 October 2024

Number (All)

Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	15/08/2024	BSTC17	Apple.com.uk	4 x iPad	1,993.32	398.68	2,392.00
2			DVLA Vehiol Tax	Toyota	335.00		335.00
3			Dymarke Precision Engineering Ltd	Maintenance Items	150.00	30.00	180.00
4			PKF	Annual Governance & Accountability Return	1,680.00	336.00	2,016.00
5		BSTC20	Tamar	Maintenance Items	258.61	38.63	297.24
6		(blank)	Acom	Seasonal worker	370.80	74.16	444.96
7	16/08/2024	(blank)	Evans Transport Ltd	Maintenance Items	148.40	29.68	178.08
8			Garlands	Stationery	7.99		7.99
9			John Taylor Fastener	Maintenance Items	6.83	1.37	8.20
10			Llyds	Charges	64.00		64.00
11				re-credit	(5.93)		(5.93)
12			Safety Signs 4 Less	Maintenance Items	62.92	12.58	75.50
13			SQ BTC	Transaction	0.01		0.01
14	19/08/2024	BSTC17	Crafty Needles	Mayoral case maintenance	50.64		50.64
15			Mimick Signs	Banners x 2	106.00	21.20	127.20
16				Oval graphics x 50	25.00	5.00	30.00
17		BSTC18	SW Communications	Line / Broadband provision	57.68	11.54	69.22
18		BSTC20	RGB	Maintenance Items	138.87	27.78	166.65
19	22/08/2024	BSTC17	Acom	Seasonal worker	370.80	74.16	444.96
20			EDF (D513)	14A Christmas Lights	8.56	1.71	10.27
21			Futurform	Picnic tibles x 3 (Ford Rock)	613.00	122.60	735.60
22				Picnic tibles x 3 (Vic Park (H&S) replacmnt)	820.00	164.00	984.00
23		(blank)	Amazon	Refreshments - Local Clerks Meeting	12.99		12.99
24	23/08/2024	BSTC17	CTA Centre	3 x streetwrks trming / assmnt + Crtfiction	1,269.00	225.00	1,494.00
25			Robeda	Iroko timber - Chanters Road Bench slats	165.57	33.11	198.68
26	24/08/2024	BSTC17	Mr P Heath	Pollyfield - Deposit return	25.00		25.00
27	28/08/2024	BSTC18	A Touch of Class	Picture frame	163.00		163.00
28			North Devon Hog Roast	Chudleigh Fort Picnic 50% remaining balance	825.00		825.00
29			R Clarke	Refund mayoral costs	436.35	34.35	470.70
30		(blank)	DCC Locality Fund	Gammaton X Finger post	(800.00)		(800.00)
31	29/08/2024	BSTC18	Minxy's Sweets	Sweet Cones x 100 for Chudleigh Picnic	100.00		100.00
32			TDC	Chudleigh For Picnic - Land Licence	45.83	9.17	55.00
33		(blank)	Mow-It	Maintenance Items	32.08	6.42	38.50
34	30/08/2024	BSTC18	Llyds	Service Charge	34.26		34.26
35			R Walker	Pollyfield - Deposit return	25.00		25.00
36		(blank)	Cobblers and Keys	Keys	18.00		18.00
48				re-credit	(3.39)		(3.39)
49	04/09/2024	BSTC19	Acom	Seasonal worker	370.80	74.16	444.96
50		(blank)	Amazon	Disposable wooden knives	6.66	1.33	7.99
51	05/09/2024	(blank)	Post Office	Stamps	3.05		3.05
52	06/09/2024	BSTC20	Merry Harriers	Maintenance Items	4,000.00	800.00	4,800.00
53				Rowan Trees x four	157.50	31.50	189.00
54		(blank)	A Touch of Class	Picture frame	296.00		296.00
55			Amazon	Charger Cables + Power bank - fast charging	56.26	4.74	61.00
56				Stationery	9.46	1.90	11.36
57	08/09/2024	BSTC17	EDF (CADCOEDA)	Bridge Floodlighting	65.04	3.25	68.29
58	09/09/2024	BSTC22	C+R Construction SW Ltd	Caddsdwn Unit	67,000.00	13,400.00	80,400.00
59			EDF	Decorative Lighting, Bideford Quay	369.88	73.98	443.86
60			HMRC	PAYE/NI	5,459.01		5,459.01
61		BSTC23	EDF (CADCOEDA)	Bridge Floodlighting	64.16	3.21	67.37

62	45544	BSTC24	Staff salaries inc Pension	SALARY	27,185.67		27,185.67
63		(blank)	Microsoft	License	123.60	24.72	148.32
64	10/09/2024	BSTC21	Tamar	Maintenance Items	384.55	76.71	461.26
65		BSTC23	Blights	Fuel	38.21	7.64	45.85
66			Just Office	Stationery	24.95	4.99	29.94
67			Tamar	Maintenance Items	516.39	103.28	619.67
68		BSTC26	Earth Anchors	Seat x 2 + plaque	1,962.00	392.40	2,354.40
69	11/09/2024	BSTC22	Acom	Seasonal worker	370.80	74.16	444.96
70			Andrea Leiter	Swissmiss Catering	254.50		254.50
71	13/09/2024	BSTC22	Robbie D Scaffolding	Scaffolding	280.00		280.00
72		(blank)	Bideford Cobblers and Keys	Brass plaques with engraving	75.00		75.00
73			Country Cottage Bakery	Refreshments - Torrige Clerks	20.70		20.70
74			Taw Garages	Vehicle maintenance	111.59	22.32	133.91
75	16/09/2024	BSTC23	RGB	Maintenance Items	160.00	32.00	192.00
76		BSTC24	EDF (D513)	14A Mill Street	37.89	1.88	39.57
77	19/09/2024	BSTC23	Acom	Seasonal worker	370.80	74.16	444.96
78			D Duncleley	Chudleigh Fort - Face Painting	150.00		150.00
79			S Goddard	Deposit refund - Tricks	25.00		25.00
80		BSTC25	SW Communications	Line / Broadband provision	57.68	11.54	69.22
81		(blank)	Morrisons	Civic refreshments - 22 Sep 24	5.75	1.15	6.90
82	23/09/2024	BSTC23	Blights	Deposit refund	(200.00)		(200.00)
83	24/09/2024	BSTC24	Berrys	Monthly Payroll records first six months	260.00	52.00	312.00
84		BSTC26	RGB	Maintenance Items	10.45	2.09	12.54
85		(blank)	Mow-It	Maintenance Items	8.25	1.65	9.90
86	25/09/2024	BSTC24	K Woodman	Stitch new ribbon on (mayoral) medal	10.00		10.00
87	27/09/2024	BSTC24	A Mitchell / Jewson	Combination Lock - Pollyield	12.50	2.50	15.00
88	30/09/2024	BSTC25	Acom	Seasonal worker	370.80	74.16	444.96
89			James Hallam	Motor Policy renewal	1,222.20		1,222.20
90			Lineal Software Ltd	Microsoft 365 License	169.10	33.82	202.92
91			Llyds	Charges	45.48		45.48
92	01/10/2024	BSTC26	All Star	Fuel	337.04	67.41	404.45
93			D S Electrical	Unit 13	600.00		600.00
94			DCC	Locality Budget Payment	(300.00)		(300.00)
95			G J Heaman	MOT + adjustment - Hilux	85.00	9.00	94.00
96			Market recharge	TC staff	(3,482.36)		(3,482.36)
97			Tamar	Maintenance Items	242.74	48.55	291.29
98			TDC - 127	T Hall Offices Service Charge	230.42	46.08	276.50
99			TDC - 128	T Hall Offices rent	313.72	62.74	376.46
100		(blank)	Clarity Copiers	Meter Copy Charge	59.79	11.98	71.75
101	02/10/2024	BSTC26	In-Stitches	Burgundy Ties x 10	110.00	22.00	132.00
102	03/10/2024	BSTC26	Acom	Seasonal worker	370.80	74.16	444.96
103			Hookings	Chudleigh Picnic	375.00	75.00	450.00
104		(blank)	Post Office	Recorded Delivery	7.95		7.95
105			Staff salaries inc Pension	SALARY	27,874.38		27,874.38
106	04/10/2024	BSTC26	Zurich	Additional Premium	375.21		375.21
107		(blank)	Amazon Prime	Subscription	8.99		8.99
108			Post Office	Recorded Delivery	4.40		4.40
109	Grand Total				147,716.76	17,825.54	165,542.30

Bank Balances at	10/10/2024	- Current Account	£	244,355.29
Bank Balances at	10/10/2024	- Deposit Account	£	620,000.00



BIDEFORD TOWN COUNCIL

Minutes of the Planning Committee Meeting

held in the Town Hall, Bideford on

Wednesday 9 October 2024 at 6.30 pm.

PRESENT: South Ward: Councillor S Inch
East Ward: Councillor J McKenzie
Councillor Mrs L Hellyer

IN ATTENDANCE: Mrs Claire Parsons – Administration Assistant

50. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor R Clarke (South Ward) - Personal.

51. **DECLARATIONS OF INTEREST**

There were no Declarations of Interest received.

52. **PUBLIC PARTICIPATION SESSION**

There were no members of the public in attendance.

53. **MINUTES**

The Minutes of the Meeting held on 18 September 2024 were approved and signed as a correct record.

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

54. **PLANNING APPLICATIONS**

- a. Application No: 1/0755/2024/FUL. Creation of driveway and dropped kerb 11 Abbotsham Road, Bideford, Devon, EX39 3AF. Applicant: Mrs J Coughlan (same address). Agent: None supplied. (Date received: 12 September 2024).

Proposed by Councillor Mrs L Hellyer, seconded by Councillor S Inch, and

RESOLVED: Members recommended Refusal of the application on the following points:

- **Highways Safety concerns being as there is no turning point and vehicles would reverse out of the driveway.**

- **The close proximity to the junction.**

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

- b. Application No: 1/0774/2024/FUL. Proposed start hill hut. Bideford BMX Club, Bideford BMX Clubhouse, Avon Road, Bideford. Applicant: Mr M Ellis, 8 Aiden Avenue, Barnstaple EX32 9PH. Agent: None supplied. (Date received: 13 September 2024).

Proposed by Councillor Mrs L Hellyer, seconded by Councillor J McKenzie, and

RESOLVED: That the application is approved.

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

- c. Application No: 1/0777/2024/FUL. Revised rear access to first floor, replacement windows at first floor and new rooflights in existing openings. 75 High Street, Bideford, Devon, EX39 2AA. Applicant: Mr A Gould, Coach & H-Developments Ltd, RT Marke & O, 89 High Street, Bideford, Devon EX39 2AT. Agent: Peregrine Mears Architects Ltd, Barnstaple. (Date received: 20 September 2024).

Proposed by Councillor S Inch, seconded by Councillor J McKenzie, and

RESOLVED: That the application is approved.

(Vote – For: 3, Against: 0, Abstentions: 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, Barnstaple. (Date received: 24 September 2024).

Proposed by Councillor S Inch, seconded by Councillor J McKenzie, and

RESOLVED: That the application is approved.

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

- e. Application No: 1/0832/2024/FUL. Conversion of former commercial premises to 3 no. dwellings. 13 – 17 Westcombe Lane, Bideford, Devon, EX39 3JQ. Applicant: Mr G Scott, 67 Clovelly Road, Bideford EX39 3DG. Agent: Mr P Hinton, Bideford. (Date received: 26 September 2024).

Proposed by Councillor J McKenzie, seconded by Councillor S Inch, and

RESOLVED: That the application is approved.

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

- f. Application No: 1/0713/2024/FUL. Removal of existing car wash and extension to the existing petrol filling stations sales building together with the creation of an EV charging zone with canopy, substation, LV enclosures, 4 jet wash bays, bin store and associated works. Morrisons Petrol Station, Bideford, EX39 2LG. Applicant: c/o Agent, Motor Fuel Group 10 Bricket Road, St Albans, AL1 3JX. Agent: Miss L Burton, Carney Sweeney, Cardiff, CF24 0EB. (Date received: 30 September 2024).

Proposed by Councillor J McKenzie, seconded by Councillor S Inch, and

RESOLVED: That the application is approved.

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

55. **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 6.50 pm.

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 30 October 2024 at 6.30 pm.

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

IN ATTENDANCE: Mrs Claire Parsons – Administration Assistant
Councillor Mrs S Smith

56. **APOLOGIES FOR ABSENCE**

Apologies were received from:
Councillor R Clarke (South Ward) - Personal.
Councillor J Gordon (North Ward) - Personal.

57. **DECLARATIONS OF INTEREST**

There were no Declarations of Interest received.

58. **PUBLIC PARTICIPATION SESSION**

There were no members of the public in attendance.

59. **MINUTES**

The Minutes of the Meeting held on 9 October 2024 were approved and signed as a correct record.

(Vote – For: 3, Against: 0, Abstentions: 1)

60. **TO RECEIVE DETAILS FROM TDC ON LISTED BUILDINGS & CONSERVATION AREAS IN TORRIDGE DISTRICT ON HOW LISTED BUILDINGS CAN BE FOUND AND THE PROCESS FOR REPORTING ANY ISSUES OR CONCERNS IN PRESERVING THESE HERITAGE ASSETS.**

Members noted that they received the information from Torridge District Council on Listed

Buildings and Conservation areas in Torridge and how they could be found and the process for reporting any issues.

Councillor S Inch asked if this information could be circulated to all members of the Town Council for information. It was agreed that the Clerk would circulate this information.

61. **PLANNING APPLICATIONS**

- a. Application No: 1/0919/2024/FULM. Proposed builders merchant building (Sui Generis) including access road and infrastructure, landscaping, parking and servicing. Land At Clarke Estate, Clovelly Road Industrial Estate, Bideford, EX39 3HN. Applicant: Mr B Waudby, Penhaven Developments, 59 Magdalen Street, Exeter, EX2 4HY. Agent: Mr F Smith, James Campbell Associates Ltd, Rochdale, OL16 3BN (Date received: 23 October 2024).

Proposed by Councillor Mrs L Hellyer, seconded by Councillor S Inch, and

RESOLVED: That members approved the application subject to supporting the recommendations of South West Water. Members have concerns about sewerage outfall and the capacity of the sewer drain.

Approval of the application was also subject to members supporting the recommendations of the Designing Out Crime Officer, and those of DCC Archaeology.

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

62. **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 6.46 pm.

Signature of Town Mayor: Date:

Signature of Chairman:..... Date:



BIDEFORD TOWN COUNCIL

Minutes of the Tourism Committee Meeting

held in the Council Chamber, Town Hall

Tuesday 29th October 2024 at 6.00 pm

PRESENT:

East Ward:	Councillor Mrs J Gubb (Chairman)
South Ward:	None
North Ward:	Councillor D Bushby
West Ward:	Councillor C Hawkins

IN ATTENDANCE: Mr P Swan, Town Clerk

037 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

Councillor Ms R Clarke (Town Mayor) (South Ward) – personal
 Councillor P Lawrence (South Ward) – personal
 Councillor K Hind (North Ward) - personal
 Councillor J Gordon (North Ward) - personal

038 **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

No declarations were given at this point in the meeting.

039 **PUBLIC PARTICIPATION SESSION**

There was one member of the public present.

040 **MINUTES**

Proposed by Councillor Hawkins and seconded by Councillor Gubb that the minutes of the meeting held on 17th September 2024 were approved and signed as a correct record.

(Vote – For: 3, Against: 0)

041 **TO DE-BRIEF ON CLEAN UP DAY AND SET DATE**

Members discussed the post event analysis and agreed the event had been a success.

Councillor Bushby advised he had been approached by a member of the public who informed the group of a culvert just North of the Car Wash on Northam Road that was full of rubbish and could this be addressed. Upon further inspection, due to access issues, this job was handed over to the Town Rangers who have now completed the task.

Councillor Bushby expressed concern that the focus on the new Depot may result less attention being given to the Team Rangers normal duties and for the Town Clerk to address this.

042 **TO UPDATE ON VE DAY 80**

Councillor Mrs. J. Gubb declared a non-pecuniary interest in the event as a result of a relative providing services.

Town Clerk was requested to confirm the booking of entertainment and obtain buffet costings.

TO UPDATE ON EVENTS FOR 2025 (BIDEFORD FAIR / BGT / CHUDLEIGH PICNIC)

The Chairman asked for updates on the ideas put forward at the last meeting:

Bideford Fair – Councillor Bushby to enquire about Classic bike/ND Classic Cars.

BGT – Councillor Mrs J Gubb advised last year’s Karaoke provider was not able to attend the 2025 event and a new provider will need to be sought.

Chudleigh Picnic – Councillor Bushby will enquire about a BBQ provider.

043 **TO SET THE BUDGET FOR EVENTS FOR 2025/2026**



TOURISM BUDGET FY25/26

	Budget FY24/25	Actual YTD	Forecast	Var. To Forecast Fav/(Unfav)	Suggested Budget FY25/26	Notes
Bideford Fair	3,500.00	3,471.99	3,471.99	28.01	4,000.00	Last Year Spend + 15% Contingency
D-Day 80	3,500.00	2,708.00	2,708.00	792.00	3,500.00	VE Day 80 Celebration
Port Memorial Decorative Bed	1,500.00	1,218.20	1,218.20	281.80	0.00	Moved to SFGP as one Floral Quote
Bideford's Got Talent	3,000.00	2,507.50	2,507.50	492.50	2,875.00	Last Year Spend + 15% Contingency
Cudleigh Picnic	3,000.00	2,630.00	2,630.00	370.00	3,000.00	Change of Supplier
Other	1,000.00	-	-	-	0.00	Not Required - Balance as FY24/25
	15,500.00	12,535.69	12,535.69	2,964.31	13,375.00	

Proposed by Councillor Bushby and seconded by Councillor Hawkins the Budget for 2025/26 be recommend to Full Town Council be set at £13,375 as detailed above.

(Vote – For: 3, Against: 0)

044. **TO DICUSS AND RECOMMEND ON METHOD TO PROGRESS THE TWINNING APPLICATIONS**

The Town Clerk is to write to the respective two proposed Town Mayors as agreed at Full Town Council.

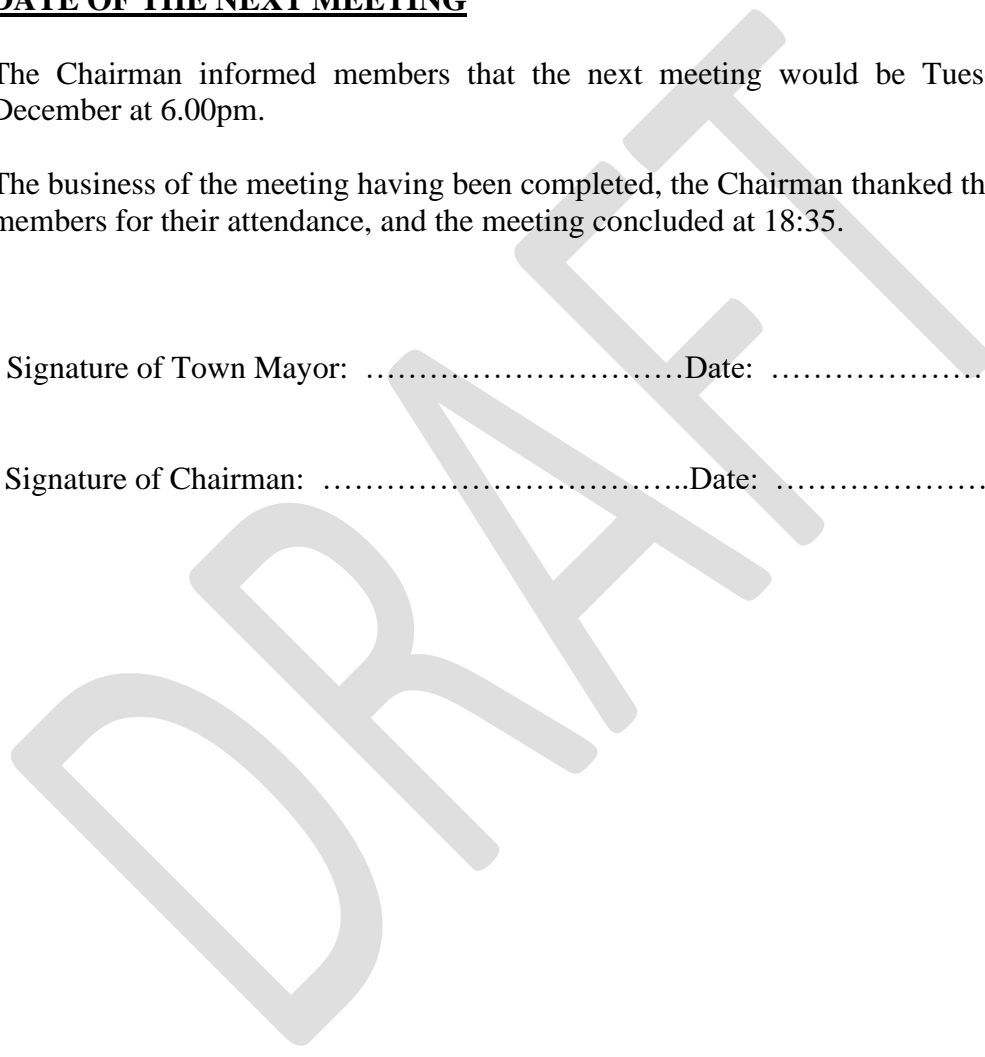
DATE OF THE NEXT MEETING

The Chairman informed members that the next meeting would be Tuesday 10th December at 6.00pm.

The business of the meeting having been completed, the Chairman thanked the members for their attendance, and the meeting concluded at 18:35.

Signature of Town Mayor:Date:

Signature of Chairman:Date:





BIDEFORD TOWN COUNCIL

Minutes of the Allotments Committee Meeting

held in the Council Chamber, Town Hall, Bideford on

Thursday 26 September 2024 at 6.30 pm

PRESENT:

North Ward	Councillor K Hind
East Ward	Councillor Mrs J Gubb Councillor J McKenzie
South Ward	Councillor S Inch (Chairman)
West Ward	Councillor T Inch
Tricks	Mr S Long
Pollyfield	Mr A Mitchell

IN ATTENDANCE:

Mr R Coombes (Deputy Town Clerk)
Mr M Lamey (Marland, Chairman)
Mrs N Wheeler (Handy Cross, Chairman)
2 x Members of the Public

1. ELECTION OF CHAIRMAN

Councillor S Inch was proposed by Councillor Mrs Gubb and seconded by Councillor McKenzie and

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

(Vote: For: 6, Against: 0)

2. ELECTION OF DEPUTY CHAIRMAN

Councillor Mrs Gubb was proposed by Councillor McKenzie and seconded by Councillor T Inch and

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

(Vote: For: 6, Against: 0)

3. **APOLOGIES FOR ABSENCE**

Councillor Ms R Clarke (South Ward, personal).

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

Mr Mitchell declared a non-pecuniary interest in item Agenda item. 10.b. (Application for tenancy).

5. **PUBLIC PARTICIPATION PERIOD**

The members of the public did not speak.

6. **MINUTES**

The Minutes of the Meeting held on 1 February 2024 were approved and signed as a correct record.

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

7. **QUARTERLY INSPECTIONS**

The Chairman advocated quarterly inspections believing that the cost in resource from poorly maintained plots and their recovery to the Council would be checked.

Councillor T Inch supported the initiative believing that members of the Committee should be invited to join the inspections and have access to the Sites.

(Mr Long joined the Meeting.)

Discussion followed on the general provision of access to the four Sites by members of the Committee generally.

Members agreed that it would be most appropriate should individual members wish to visit any Site they should in the first instance contact the respective representatives.

It was proposed by the Chairman, seconded by Councillor T Inch and

RESOLVED: That Quarterly Inspections be introduced spearheaded by either the Chairman or Deputy Chairman of the Committee; all Members are welcome to attend with the Deputy / Town Clerk in attendance.

(Vote: For: 7, Against: 0)

8. **MARLAND SITE**

The Chairman of the Marland Association, Mr Lamey, thanked the Chairman and Members for their support which provided for the successful Lottery Funding application.

The Project is 99.9% finished; Members will be invited to the official “Open Day.” Six of the dedicated nine raised beds have been let.

He advised that there had been four new plot holders this term and a half plot will soon become available.

This year has been poor for growing notwithstanding the foraging of badgers and foxes!

Overall the Site is operating well and basking in the glory of having won the Inter-Site challenge for the second year in a row.

Site Members had agreed at the AGM to install CCTV; policy is already in place.

The Site Members have contributed 250 – 300 hours tidying the site, including paths, fencing and hedge cutting. There will be a (collective) bonfire on 9 November 2024, the Saturday following “bonfire night.”

The Committee conduct monthly site inspections which are working very well.

The Site introduced a “75% grow,” for each Plot, which has been embraced by everybody and is very impressive.

9. **HANDY CROSS SITE**

The Chairman of the Handy Cross Association, Mrs Wheeler, advised that the Site comprises 41 full and 20 half plots. There are currently two empty plots with a further two subject to Notice at the end of the month.

During the summer the Site members engaged in 3 “work days” attending to the perimeter fence and rubbish clearance; the parking area requires re-gravelling earmarked for the new year.

The rent rate has been increased, in line with inflation, although there had been a good take up from members to provide a higher voluntary contribution; further fund raising has been organised.

A dedicated area has been allocated for the dual purpose of rubbish burning (in bins) and BBQs, for meetings and Open Days.

Additional water butts will be purchased for those plots without recourse to water capture.

10. **POLLYFIELD SITE**

a. Update. Mr Mitchell advised that the Site was performing well and that there were no problems.

There are two half plots (one Notice served) vacant.

It has been a difficult (growing) year; some good some bad growth.

Mr Mitchell was pleased with the tree / boundary works, that provided more light and growth regeneration. (The Chairman believed that the cut could have been perhaps four feet lower.)

- b. Plot 21 Upper. Mr Mitchell, since Notice had been served on the tenant of 21 Upper, had personally cleared the bind week, much detritus and is set to remove corrugated iron from the Plot.

Given that the Site has a large poly tunnel and shed “dug in,” along with the bedrock of shillit the available gardening space is limited (to about a quarter).

Mr Mitchell indicated that he should like to take the tenancy in his name, be responsible for the plot but would make the poly tunnel facility available to those site members who did not have a green house facility.

He had intimated that he would be open to supporting the East-the-Water in Bloom initiative by “bringing on,” their seedlings.

Councillor Hind expressed support for Mr Mitchell’s initiative.

The Chairman thanked Mr Mitchell for his work.

Proposed by Councillor McKenzie, seconded by Councillor Hind and

RESOLVED: that Mr Mitchell be given the tenancy for Plot 21 Upper, effective 1 October 2024.

(Vote – For: 7, Against: 0)

11. **TRICKS SITE**

Mr Long declared the unprecedented availability of six plots without a waiting list, noting the loss of some more senior members.

The gardens are well looked after, there are no (security) issues, the Site runs itself and the communal garden and bee hives remain.

12. **INTER-SITE CHALLENGE REVIEW**

Mr Long indicated that the Inter-Site challenge had been too late for the Tricks Site.

Discussion followed on the format, Site self adjudication, numbering of plots, appetite for continuation and time spent.

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

RESOLVED: That the Site representatives canvas their fellow tenants to provide feedback for the next Allotment Committee Meeting.

(Vote: For: 7, Against: 0)

13. **BOUNDARY SURVEY QUOTATION**

The Clerk advised that there was a need to obtain a new survey for all the Allotment Sites (the provider of the last boundary survey had recently retired).

The Chairman expressed the need for haste in conducting the survey prior to leaf loss

(abscission).

Proposed by Councillor Hind, seconded by Councillor McKenzie and

RESOLVED: that the Chairman and Clerk identify and engage a suitably qualified tree / boundary arboriculturist / surveyor.

(Vote – For: 7, Against: 0)

14. **CLEANING AND MAINTENANCE BUDGET FOR 2025/26**

The Chairman expressed the balance of manging allotment provision with inherent draw on resource.

Discussion included potential to increase rents, the importance of the wider allotment gardening benefits including towards mental health and the extra pressure that a change to rent could have.

The Clerk explained the costs incurred this year, the benefit of having a budget that would provide for the general activities and with an agreed contingency element (that need not necessarily be drawn upon).

Proposed by Councillor McKenzie, seconded by Councillor S Inch and

RECOMMENDED: A budget of £12,697.25 for 2025/2026: the shortfall of £9,159.25 requested from Central Funds combined with an expected income (less expenses to date) of £3538.00.

(Vote – For: 7, Against: 0)

15. **LEVEL OF RENT FROM 2024/25**

Members having made recommendation on the Draft budget, it was:

Proposed by Councillor S Inch, seconded by Councillor McKenzie and

RESOLVED: That the Council raise the level of rents to £45.00 for a full plot and £23.00 for a half plot for the year 2025/2026. The deposit rate will increase to £50.00. The rate charged per plot for the Associations will rise to £2.00.

(Vote – For: 7, Against: 0)

The Chairman, having established that there was no further business to discuss, thanked the Members for their attendance and concluded the Meeting at 7.40 pm. He added that he should like the Committee to convene more regularly.

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

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

DRAFT CLEANING AND MAINTENANCE BUDGET FOR 2025/26

	Budget 2024/25	Expenses 2024/25	Income from Rents	Budget 2025/26
Pollyfield			£1,467.00	
Fence Repair	£225.00			£225.00
maintenance	£250.00			£250.00
Perimeter trees				£2,000.00
Legal Fee		£45.00		
Deposit Return		£25.00		
Tricks			£2,769.00	
skip	£350.00			£350.00
Perimeter trees	£125.00			£2,000.00
Shrub tree Management	£125.00			£125.00
Fencing	£100.00			£100.00
Deposit return		£82.00		
General	£150.00			£150.00
Allot Certificate Frames	£80.00			£80.00
Best Allotment cup				
Marland Lease	£500.00	£500.00	£82.00	£500.00
Marland Perimeter trees	£250.00			£1,000.00
Handy Cross Lease	£250.00	£250.00	£122.00	£250.00
Handy Cross perimeter trees	£500.00			£2,000.00
Contingency	£1,000.00			£3,667.25
	£3,905.00	£902.00	£4,440.00	£12,697.25
Budget	£4,440.00			
Expected Income less expenses to date:		£3,538.00	Amount required:	£9,159.25

Notice of Motion / Project Initiation Form – Bideford Town Council

Project Initiator and Lead:	James Craigie	Date:	17/10/24
Project Description	Offer Northern Devon Foodbank the opportunity to rent a bay at the new depot at a commercial rate determined by 3 unconnected estate agents.		
Benefits	The benefits are twofold, both in terms of revenue to the town council and that it provides Trustees of Northern Devon Foodbank an option to keep warehousing and admin in Bideford. Given the huge challenge of find suitable properties all options currently under consideration would see Barnstaple becoming the home of Northern Devon Foodbank a charity that started in Bideford.		
Financial Implications	A bay measuring 5m for the 15m depth of the building is approximately 800 sqr feet. Average rates in Bideford are around £6 per sqr foot per annum, likely to yield £4,800 per year.		
Officer resource required:	Half a day to arrange valuation estimates for Staffing and Finance Committee		
Risks and issues			
Action List	Yes / No	Name of person to complete action	Observations:
Planning Permission	No		
Owners Consent	Yes		
Consultation Required	No		