



BIDEFORD TOWN COUNCIL

MINUTES

Meeting: Town Council

Meeting Date: Thursday, 30 July 2026

Meeting Time: 6:50pm

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

North Ward

Councillor D Bushby

Councillor K Hind

South Ward

Councillor S Inch

Councillor R Clarke

Councillor P Lawrence (Chairman)

West Ward

Councillor C Hawkins

Councillor T Inch

East Ward

Councillor J Craigie

Councillor J Gubb

Councillor J Hellyer

Councillor L Hellyer

Councillor J McKenzie

Also Present:

J Gardner, Town Clerk and Responsible Financial Officer

R Coombes, Deputy Town Clerk

Prior to the start of the meeting, councillors received a presentation from the Chairman of the Bideford and District Archive. She explained the important work of their

volunteers, over the years, in cataloguing and researching the resource, its accessibility, and popularity to the local and distant worldwide community.

She expressed gratitude for the funding support that has been received over the years; whilst believing it to be a very effective facility she indicated that the Council can be proud of “its resource.”

The Chairman thanked her and informed the Members on the Council’s relationship.

50. Apologies for Absence

Apologies for absence were received from Councillor S Smith.

Apologies were not received from Councillors Gordon, McGeough and Taylor.

51. Declarations of Interest and Dispensations

Councillor Gubb declared a non-pecuniary interest in Item 8.17 (spouse of payment recipient) and pecuniary interest in Items 8 numbers: 28, 43, 46 and 77 (spouse of payment recipient).

52. Public Participation

The Chairman invited Councillor Barry (Devon County Council Bideford East) to address the Council.

Councillor Barry first intimated that the Local Government Review (LGR) had not been well received at County Hall; Devon County Council would consider the new plan at a meeting on 10 August 2026.

He referred councillors to his report, made available earlier in the day and forms part of these minutes, highlighting Devon County Council support for children and young people with special educational needs and disabilities in Devon and explained the implication of changes brought about by the merger of Exeter and Petroc Colleges.

Councillor Barry also highlighted a pothole initiative and detail on the North Devon Hospital Maternity Unit also contained within his report.

Councillor T Inch saw the irony in Torbay having announced the opening of a new fully resourced Maternity Unit whilst the Maternity Unit at North Devon Hospital would be temporarily shut through staff shortages.

He bemoaned the continued disregard by motorists in accessing Mill Street contrary to the restrictions. Councillor Barry intimated that the issue was one of enforcement, or not, by Devon and Cornwall Police.

The Chairman warned of the spectre of the National Grid digging up the newly laid and much improved Moreton Park Road and questioned why Devon County Council could not have foreseen or better coordinated the works.

Councillor Barry noted that the utility companies were under no legal obligation to inform Councils of scheduled works generally (although not the case in this instance).

The Chairman thanked Councillor Barry for presenting his report.

53. Minutes of the Previous Meeting

It was proposed by Councillor Lawrence, seconded by Councillor Gubb and **resolved** to approve the minutes of the meeting held on 18 June 2026 as a correct record.

(Vote – For: 8, Against: 0, Abstention: 4)

54. Items Brought Forward by the Chair

Councillor Hind suggested the Council consider the Council's response to the recently announced local government reorganisation decision by central government at the next meeting of the Council.

The Deputy Town Clerk reminded members of the arrangements for the Procession of the Civic Party, councillors, officers and the Youth Pipe Band including the Long Bridge crossing on Saturday 8 August 2026. (Councillors L Hellyer, Bushby and Hawkins indicated that they would not attend the Procession.)

55. Proposal to Install Digital Street Kiosks

The Chairman provided background detail, including benefits (free 'phone calls, free charging for devices, free public Wi-Fi, internet connectivity, bleed control kit, defibrillator, public and emergency messaging, local information, maps and wayfinding), to a proposal to install digital street kiosks.

Councillor Bushby questioned why Pulsehub had not approached the District Council direct, the Council Planning Department having rejected their initial approach.

Councillor J Hellyer inferred that the kiosks were not aesthetically pleasing.

It was proposed by Councillor Lawrence, seconded by Councillor McKenzie to support the installation of two Pulse hub digital street kiosks at Kinglsey Road and the Quay in Bideford.

(Vote – For: 5, Against: 6, Abstention: 1)

The proposal was not carried; the Bideford Town Council would not support the installation of digital street kiosks in Bideford.

56. Committee Minutes

It was proposed by Councillor McKenzie, seconded by Councillor Gubb and **resolved** to approve the minutes of the meeting of the Amenities Committee held on 23 July 2026 as a correct record.

(Vote – For: 9, Against: 0, Abstention: 3)

It was proposed by Councillor S Inch, seconded by Councillor Lawrence and **resolved** to approve the minutes of the meeting of the Planning Committee held on 3 June 2026 as a correct record.

(Vote – For: 12, Against: 0)

It was proposed by Councillor S Inch, seconded by Councillor Lawrence and **resolved** to approve the minutes of the meeting of the Planning Committee held on 24 June 2026 as a correct record.

(Vote – For: 12, Against: 0)

It was proposed by Councillor L Hellyer, seconded by Councillor Lawrence and **resolved** to approve the minutes of the meeting of the Planning Committee held on 12 July 2026 as a correct record.

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

(Councillor S Inch indicated that the vote for the motion was incorrect with reference to planning application number 1/0440/2026/FUL; the Clerk to correct.)

It was proposed by Councillor Bushby, seconded by Councillor Lawrence and **resolved** to approve the minutes of the meeting of the Resources Committee held on 9 July 2026 as a correct record.

(Vote – For: 12, Against: 0)

It was proposed by Councillor Hind, seconded by Councillor Bushby and **resolved** to appoint Councillors T Inch and D McGeough to the Resources Committee.

(Vote – For: 11, Against: 1)

57. List of Payments

(Councillor Gubb, having declared a pecuniary interest in numbers 28, 43, 46 and 77, left the meeting.)

It was proposed by Councillor Lawrence, seconded by Councillor Inch and **resolved** to approve the List of Payments.

(Vote – For: 11, Against: 0)

(Councillor Gubb returned to the meeting.)

Part II (Closed Session)

58. Exclusion of the Press and Public

Due to the sensitive or confidential nature of the following item it was proposed by Councillor Lawrence, seconded by Councillor T Inch and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulated that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

(Vote – For: 12, Against: 0)

59. Christmas Lights – Outcome of the Tender Exercise

(Councillor T Inch left the Meeting.)

The Council considered a report recommending the appointment of a contractor for the annual maintenance, installation and removal of the Christmas Lights.

(Councillor T Inch returned to the meeting.)

It was proposed by Councillor L Hellyer, seconded by Councillor Gubb and **resolved** to appoint DS Electrical to install, maintain, and remove Christmas lighting displays in various locations in the town centre in Bideford for the festive seasons 2026-2029.

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

60. Pannier Market – Licence for Alterations

The Council considered the licence of alterations governing the construction works at the Pannier Market.

It was proposed by Councillor Lawrence, seconded by Councillor T Inch and **resolved** to authorise the execution of a licence for alterations for the Pannier Market to be signed as a deed in accordance with the Council's Standing Order 23.

(Vote – For: 12, Against: 0)

Councillor McKenzie expressed disappointment regarding the distribution of funds to those that had not entered into nor satisfied the criteria for funding through the Levelling Up initiative. He believed that the Market could have attracted additional funding support.

61. Mayor's Robe

The Council considered a report recommending the replacement of the Mayor's robe.

At its last meeting on 18 June 2026, the Council had questioned the potential suppliers' availability and capacity to deliver the works and requested a further report to this

meeting to include quotes for the replacement of the fur with faux fur as well as any necessary repairs to the existing robe.

It was proposed by Councillor Craigie, seconded by Councillor Clarke and **resolved** to purchase a new robe from Robes of Distinction as he had provided the only matching faux fur and a short lead time.

(Vote – For: 8, Against: 4)

Councillors noted the research / liaison work that the Town Clerk’s assistant had engaged to produce the report.

62. Staffing Matters

There is a confidential note associated with this item.

The business of the meeting having been concluded the Chairman thanked the councillors for their attendance at the meeting, which concluded at 7.56pm.

Signature of Town Mayor:

Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 30 July 2026				Agenda Item 8				
	Invoice Date	Supplier	Allocation	VAT	NET	TOTAL	Payment	Governance
1	22/06/2026	Staff Member	Refund misc items purchased for Regatta	£0.00	£393.75	£393.75	22/06/2026	TC
2	05/06/2026	Pauline Mills	Floral Pedestals - Mayor Introduction	£0.00	£151.00	£151.00	26/06/2026	TC
3	21/06/2026	J Fisher	Securing of M Hall (11 days: Apr - Jun)	£0.00	£440.00	£440.00	26/06/2026	Mkt
4	04/06/2026	The Royal Hotel	Mayor Introduction Buffet (Myr's Allce)	£378.58	£1,892.92	£2,271.50	26/06/2026	TC
5	24/06/2026	Staff / HMRC / DCC	Salary / National Insurance / Pensions		£37,105.53	£37,105.53	24/06/2026	TC
6	21/06/2026	Tamar Trading	Maintenance Items	£68.16	£473.84	£542.00		TC
7	22/06/2026	RGB	Maintenance Items	£35.26	£176.27	£211.53		TC
8	04/06/2026	EDF	Quay Decorative Lighting	£9.02	£180.35	£189.37	23/06/2026	TC
9	18/05/2026	Source for Business	Water (Caddsdwn)	0	55.05	£55.05	23/06/2026	TC
10	03/06/2026	SWW	Market	0	241.72	£241.72	23/06/2026	PM
11	14/06/2026	BJ's Value House	Maintenance Items	£0.00	12.24	£12.24	CC032	TC
12	14/06/2026	Momisons Bideford	Maintenance Items	1.08	5.42	£6.50	CC033	TC
13	18/06/2026	Momisons Bideford	Maintenance Items	£28.62	143.09	£171.71	CC034	TC
14	19/06/2026	Mow It	Maintenance Items	£2.08	10.42	£12.50	CC035	TC
15	22/06/2026	Blakewell Services Limited	Maintenance Items	45.93	229.67	£275.60	CC036	TC
16	23/06/2026	Aldi	Maintenance Items	0.56	2.82	£3.38	CC037	TC
17	01/06/2026	M Gubb	PPE	£0.00	68.74	£68.74	26/06/2026	TC
18	29/05/2026	D Keightley	PPE	0	45.00	£45.00		TC
19	05/03/2026	Tomridge District Council	Market Hall Non-Domestic Rates Bill 26/27	0	1117.20	£1,117.20	23/06/2026	PM
20	23/06/2026	Acom	Seasonal worker	82.67	413.33	£496.00	30/06/2026	TC
21	30/06/2026	Myles Clough Management Services	Pannier Market refurbishment project management	£441.25	£2,206.25	£2,647.50		TC
22	29/05/2026	Wollens	Legal fees	£166.00	£830.00	£996.00		TC
23	30/06/2026	Myles Clough Management Services	Pannier Market refurbishment quantity surveying fees	£323.07	£1,615.33	£1,938.40		TC
24	01/07/2026	Starboard Systems Limited	Financial software monthly subscription	£34.80	£174.00	£208.80		TC
25	30/06/2026	PFM Intelligence UK Limited	Footfall counter and analysis Pannier Market	£123.40	£617.00	£740.40		PM
26	30/06/2026	Robeda Joinery	Iroko timber - Moreton Park bench	£14.62	£73.10	£87.72		TC
27	01/07/2026	Lineal	Licenses / Support	£36.17	£180.84	£217.01		TC
28	30/06/2026	Acom	Seasonal worker	£82.67	£413.33	£496.00	07/07/2026	TC
29	30/06/2026	Clarity	Meter copy charge	£6.87	£34.37	£41.24	DD	TC
30	30/06/2026	Jewson	Maintenance Items	£3.12	£15.59	£18.71		TC
31	02/07/2026	E.On Next	Electricity - Maintenance Depot	£3.31	£66.17	£69.48	DD	TC
32	26/06/2026	G J Heaman	MOT + Vehicle Maintenance - Renault Traffic	£71.18	£395.89	£467.07	02/07/2026	TC
33	01/07/2026	Screwfix Ltd	Maintenance Items	£1.00	£4.99	£5.99	CC038	TC
34	01/07/2026	BJ's Value House	Maintenance Items	£3.71	£18.53	£22.24	CC039	TC
35	03/07/2026	Background Sounds Ltd	Annual Payment	£30.00	£150.00	£180.00	CC040	PM
36	03/07/2026	Screwfix Ltd	Maintenance Items	£1.70	£8.49	£10.19	CC041	TC
37	03/07/2026	Toolstation	Maintenance Items	£1.58	£7.91	£9.49	CC042	TC
38	03/07/2026	Zurich	Insurance cover for Pannier Market construction works	£0.00	£1,075.20	£1,075.20	06/07/2026	TC
39	10/07/2026	Zonkey Solutions Ltd	Annual website hosting and maintenance/support	£119.00	£595.00	£714.00		TC
40	11/07/2026	Fizzog Face Painting	Face painting at Chudleigh Picnic	£0.00	£225.00	£225.00		TC
41	06/07/2026	HBH Woolacotts	Woods Cortina XL 18K Portable Air Conditioner	£166.66	£833.33	£999.99		TC
42	14/07/2026	Medisave	Replacement pads for defibrillator	£26.00	£129.98	£155.98	CC056	TC
43	07/07/2026	Acom	Seasonal worker	£82.67	£413.33	£496.00	15/07/2026	TC
44	15/07/2026	TTS Training Services Ltd	Portable Appliance Testing (PAT) qualification for employee	£39.00	£195.00	£234.00		TC
45	15/07/2026	T/A Focus Group	Broadband Caddsdwn Maintenance Depot	£49.39	£9.88	£59.27		TC
46	14/07/2026	Acom	Seasonal worker	£82.67	£413.33	£496.00	21/07/2026	TC

	Invoice Date	Supplier	Allocation	VAT	NET	TOTAL	Payment	Governance
47	24/07/2026	Staff / HMRC / DCC	Salary / Tax National Insurance / Pensions	£0.00	£31,033.13	£31,033.13	24/07/2026	TC
48	10/07/2026	In Stitches	Work clothing	£11.40	£57.00	£68.40		TC
49	29/06/2026	Blanchards	Maintenance Items	£5.00	£24.99	£29.99	CC043	TC
50	09/07/2026	Direct car seat covers Chesterfield	Seat Covers - Toyota Hilux	£10.00	£49.99	£59.99	CC044	TC
51	09/07/2026	Aldi	Maintenance Items	£0.56	£2.82	£3.38	CC045	TC
52	09/07/2026	Screwfix	Bike(s) Stand	£10.00	£49.99	£59.99	CC046	TC
53	13/07/2026	Pat Williams Ltd	Maintenance Items	£16.72	£83.61	£100.33	CC047	TC
54	13/07/2026	Kirkham Tyres	Maintenance Items	£45.20	£226.00	£271.20	CC048	TC
55	14/07/2026	Merry Hamiers Garden Centre	Plants	£1.25	£6.25	£7.50	CC049	TC
56	17/07/2026	Andrew Symons	Maintenance Items	£5.00	£24.98	£29.98	CC050	TC
57	17/07/2026	Vincent's Holsworthy	Maintenance Items	£15.72	£78.60	£94.32	CC051	TC
58	21/07/2026	Evans Transport Ltd	Maintenance Provision	£20.13	£100.66	£120.79	CC052	TC
59	23/07/2026	Asda Stores Ltd	Maintenance Items	£1.98	£9.88	£11.86	CC053	TC
60	03/07/2026	Amazon Prime	Amazon Prime	£0.00	£8.99	£8.99	CC054	TC
61	23/07/2026	Momisons Bideford	Office Items	£1.90	£10.39	£12.29	23/07/2026	TC
62	07/07/2026	NALC	Training - Make social media work for you	£7.00	£35.00	£42.00		TC
63	08/07/2026	Peninsula	HR	£65.15	£344.97	£410.12		TC
64	14/07/2026	Vistaprint	Standard Banner	£10.98	£54.91	£65.89		TC
65	23/07/2026	North Devon Trailers	Maintenance Items	£9.88	£49.39	£59.27		TC
66	21/07/2026	Acom	Seasonal worker	£82.67	£413.33	£496.00	28/07/2026	TC
67	14/07/2026	North Devon Forum	Grant	£0.00	£200.00	£200.00		TC
68	23/07/2026	Way of the Wharves	Grant	£0.00	£200.00	£200.00		TC
69	27/07/2026	Andrew Symons	Repair to the stand on Ferris due to the drive belt snapping	£42.67	£213.33	£256.00		TC
70	04/07/2026	Ashton Electrical	Replace downlights in Unit	£103.75	£518.74	£622.49		PM
71	01/07/2026	Triangle	Broadband / Line rental	£72.02	£360.11	£432.13		PM
72	28/07/2026	Robeda Joinery	Iroko timber - Kingsley Road Benches	£22.44	£112.20	£134.64		TC
73	23/07/2026	Eagle Plant	Toilet - Chudleigh Fort	£36.80	£184.00	£220.80		TC
74	26/07/2026	Solutions	Bideford Fair	£0.00	£4,502.80	£4,502.80		TC
75	27/07/2026	Medifire	Bideford Fair - First Aid / Fire Cover	£0.00	£400.00	£400.00		TC
76	24/07/2026	Staff member	Refund of misc BTC expenses inc stationery + Canva registration	£0.00	£87.81	£87.81		TC
77	28/07/2026	Acom	Seasonal worker	£82.67	£413.33	£496.00	04/08/2026	TC
78	29/07/2026	Vistaprint	Standard Banner	£10.67	£53.32	£63.99	CC055	PM
79	30/07/2026	David Ogilvie Engineering	Seat (Park Lane), Bolt Down Kit + Delivery	£239.20	£1,196.00	£1,435.20		TC
80	39/07/2026	Staff Member	Refund of PPE	£0.00	£45.00	£45.00		TC
81	30/07/2026	Lineal	Microsoft Licenses	£34.47	£172.34	£206.81		TC
				£3,527.03	£95,184.06	£98,711.09		
			Bank Balances at 30/07/2026 - Current	£ 10,252.29				
			Bank Balances at 30/07/2026 - Deposit	£ 550,633.62				
			Bank Balances at 30/07/2026 - Reserves Account	£ 50,000.00				
			Bank Balances at 30/07/2026 - Current (Mkt)	£ 23,635.30				
			Bank Balances at 30/07/2026 - Deposit (Mkt)	£ 36,202.27				

Devon County Councillor Report – Minute Number 52.

Report Councillor P Barry

Local Government Reorganisation

A decision from central government regarding what the new Unitary Council for Devon will look like has been announced this month. Devon will be split into four areas with the largest area, geographically speaking, being Devon Coast and Countryside. All councillors from all political parties at DCC are against this idea and therefore are looking into having a judicial review of the plan. If the unitary plan does go through then our new Prime Minister has said that Unitary Councils will be headed by a Mayor. This is good news in one respect as that opens up more sources of grants from central government. Devon County Council has therefore asked that Devon be placed first in the queue for a Mayor if the change to Unitary Council goes ahead.

SEND

DCC recently agreed a significant new investment to expand support for children and young people with special educational needs and disabilities (SEND) in Devon.

The additional £20.5 million will support a major programme of improvements across Devon's education system, helping more pupils access high-quality education closer to home.

This programme will create more places in mainstream schools, specialist settings and post-16 provision as well as improving existing facilities so they can better meet a wide range of needs and help more children get the support they need in environments that work for them.

By increasing the support available locally, more children stay in their own communities, closer to home, learning alongside their peers and connected to their support networks.

Alongside creating new places, DCC will also be focusing on workforce development and working more closely with schools and colleges, so that the support children receive will be consistent and high quality wherever they are in Devon.

DCC be delivering these improvements over the coming years, with new provision opening in phases.

With that in mind, It has been brought to DCC attention that as a direct result of the merger between Exeter College and Petroc (now known as North Devon College - NDC) the post-16 Wings College for those with special education needs and disabilities (SEND) were in danger of imminent closure.

DCC are working on this right now and the latest email about the situation is show in appendix 1.

POTHoles

You may recall that a trial using new materials for filling potholes last year focussed on the Barnstaple South, and Hatherleigh & Chagford electoral divisions. The results were

inconclusive so another 12 month trial has been implemented in the following 8 electoral divisions:-

Ashburton & Buckfastleigh
Bideford East
Bovey Rural
Crediton
Feniton & Honiton
Holsworthy Rural
Teignmouth
Totnes & Dartington

These locations were chosen in line with the CIRS Scrutiny and Cabinet recommendations regarding pothole data, protected characteristics and with consideration given to geographical and political spread.

The trial started on 29th June and at the time of writing, the first non-safety defects have already been passed to our contractor for repair. It is however important to note that there will be times during the 12-month trial when the number of safety defects mean it needs to be paused to allow the teams to focus on those issue that pose the greatest risk to the travelling public (typically winter/early Spring)

North Devon Hospital Maternity Unit

The Maternity Unit at the North Devon will be temporarily shut from Tuesday 11th August due to staff shortages. This is the latest news so far:-

Helpline for non-urgent enquiries – 01271 335773

This is a new dedicated support helpline for general enquiries and is open Monday-Friday, 9am-5pm. Outside of these hours you can leave contact details for a call back.

Urgent concerns – 24/7 maternity triage line – 01392 406616

Any women, birthing person or family member who needs urgent medical advice should call our maternity triage line as usual - available 24 hours a day, 7 days a week on **01392 406616**.

Please do not use our triage helpline for non-urgent enquiries.

Feedback

People can also share feedback with Devon Maternity and Neonatal Voices Partnership (MNVP) by emailing info@devonmaternityvoices.org.uk

Keep up to date - web page and FAQs

Our web page will continue to be updated with the latest information and FAQs:

www.royaldevon.nhs.uk/services/maternity-and-obstetrics-birth-and-babies/nddh-birth-services-temporary-changes/

Advice for pregnant women and birthing people and their families

Every person who is 34 weeks pregnant or more will be receiving a phone call soon from one of our midwives, to discuss their own birth plan and ensure they are fully supported. Once we

have had these conversations, we will start contacting people who are earlier on in their pregnancy.

Email: Mark.Barry@devon.gov.uk

Phone: 07392 433699

Appendix One

This is the latest email sent to me regarding the merger between Petroc and Exeter College:-
Hello Mark,

Thank you for following this up. Although a few weeks ago we were being given the impression from North Devon College that students could be coming to Wings, that quickly changed with a similar message from both them and DCC. As such, we put together a form of words for us to share with the parents of the fourteen children who had planned to come to the Wings College, some for their second year.

This is what we sent to parents:-

‘I just wanted you to know that Wings has now received the same letter as sent to you by [REDACTED] on behalf of North Devon College that the fourteen students who were going to be attending Wings College from September 2026 will now be re-offered a place at NDC.

We have also been contacted by DCC to say that Wings will not be named on your child’s EHCP, something which would have enabled them to come to Wings.

Having worked for the past eight years with students who have been unable to access Petroc/ NDC we are not going to give up trying to find a way of continuing this invaluable and, in many people’s opinion, much-needed work. As such we are still talking with our senior contact in DCC and also urgently looking for alternative funding streams, different ways of working and delivering exciting and inviting programmes.

However, at the moment we cannot promise that the Wings College will continue in its current format from September so you need to decide what is the best way forward for your child when weighing up the next steps. What we can promise is that you and your child are of paramount importance to us and that we only want the best for them.

We are always here for you so please free to get in touch’.

The tightrope we are walking Mark is that we are asking DCC for help in enabling the College to continue for a year while we apply to the Section 41 route for becoming a Specialised post 16 Institution, something we have been operating as for at least the past 8 years, while not appearing to blame them for what has happened as a result of a business decision by ENDC (Exeter and North Devon College).

We need people to look for possible solutions rather than keep saying what can’t be done and causing children and parents to suffer.

Kind regards

Paul