

# NORTH TAWTON TOWN COUNCIL

Town Clerk:  
Mrs R Rice

14a The Square North Tawton  
EX20 2EP  
Tel 01837 880121

Minutes of the Ordinary Meeting of North Tawton Town Council held at the Council Offices on **Tuesday 1<sup>st</sup> December 2015 at 7.15 pm**

Present:      Cllr Mrs C Burrow (Chair)                      Cllr M Fisher  
                  Cllr M Kennedy    Cllr I MacLeod  
                  Cllr I Palmer    Cllr Mrs A Ponsford  
                  Cllr Miss B Rice    Cllr Mrs K Tizard  
                  Cllr Ms J Trehitt    Cllr S Whiteley

Cllr Mrs L Watts (Ward Member) was in attendance.

5 Members of the public were present.

## **Open Forum**

Dilys Lord, Localities Officer, West Devon Borough Council addressed the Council.

Dilys introduced herself; she is the Localities Engagement Officer at West Devon. West Devon has been going through a period of significant change, and the Localities Section started in June. The idea is “face to face” with the community, to work smarter with that they have got. In the past there could have been 3 or 4 officers from West Devon in North Tawton, a Planning Officer putting up a site notice, an officer investigating fly tipping or an officer investigating an abandoned vehicle. Professional officers do not necessarily need to do this. Sid Easton is the Localities Officer assigned to North Tawton, he is a front line officer, but we do need help from the Town Council, after all you have the knowledge of your own Town. Localities are holding monthly drop in sessions at Exbourne, perhaps this is something that could be organised in North Tawton.

Dilys asked if there were any questions.

A question was asked whether Localities deal with all of West Devon services:

Dilys said if they cannot deal with the matter you will be signposted to the relevant department.

A question was asked whether or not the vehicles are marked:

The vehicles are unmarked at the moment.

A question was asked about dog fouling:

All localities Officers are trained as Dog Wardens.

The Chairman thanked Dilys for attending.

1.      **Apologies for Absence** – Apologies were received from Cllr Mrs G Hoggins (Personal) and Cllr K Hodge (Illness). These apologies were accepted.
2.      **Declarations of Interest** – None were made at this stage.
3.      **Minutes of the Previous Meetings**
  - 3.1      The minutes of the Ordinary Meeting of North Tawton Town Council held at the Council Offices on Tuesday 3<sup>rd</sup> November 2015, previously circulated, were agreed and signed.

#### 4. Updates - Please keep your update to a maximum of 5 minutes

- 4.1 The Chairman updated the Council on various issues.
- The Clerk has requested Ben Pell to look at the flooding on the road from De Bathe Cross to North Tawton.
  - Two wooden seats have been donated to the Town Council, the benefactor has requested that one should be put in the Church Yard. The Clerk will liaise with Paul Andrews regarding the position of this seat. We need to decide where the other seat should be sited.
  - The "Smoke Free" signs for the children's play park should be delivered in the next couple of days.
  - An enforcement complaint has been submitted regarding the Bathway Development. The complaint relates to a breach of the Section 106 agreement, which reads  
*"Submit marketing strategies to the Council for written approval, prior to Occupation of the first Dwelling, and subsequently to market the Employment Site and Medical Centre Site in accordance with those strategies for a period of 5 years unless planning permission is granted for an alternative use at any time."*
  - The first house was occupied on 28/11/15
  - Sampford Courtenay Parish Council will be organising a meeting after Christmas to discuss a possible TAP fund application for a footpath leaflet.
  - A thank you letter has been received from Mr Bill Dean regarding the Healthy Living Day.
  - Statistics requested from the Okehampton Community Transport Group are:  
*At the current time we have 69 clients registered in your parish, 1 of whom uses our Ring and Ride bus service each Tuesday and the others use the voluntary car service for healthcare appointments. We also have clients who use our wheelchair accessible vehicles for healthcare.*
- 4.2 Cllr I MacLeod had nothing further to report regarding Denbrook. The matter of the road closure was to be discussed under Item 10.
- 4.3 Cllr Mrs L Watts (Ward Member) gave a brief update
- The new IT system for Planning is going live on the 7<sup>th</sup> December, this should give a wider access to documents.
  - Devolution – 20 other groups have expressed an interest, the proposal needs to be submitted to the Government by the 18<sup>th</sup> December 2015.
  - Tony Hogg's campaign for Fairer Funding is not now relevant since the Autumn Statement.
- 4.4 Cllr I MacLeod gave a brief update regarding the North Tawton Engagement Group.
- Rumours are that, in principle, an offer has been made to the Bow Practice for the contract. There now needs to be negotiations on the fine print of the contract.
  - Carolyn Stead will be issuing a Community Bulletin.
- 4.5 Cllr Ms J Trehwhitt gave a brief regarding the Neighbourhood Plan Project.
- Draft policies are being worked on, work has started on the objectives, and a working party has been formed to look at the housing objectives, as this has caused more concern than anything else over the last couple of years.
  - Draft policies will be sent to Stuart Todd and West Devon by the middle of the month.
  - Consultations on the draft policies is a long process, so looking at September/October for the referendum.
  - An extension of time for the grant has been extended to 31<sup>st</sup> March 2016.
  - Everyone is working hard.
- 4.6 Cllr Mrs C Burrow gave a brief update regarding the Recycling Project.
- We were overwhelmed with the response on our first collection of plastics in November. The bins soon got filled up, so we had to use black bin liners and filled up 12 bags.

- The next collection is on the 19<sup>th</sup> December.
- Cllr Whiteley asked whether we got paid for the plastic waste. Cllr Mrs C Burrow said that we could get Recycling Credits, but this involved a lot of paper work, and because the plastic does not weigh very much it is not worth claiming the Credits.

## 5. Ongoing issues

The 'Action Log' was updated.

### Snow/Ice Wardens

- Salt bin have been put in place at Moor View Roundabout and the slope from Strawberry Fields to Exeter Street. Graham Webber has filled them up.
- The other salt bin will be put at the end of Yeo Lane.
- 6 small shovels have been ordered.

### Market Street Junction

- The Clerk was requested to contact Mike Jones DCC as he had said that the money would come from a "different pot".

### Dog Control Orders

- Cllr Mrs L Watts (Ward Member) has emailed Kathy Auberton at WDBC.

### Welcome to North Tawton Sign

- Email from DCC suggested that the Welcome to North Tawton sign should be sited on the northern side of the entrance to Wainhomes. The Clerk was requested to contact DCC stating that Councillors were happy with this, but to check the Landscaping Scheme for the Wainhomes Development so that the sign does not get obscured.

## 6. Consultations/Newsletters/Invitations

### 6.1 DCC Tough Choices – Help shape your local services

Invitation from DCC - Tavistock Town Hall – Wednesday 9<sup>th</sup> December 2015

7pm – 9pm – No delegates.

**6.2 The Prince of Wales' Award 2016** – The Clerk was requested to forward this information to Mr S Blood.

### 6.3 Community Resilience Forum

Newsletter – Noted.

### 6.4 Himalayan Balsam

E-mail from DCC – Noted. Councillors think that Himalayan Balsam is growing near the River – The Clerk was requested to pass this information to DCC.

## 7. Grass Maintenance Contract

Cllr I MacLeod gave a verbal report regarding the Grass Maintenance Contract.

The current service contract does state that

*2.2 This Agreement will come into force on the Effective Date and will continue in force for a fixed period of 3 Years, after which it will terminate automatically, but may be renewed by negotiation, unless previously terminated in accordance with Clause 8.*

*At the Informal Meeting of the Estates Committee held on 5th November 2015, it was suggested that the Town Council should negotiate with the current contractor for the renewal of the Grass Maintenance Contract for a further period of 3 years. The matter of leaving some grass uncut in the Church Yard was also discussed.*

*An informal meeting was held with Golden Leaf Landscapes on the 12<sup>th</sup> November 2015. It was suggested that some grass in the church yard should be left uncut, but Mr Mogford said that there would be no cost saving in doing this. It was suggested that a 2m strip of grass on the eastern boundary would be left uncut, as this may encourage wildlife.*

Following some discussion it was resolved that the Town Council should negotiate with the existing contractor for the renewal of the Grass Maintenance Contract for a further period of 3 years. The details of the contract costings would be discussed in Part II of this meeting.

It was further resolved that a 2m strip of grass should be left uncut on the eastern boundary of the Church Yard to encourage wildlife.

**8. Information Board – Town Garden, Taw Bridge**

The matter of replacing the Information Board at the Town Garden, Taw Bridge, was discussed. The Clerk reported that she had received details from Tesco of Local Community Grants. The closing date for applications is the 19<sup>th</sup> December 2015.

After some discussion it was resolved that the Clerk should obtain a full proposal and costings from Imagemakers, and the matter should be included on the Agenda for the 12<sup>th</sup> January 2015 meeting. It was further resolved that the Clerk should submit an application for a Local Community Grant.

**9. Photocopying Charges**

The matter reducing our photocopying charges, as Spar no longer have a photocopier. This item was deferred at Ordinary Meeting 3<sup>rd</sup> November 2015.

After some discussion it was resolved, that the charges for photocopies should be

A4 black and white copies – 1<sup>st</sup> copy 50p, further copies 10p per copy

A3 black and white copies – 1<sup>st</sup> copy £1, further copies 20p per copy

A4 colour copies – 1<sup>st</sup> copy £1, further copies 20p per copy

A3 colour copies – 1<sup>st</sup> copy £2, further copies 40p per copy

The Clerk should have discretion at the number of copies requested.

The matter would be reviewed again in 3 months.

Cllr S Whiteley wished it to be recorded that he voted against this proposal.

**10. Road Closure – A3072 Whiddon Down to De Bathe Cross**

The details of the road closure A3072 Whiddon Down to De Bathe Cross – Monday 30<sup>th</sup> November for a period of up to 3 weeks, previously circulated, were discussed. It was noted that RES has cancelled this road closure for the time being. A meeting was being arranged by RES, DCC Highways, and affected Parish Councils to see if alternative arrangements can be made to complete the works.

**11. Denbrook Community Liaison Group/Denbrook Community Committee**

The matter of appointing another Councillor as a representative on the Denbrook Community Liaison Group/Denbrook Community Committee was discussed.

After some discussion it was resolved that Cllr Mrs K Tizzard should be appointed as the second representative on the Denbrook Community Liaison Group/Denbrook Community Committee, subject to the times of when meetings would be arranged. Cllr S Whiteley also indicated that he would like to attend the first meeting when it is arranged.

**12. Stone Walling**

The matter of appointing Mr G Cawse to prioritize and oversee the various repairs to the stone walling in the town was discussed. Repair works to the walls to the Cemetery, Memorial Park, Car Park and the Church Yard need to be prioritized and

a full schedule of works drawn up. Estimates for the works need to be sought and the works need to be overseen.

After some discussion it was resolved that Mr G Cawse should be appointed to prioritize the works, draw up a full schedule of works, request estimates for the works and oversee the repair works. The details of Mr G Cawse's fee would be discussed in Part II of this meeting.

**13. FINANCE**

**13.1 Invoices.** Members inspected the invoices and bank statements and appropriate payments were made in accordance with bank mandate.

**13.2 Monthly statement.** Members received the monthly statement and agreed to make the appropriate transfer from the reserve account to the current account to allow payments to be made.

**13.3 Torridge, North, Mid and West Devon Citizens Advice Bureau**

The matter of a grant request received from the Citizens Advice Bureau, previously circulated, was discussed.

After some discussion it was resolved that a grant of £200 should be made.

**12. Questions/Comments from members of the public**

The meeting was suspended prior to Parish Matters to allow members of the public to comment/ask a question on any AGENDA ITEM ONLY. Time is limited to 2 minutes per person, up to a maximum of 3 persons, unless the Chairman rules otherwise. A brief record of any points made will be included in the minutes of that meeting.

Nothing was raised

**13. Parish Matters**

It was noted that the Eastern Links Meeting had approved the TAP fund application for the third defibrillator. Details of the amount of funding is not yet known.

Cllr Ms J Trehitt asked if the leaves from the corner of Burton Hall down Bouchers Hill could be cleared. The Clerk stated that she would contract our Parish Lengthsman.

**14. Date of next meeting**

The next Ordinary Meeting of the Town Council shall be Tuesday 12<sup>th</sup> January 2016.

Part I of the meeting closed at 925 pm.

**PART II**

**EXEMPT REPORTS:**

That under the Public Bodies (Admission to Meetings) Act 1960 (as extended by S.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

**Grass Maintenance Contract**

A breakdown of the full costs of the Grass Maintenance Contract had been provided by Golden Leaf Landscapes.

After some discussion it was resolved to accept the costs, which would be a maximum of £21,455.00.

**Repairs to Stone Walling**

Details of Mr G Cawse's estimated time to prioritize the works, draw up a schedule of works, obtain estimates from contractors and oversee the works, were discussed.

After some discussion it was resolved to accept the estimate, which equates to 20 hours of work.

Part II of the meeting closed at 9.40 pm.