

# 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> September 2015 at 7.15 pm**

**Present:** Cllr Mrs C Burrow (Chairman)      Cllr M Fisher  
              Cllr K Hodge                                    Cllr M Kennedy  
              Cllr I MacLeod                                   Cllr I Palmer  
              Cllr Mrs A Ponsford                        Cllr Ms J Trehitt  
              Cllr S Whiteley

## **Open Forum**

Due to an administrative error by the Clerk Mr John Donovan, Station Manager, Devon and Somerset Fire Service is attending the 6<sup>th</sup> October 2015 meeting to introduce himself and explain his role.

1. **Apologies for Absence** – Apologies were received from Cllr K Mrs K Tizard (annual leave), Cllr Dr P Brickley (annual leave) and Cllr Mrs G Hoggins (personal).

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 7<sup>th</sup> July 2015, previously circulated, were agreed and signed. Cllr Ms J Trehitt queried why the item on Butts Field, previously deferred, was not on the Agenda. The Clerk reported that further information was being sought before bringing the matter back to the Council.

3.2 The notes of the Planning Committee Site Inspection held on Friday 10<sup>th</sup> July 2015, previously circulated, were agreed and signed, subject to 2 minor grammatical amendments.

3.3 The notes of the Council Site Inspection of The Cemetery, Memorial Park and SUDS Pond held on Wednesday 29<sup>th</sup> July 2015, previously circulated, were agreed and signed, subject to the addition of:

*The state of the road boundary walls to the cemetery was noted.*

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

4.1 The Chairman updated the Council on various issues.

- The Police drop-in session held on Friday 28<sup>th</sup> August 2015, no one came in. No cold caller signs were left, together with Moor Aware signs, property marking kits and various other leaflets. The next drop-in session will be on Friday 11<sup>th</sup> September 2015, 11 am – 12 noon.
- Defibrillator Awareness Training will be held in the Council Offices on Monday 19<sup>th</sup> October 2015 at 7.30 pm.
- Golden Leaf Landscapes have notified the Council that they will be weed spraying around the town on Wednesday 2<sup>nd</sup>. The park and the church will be cut on Thursday 3<sup>rd</sup>.
- The Welcome to North Tawton sign is being moved to the entrance to Batheway, DCC have enquired whether or not we would prefer this sign to be on the north of the entrance or the south. It was agreed that the Clerk should

- consult with DCC advising that the southern side of the entrance would be preferred.
- A Memorial Service for Mr Derek Field will be on Friday in St Peter's Church. Derek, a former Councillor for many years, was heavily involved in producing the Village Design Statement. The Chairman hoped as many Councillors as possible could attend the Memorial Service.
  - Mr Clifford Jones, also a former Councillor for many years, has died. Details of the funeral are not yet known.
- 4.2 Cllr I MacLeod gave a brief update regarding Denbrook.
- The Community Fund agreement has now been signed by all five parishes and submitted to RES.
  - One parish insisted that liability insurance was in place before they would sign the agreement.
  - The community fund will be £36,000 per year, shared between the five parishes, 36% will come to North Tawton.
  - Not known when the community fund will start.
  - A leaflet has been sent to all households by RES, which included details of the LED scheme.
- 4.3 Cllr Mrs L Watts, WDBC Ward Member, had tendered her apologies.
- 4.4 Cllr I MacLeod gave a brief update regarding the North Tawton Engagement Group.
- A public meeting was held with NTEG and Carolyn Stead on the 30<sup>th</sup> July 2015.
  - Interested parties are now bidding for the contract.
  - NTEG meeting Carolyn Stead on 17<sup>th</sup> September 2015.
  - PPG representatives will be reviewing the bids and items in the bid, and asked to comment.
  - A decision should be made November/December.
- 4.5 Cllr Dr P Brickley had tendered his apologies, but had sent an update by e-mail regarding the Neighbourhood Plan. The Chairman read out the e-mail,

*"Dear Colleagues,*

*Sorry I am not able to be with you at this meeting, but I'd like to report four items in our progress.*

*First I should like to let you know that your Project Group is moving forward steadily in drafting the main plan policies. Our next meeting is on the 10 September and I am hoping that we shall shortly be in a position to report to you the detail of our work on these policies, hopefully in a dedicated meeting. If you are happy with them at that consultation, we shall then be in a position to invite feedback and comments from residents, via a public meeting in the Town Hall. This will represent a significant stage in the production of the Town's Development Plan.*

*Second, I'd like to update the Council on our strategy to ensure that we have sound feedback from residents concerning the visual appearance of the town. To this end the Project Group is setting up an advisory group of interested residents who are prepared to give their time to the Neighbourhood Plan Project to pass on to the Project Group their views on this absolutely central aspect of Development Planning. Matters of aesthetics are always difficult to get agreement on, but am sure members of the Council will agree with the Project Group that a broad democratic control by the Council, informed by an advisory group, on how the town will look in the future, is likely to be an important part of the Council's new powers and responsibilities. We*

*think it will be a more sound way of looking after the town's appearance than the present arrangements where such matters of aesthetics - eg. the visual roofscape, the type of building materials etc. - are decided by a Planning Officer at WDBC, however competent and sincere that person may be.*

*Our Joint Deputy Chair, Cllr. Carol Burrows has made a really good start this summer by leading the new Townscape Group in looking at the Village Design Statement, into which so much Community work was put, some years ago. The points that are still relevant (which is most of them) are being incorporated into the body our Neighbourhood Plan and the Design Statement itself will be included as a supplementary document. This will ensure that the work that went into the Village Design Statement is at last listened to and acted upon.*

*While the Project Group continues in existence, the Townscape Group will advise it on a regular basis and we are hoping that when the Neighbourhood Plan comes into existence and the Project Group as such is dissolved, that the Townscape Group will continue on, to act as an advisory team for Town Council concerning the visual aspects of North Tawton's development. It may be that we shall be recommending that this group carry other Neighbourhood Plan responsibilities that will assist the Council to keep in touch with interested members of the public. However that is for the future, and it will be for the Council to decide on this and of course also - crucially - upon the willingness of members of the public to participate in these. We'll report further to, and consult with, the Council in the weeks to come, regarding for example the names of members, our recommendations for how it might work and how we think it might interact with the Council's normal responses to planning application etc. Meanwhile our thanks to Carol for getting this going, and especially for doing so over the summer holiday period.*

*Thirdly, members of the Council will be pleased to hear that the Government Neighbourhood Plan funding agency Locality, has awarded North Tawton sufficient money to enable us to continue to employ the services of Stuart Todd, our Chartered Town Planner, to ensure that the work we do on behalf of the Council, is properly consistent with the Localism Act, and that this can be carried out without any call upon the Precept.*

*Finally, on behalf of the Project Group I am delighted to advise that I have just heard that the Government Neighbourhood Planning Training Group, Planning Aid England, has adopted North Tawton Project Group's 'Call for Sites' documentation and processes as an example of good practice of how Neighbourhood Plan groups should make contact with land owners and developers. Other Neighbourhood Plan Groups throughout England are being recommended to follow what we have been doing... 'Fame for North Tawton' as Rebecca Black has described it. Seriously though, this will help establish our credentials when we get to the important Public Inspection stage. It is good news indeed for the team.*

*See you soon"*

## **5. Ongoing issues**

The 'Action Log' was updated

- Snow/Ice Warden scheme – an extra ton of salt has been delivered. The Clerk was requested to obtain prices for salt bins.
- Market Street Junction – The Clerk was requested to contact Mike Jones again regarding the possibility of railings on the corner of the Market Street Junction.
- Devon Youth Service Review – remove this from the Action Log.

## **6. Amendments to Standing Orders**

### **6.1 Questions/Comments from members of the public**

The Chairman requested Cllr S Whiteley to lead on this item regarding reviewing the Standing Order which states “The meeting shall be suspended prior to Any Other Business to allow members of the public to comment/ask a question. Time shall be limited up to a maximum of 15 minutes”.

A lengthy discussion took place regarding the public’s right to speak in the Open Forum, ask for an item to be placed on the agenda, the amount of time the public can speak for, whether the public should be entitled to speak on agenda items only. Various options were discussed, but it was resolved to defer this item. It was further resolved that the Chair, Vice Chair and the Clerk should review the Standing Orders and report back to the October meeting.

### **6.2 Press and Media Policy – Standing Order 28**

The matter of adding

“Press release of meetings – Unless a Councillor wishes to be named the norm will be “it was suggested/proposed by a Councillor”. Voting will be recorded by numbers, unless it is a recorded vote, when Councillors will be named (as minuted)

Question/Comments from members of the public – as this is not part of a Council meeting it will not be reported, unless a member of the public wishes it to be, then he or she can have the choice of being named or being recorded as “a member of the public asked/stated” to Standing Order 28 was discussed.

It was resolved that Standing Order 28 should be amended.

## **7. Cemetery Regulations**

The matter of amendments to the Cemetery Regulations, following the Council Site inspection on the 29<sup>th</sup> July 2015, suggested amendments and procedure previously circulated, was discussed.

After some discussion it was resolved to amend the Cemetery Regulations:

Small wooden crosses will be allowed, for a period of 12 months, prior to the erection of a headstone.

No permanent wooden crosses will be allowed.

No planting on graves will be allowed, but floral tributes will be allowed. (Jam jars, metal cans, glass vases, or plastic containers, flower pots, flower troughs, ornaments, lights, bells, windmills, etc., not specifically designed for cemetery use are not permitted and will be removed).

All new Garden of Remembrance tablets should include an integral vase for flowers, and installed level with the ground.

and it was further resolved that

- A summary of the rules should be highlighted in the Roundabout, stating a full copy is available on the website, Chapel of Rest Noticeboard and available from the office.

- Funeral Directors and Stone Masons should be reminded to give a copy of the Cemetery Rules to the families when funeral arrangements are made and when memorial stones are erected.
- After publication in the Roundabout a period of 3 months shall be given for items to be removed, including the wooden crosses, after which the Town Council will remove and store the items.

**8. Consultations/Newsletters/Invitations**

- 8.1 West Devon Borough Council consultation – Draft Statement of Licensing Policy – previously circulated. Noted
- 8.2 Devon County Council - Community self-help and community support (including the Road Warden Scheme) and Grass cutting, previously circulated. Noted. The Clerk was requested to obtain details of DCC’s grass cutting schedule.
- 8.3 Recycle Devon – Say No to Junk Mail Leaflets and Letterbox stickers, previously circulated. Noted. The Clerk was requested to place an order for the leaflets and letterbox stickers.

**9. Use of Council Offices for Policy Surgery**

The matter of the request from Devon and Cornwall Police to use the Council Offices on a monthly basis to hold a Police Surgery was discussed.

After some discussion it was resolved to allow the use of the office to hold a Police Surgery.

**10. Superlinks meeting – 24<sup>th</sup> September 2015 – Meldon Village Hall 7.30 pm**

The matter of questions for Tony Hogg, Police and Crime Commissioner who is attending the Superlinks meeting was discussed.

After some discussion it was resolved that the main issue was fairer funding. Cllr Ms J Trewitt agreed to raise this matter.

**11. Community Market**

The matter of a Community Market was briefly discussed and deferred. Cllr M Kennedy agreed to prepare a short presentation for the meeting in October, and also provide a “link” that could be put on the Council’s website and Facebook page.

**12. Recycling Project**

The Chairman gave a brief update on the Recycling Project following the meeting with Sampford Courtenay Parish Council and other interested parties.

Carolyn Scott has agreed to Chair the Group and take the lead. Carolyn was involved with the Crediton Waste Action Group for many years. 2 hourly, bi-monthly collections would be made, but a site still has to be found, which is central, for the collections bags/bins.

**13. Adopt a Kiosk**

The correspondence received from BT, previously circulated, was discussed.

After some discussion it was resolved not to adopt the kiosk, for the time being, as BT have indicated that if we do adopt the kiosk the telephone will be removed. BT also stated if not adopted then the kiosk will remain in place for now, but, it is likely to be proposed for removal in a future rationalisation programme due to low usage.

**14. Finger Post Sign – The Square**

The matter of repainting the finger post sign in The Square and installing an additional hanging sign pointing to the Public Conveniences was discussed.

After some discussion it was resolved to ask Mr Tony Jelley to repaint the finger post sign. The Clerk was requested to obtain a quotation for an additional hanging sign pointing to the Public Conveniences.

**15. Townscape Group**

The matter of the Chairmanship of the Townscape Group and to agree the remit of this Group was briefly discussed.

After some discussion it was resolved to defer the matter until the return of Cllr Dr P Brickley, as Chairman of the Neighbourhood Plan Group.

**16. PLANNING MATTERS**

To consider the planning applications received from West Devon Borough Council and to make recommendations.

**16.1 00702/2015**

43 Fore Street, North Tawton, EX20 2DT

Householder application for single storey rear extension and window in side elevation.

After some discussion it was resolved to support the application.

**16.2 00708/2015**

Land West of High Street, North Tawton (known as Batheway Field)

Full application for 6 residential dwellings with associated footways, parking, landscaping and drainage (previously approved under ref. no. 01037/2013)

The Clerk reported that it is not clear from the drawings exactly what this application is proposing. The Planning Officer cannot clarify as he has not received the file from Totnes. The matter was deferred.

**To note decisions of West Devon Borough Council**

**16.3 00526/2015**

43 Fore Street, North Tawton

Prior Approval for proposed larger home extension for the erection of a single storey rear extension.

Prior approval required 1/7/15

Noted.

**16.4 00487/2015**

2 Stoats Mews, Butts Way, North Tawton, EX20 2HP

Alterations to garage to provide visibility splay and extension to rear

Refused 7/7/15

Noted.

**16.5 00500/2015**

De Bathe Moor Farm, North Tawton, EX20 2BE

Householder application for erection of porch and conservatory

Conditional consent 6/8/15

Noted.

**16.6 00571/2015**

Householder application for erection of extension

Easthill Bungalow, North Tawton, EX20 2BS

Conditional consent 17/8/15

Noted.

**To note Appeal submitted to West Devon Borough Council**

**16.7 01061/2014**

Cider Cottage, Yeo Farm, Yeo Lane, North Tawton, EX20 2DD  
Appeal against the refusal of application 01061/2014 for change of use from holiday accommodation to full residential  
Appeal lodged 17/7/15  
Noted.

**16.8 001433/2014**

Plot 1 Taw Vale Avenue, North Tawton, EX20 2AZ  
Householder application for the installation of 3 rooflights to create roof space accommodation  
Appeal lodged 3/7/15 – Appeal for non-determination.  
Noted.

**To note Tree Preservation Order made by West Devon Borough Council**

**16.9 Tree Preservation Order N177**

English Oak located in the rear garden of 10 Arundell Road, North Tawton, EX20 2HA adjoining the garden boundary with 1 Taylors Field, North Tawton, EX20 2JD  
Dated 9/7/15  
Noted.

**16.10 Consultations on prior notification change of use applications**

The notification from WDBC regarding prior notification change of use applications, previously circulated, was noted.

**17. FINANCE**

**17.1 North Tawton Engagement Group**

After some discussion it was resolved that if a request is received a payment to North Tawton Engagement Group of £100 towards expenses incurred (ink, posters, paper etc.)

**17.2 Invoices.** Members inspected the invoices and bank statements and appropriate payments were made in accordance with bank mandate. The payments made on the 2<sup>nd</sup> August 2015 which were signed by the Cllr Mrs G Hoggins and Cllr I MacLeod were noted.

**17.3 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.

**17.4 Annual Audit**

Notice of Conclusion of Audit for year ended 31<sup>st</sup> March 2015.  
Noted.

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

The meeting was suspended prior to Any Other Business to allow members of the public to comment/ask a question. Time shall be limited up to a maximum of 15 minutes.

Mrs S Knott asked whether the Council had considered have some sort of trough for flowers around the Welcome to North Tawton sign.

Mrs C Hughes observed that the Chairman had not asked for a seconder for any of the resolutions tonight.

Mrs C Hughes stated that Item 6 on the agenda did not include amendments to the Open Forum.

The meeting opened again.

**19. Parish Matters**

Cllr S Whiteley asked if any response had been received regarding the request for a new post box to the south of the town. The Clerk had not received any response, and would chase this up again.

Cllr K Hodge said he had received complaints about speeding traffic in Strawberry Fields.

Cllr I MacLeod suggested a couple of Councillors, The Clerk and Tony Jelley should meet in the Chapel of Rest storeroom to try and clear it out. Cllr M Fisher said he would help.

Councillors agreed that the cemetery markers were very good, C H Jones and Sons had done a good job.

**20. Date of next meeting**

The next Ordinary Meeting of the Town Council shall be Tuesday 6<sup>th</sup> October 2015.

Part I of the meeting ended at 10.00 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.

Two quotations for the installation of central heating/hot water system in the Council Offices were received. One quotation was received by e-mail the other quotation was opened by the Chairman.

After some discussion it was resolved to accept the quotation from Mr D Rice

The quotation for the external decoration of the Council Offices received from Mr Tony Jelley.

After some discussion it was resolved to accept the quotation. The cost of this external decoration is shared with the owner of the flat.

The quotation for the installation of CCTV and a panic alarm from W J Morris & Sons.

After some discussion it was resolved to accept the quotation.

Part II of the meeting ended at 10.05 pm.