

# 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 3<sup>rd</sup> November 2015 at 7.30 pm**

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

4 members of the public were present and 4 candidates for the Councillor vacancy. Cllr Mrs L Watts (Ward Member) was in attendance.

**Open Forum** – No members of the public raised any concerns.

1. **Apologies for Absence** – Apologies were received from Mrs G Hoggins (Personal).

Cllr I Palmer was not in attendance.

2. **Declarations of Interest** – Cllr M Fisher, Cllr Mrs K Tizzard and Cllr S Whiteley declared an interest in item 6 – Co-Option of Councillor.

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 6<sup>th</sup> October 2015, previously circulated, were agreed and signed, subject to one small amendment.

- 3.2 The minutes of the Extraordinary Meeting of North Tawton Town Council held at the Council Offices on Wednesday 21<sup>st</sup> October 2015, previously circulated, were agreed and signed, subject to one small amendment.

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

- 4.1 The Chairman updated the Council on various issues:

- Jenny Rosser, a former Councillor has died. Brian has requested that no cards should be sent.
- The Remembrance Service will be held on Sunday 8<sup>th</sup> November 2015, meeting in The Square at 10.15. If as many Councillors as possible could attend.
- The Eastern Links meeting will be held on the 19<sup>th</sup> November 2015, venue to be confirmed.
- The Kinetica planning application for the solar park is not on the agenda for the WDBC's Planning and Licensing Committee for the 10<sup>th</sup> November 2015.
- The grassed area on the path below the public conveniences has been tarmacked. The Clerk was requested to send a letter of thanks to Steve Dawe at Devon County Council.
- A request has been received from Sampford Courtenay Parish Council asking if we would be interested in joining them and neighbouring parishes in submitting a TAP fund application for the production of a footpath leaflet based on the Devon Heartland Way. The Clerk was requested to contact Sampford Courtenay Parish Council regarding organising a meeting to discuss the matter.

- The Christmas trees and lights will be erected around the 20<sup>th</sup> November 2015.
- 4.2 Cllr I MacLeod updated the Council regarding Denbrook.
  - The agreement has been signed, once operational the Community Fund will be paid. The Denbrook Community Committee will need to finalise their constitution and appoint an administrator.
- 4.3 Cllr Mrs L Watts (Ward Member) gave a brief update from WDBC.
  - The Devolution meeting was cancelled.
  - Budget – cuts are expected.
  - Conversation with Cllr Philip Saunders who sits on the Devon Countryside Access Forum – there are going to be changes to gates on footpaths to enable access to everyone. There will be multi use footpaths, bridleway and cycle ways.
- 4.4 Cllr I MacLeod gave a brief update regarding the North Tawton Engagement Group.
  - NTEG members will be attending a meeting on Thursday with the NHS, and the bidders – close to a decision on the GP contract.
- 4.5 Cllr Ms J Trehitt gave a brief update regarding the Neighbourhood Plan Project.
  - There have been 2 meetings since the last Ordinary Meeting of the Town Council.
  - Group members have been allocated topics to write draft policies on the objectives, including the Townscape Group linked to the Village Design Statement.
  - Last night we met with Stuart Todd, our Planning Consultant, to draw up a revised timescale for the project plan, we went through all aspects of the process through to referendum.
  - We aim to have draft policies by early December, a draft plan early in January, this will be checked by Stuart Todd and West Devon, and late January we will consult with the public.
  - Meeting arranged for 23<sup>rd</sup> November 2015 to see how we are getting on with writing the policies.
  - We have received the grant funding, but we will need to ask for an extension of time to the end of March to spend the money.
  - Cllr M Kennedy asked about the status of West Devon's Our Plan.
  - The meeting with Stuart Todd included our call for sites, about numbers of dwelling; the current MPR is 137 units up to 2031.
  - Following discussion with Stuart Todd we came to the conclusion that we do not need to allocate specific numbers of dwelling. This was a pragmatic decision because of the assessment we would have to do, and the fact that we are in a state of flux with Wainhomes. We also talked about setting a development boundary as West Devon would no longer be including this in Our Plan.
- 4.6 Cllr C Burrow gave a brief update regarding the Recycling Project
  - First collection of plastics will be on Saturday 21<sup>st</sup> November 2015 10.00 am – 12.30pm.
  - At the Scouts Coffee Morning in the Town Hall we had a stall which showed examples of what we can collect.

## 5. Ongoing issues

The 'Action Log' was updated:

- Snow/Ice Warden – 3 new salt bins have been delivered, 2 are now in position (Strawberry Fields footpath to Exeter Street and Moor View Roundabout). The other salt bin will be positioned at the bottom of Yeo Lane. Shovels will be purchased. Cllr S Whiteley commented that the Chapel of Rest Store room had been tidied up and what a good job had been done.
- Market Street Junction – the response received from Devon County Council to carry out works on the footpath build-out was discussed. (Plan previously

circulated). After some discussion it was agreed that the Clerk should contact Devon County Council and agree these works, but that North Tawton Town Council could not contribute to the cost.

- Dog Control Orders – Cllr Mrs L Watts agreed to take this matter up with West Devon. It was noted that the sign on the gate to the park (Moor View/Barton Hill) had been removed.
- Post Box – Moor View area – the response from Royal Mail, previously circulated, was noted.

## **6. Co-Option of Councillors**

The candidates addressed the Council, Mr A Reynolds, Miss B Rice, Mrs L Squires and Mr N Tizzard.

A paper vote was taken, which was counted by the Clerk, Mrs C Hughes and Mrs S Knott.

The Chairman declared that Miss B Rice had been co-opted onto the Council.

The Chairman thanked Mr Reynolds, Mrs Squires and Mr Tizzard for attending and taking an interest.

Cllr Mrs L Watts left the meeting at 8.15 pm.

## **7. Amendments to Standing Orders**

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

The matter of reviewing the Standing Orders, following the six months trial, 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”.

and other Standing Orders, previously circulated, was discussed.

After some discussion it was resolved that the Standing Orders should be revised as follows:

### **1 Meetings**

- a. *Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.*
- b. *When calculating the 3 clear days (weekdays including Saturday) for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a Bank Holiday or a day appointed for public thanksgiving or mourning shall not count.*
- c. *Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.*

~~d. Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda or items of concern for possible inclusion on future agendas.~~

d. For 15 minutes prior to the Council meeting the Council encourages the use of an Open Forum. This will allow Members of the Public to address the Town Council. Time will be limited to two minutes per person unless the Chairman rules otherwise. Members of the public wishing to speak in the Open Forum should notify the Clerk by 12 noon on the Tuesday prior to the meeting. If research is needed members of the public are asked to indicate what is needed in advance to the clerk otherwise – if appropriate - an item will be placed on a future agenda. A brief note will be made of any discussion at this point. Please note that Councillors are not obliged to give their opinion or answer questions.

~~e. The period of time for public participation in accordance with standing order 1(d) above] shall not exceed 15 minutes unless the Chairman otherwise provided.~~

e. Questions/Comments from members of the public

The meeting shall be 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.

~~f. Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 2 minutes.~~

f. In accordance with standing order 1(e) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. However, if the necessary information is available a Councillor or The Clerk may respond.

g. Unless the Chairman rules otherwise no further contributions from members of the public shall be taken elsewhere in the agenda.

~~g. In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.~~

~~h. Public participation shall be held within the meeting and a brief record of any points made included in the minutes of that meeting. Unless the Chairman rules otherwise no further contributions from members of the public shall be taken elsewhere in the agenda~~

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*Standing Order 1j – 1z will be renumbered.*

### **3 Proper Officer**

- b. *The Council's Proper Officer shall do the following:*
- xv. ~~Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;~~
- xv. *All planning application responses shall be e-mailed to West Devon Borough Council or the relevant notifying authority. These responses are then held on their publicly available websites.*
- xvi. *Where the delivery of a planning application arrives at such a time that it cannot properly be dealt with at the next Ordinary Meeting within the required timescale the matter shall be referred to the Planning and Estates Committee and an Extraordinary Meeting of that committee called in accordance with the Standing Order (b)(1) above.*

### **28 Press and Media Policy**

*For the avoidance of doubt Standing Order 28(d) was added to the Standing Orders at the Town Council meeting held on the 1<sup>st</sup> September 2015.*

- 28 d. *Press releases 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”*

### **8. Consultations/Newsletters/Invitations**

#### **8.1 Electoral Review of Devon – Further limited consultation for North Devon**

*The change of date for the final recommendation – to be published on 19<sup>th</sup> January 2016 rather than 29<sup>th</sup> September 2015 – Noted.*

#### **8.2 Okehampton and District Community Transport Group**

*Newsletter, previously circulated – Noted.*

#### **8.3 Devon Countryside Access Forum**

*Annual Report 2014 – 15 – previously circulated by e-mail – Noted.*

#### **8.4 Devon Communities Together**

*Notice of Annual General Meeting – 18<sup>th</sup> November 2015 – Proxy voting form – Previously circulated. After some discussion it was resolved that a proxy vote would not be submitted, but Cllr Ms J Trehitt and Cllr I MacLeod would endeavour to find out more information on the matter.*

#### **8.5 Devon Community Resilience Forum**

Inaugural Forum Event – 10<sup>th</sup> November 2015 – Fingle Glen - After some discussion it was resolved not to send a delegate, as the Town Council already has an Emergency Plan.

#### **8.6 DCC Highways Surgery**

Invitation to attend the Highways Surgery for Town and Parish Council – 24<sup>th</sup> November 2015 – 10 am – 12 noon, Ockment Centre. Simon Philips and Steve Dawe will be in attendance. - Cllr M Fisher and the Clerk to attend.

#### **9. Photocopying Charges**

The matter of reducing our photocopying charges as Spar no longer has a photocopier was discussed.

After some discussion it was resolved to defer the matter until the next meeting on the 1<sup>st</sup> December 2015.

#### **10. North Tawton Engagement Group**

The matter of Town Council representatives for this Group was discussed.

After some discussion it was resolved to defer the matter.

#### **11. FINANCE**

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

**11.2 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.

#### **11.3 Okehampton and District Community Transport Group**

After some discussion it was resolved to award a grant of £200 to Okehampton and District Community Transport Group. The Clerk was requested to ascertain the usage of this service for residents of North Tawton.

#### **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. Time shall be limited up to a maximum of 15 minutes.

Mrs C Hughes asked if, in view of Item 7 on the agenda – Review of Standing Orders, could she ask a question regarding an item that is not on the agenda? The Clerk confirmed that this was in order.

Mrs C Hughes mentioned the Healthy Living Day that had been organised by the PPG, the event proved to be very useful. A lot of hard work had been done to organise this event and Mrs Hughes suggested that the Town Council should write to the PPG to thank them for their efforts.

Mrs S Knott asked a question regarding CCTV that was being installed by the Town Council. It was confirmed that this was to be in the Town Council office for the Clerk's safety as she is a "lone worker". The Clerk stated that a policy on the usage of CCTV will be drawn up.

Mr A Reynolds also queried the CCTV in the office.

The meeting opened again.

#### **13. Parish Matters**

Councillors S Whiteley commented on the meeting reports that he is forwarding to the Okehampton Times and Crediton Courier, he is being pressurised on reporting what individual Councillors are saying. The problem is that if the press were to attend they could report what individual Councillors are saying, they do like individual comments. The Standing Orders may need to be looked at in March 2016 (6 months rule).

Cllr Mrs A Ponsford queried the road works being carried out at De Bathe Cross. The Clerk was requested to contact Devon County Council.

Cllr K Hodge queried the fence on the footpath at Black Clapper. The Clerk stated that she had previously contacted Devon County Council and they did not feel that the area was dangerous.

Cllr I MacLeod requested the Clerk to contact Ben Pell to clear the leaves in Exeter Street. Cllr Mrs C Burrow also requested the bottom of Letherans Lane should be cleared of mud and leaves.

Cllr Mrs C Burrow requested the Clerk to contact Devon County Council regarding the end of Yeo Lane that always has water running, apparently there are springs in this area.

**14. Date of next meeting**

The next Ordinary Meeting of the Town Council shall be Tuesday 1<sup>st</sup> December 2015.

The meeting closed at 9.00 pm.