

# 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 7<sup>th</sup> July 2015 at 7.30 pm.**

**Present:**

Cllr Dr P Brickley	Cllr Mrs C Burrow
Cllr M Fisher	Cllr K Hodge
Mrs G Hoggins (Chair)	Cllr M Kennedy
Cllr I MacLeod	Cllr I Palmer
Cllr Mrs A Ponsford	Cllr Mrs K Tizard
Cllr Ms J Trehitt	

7 members of the public were present.

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

- 1. Apologies for Absence** - Apologies were received from Cllr S Whiteley (annual leave) – Approved.
- 2. Declarations of Interest** – Cllr Mrs G Hoggins declared an interest in Item 15.1 00604/2015, North Street Motors, North Street, North Tawton, EX20 2ES for the Demolition of redundant commercial garage and construction of 2-storey, 2 bed house with associated car parking spaces and amenities.

Cllr Mrs A Ponsford declared an interest in Item 16.1 (Invoices), as one of the payments was to the Town Hall Management Committee.

The Chairman welcomed Cllr M Fisher and Cllr I Palmer and explained that apologies for absence should be made in writing and the reasons for absence need to be approved.

### **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 2nd June 2015, previously circulated, were approved and signed, with one small change on page 1.
- 3.2** The minutes of the Extraordinary Meeting of the Town Council Meeting of North Tawton Town Council held at the Council Offices on Tuesday 16th June 2015, previously circulated, were approved and signed.
- 3.3** The notes of the Site Inspection Panel of the Town Council held on Friday 12th June 2015, previously circulated, were approved and signed.

The Chairman stated that as there were members of the public present regarding planning applications, this item would be brought forward.

### **4. PLANNING MATTERS**

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

#### **4.1 00604/2015**

North Street Motors, North Street, North Tawton, EX20 2ES

Demolition of redundant commercial garage and construction of 2-storey, 2 bed house with associated car parking spaces and amenities

After some discussion it was agreed that a Site Inspection should take place and the Clerk was requested to ask for an extension of time from West Devon Borough Council for the submission of the Town Council's comments.

#### **4.2 00571/2015**

Householder application for erection of extension

Easthill Bungalow, North Tawton, EX20 2BS

After some discussion it was resolved to support the application.

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

#### **4.3 00429/2015**

Barn Bouchers Hill Farm, North Tawton

Prior notification for change of use from agricultural building to C3 Dwelling – Class Q

Prior Approval Given 25/5/15

Noted.

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

5.1 The Chairman updated the Council on various issues.

- The Chairman asked Cllr Mrs A Ponsford to update the Council regarding the meeting held with Gregorys, Arla and Mike Jones Devon County Council.

Cllr Mrs A Ponsford stated that at the meeting plans of the proposed signage were shown, the signs would be changed, with a black and white lorry sign pointing to North Tawton via Newlands and Green Hill Cross. The welcome sign to North Tawton was going to be moved towards Batheway Fields, as this was confusing lorry drivers; there was a shortfall of £4,000, which Gregorys, Arla and NTTC agreed to share. Signs would be put opposite the entrance to Gregorys and Arla directing drivers via Green Hill Cross and not up through the town.

- The Police and Crime Commission had started a campaign for Fairer Funding. Copies of the petition would be placed in the Post Office and Spar. Signing of the petition can also be done online.

5.2 Cllr I MacLeod gave a brief update regarding Denbrook.

- RES had granted an extension of time for the Denbrook Community Fund agreement to be signed by the 5 parishes;
- There is a strong rumour that the wind farm will not go ahead.

5.3 Cllr L Watts gave a brief update from WDBC as Ward Member.

- The WDBC planning portal has been very temperamental recently;
- Lots of staff have left and there are still some gaps;
- Localities Officers have been allocated, any issues can be sent to [services@westdevon.gov.uk](mailto:services@westdevon.gov.uk)
- Cllr L Watts is on the Audit Committee and the Overview and Scrutiny (External) Committee and Cllr L Samuel is on the Hub Committee.

5.4 Cllr I MacLeod gave a brief update regarding the North Tawton Engagement Group.

- There will be a meeting of the PPG on Thursday, and a meeting with Carolyn Stead on the 23<sup>rd</sup> August 2015;
- There will be a public meeting on the 30<sup>th</sup> July 2015;
- There are rumours that Devonshire House has been put up for sale.

5.5 Cllr Dr P Brickley gave a brief update regarding the Neighbourhood Plan Project.

- Steady progress is being made, meetings are now held weekly;

- Good news, Localities have opened up for grant funding of up to £8,000 for which we will be submitting an application – money to be used for Stuart Todd, Consultant, to help with the tricky bits, mainly Environmental Assessments.
  - WDBC's Our Plan's timetable is slipping; we will have to wait for their Plan.
- 5.6 Cllr Ms J Trehitt gave a brief update regarding the Eastern Links Committee Meeting held on 25<sup>th</sup> June 2015.
- Not all Parish Councils were represented;
  - Inspector Sloman attended. He has moved from Plymouth and has a strong connection with the area;
  - Superlinks meeting is to be held on the 24<sup>th</sup> September. The Police and Crime Commission, Tony Hogg, will be attending, if we have any questions they should be submitted prior to the meeting.
  - Matters raised were grass cutting/hedge cutting, parish Lengthsman.
  - It is important that we are represented; other parishes are more rural than North Tawton.

## 6. Ongoing issues

The 'Action Log' was updated

- Traffic issues – Meeting held with Gregorys, Arla and DCC on 3<sup>rd</sup> July 2015, new signage scheme being planned.
- Dog Control Orders - Still awaiting details on the signs for the Memorial Park.

## 7. In Accordance with Standing Order 2 j:

- Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.

After some discussion, no new committees were formed, the terms of reference for existing committees were to remain the same, and the following Committee members were agreed.

### Planning Committee

Chair Cllr Mrs G Hoggins  
 Vice Chair Cllr Mrs C Burrow  
 Cllr Dr P Brickley  
 Cllr Mrs A Ponsford  
 Cllr K Hodge  
 Cllr M Fisher

### Estates Committee

Chair Cllr Mrs G Hoggins  
 Vice Chair Cllr I MacLeod  
 Cllr K Hodge  
 Cllr Mrs C Burrow  
 Cllr S Whiteley  
 Cllr Ms J Trehitt

### Finance Committee

Chair Cllr I MacLeod  
 Vice Chair Cllr S Whiteley  
 Cllr Ms J Trehitt  
 Cllr M Kennedy  
 Cllr I Palmer  
 Cllr K Tizzard

### Neighbourhood Plan Group

Cllr Dr P Brickley  
 Cllr Mrs G Hoggins  
 Cllr Mrs C Burrow  
 Cllr M Kennedy

Representation on outside bodies were agreed

Eastern Links Committee  
 Town Hall Committee

Cllr Ms J Trehitt, Cllr Dr P Brickley  
 Cllr Mrs C Burrow

Denbrook Liaison Committee  
PPG  
NTEG

Cllr I MacLeod, Cllr M Kennedy  
Cllr I MacLeod, Cllr K Tizzard  
Cllr I MacLeod, Cllr Mrs G Hoggins,  
Cllr S Whiteley

## **8. Amendments to Standing Orders**

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

To consider reviewing the Standing Orders, following the six months trial that 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”.

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

### **8.2 Ordinary Council Meetings - Standing Order 2d**

To consider reviewing the Standing Order 2d that reads

“..... North Tawton Town Council will normally meet monthly on the first Tuesday of each month .....”

After some discussion it was agreed not to have a meeting in August, and Standing Order 2d should be amended to read

North Tawton Town Council will normally meet monthly on the first Tuesday of each month, except August.

It was further resolved that the Chairman and Chairman of the Finance Committee would meet on the first Tuesday of August to sign any cheques and authorise the transfer of funds.

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

To consider that the following should be added to Standing Order 28

**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”.

After some discussion it was resolved to defer this matter until the 1st September 2015 meeting.

## **9. Cemetery Charges – North Tawton Burial Ground**

The Cemetery Charges were discussed, and after some discussion it was resolved to increase the charges by 15% for residents of the parish, and 25% for non-residents of the parish, and for under 12 years of age there shall be no charge.

## **10. Cemetery Regulations**

The Cemetery Regulations, previously circulated, were discussed. After some discussion it was resolved to hold a Site Inspection at the Cemetery.

## **11. Consultations/Newsletters/Invitations**

**11.1** West Devon Town and Parish Council Training Event – 1<sup>st</sup> September 2015, Kilworthy Park, previously circulated. After some discussion it was agreed that Cllr M Fisher should attend together with either Cllr Ms J Trewitt or Cllr M Kennedy.

**11.2** Okehampton and District Community Transport Group AGM 23<sup>rd</sup> July 2015, previously circulated. Noted.

**11.3** Update from DALC, previously circulated. Noted.

**11.4** DALC Election of County Committee – Mid Devon Area, previously circulated. After some discussion it was resolved to vote for Richard Andrews, Anne Hughes, Anthony Buszkowski and David Baker.

**12. Temporary Prohibition of Through Traffic and Parking**

Fore Street, North Tawton (outside No 18)

25<sup>th</sup> August 2015 – 28<sup>th</sup> August 2015

Noted.

**13. Community Market – North Tawton Town Hall**

Cllr M Kennedy handed out some research he had carried out regarding a Community Market. Councillors were asked to read it, and the matter would be brought back to a future meeting of the Town Council. Cllr M Kennedy said he would produce a Powerpoint presentation.

**14. Butts Field, Barton Street, North Tawton**

The matter of the suggestion from members of the public that part of Butts Field, Barton Street, North Tawton, should be used as a public car park was discussed.

Cllr Dr P Brickley stated that the Neighbourhood Plan Group having been discussing small car parks around the town. It has been suggested that if the “half pipe” was moved into the Butts Field together with a football pitch, that some of the park could be used as a car park. It was stated that Wainhomes have an option on the land in Butts Field.

After some discussion it was resolved to defer the matter.

**15. TAP funding**

The matter of TAP funding was discussed.

After some discussion it was resolved that the Clerk should approach Sampford Courtenay Parish Council regarding a joint application for Cycle racks/bollards and Gully emptying, to contact South Tawton Parish Council with regards an application for a 3<sup>rd</sup> Defibrillator, and to contact the Clerk to the Eastern Links Committee with regard an application for Joined up Sports, Health, Activity and Community Development Project for West Devon.

**16. FINANCE**

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

**16.2 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.

**17. 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 S Knott stated that Kinectica has been asked to submitted more details, which had just been received by West Devon, the application will possibly be going before the Planning and Licensing Committee in August.

Mr C Hughes stated that Cllr Mrs L Watts was not at the Extraordinary Meeting held in the Town Hall in March and she wondered whether or not Louise knew how strong North Tawton Town Council and the people feel about this application. The Clerk was requested to forward a copy of the Minutes of the Extraordinary Meeting to Cllr Mrs L Watts.

Miss A Pointer asked a question about the Dog Exclusion Order in the Memorial Park and did Councillors realise how dangerous it was to walk in the road from the Fire Station to Barton Hill.

The meeting was opened again.

**18. Parish Matters**

Councillor Dr P Brickley stated that there was an Open Day at Buckland Monachorum on the 18<sup>th</sup> July concerning Community Energy Schemes. DARE are organising this open day.

Cllr Mrs C Burrow raised the issue of weeds in the Car Park and the weeds in the raised shrub beds. The Clerk was requested to arrange for this work to be carried out.

Cllr Mrs C Burrow commented on the public conveniences, and we were lucky to have such good clean facilities. The Clerk was requested to write to Mr Tony Jelley thanking him.

**19. Date of next meeting**

The date of the next meeting shall be Tuesday 1<sup>st</sup> September 2015.

Part I of the meeting ended at 9.40 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.

The two quotations for replacement bay window to Council Offices were discussed.

After some discussion it was resolved to accept the quotation from Windows Direct in Barnstaple, subject to confirmation of a 10 year guarantee.

Part II of the meeting ended at 9.50 pm.