

# NORTH TAWTON TOWN COUNCIL

Temporary Town Clerk:  
Mrs S Say

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

You are hereby summoned to the Ordinary Meeting of North Tawton Town Council to be held at the Council Offices on **TUESDAY 1 NOVEMBER 2016** at **7.15 pm.**

Dated this 26 October 2016

Temporary Clerk of the Council

## **AGENDA**

**The meeting will be opened at 7.15 pm**

### **Open Forum**

#### **An opportunity for the Electors and others to address the Town Council.**

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. 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.

#### **Open Forum – North Tawton Woollen Mill – Devon Cloth**

1. **Apologies for Absence** - To receive apologies from Councillors unable to attend.
2. **Declarations of Interest** - Councillors are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.  
  
If Councillors have any questions relating to predetermination, bias or interests in items on this Agenda, then please contact the Clerk in the first instance.
3. **Minutes of the Previous Meetings**
  - 3.1 To approve and sign the minutes of the Ordinary Meeting of North Tawton Town Council held at the Council Offices on Tuesday 4 October 2016 at 7.30 pm (copy already circulated by post).
  - 3.2 To approve and sign the minutes of the Meeting of North Tawton Town Council Estates Committee held at the Council Offices on Wednesday 12 October 2016 at 6.45 pm (copy already circulated by post).
4. **Updates - Please keep your update to a maximum of 5 minutes**
  - 4.1 Chairman to update the Council on various issues.
    - 4.1.1 **Remembrance Sunday 13 November 2016** – Members are reminded that this event commences in The Square, those taking part should be there by 1015 am. A volunteer is needed to lay a wreath at the War Memorial on behalf of the Town Council.
    - 4.1.2 **Changes to North Tawton Post Office** – The Council has been notified that the proposed alterations to the Post Office will necessitate closure from Wednesday 9 November at 1730, with the new look post office

opening on Friday 18 November at 1300. During the closure period, the nearest alternative post offices are in George Street, Okehampton, and also in Market Street, Crediton.

4.1.3 **North Tawton Directory** – ongoing.

4.2 Update from WDBC Ward Member, Cllr Louise Watts

4.3 Update on the Neighbourhood Plan – Cllr Ms J Trehitt.

4.4 Den Brook Wind Farm - Cllr I MacLeod to update the Council on any issues.

## 5. **Ongoing issues**

'Action Log' attached at Annex A.

## 6.1 **Consultations/Newsletters/Invitations**

### 6.1 **North Tawton Pharmacy – Move Date – Monday 7 November 2016**

The Council has received a letter from Wringtons Ltd advising of their date of trading from their new premises on The Square, North Tawton. There is to be an opening ceremony, to which the all Members of the Town Council are invited (actual time to be confirmed). Councillors to decide if they wish to attend this event.

### 6.2 **Devon Community Resilience Forum Event – Kenn Centre, Exeter, Wednesday 9 November 2016, 1000 - 1600**

Local Communities can become better prepared for emergency events at this event. The programme will include the role of Community Rest Centres, the role of the emergency services, with working sessions on testing Emergency Plans, assessing risk, and writing a good emergency plan. Attendance at this event is free of charge. Councillors to decide if they wish to attend this event.

### 6.3 **Devon Highways Parish & Town Council Conference 2016 – Hatherleigh Community Centre, Tuesday 22 November, 0930 – 1430**

The topics to be discussed include Planning & Highways, and Parking and Vehicle Speeds, both of which are relevant to issues in North Tawton. The format will be break-out sessions in the morning, and formal presentations in the afternoon. The event is free of charge, and includes a buffet lunch.

Councillors to decide if they wish to attend this event.

### 6.4 **BT Phone Boxes – North Tawton**

A consultation notice was received from West Devon Borough Council on 10 October 2016 (See Annex A), advising that BT are consulting on the proposed removal of a number of telephone boxes in West Devon, including 2 in North Tawton – at the junction of The Square and Fore Street, and at the junction of Fore Street and Mill Lane. (See Annex A – cc of email). WDBC later advised that they have extended their deadline for responses from Parish Councils to the week commencing 31 October. Information from BT states that the box at Mill Lane was used 5 times in the last 12 months, the one in The Square was used 133 times in the same period. According to BT, even 133 is a fraction of the usage that would make the box financially viable. The Council has been asked to decide one of the following 3 options:

- (i) Adopt the phone box for £1.00.  
(Boxes are used for various purposes – housing a defibrillator (some help may be available from BT for this purpose); public 'library' – boxes are in use for this purpose, holding up to 300 books); as a private payphone provided by the Council as a public service; retain the box unused as an important and integral part of the 'street scene'.)
- (ii) Reject BT's proposal for removal, stating why.  
(factors which may be taken into account include poor mobile phone coverage in the relevant area; retention for use for emergency calls; a predominance of private rented or council housing in the relevant area; the number of households in the area).
- (iii) Confirm the Council is happy for the phone box to be removed.

As West Devon must be notified of the Council's wishes during the week commencing 31 October, Councillors are asked to make a decision. If the Council supports option 2 as the most favoured outcome, the Council may wish to also decide whether to support option 1 as the second favoured outcome if option 2 is rejected by BT.

**8. Proposed wording of agreed amendments to NTTC Financial Regulations and to NTTC Standing Orders (deferred from NTTC Ordinary Meeting September 2016)**

Further to a resolution at the Extraordinary Meeting of the Council on 3 August 2016 (Minute item 5), the following specific amendments to the wording of the Financial Regulations and the Standing Orders are to be considered by the Council.

**FINANCIAL REGULATIONS PARAGRAPH 10.**

**Amend 10.3 to read as follows:-**

"The Clerk, in consultation with the Chairman and Vice Chairman, shall have an emergency budget of £500 available for any immediate Works or Payments which may be necessary between Council Meetings.

See also NTTC Standing Orders Paragraph 15 vii & viii as revised [*date to be inserted*] which provides for the Finance, Planning or Estates Committees to either put in hand Works or Authorise Individual Payments for any essential or urgent or emergency services up to a maximum value of £2,500 [*suggested sum, OR alternative sum as agreed by the Council to be inserted here instead*]."

**STANDING ORDERS PARAGRAPH 15**

Amend the Standing Orders to read as follows, as originally proposed by Cllr Whiteley:-

"vii The Planning, Finance and Estates Committees shall each have executive power to take decisions, on Planning, Finance and Estates matters (respectively) only, as if they were taken at a full meeting of the Town Council, or make recommendations to be referred to the next or subsequent Ordinary Meeting of the Council. Any decisions arising from meetings shall be referred to in the Minutes as required in 9(a) above.

viii No business may be transacted at a meeting unless at least 4 members of the respective Finance, Planning or Estates committees are in attendance.

**10. Okehampton Hospital – Consultation on ‘Your Future Care Community Services’**

The action log contains updates from actions proposed at the Council's meeting on 4 October 2016.

The Council should consider the following issues:

**10.1 Registration for guaranteed attendance at one of the consultation's Public Meetings** – There are a number of public meetings arranged, the closest being in Okehampton on Wednesday 16 November from 1400 – 1630, and on Wednesday 16 November from 1700 – 1930.

**10.2 Should the Council become a ‘Friend of Okehampton Hospital’?** – This is one of the actions suggested by the Facebook Group set up by WDBC Cllr Mike Davis – it costs £10 to become a ‘Friend’, and funds can be used to help support the campaign against possible closure of beds at the hospital.

**10.3 Availability of public consultation documents, and consultation forms** – The Council to decide whether to make copies of consultation documents and forms available in paper format for local residents, to be available in the Council Office during normal opening hours. Links may also be made available via the Council's website, and information posted on the Noticeboard, and the A-frame.

**11. Market Street Pinch Point**

A letter was received from a local resident noting that the flow of traffic in Market Street is often held up at the pinch point between the church lych gate and the bollards at the top of New Road. The residents suggests that removal of one, or even one half, of a parking space this would allow traffic to move more freely. The resident comments on the speed of vehicles coming from the Market Street direction being dangerous for those crossing the road adjacent to the Town Hall, this hazard can only increase when the new pharmacy opens.

**12. Community Market**

Further to discussion at the previous meeting on 4 October, reference the Craft Market, the Council to discuss the possible setting up of a Community Market.

**13. PLANNING MATTERS**

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

**14. FINANCE**

**14.1 Invoices.** To approve payments listed at Annex B in accordance with bank mandate.

**14.2 Monthly statement** – to receive the monthly statement and to consider adoption. Make the appropriate transfers, from reserve accounts to the current account, to allow payments to be made.

**15. 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.

**16. Parish Matters**

No decision may lawfully be made under this item but matters may be discussed which involve no more than an exchange of information.

**17. Date of next meeting**

The next Ordinary Meeting of the Town Council shall be Tuesday 6 December 2016.

**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.

Dear Parish Clerk

## ANNEX A

West Devon Borough Council has been informed by BT that 28 public payphones have been identified for proposed removal in West Devon on the basis of low usage. West Devon Borough Council has therefore been asked to consult with you regarding the possible removal of two BT phone boxes in your parish.

BT advise that there is a 90 day consultation period ending on 24<sup>th</sup> December 2016. The process outlined by Ofcom involves:

- 1) Initial notice placed by BT in affected phone boxes on 22.08.16 giving local residents 42 days to respond to the 'Local Authority Planning Department' with any comments.
- 2) West Devon Borough Council then conduct a first consultation period to make a decision on comments received and advise of the decision for each affected phone box.
- 3) West Devon Borough Council publishes its 'First Notification' i.e. a draft decision (to Secretary of State) stating whether West Devon Borough Council agrees with BT's decision to remove a phone box.
- 4) A one month period is allowed to receive comments on the decisions regarding the affected phone boxes.
- 5) West Devon Borough Council publishes its second notice (the 'Final Notification') which sets out the final decision and reasons behind it prior to submission to BT on 24<sup>th</sup> December 2016.

The final notice including reasons for objecting to removal must be received by the Secretary of State Culture, Media & Sport and BT prior to the consultation deadline otherwise BT will assume there is no objection to its removal. We are therefore working to a fairly tight timeline and your prompt responses will be much appreciated.

BT has advised a notice was placed on the phone box (see below highlighted in yellow) in your parish by BT on 22.08.16 giving 42 days to respond and advising any comments be sent to the Local Authority Planning Department. If you have not already made your comments known, your Parish Council has until 28<sup>th</sup> October to submit your comments to West Devon Borough Council.

### NEXT STEPS

Please reply to this email [localities@swdevon.gov.uk](mailto:localities@swdevon.gov.uk) by 28<sup>th</sup> October clearly stating whether your Parish Council would like to either:

1. Adopt the phone box for £1 see <https://business.bt.com/solutions/small-business/communities/adopt-a-kiosk/> OR
2. Reject BT's proposal for removal stating why – see pages 8 and 9 of the attached OFCOM guidance for relevant factors, OR
3. Confirm you are happy for the phone box to be removed

West Devon Borough Council will then collate the responses of yours and all 28 phone boxes involved and coordinate a draft notification to the Secretary of State and BT.

Best wishes,

**Nadine Trout, Locality Manager**

South Hams District Council and West Devon Borough Council