

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 6 DECEMBER 2016** at **7.30 pm.**

Dated this 30 November 2016

Temporary Clerk of the Council

AGENDA

The meeting will be opened at 7.30 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.

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 1 November 2016 at 7.15 pm (copy already circulated by post).
 - 3.2 To approve and sign the minutes of the Finance Committee of North Tawton Town Council held at the Council Offices on Tuesday 29 November 2016 (copy to follow).
4. **Updates - Please keep your update to a maximum of 5 minutes**
 - 4.1 Chairman to update the Council on various issues.
 - 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.
 - 4.5 Update on recent meetings regarding Okehampton Hospital.
5. **Ongoing issues**
'Action Log' attached at Annex A.

6. Consultations/Newsletters/Invitations

6.1 – West Devon Community and Voluntary Services – An invitation has been received to attend the CVS Annual Meeting on Wednesday 7 December 2016 at 1230 pm, The Ockment Centre, North Street, Okehampton.

7. Reinstatement of the August Ordinary Meeting of NTTC

At present, no meeting is held in August as traditionally people are on leave during this period of time. However, during the current year there were in fact more Members on leave later in the year. There were many items to be discussed on the September agenda, which meant the meeting was very long. A number of items were then deferred yet again, to the October meeting. The Council should consider whether it would be more efficient to hold a meeting in August, as even if some Members were away it would be likely that decisions could be made and keep the business of the Council moving. Even if some items were to be deferred to the following month, this would be highly unlikely to result in an overlong meeting in September.

8. Clarification of Agenda and Minutes in respect of Part II items.

Further to some queries with reference to recording of Part II items in the Agenda and Minutes of relevant meetings, clarification on this issue was sought from the DALC. Their professional view is:

- It can be helpful to have a very general agenda item for Part II matters to indicate some idea of the issue which will be discussed – eg legal matters, staffing issues, contractor issues.
- There does need to be a minute of that discussion – it is the discussion that is confidential, not the decision. It may be that the decision is that further discussions will be held/further advice will be sought/more information will be sought. If an actual decision has been made, this could then be in the public domain.
- If a detailed record of the discussion is needed, this should be headed as Notes, and retained on a separate file.
- An example might be consideration of tenders for a specific piece of work. This would be discussed in Part II, the agenda might state ‘Tenders for ‘x’ will be discussed’, detailed notes could be retained, the minutes would state ‘Further to discussion of tenders for ‘x’, the appointment of [contractor] was decided by the Council.’

The Council to decide the most appropriate way of recording Part II agenda items and notes.

9. Proposed 30mph Speed Limit Extension

Devon County Council (Road from Moor View to de Bathe Cross (C472), North Tawton) (Restricted Road) Order.

To consider response to proposed 30mph speed limit extension Moor View to De Bathe Cross Restricted Road Order – Order and Map attached Annex B

10. West Devon Borough Council Drop In Sessions

To consider whether the West Devon Borough Council Drop in Sessions should continue. The two sessions held to date have not been well attended; it was suggested that this may be because NTTC has an office which is open several days per week, therefore there is already a point of contact for day to day queries.

11. Pavement below Moorview, North Tawton – tree roots

To receive an update regarding recent meeting with DCC Highways regarding the pavement/tree roots on pavement below Moorview.

12. North Tawton Town Council – Salary of Clerk/Responsible Financial Officer

To consider a review of the Job Description and Salary Scales of the Town Clerk and Temporary Town Clerk, taking account of the following points:

- 1 In May 2016 the National Joint Council for Local Government Services (NJC) reached an agreement with the relevant employers as to the following:
 - New payscales for 2016/17 to be implemented immediately, and backdated to 1 April 2016.
 - New payscales for 2017/18 to be implemented from 1 April 2017
- 2 The Council's Chair of Finance requested that this recommendation be put before the Council for ratification, and also that an analysis of the Clerk's payscales be undertaken. The current job description for the Town Clerk's post was produced in June 2011, since that time the workload and the issues devolved to the Clerk to action have both increased considerably.
- 3 The National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) have a joint agreement on appropriate salary ranges and core terms and conditions for Officers of Town, Parish and Community Councils. These are regularly reviewed and agreed by NALC and SLCC working together; Councils are strongly recommended to adopt this agreement and act in accordance with the associated guidelines.
- 4 In view of the increased workload and issues dealt with by the Town Clerk, the Council should consider a formal review of the job description, followed by a review of the payscales in line with the guidance agreed by the NALC and SLCC.
- 5 The review should take into account the division of duties between the Town Clerk and the Temporary Town Clerk. There are certain duties which carry a greater weight in calculating the appropriate payscale, therefore the Town Clerk post and the Temporary Town Clerk post may differ in this regard.
- 6 It may also be considered appropriate to compare payscales with other Councils of a similar size and with a similar range of responsibilities.

13. Clock Tower Lighting Installation

Electrical contractors have recently repaired faulty lighting around the Clock Tower. The contractor has reported that the lighting installation is old and generally in such poor condition that, in his opinion, it should be replaced. The replacement lighting would be more energy efficient. (At the time of publication of the agenda, a quote was awaited).

14. Section 106 Monitoring Group/Protocol Group

To progress the setting up of the above groups.

15. Yew Clippings – usage in the making of chemotherapy drugs

Further to some discussion reference this issue at a meeting earlier this year, enquiries have established that there are two drugs for which yew tree needles are used. The clippings/needles are only of use if they are current season's growth only. There are 2 companies that collect clippings, and they keep a register of possible

sources. It appears that the yew trees/hedges in the Cemetery are cut every year, and therefore could potentially be useful. The Council to consider submitting details to the relevant companies to register for future years.

16. PLANNING MATTERS

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

16.1 2411/16/FUL

Change of use of agricultural building to 3 no. residential dwellings and agricultural field to gardens.

Land adjacent to Greenslade Farm, Greenslade Lane, Sampford Courtenay, EX20 2SF (within NT Parish).

16.2 3259/16/FUL

Installation of 5 no. floodlight poles at 13m in height and one combined floodlight and telecommunications pole at 17.5m in height to support 3 no. telecommunications antennae for shared use by Vodafone and Telefonica, which together with the installation of 2 dishes and 3 no. ground based equipment cabinets will provide 2G, 3G, and 4G mobile electronic communications services from the installation.

North Tawton Rugby Club, Taw Meadow Playing Fields, North Tawton, EX20 2ED.

16.3 3349/16/HHO

Householder application to demolish existing unit and replace with conservatory to side of property.

21 Taw Vale Avenue, North Tawton, EX20 2AZ

16.4 3427/16/TPO

T5 Beech – Crown shape with a 3m crown reduction and a crown lift over neighbouring driveway.

7 Webbs Orchard, North Tawton, EX20 2FE

16.5 3260/16/LBC

Listed building consent for remedial work to arrest movement in south flank walls at first floor level with the introduction of cross ties, incorporating existing floor beams as part of the system to reduce internal visual impact; installation of perforated land drain at the external base of the south flank wall to reduce and regulate moisture levels below ground level, repair or reinstatement of cobbles and rendered plinth as required, replace existing damaged thatched porch canopy with double pitched canopy finished with natural slates and clay ridge tiles in keeping with surrounding building structures.

Higher Nichols Nymett Farm, North Tawton, EX20 2BP

16.6 3538/16/LBC

Listed building consent for change of use of the former Threshing Barn to B2 for use as a microbrewery, new concrete floor and electrical sockets and lighting to be installed, brewery effluent to be processed via a new reed bed, installation of a Ground Source Heat Pump (GSHP) system providing heating and hot water to the main house and attached annex at Westacott Barton, requiring a ground collector to be buried in a field south of the property, feeding a compressor and control unit to be housed in a disused attached double garage, a new network of 28 radiators to be installed throughout the house.

Westacott Barton North Tawton EX20 2BS

16.7 3537/16/FUL

Change of use of the former Threshing Barn to B2 for use as a microbrewery, new concrete floor and electrical sockets and lighting to be installed, brewery effluent to be processed via a new reed bed, installation of a Ground Source Heat Pump (GSHP) system providing heating and hot water to the main house and attached annex at Westacott Barton, requiring a ground collector to be buried in a field south of the property, feeding a compressor and control unit to be housed in a disused attached double garage, a new network of 28 radiators to be installed throughout the house. Westacott Barton North Tawton EX20 2BS

17. FINANCE

17.1 Invoices. To approve payments listed at Annex C in accordance with bank mandate (to be circulated at meeting).

17.2 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.

17.3 Annual Precept for financial year 2016-17

Cllr I MacLeod, Chairman of the NTTC Finance Committee, advised that there are a number of items of which the Council is aware, which will involve extra costs in the coming financial year, as discussed at the recent meeting of the Finance Committee. Cllr MacLeod therefore proposed, in accordance with the decision of the Finance Committee, that the Council apply to WDBC for a 2% increase to the Parish Precept for the coming financial year. This was seconded by Cllr Mr M Fisher, and unanimously agreed by the Council. The Clerk will progress this application accordingly.

17.4 Torridge, North, Mid and West Devon Citizens Advice

To consider the grant request received from the Citizens Advice Bureau.

18. 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.

19. 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.

20

Date of next meeting

The next Ordinary Meeting of the Town Council shall be Tuesday 10 January 2017.

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.