

# 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 September 2016** at **7.30 pm**.

Dated this 24 August 2016

Sarah Say

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 meeting of the North Tawton Town Council Estates Committee held at the Council Offices on Tuesday 21 June 2016 (copy attached).
- 3.2 To approve and sign the minutes of the Ordinary Meeting of North Tawton Town Council held at the Council Offices on Tuesday 12 July 2016 (copy attached).
- 3.3 To approve and sign the minutes of the meeting of the North Tawton Town Council Estates Committee held at the Council Offices on Monday 25 July 2016 (copy attached).
- 3.4 To approve and sign the minutes of the meeting of the North Tawton Town Council Planning Committee held at the Council Offices on Monday 25 July 2016 (copy attached).
- 3.5 To approve and sign the notes of the Site Inspection Meeting of the North Tawton Town Council Planning Committee held at the Council Offices on Wednesday 3 August 2016.
- 3.5 To approve and sign the minutes of the extraordinary meeting of the North Tawton Town Council held at the Council Offices on Tuesday 16 August 2016 (copy attached).

4. **Updates - Please keep your update to a maximum of 5 minutes**
  - 4.1 - **Update from WDBC Ward Member, Cllr Louise Watts**
  - 4.2 - **Protocols and advice on marking the death of a senior national figure**

Cllr Mrs C Burrow to advise the Council further to consideration of advice recently circulated from the National Association of Civic Officers, reference protocols and guidance on planning the marking of the death of a senior national figure.
  - 4.3 - **Communities Together Annual Subscription.**

Further to the decision to refer to the Town Clerk (Mrs R Rice), it was decided not to renew this subscription for the current year as there is little perceived benefit.
  - 4.4 - **North Tawton Directory**

Cllr S Whiteley and Cllr I MacLeod to update the Council on progress with the reprinting of the Directory.
  - 4.5 - **Den Brook Wind Farm**

Cllr I MacLeod to update the Council on progress at the Den Brook site.
5. **Ongoing issues**

'Action Log' attached at Annex A.
6. **Highways related issues within North Tawton – speeding, dangerous junctions, footpaths, 30 mph signs.**

To consider the detailed response from Darryl Jagger, our local DCC Highways Engineer, further to the Council's recent emails requesting updates and advice on the above issues (**See Annex B**). To consider any alternative options available to the Council to try and alleviate these problems
7. **Further complaint reference lorries travelling through the Town Centre.**

The Council has received a complaint from a local resident about the number of lorries, associated with Gregory's Transport, still travelling through the Town Centre. The resident noted that she had met with a lorry on the far side of the Bridge who thought he had come the wrong way, as he thought the bridge was too narrow to cross. The resident wondered if this is a factor in lorries coming through the town, and asked if Gregory's could be requested to have someone actively monitor all lorries passing through the Town Centre for a period of time.
8. **Car Parking issues alleged to be caused by staff of Gregory's Transport/Lorries crossing the bridge at speed and without consideration for pedestrians**

Further to complaints noted at the Extraordinary Meeting of the Council on 16 August, reference these issues, to consider whether the Town Council would wish to write to Gregory's and to Arla Foods, with a request that they bring these issues to the attention of their staff/lorry drivers respectively. The Council may wish to consider proposing a meeting with representatives from these two companies. The Council will note from the Action Log, in reference to communication with Devon Highways, that they cannot propose a solution to alleged problems at the Bridge. The Council continues to receive complaints from residents about speeding lorries and vans. (Please refer to previous agenda items reference Highways Related Issues, and Lorries travelling through the Town Centre, and to the relevant sections of the action log).
9. **Speeding traffic on roads and lanes leading to the School**

A local resident has complained about this issue. Some weeks ago she was walking on the lane leading from the top of Exeter Street down to Essington and was hit by the wing mirror of a speeding car and knocked into the hedge. The car did not stop. The police were unable, for various reasons to pursue this. The resident alleges that there is an ongoing problem at the end of the school day, assumed to be with parents travelling to collect their children – it's dangerous for walkers in the area at these times.

10. **Monitoring of Wain Homes Development.**  
To consider the setting up of a sub-group to monitor Wain Homes developments.
11. **Bathway Fields – complaint from resident reference change to original planned road surface**  
The Council has received a letter from a local resident reference the above. Apparent, in a particular section of road, the surface was originally planned to be brick pavier, but a tarmac surface has been installed instead. The affected residents have complained to WDBC, but wish to bring it to the attention of NTTC, and to ask if there is anything we can do to help.
12. **Overgrown Conifer in churchyard blocking light from residential dwelling.**  
Further to the Council's decision to engage a tree surgeon to raise the crown of the tree in question (in the churchyard to the rear of cottages fronting The Square, taking into account the proposed repairs to the adjacent walling, the Council may wish to consider whether it would be a better long-term option to have the tree cut down and replaced with a smaller, less intrusive, deciduous tree.
13. **West Devon Borough Council Transformation Programme (Annex C)**  
WDBC have circulated an update on the progress of this project; they also have plans to tackle some of the issues that have arisen during implementation:
- Funding approved for temporary contact centre staff (telephones, messages etc)
  - IT – new contact centre phone system to go live shortly, new online housing benefit claim form launched, improved website to go live in the Autumn.
  - Planning Peer Review Report to be circulated shortly.
  - Information and training sessions for town and parish clerks – dates set for late September/early October.
14. **Safety Inspection Reports**  
Further to the programmed safety inspections at the end of July 2016, the following items were reported:
- Picnic bench in Memorial Park – one bench damaged beyond repair; Mr A Jelly is dismantling and disposing of this. It appears the bench was turned on its side and used to climb trees, when it was tipped back the force broke the main supporting part of the bench.
  - Car Park – disabled marking showing signs of wear.
- The Council to consider if the disabled marking should be repainted, and also whether the picnic bench should be replaced, and whether the benches should all be anchored to the ground.
15. **Street Sweeping Contract – Yewtopia (Ben Pell)**  
To consider the notes of an informal meeting held between Ben Pell, Cllr Steve Whiteley, and Cllr Mrs C Burrow. This meeting was requested by the Council further to comments about street litter, and some uncertainty (in the absence of the Town Clerk) as to the terms of the relevant contract. To discuss a priority list to be provided to Yewtopia, and also to discuss monitoring of works undertaken.
16. **Clock Tower – wooden seats and beams**  
It is noted that the seats and beams are in need of painting. It is believed that the wooden areas were sanded back by persons doing community work, but this did not proceed to actually painting the relevant areas. To discuss repainting the wooden areas in question.
17. **NTTC Town Centre Car Park**  
It has been reported that the raised bed in the car park needs attention, there are dead shrubs, lots of weeds, and shrubs are now growing out over the wall. The

stone wall opposite is overgrown with vegetation, which is obscuring the signs on the wall.

**18. NTTC Office – Electrical Safety Report**

W J Morris & Sons have undertaken an inspection of the electrical installation. Their report indicates that the installation is satisfactory, although there is one item marked as 'improvement recommended' – some of the cabling is installed at such a depth that it requires Residual Current Device protection.

**19. Proposed West Devon Borough Council Outreach Sessions Trial**

Further to the recent suggestion to liaise with WDBC reference this proposal, the Temporary Clerk has spoken to Dilys Lord of WDBC. Dilys has agreed a trial period of outreach sessions, to be held in the Council Office on Monday mornings from 1000 – 1200, commencing on Monday 3 October 2016. Dilys currently runs successful sessions in Exbourne; the common concerns she progresses for customers include refuse, recycling, potholes, heating, and insulation, but she can pass on other complaints and enquiries to the relevant officers to deal with. If the Council agrees to go ahead with this proposal, a note can be included in the next edition of The Roundabout.

**20. Register of Members Interests**

Further to forms recently being circulated to Members to update the Register of Members Interests, Members are requested to note the legal importance of ensuring their register entry is up to date, and to provide updates as a matter of urgency if they have not yet done so.

**21. Publication of Draft Minutes of Meetings of the Town Council**

The Council to consider publication of draft minutes of meetings, to be published on the Council's website and public Noticeboard, taking note of the following points:

- Current arrangements mean it is not possible to meet the recommendation of the Transparency Code, ie that draft minutes should be published within one month of the relevant meeting.
- Publication of draft minutes as soon as possible following meetings means that Members and other interested parties are able to read the minutes and submit relevant comments prior to the next meeting.
- It may be considered necessary to post hard copies of draft minutes to Members; however the costs of this are outweighed by the requirements of the Transparency Code.
- No amendments will be made to draft minutes prior to the next relevant meeting of the Council, at which time draft minutes will be amended if necessary, and approved in the usual way.

**22. Proposed wording of agreed amendments to NTTC Financial Regulations, and also to NTTC Standing Orders.**

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 Committee 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 and Finance Committees shall each have executive power to take decisions, on Planning and Finance matters 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 or Planning committees are in attendance."

#### **23. PLANNING MATTERS**

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

(i) **Pre-application notification – Proposed new base station installation at VF12869 – North Tawton SW, De Bathe Cross, A3072, North Tawton, EX20 2BA**

There has been a recent pre-planning application notification from Maxima Ltd, on behalf of Vodafone and Telefonica UK, regarding the proposed installation of a radio base station at the above location. This is apparently required in order to provide 2G/3G and 4G coverage. The company are seeking the views of groups who may wish to comment on the preferred location, and the alternative sites which were discounted as unsuitable.

#### **24. FINANCE**

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

**24.2 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.

**24.3 Update to invoice from supplier reference playground equipment repair items** – Members are advised that the supplier issued a credit note for the full sum originally charged for installation.

**24.4 Litter/Dog Bins – ground fixings required** – Further to the agreement to purchase 3 new bins, to consider a quotation from the suppliers.

#### **25. 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.

#### **26. 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.

#### **27. Date of next meeting**

The next Ordinary Meeting of the Town Council shall be Tuesday 4 October 2016 (no meeting scheduled for August).

## **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.

#### **1 Planning Enforcement**

##### **(i) Erection of small outbuilding at 30 Strawberry Fields**

West Devon Borough Council Planning Enforcement have advised that this falls within permitted development and they do not intend to take further action.

##### **(ii) Window replaced with door, balcony and stairway – Granary Cottage, Yeo Lane**

WDBC Planning Enforcement advised that they have now received a retrospective planning application, reference 2427/16/HHO, therefore this matter is now being dealt with by Development Management.

#### **2 LEDs scheme – North Tawton Cemetery Chapel of Rest**

Further to enquiries to RES, it appears that the electricity bill for the Cemetery Chapel of Rest is eligible for the LEDs scheme. The discount is not set against the actual consumption, but is a flat rate sum paid per annum. (For information, please note that the defibrillator installation at Strawberry Fields is not eligible as the invoice must relate to a building). An application must be submitted to RES.

#### **3 North Tawton Masterplan – Wain Homes**

Further to an email received from Wain Homes, stating that they are to submit their masterplan as part of current local plan considerations, they had suggested meeting with NTTC, and would be happy to attend a closed meeting initially if this is proposed by the Council. The Council to consider whether they wish to arrange such a meeting.