

NORTH TAWTON TOWN COUNCIL

Temporary Town Clerk:
Mrs S Say

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 6 September at 7.30 pm**

Present: Cllr Mrs C Burrow
Cllr Miss B Rice
Cllr Ms J Trehitt
Cllr Mr K Hodge
Cllr I MacLeod
Cllr S Whiteley
Cllr Mrs K Tizard
Cllr Mrs A Ponsford

The meeting opened at 7.30 pm

Members of the public were present

Open Forum- Nothing was raised.

1. **Apologies for Absence** – Apologies for absence were received from Cllr Mr I Palmer (unwell); Cllr Mr M Kennedy (unwell); Cllr Mr M Fisher (holiday); and Cllr Mrs G Hoggins (personal circumstances). All the apologies were accepted by the Council.
2. **Declarations of Interest** – Nothing was raised at this stage.
3. **Minutes of the Previous Meetings**
 - 3.1 The minutes of the meeting of the North Tawton Town Council Estates Committee held at the Council Offices on Tuesday 21 June 2016 were approved and signed.
 - 3.2 The minutes of the Ordinary Meeting of North Tawton Town Council held at the Council Offices on Tuesday 12 July 2016 were approved and signed.
 - 3.3 The minutes of the meeting of the North Tawton Town Council Estates Committee held at the Council Offices on Monday 25 July 2016 were approved and signed, after being amended to show that Cllr Mr S Whiteley was in attendance at this meeting.
 - 3.4 The minutes of the meeting of the North Tawton Town Council Planning Committee held at the Council Offices on Monday 25 July 2016 were approved and signed.
 - 3.5 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 were approved and signed.
 - 3.6 The minutes of the extraordinary meeting of the North Tawton Town Council held at the Council Offices on Tuesday 16 August 2016 were approved and signed.
4. **Updates - Please keep your update to a maximum of 5 minutes**
 - 4.1 **Update from WDBC Cllr L Watts**

Cllr Watts reported that WDBC and SHDC have both voted to set up a Local Authority Company. This company will be able to offer services (eg to other Councils) thus providing an extra income stream. The Councils are currently looking at the waste contract to see if it is viable to put this via the new company. Any income generated through the new company will belong to the respective Councils to do with as they wish. Cllr Watts also reported that a new Leisure Contractor has now been chosen.

- 4.2 **Protocols and Advice on the death of a senior national figure**
Cllr Mrs Burrow has studied the relevant documentation and recommends that a small group be formed to formulate and action plan – the group to consist of representatives from NTTC, the Churches, and members of the public. It was also recommended that the Council purchase a book suitable for use as a Book of Condolence, to be retained by the Council until such time as it may be needed.
- 4.3 **Communities Together Annual Subscription** – Not being renewed, noted.
- 4.4 **North Tawton Directory**
There has been some interest from advertisers to date. Cllr Whiteley further advised that part of the Directory is the Emergency Plan, which is statutory and the Council have to pay for this. The Emergency Plan should be checked and amended if necessary. Some advertisers have also expressed interest in sponsoring litter bins within the Town - to be discussed in October, at which time the final costs of bin installation should be known.
- 4.5 **Den Brook Wind Farm**
The masts have been erected, most of the turbines are installed, and it appears to be on course to start generating in October. Note that deadline for applications for electricity supply subsidy is 16 September 2016.
- 4.6 **Neighbourhood Plan**
The transport working group are taking up issues relevant to raise separate to the NP. The NP group are meeting on Wednesday 7 September and will be going through the draft plan.
Reference the meeting with SWW consultant ref possible development of their site adjacent to Devonshire Gardens, it was reported that some provision for assisted living was one of the ideas for inclusion. The consultant has recently circulated a copy of his minutes of the meeting. There was a consensus opinion that SWW should hold a public consultation reference their plans for the site.

5. **Ongoing issues - Action Log**

Air Ambulance – the clerk was requested to make enquiries as to progress of proposed floodlighting installation.

New/re-sited bins – final decision will depend on what fixings are required, a decision to be made further to site visit with Highways Engineer.

Parking problems – parking enforcement to be contacted and requested to visit, daytime and evening visits needed.

Trees at Strawberry Fields – quotation received for the removal of the oak trees on the relevant areas of land. It was further proposed that the Council progress possible sale of the land in question to residents. The Estates Committee are to progress this issue.

Tree Roots on Footpath leading to Bathway Fields – DCC Highways said this is not a problem within the terms of what is considered dangerous under their policies. Clerk requested to reply stating NTTC completely disagree, and consider this an unacceptable response, also requesting a site meeting.

Table Tennis Table – It was noted that there is public support for this suggestion. Suggest either the Park Committee meet again to progress plans for the park, or that the matter be put to the Estates Committee.

Pavement Gullies – Noted that it is householders' responsibility to clear pavement gullies taking water from their properties to the road drains. Further noted that following resurfacing work in Fore Street, the road gullies are full of tarmac debris, the Clerk will contact DCC Highways ref this issue.

Yewtopia – street sweeping – further to recent meeting, it was confirmed that the contractor would prefer to have more clear direction as to what areas need sweeping and when. It was suggested that these instructions be emailed. The Estates Committee are to consider setting up a monitoring programme.

6 Highways related issues – speeding, dangerous junctions, footpaths, 30mph signs.

The detailed responses of the Highways Engineer to queries reference the above were noted. The issue of the 30mph signs, which should be moved out to the Batheway site entrance, is being progressed. The only suggestion for improvement at The Bridge is to remove the ‘virtual footpath’ which may be giving pedestrians a false sense of security (this has been done in other areas). There is no funding available for any other road/junction improvements, all funding is being directed to areas which are already accident blackspots. There was some discussion as to whether homemade signs can be erected, these have been successful elsewhere. The Transport Group will discuss proposals and report back to the Council.

7. Further complaints of lorries travelling through the town centre

The Council’s Transport Group are meeting next week and will discuss these issues. There was some discussion as to the use of a CCTV camera to record lorries travelling through the town, also the setting up of a volunteer group to monitor the lorries.

8. Car Parking issues alleged to be caused by staff of Gregor’s Transport / Lorries crossing the bridge at speed with no consideration for pedestrians.

The Transport Group are to consider these issues (also see item 6 above).

9. Speeding traffic on lanes leading to and from the School

The Transport Group are to consider this issue, including investigating possibility of some ‘home-made’ signage, perhaps involving pupils at the School.

10. Monitoring of Wain Homes and other development sites

It was suggested that a subgroup could be formed to monitor developments within the town. WDBC should be responsible for monitoring Section 106 agreements, but the issue is broader than that – there should be a good relationship between NTTC and developers so that issues such as the footpath from Batheway can be subject of joint working to a solution. Cllr Ms J Trehwhitt will oversee the drawing up of an itemised list of issues and arrange to meet with Wain Homes.

11. Batheway Fields – change to planned road surface

NTTC have no influence over this issue, the Clerk will advise the resident accordingly, and copy their letter to WDBC for information.

12. Overgrown Conifer in churchyard

Further to previous discussions reference this tree, it was proposed to refer the issue back to the Church or the PCC, as they are the owners of the tree. This proposal was seconded and unanimously agreed. The Clerk will write to the appropriate church authorities.

13. West Devon Borough Council transformation programme.

The update provided by WDBC was noted. The Clerk and the Temporary Clerk will attend the proposed training course in Tavistock later this month.

14. Safety Inspection Reports – broken bench in park/faded yellow lines in car park

With reference to the broken bench in the Memorial Park, it was agreed to remove this and it will not be replaced at present, replacement benches will form part of the overall plan for the park development. The yellow lines in the town centre car park to be repainted as temporary measure, pending consultation on reconfiguration of the parking spaces.

- 15. Street Sweeping Contract**
This was discussed when going through the Action Log – see item 5
- 16. Clock Tower – wooden seats and beams.**
It was agreed to have the wooden seats and beams re-painted, and also check the lighting and repair as necessary. The Clerk will liaise with the contractor.
- 17. Raised planting beds in Town Centre Car Park**
Weeding and tidying of the flower bed, and cutting back of overgrown vegetation, to be arranged. The Clerk will obtain quotations and liaise with contractor.
- 18. NTTC Office – electrical safety report**
The Clerk advised that since publication of the agenda, new information had been obtained clearly indicating that the recommendation in the report is advisory and not urgent. Therefore it was agreed that no action is needed at the present time, unless any alterations are undertaken involving drilling into the walls of the office building.
- 19. Proposed WDBC Outreach Sessions Trial**
It was agreed to proceed with the trial period, as proposed. The Clerk will report back to the Council in due course as to the usefulness of the outreach sessions.
- 20. Register of Members' Interests**
It was agreed that the Clerk will send Members a copy of their current register entry to be checked and revised if necessary.
- 21. Publication of draft minutes of meetings of the Town Council and Committees**
It was proposed that draft minutes will be published on the Council's website and noticeboard. A hard copy will be sent to Members prior to publication, in order that Members are fully informed and therefore able to answer any queries relating to the minutes. Any necessary amendments to minutes will only be made at the next Council meeting at which they are due to be approved and signed, as per present arrangements. The proposal was seconded and unanimously agreed.
- 22. Proposed wording of agreed amendments to NTTC Financial Regulations, and to NTTC Standing Orders.**
Further to discussion, it was agreed to defer this item to the October meeting, and to include the Estates Committee in the proposed changes, as well as the Finance Committee. The Clerk will include this item on the agenda for 4 October 2016.
- 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**
Further to discussion it was agreed to respond with the following points:
- It is recognised that such an installation would be desirable, but the proposed location is the wrong place for this installation.
 - Visibility from the junction towards Crediton is already poor, the installation would make the visibility worse.
 - There are already several signs at the junction, and the proximity of the proposed location to the junction is considered dangerous as it could distract from relevant signage.
 - There have been several accidents at the junction in the past, the proposed installation could pose a general distraction to drivers, as well as reducing visibility.
- The Clerk will make a formal response accordingly.

24. FINANCE

17.1 Invoices. Members inspected the invoices and bank statements and appropriate payments were made accordingly.

17.2 Monthly statement. Members received the monthly statement, it was proposed, seconded and agreed that the statement be accepted, and that the appropriate transfer from the reserve account to the current account to allow payments to be made should be progressed.

Members were advised that the Council's finances are in good order at present, even taking into account the employment of a Temporary Clerk.

With reference to the electricity invoices for the defibrillator at Strawberry Fields, the Clerk was requested to contact the power supplier and ask them to consider waiving the charge as it is for a public service device.

25. 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 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.

25.1 With reference to discussions reference parking, Mrs S Knott asked if the yellow lines in Fore Street were to be reinstated, further to the recent resurfacing works.

25.2 With reference to the publication of draft minutes, Mrs C Hughes commented that necessary alterations to minutes are not always limited to minor errors; the publication of draft minutes as soon as possible after the relevant meeting allows for comments to be made prior to the next meeting, and approved corrections can then be made at that time.

The meeting opened again.

26. Parish Matters

26.1 The public footpath crossing the Memorial Park from the kissing gate in Barton Street to the top of Fore Street has had the vegetation cut back on each side, but the surface of the path is very rough and uneven. The Clerk was requested to find out who is responsible for resurfacing the footpath.

26.2 The Clerk was requested to obtain information as to the forthcoming 2-day closure of North Street.

26.3 It was reported that graffiti had been painted onto walls of a workshop in Mill Lane.

27. Date of next meeting

The next Ordinary Meeting of the Town Council is at 7.30 pm on Tuesday 4 October 2016.

The meeting closed at 10.00 pm