

NORTH TAWTON TOWN COUNCIL

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 **Monday 9 May 2016 at 7.15 pm.**

Present: Cllr Mrs C Burrow
Cllr Mrs G Hoggins (Chairman)
Cllr I Palmer
Cllr Ms J Trehitt
Cllr M Fisher
Cllr I MacLeod
Cllr Miss B Rice
Cllr S Whiteley

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.

Planning Enforcement and Staff Issues

- 1 It was resolved to create a 3 month temporary post of Acting Town Clerk/Responsible Finance Officer.
- 2 It was resolved to outsource the Council's Payroll to Jill Hicks.
- 3 Enforcement Issue - Information on Planning enforcement action on property which borders the Parish of North Tawton
- 4 There was some discussion with reference to an invoice from the cleaner; it had been noted that as from April 2016 the hourly rate was increased from £10.00 to £12.00, and an invoice in the sum of £24.00 had been submitted for April. However, the Council had not received prior notification of this increase, and it had not been agreed by the Council. After some discussion it was proposed, seconded and agreed that we pay only the £10.00 hourly rate and that we dispense with the services of the cleaner as there is so little cleaning to be done.

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 Mrs K Tizzard (childcare issue); Cllr M Kennedy (illness); Cllr A Ponsford (prior engagement) These apologies were accepted.
2. **Declarations of Interest** – Nothing was raised at this stage.
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 5 April 2016, previously circulated, were agreed and signed. (It was noted however, that Cllr Mrs K Tizzard was NOT present at that meeting; also there was a minor typing error at item 7 which should have read 'The request FORM...').

3.2 The minutes of the meeting of the North Tawton Town Council Planning Committee held on Tuesday 19 April 2016, previously circulated, were agreed and signed.

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

4.1 The Chairman advised that the Devon & Somerset Fire & Rescue Service are undertaking a challenge to walk from Okehampton to Lynton wearing full fire kit and breathing apparatus, in aid of The Fire Fighters Charity and Children's Hospice South West. North Tawton Fire Station will take responsibility for the walk on the leg from North Tawton to Hatherleigh. There will be a small event in The Square from 0900 on Saturday 4 June, to welcome the Okehampton Fire Fighters, and the North Tawton crew will commence their leg of the walk at 1100. The Council had been approached to ask for a donation to this cause. After some discussion, it was agreed to donate the sum of £50.00 to be taken from the Petty Cash Account.

4.2 Cllr Mrs L Watts attended the meeting and provided an update on her work and other issues. Cllr Watts has now been in her post for a year, it has been a challenging but very satisfying time for her.

Cllr Watts reported that tenders have been received and are being considered, with regard to the West Devon Borough Council Leisure Services procurement.

North Tawton Town Council will be aware that there has been discussion reference charging for collection of garden waste. To date there has been no firm agreement by WDBC to make such a charge, but there is some doubt as to whether the free service will be able to be afforded. Cllr Watts will keep the Council updated on this issue.

Cllr Watts advised that there is a 'My Account' facility up and running on the WDBC website. This allows users to sign up to a personal account to which they can log in and view their transactions with the Council, make payments, view progress of any complaints, and so on. Any feedback on this facility will be gratefully received by WDBC – email Cllr Watts and she will pass on any comments.

Reference was made to Agenda Item 14, traffic speeds within the Town, particularly in Fore Street. Cllr Watts has concerns herself regarding this issue. The Clerk advised that feedback from the Police indicated that there was not a speeding traffic issue within the town, it was more that people had a perception of speeding. There was some discussion as to whether the NTTC should request a 20mph speeding limit in certain areas of the town.

Cllr Watts reported that the WDBC Waste Contract procurement is in progress. Discussions are ongoing as to how this will be achieved.

With reference to SIL, Cllr Ms J Trehwitt is to email Cllr Watts, and she will provide an answer.

The Council thanked Cllr L Watts for all her help during the past year.

4.3 Denbrook – there is a Community Liaison Group Meeting on Thursday 12 May at 7pm in Spreyton Village Hall to provide an update on the progress of the windfarm and associated works. This will include feedback on the new road layout at Whiddon Down, and the power cabling. It was reported that there are certain other ongoing issues with regard to the planning permission, specifically relating to the issue of amplitude modulation. Cllr Whiteley and Cllr Tizzard will attend the Liaison Group meeting.

With reference to moneys which will be due to the Council relating to the Wind Farm, it should start operating in November and money should start to be paid into the Community Fund as soon as the turbines start. There will be an administrator of the fund, and applications can be made for funding.

4.4 Patients Participation Group – the North Tawton and the Bow groups have merged, and the former Chair of the North Tawton group is now Chair of the combined group. The practice manager reported to the group that a 15 year contract has been agreed. The GP surgery provision in North Tawton in the future will be broadly similar to the existing provision. However, there are some issues with regard to a shortfall in the optimum number of potential

patients, affecting the funding. It was noted that planning permissions for future dwellings can have a 'knock-on' effect on possible better medical provision. There was some discussion as to whether the surgery should be more pro-active in contacting new residents. The service is under pressure and everything possible needs to be done to make it better.

5. Ongoing issues

The 'Action Log' was updated.

New signage – as at 9 May, we are again still waiting to hear back from DCC regarding the size of signs opposite Gregory's and Arla.

It was agreed the Council must continue to pressure DCC reference this issue, a further letter is to be sent.

6. Consultations/Newsletters/Invitations

6.1 Invitation to Okehampton District Community Transport Group's Community Transport Awareness Roadshow and launch of new 15 seater Community Bus – Saturday 4th June 10 am – 12 noon – Co-Op Supermarket Car Park, Okehampton.

No specific arrangements were made for attendance from the Council, but any Member is welcome to attend.

7. Air Ambulance

With reference to the proposed funding of a night light installation at the rugby club site, it was reported that Cllr J McInnes of Devon County Council has advised there may be some funding available via the DCC Locality Fund. The Council agreed that NTTC will pay 50% of the costs of the lighting installation and request that Cllr McInnes arranges funding of the remaining 50%. The Clerk was requested to write to Cllr McInnes thanking him for his offer, and inform him that we will keep him advised on progress and the final costings in due course.

8. Stone Walling

Mr Geoff Cawse has obtained a quote in the sum of £570.00 to reduce to ground level and grind down stumps and surface roots around the boundary wall of the cemetery. The logged timber will be left on site to be disposed of by the grounds maintenance contractor, and the roots will be ground and left as chipped wood on site. Mr Cawse believes the quote to represent good value for money. Mr Cawse further reported that he has spoken with a company who can offer 'daywork' for minor repairs to the walls at £20.00 per hour. He is due to meet them on site soon to review the necessary work. It was agreed to accept the quote obtained as above, and the contractor will be paid direct by cheque on completion of the works to the Council's satisfaction and on receipt of an acceptable invoice. The Clerk was requested to contact Mr Cawse and inform him of this, and also to request him to provide an estimate of the number of hours likely to be required to make repairs to the walling, further to his site meeting with the contractor.

9. Neighbourhood plan

There was some discussion on the term 'affordable housing', what this really means in practice for local people here in North Tawton. Cllr Ms J Trehitt reported on the Neighbourhood Plan project. With reference to the Minimum Planning Requirement (MPR), the West Devon District will be looked at in an overview with South Hams District, and Plymouth City – this may have an effect on the MPR for West Devon individually. With reference to specific sites within North Tawton, the Woollen Mill site is identified within the West Devon 'Our Plan'. Taking into account the views and comments of local residents, NTTC would recommend use of land adjacent to Devonshire Gardens (SWW site), and land at Bouchers Hill. There are also a number of smaller sites at various locations. It was reported that a consultant from SWW is willing to meet with the Council to discuss this. One suggestion for future development has been the provision of sheltered accommodation for the elderly. The next step is a further consultation with residents to update on the situation to

date; perhaps commencing with an interim consultation/information session in the Town Hall, in order to re-activate general interest in this issue. It was reported that the NTTC website needs updating, there are some broken links and areas of the website relevant to this issue cannot be accessed. The Council expressed their thanks to Cllr Trehwitt and Cllr Burrow for all their hard work on this issue.

10. CPRE Our Outdoors Competition 2016

The Council decided not to take part this competition for 2016.

11. Community Market

It was agreed that this item be deferred until the meeting of 7 June 2016.

12. Litter Bin – Webbs Orchard

The litter bin has now been re-sited.

13. Memorial Park Safety Inspection Report

It was reported that the most urgent works have now been undertaken, and the remaining recommended works are in progress or due to be undertaken.

Cllr Whiteley advised that one of the conifer trees in the park has been reported as dead or dying. The Clerk was requested to ask Goldenleaf contractors to inspect the tree and report back to the Council. The Clerk will also contact WDBC to check if there is a relevant Tree Protection Order, and also where we stand if the tree is within the conservation area.

14. Traffic Speeds

Cllr J McInnes (DCC) has forwarded copies of his correspondence with the police and with Highways. The police requested could highways undertake some speed monitoring. The local Highway Engineer replied to Cllr McInnes that they are surprised about this complaint, as the layout of the road, parked vehicles, etc, all provide natural traffic calming, and the local traffic team is in agreement with this. Their feeling is that in a confined area, the perception of speed can be at odds with the actual speed of vehicles. Speed enforcement is a police matter; however, highways could try and take some readings with a speed gun if they have more specific information as to what areas of Fore Street are a problem and at what times of day. Information obtained from any such readings would be passed to the police for further action.

15. PLANNING MATTERS

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

15.1.1056/16/VAR

Natwest, The Square, North Tawton, EX20 2EN

Variation of condition no. 5 (Opening Hours) of planning consent 0317/16/FUL to allow extension to opening hours.

The Clerk reported that the hours of extension are from 1700 hours to 1730 hours. The reason for the application for variation is that a mistake was made by the planning authority when the application was received, and the intended opening hours have always been until 1730. The Council agreed that they have no objections to this variation. The Clerk will contact WDBC accordingly.

16. Section 106 Monitoring

With reference to setting up a local Working Group to monitor Section 106 agreements, it was agreed that Cllr Ms J Trehwitt will contact Matt Jones from WDBC and liaise with him to set up a date to meet.

17. FINANCE

17.1 Invoices. Members inspected the invoices and bank statements and appropriate payments were made in accordance with bank mandate, with the exception of cheque reference 031 which will be cancelled and a new cheque issued in the sum of £20.00 as previously agreed by the Council.

17.2 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.

18. 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.

Mrs C Hughes asked about the administration of the Community Fund monies from the Denbrook Wind Farm. How will the administration operate, and how will representations/applications be made? Cllr I MacLeod advised that there will be 2 trustees of the fund from each relevant parish, and also there will be a paid administrator as a separate post. There will be a formal constitution setting out how the fund will operate, it is envisaged that applications will be open to members of the public.

The meeting opened again.

16. Parish Matters

It was reported that the third defibrillator has now been installed within the town. The Council wishes to convey thanks to Richard Knott, Tim & Ollie Bramston, and W J Morris & Sons, and also to anonymous donors of money towards the installation works.

17. Date of next meeting

The next Ordinary Meeting of the Town Council shall be at 7.30 pm on Tuesday 7 June 2016.

The meeting closed at 8.50 pm