

NORTH TAWTON TOWN COUNCIL

Town Clerk  
Mrs Rosalind Rice  
Temporary Town Clerk:  
Mrs Sarah 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 5<sup>th</sup> December 2017** at **7.15 pm.**

Dated this 29<sup>th</sup> November 2017



Town Clerk

**AGENDA**

**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.

**Mr N J Alford**, the Headteacher at North Tawton Community Primary School and Nursery will be in attendance to introduce himself to the Council. Mr Alford is keen for the school to be fully involved in the community and wishes to forge further links.

**Fire Safety Notice**

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. **Precept 2018/19**

To consider the setting the precept request from West Devon Borough Council for the year 2018/19, as recommended by the Finance Committee at their meeting held on Thursday 30<sup>th</sup> November 2017.

4. **Minutes of the Previous Meetings**

- 4.1 To approve and sign the minutes of the Ordinary Meeting of North Tawton Town Council held at the Council Offices on Tuesday 7<sup>th</sup> November 2017 at 7.30 pm (copy previously circulated).
- 4.2 To approve and sign the minutes of the Extraordinary Meeting of North Tawton Town Council held at the Council Offices on Tuesday 28<sup>th</sup> November 2017 at 7.45 pm.
- 4.3 To approve and sign the minutes of the Finance Meeting of North Tawton Town Council held at the Council Offices on Thursday 30<sup>th</sup> November 2017.

5. **Updates - Please keep your update to a maximum of 5 minutes**
  - 5.1 Chairman to update the Council on various issues.
    - 5.1.1 A quotation has been accepted for necessary repairs to the arched window at the Chapel of Rest.
  - 5.2 Cllr Ms J Trehitt to update Members on the NT Neighbourhood Plan.
  - 5.3 Cllr Ms J Trehitt to update Members on the recent Eastern Links Meeting.
  - 5.4 Section 106 Monitoring Group update
  - 5.5 Cllr S Whiteley and Cllr I Macleod to Report on the Denbrook Community Fund.
  - 5.6 Updates from WDBC Ward Member Cllr Mrs L Watts.
6. **Ongoing issues**

'Action Log' attached at Annex A.
7. **Consultations/Newsletters/Invitations**
  - 7.1 **Devon Countryside Access Forum** – This is a statutory local access forum under the Countryside and Rights of Way Act 2000. It has 17 members who advise on the 'improvement of public access to land for the purposes of open air recreation and the enjoyment of the area'. Devon County Council are currently appointing members to the forum, and applications from keen walkers would be welcome at this time. Membership is voluntary but a generous mileage rate is paid. Closing date Friday 9 February 2018.
  - 7.2 **Devon and Somerset Fire & Rescue Service (DSFRS) Draft Integrated Risk Management Plan (2018 – 2022) Consultation**

We have been asked to take part in DSFRS consultation on the Draft Integrated Risk Management Plan which considers the risks that the communities of Devon and Somerset face and the prevention and response activities the Service can put in place to mitigate those risks. More detail, including a copy of the draft plan, details of how to get involved and a questionnaire to capture views can be found on our website: [www.dsfire.gov.uk/consultation](http://www.dsfire.gov.uk/consultation). The consultation period formally closes on 31 December 2017, and the results are due to be presented to the Fire and Rescue Authority in February 2018.
8. **Okerail Community Interest Company**

The Council are to consider membership of the above company.
9. **Notification of external auditor appointments for the 2017/18 financial year.**

The Council has been notified that PKF Littlejohn LLP have been formally appointed by Smaller Authorities' Audit Appointments Ltd as Auditors for relevant Authorities within Devon, amongst other counties. This will cover a five year period commencing with the 2017/18 financial year. Please refer to Annex B for full details.
10. **Bus Shelters – replacement of existing polycarbonate panels**

At the last Ordinary Meeting of the Council the clerk was requested to obtain information about costings for replacing the panels with glass or with Perspex. Initial enquiries have obtained the following information:

  - If the toughened glass panel is damaged it breaks into small pieces.
  - Toughened glass is easier to clean, and cheaper.
  - Polycarbonate is stronger than toughened glass but gets cloudy with time, and can get scratched and damaged in other ways.
  - Polycarbonate replacement panels would cost approximately £350 more than toughened glass, excluding fitting.

The Council are to consider whether to use glass or polycarbonate; at least 2 competitive quotations can then be obtained.
11. **Replacement of Railings to the Memorial Park**

To receive a verbal report from Cllr R Aplin/Cllr M Kennedy regarding the discussions which have taken place regarding the replacement of the railings to the Memorial Park. The Council are to make a decision on the type of railings required.

**12. Revised Cemetery Regulations**

To consider the minor amendments to the Cemetery Regulations, as proposed by the Council's Estates Committee.

**13. General Data Protection Regulations (GDPR) Training**

Members will recall previous information about the GDPR, which is Europe's new framework for data protection laws – it replaces the previous 1995 data protection directive, which current UK law is based upon, and will come into effect in May 2018. The DALC have now arranged relevant training courses. The Town Clerk and Assistant Clerk are booked onto a course. The Council are to consider if any Members should also attend.

**14. PLANNING MATTERS**

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

**14.1**

**Application Ref:** 0983/17/FUL

**Proposal:** READVERTISEMENT (Revised Plans Received) Conversion & change of use of existing domestic store and workshop to holiday accommodation with parking.

**Location:** Threshers, Nichols Nymett Moor Lane, North Tawton, Devon, EX20 2BP

To note decisions of West Devon Borough Council:

**14.2**

**Application Ref:** 0538/17/LBC

**Proposal:** Retrospective listed building consent to install electric and water supply, heating, bathrooms, kitchens and sewerage system. Replace windows temporarily, convert attached barns to dwellings, reroof barns and install windows and doors. repair and make safe ancillary buildings, repair chimneys and thatched roof, repair or replace structural timbers to house and barns, resurface exterior. Repair all internal walls, ceilings and floors where necessary. All works to be carried out according to agreed standards for cob and thatch listed buildings.

**Location:** Greenslade Greenslade Lane Sampford Courtenay EX20 2SF

**Applicant:** Mrs J Rogers

**Decision:** Conditional consent

**Date:** 10<sup>th</sup> November 2017

**15. FINANCE**

**15.1 Invoices.** To approve payments listed at Annex D in accordance with bank mandate (to be circulated at meeting).

**15.2 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.

**16. 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 – PLEASE QUOTE AGENDA ITEM NUMBER**. 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.

**17. 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.

**18. Date of next meeting**

The next Ordinary Meeting of the Town Council shall be Tuesday 5 December 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.

1. Street sweeping/lengthsman contract.
2. Planning Enforcement updates.