

NORTH TAWTON TOWN COUNCIL

Temporary Town Clerk:
Mrs Rosalind Rice

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 5TH SEPTEMBER 2017** at **7.30 pm.**

Dated this 29 August 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.

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 August 2017 at 7.30 pm (copy previously circulated).
- 3.2 To approve and sign the minutes of the Extraordinary Meeting of North Tawton Town Council held at the Council Offices on Tuesday 22 August 2017 at 7.30 pm (copy attached).
- 3.3 To approve and sign the notes of the Estate Committee's Site Inspection of The Cemetery on Monday 14 August 2017 (copy attached).
- 3.4 To approve and sign the notes of the Town Council's Site Inspection carried out on Friday 1st September 2017 (to be circulated at the meeting).

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

- 4.1 Chairman to update the Council on various issues.
 - 4.1.1 – An email has been received from Ruth Harvey thanking the Council for their proposed grant towards Chagford Youth Cricket.
 - 4.1.2 - The Town Clerk, Mrs R Rice, is now returning to working for 2 days per week, and this will normally be on Mondays and Fridays. The Temporary Town Clerk, Mrs S Say, will continue to work on Wednesdays and Thursdays.
- 4.2 Cllr Ms J Trehwitt to update Members on the NT Neighbourhood Plan.
- 4.3 Cllr Mrs C Burrow to update Members on the Section 106 Monitoring Group.

- 4.4 Cllr S Whiteley and Cllr I Macleod to Report on the Denbrook Community Fund.
4.5 Updates from WDBC Ward Member Cllr Mrs L Watts.

5. Ongoing issues

'Action Log' attached at Annex A.

6. Denbrook Community Fund Committee

To discuss and agree the proposed criteria for applications for funding from the Denbrook Community Fund.

7. Consultations/Newsletters/Invitations

7.1 Consultation on the proposal for One Council for West Devon and South Hams

- The public consultation process on this proposal has now been launched.
- Dil Lord of WDBC has provisionally booked use of the NTTC Office on Monday 11th September from 1000 – 1230 for a public consultation event in North Tawton.
- There is a dedicated website and online survey, and every household will receive a card telling them how to find more information on the proposal. Links will be provided via the NTTC website.
- West Devon and South Hams are formally consulting with Parish and Town Councils, as well as other organisations, local MPs, etc. Responses to two specific questions (as below) are required by midnight on Sunday 8 October 2017.
 - 1 *Do you support the proposal of creating one new Council for West Devon and South Hams areas? (Please see information on www.onecouncil.org.uk)*
 - 2 *Do you have any other comments, concerns, or alternatives to creating one new Council?*
- A Town and Parish consultation event will be held at Bridestowe Village Hall, on Wednesday 6 September, from 6.30 to 8.30 pm.
- An offer had been made for a member of staff or an elected Borough Councillor to address Council's September meetings if requested.
- Further to consultation with the NTTC Chairman as to the agenda, it was agreed that volunteers to attend the Bridestowe meeting be canvassed, and that this item is included on the Council's agenda for October, at which time responses to the above questions will be formulated and can be submitted within the deadline.

7.2 North Tawton Youth and Community Centre – The West Devon CVS, having been contacted by the Chair of the North Tawton Youth and Community Centre with regard to developing a plan for the future of the centre, are holding a community consultation meeting and would like the NTTC to be involved in this. The proposed date is 20 September 2017, at the Centre. (Time to be confirmed).

7.3 Invitation from WDBC for Mayors/Chairs and Clerks to a meeting with the Leader, Deputy Leader, Executive Directors 12th September 2017 The aim of the meeting is to strengthen communication across tiers of government and give all an opportunity for dialogue on issues such as service delivery, strategic planning etc. If this is successful we would envisage holding another meeting in February next year. (2-3 delegates have been provisionally booked).

7.4 Okehampton Health & Wellbeing Alliance – the next meeting is 25 September 2017 from 1000 – 1200 at Okehampton Town Council Chambers.

7.5 North Tawton War Memorial – assessment for listing as part of Historic England's First World War Commemoration Project

Members will recall that the Council had previously been advised that this was under consideration by Historic England. Their initial consultation report is now complete (see Annex B). The Council is invited to send any further information or observations on the consultation report which may be relevant to the assessment. (Historic England have asked to be advised even if the Council has no further comments).

7.6 Closure of beds at Okehampton Hospital

The latest newsletter received on 16 August 2017 from our local Clinical Commissioning Group advised that beds will be closed commencing on 21 August 2017. The provision of inpatient services will cease from these dates. All other services at these hospitals will continue as normal. Patients in these areas in medical need of a community inpatient bed will be accommodated at either Tiverton, Sidmouth or Exmouth hospitals, depending on where they live.

7.7 Invitation from Okehampton Town Council to Chair of NTTC

The Chair of the NTTC is invited to OTC Okehampton Parade and Civic Service, 3pm on Sunday 17 September 2017, with an afternoon tea in the Church Hall, Market Street, afterwards (invitation states Chair and guest).

8. Orchard Court, North Tawton

A letter has been received from Orchard Court (North Tawton) Management Ltd requesting a contribution toward the cost of the electricity for the light under the arch that runs through Orchard Court. The Clerk has checked with our electrical contractor and he has confirmed that this light under the arch is wired to the 'landlords' meter, or the common parts meter for Orchard Court. For information the light outside as you go out into Butts Way is wired to the car park meter. The Clerk has asked W J Morris to advise as to whether the light under the arch could be rewired to the Council's car park meter. **Reply awaited.**

9. NALC – Legal Briefing - Reform of data protection legislation – General Data Protection Regulation and Data Protection Bill

This EU regulation comes into force on 25 May 2018. In brief, steps Councils will be required to take include:

- Ensure awareness of the changes in the law and the impact of this
- Audit and document personal data held by the Council (requires resourcing)
- Identify lawful basis for processing and retaining personal data, document this, and update privacy notices
- Review how consents are sought, recorded and managed
- Recruit/procure services of a Data Protection Officer

(For information, it appears that the current data protection legislation will be replaced regardless of any implications of 'Brexit'.)

The DALC have advised that they will be providing relevant training courses, these are yet to be finalised. It is recommended that the Council take the following steps in the meantime, in order to be best prepared to ensure compliance with the law, bearing in mind the short timescales:

- 1 Undertake an initial review of data held, and dispose of all digital and hard copy data which it is no longer necessary for the Council to retain.
- 2 Ensure the Council has an appropriate Data Protection Policy, which may be updated as necessary in due course.
- 3 Similarly, ensure the Council has an appropriate Privacy Notice, defined as 'a reference to particular information which an organisation is required to provide to individuals when processing their personal data'.
- 4 Monitor for training dates, ensure that at least one clerk is able to attend, and consider whether any members also need to attend.
- 5 Consider whether progress of this issue should be monitored via 'Chairman's Updates'.

10. NTTC Estates Committee – Report on North Tawton Cemetery

The Council to receive a report from the Estates Committee, further to their recent inspection of the cemetery. The following issues were noted:

- Testing gravestone - how often do Golden Leaf test the gravestones for stability? Noticed one or two leaning but may not be too far yet [NB – see Action Log]
- Self-seeded ash bush row F64 9 - between Harry Kelly & Hugh Spence - may be an unmarked grave or reserved plot. This needs digging out rather than cut back as will keep growing

- Area round War Memorial - behind requires shrubs/brambles cutting back - part of metal rope is obscured by over grown brambles etc. Need also to clear brambles to the entrance to the extension. Left of war memorial - lower branches of trees need cutting as obscuring graves making it difficult for people to access the graves on the left. - perhaps this requires a meeting with the Council's contractor and the tree surgeon as it requires cutting back trees not just bushes.
- Grave in row C217-240 - down from Samuel Saunders and up from Day - holly and hebe bushes growing around a cross requires cutting back
- Paths in old section require weeding as very mossy and potentially slippery
- Regulations displayed at the Cemetery need to be looked at
- Chapel of Rest - requires 2 light bulbs [NB – the clerk has advised the Council's contractor re this].

11. Fire Risk Assessment

Zurich Insurance have contacted the Town Council and stated that following the tragedy at Grenville Towers in London it highlights the need to undertake formal fire risk assessments of our premises.

Why Do We Need a Fire Risk Assessment?

Fire risk assessments are a legal requirement for anyone that owns property or is otherwise in control of commercial premises and other nondomestic premises, such as the common areas of multi-occupied residential buildings. Conducting risk assessments helps you prevent fires, keeps your property and employees safe, and increases the chances that your business can recover should a costly fire happen.

The Town Clerk has spoken to Mark Quick at the Fire Station and he has advised a Fire Risk Assessment is not something that the Devon and Somerset Fire Brigade can undertake but he suggested using a simple template that we could carry out our own assessment.

12. North Tawton Public Toilets – suggested box for cash donations

Further to a suggestion from Cllr Mrs C Burrow, who recently saw such a box in use at some public toilets maintained by a local parish council, the Council to consider purchase and installation of a metal cash donation box. The box would have information printed on it to advise that the toilets are maintained by the NTTTC, and requesting customers to consider a small cash donation to contribute towards running costs. A suitable box can be purchased for as little as £24.00, printing on the box is extra.

13. North Tawton Football Club

Councillors are aware of the current situation with reference to the Football Club site. The Council are to decide if they are in agreement to write a formal letter to West Devon Borough Council in support of any application the football club may make for Section 106 sports funding for purchase of the land currently occupied by the club. It is recommended that a small working group be formed, this group can then meet with the football club and help progress their proposals in terms of purchase of an asset of Community Value.

14. PLANNING MATTERS

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

- 14.1 **Application No:** 1203/17/OPA
Proposal: (Revised plans and information received)
 Outline application with access for consideration (all other matters reserved) for up to 11 no. open market dwellings plus 2 no. assisted living units and allotments.
Address: Land at SX665 101, Devonshire Gardens, North Tawton, EX20 2DE
Applicant: Richard Parnell, Peninsula Properties, Peninsula House, Rydon Lane, Exeter, EX2 7HR
- 14.2 **Application No:** 1484/17/OPA
Proposal: (Revised plans and information received)

Outline application with access for consideration (all other matters reserved) for up to 14 no. dwellings (including affordable housing) allotments and access.

Address:

The Depot at SX 665 101, Devonshire Gardens, North Tawton, EX20 2DE

Applicant:

Richard Parnell, Peninsula Properties, Peninsula House, Rydon Lane, Exeter, EX2 7HR

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 3rd October 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. The Council to consider a request from a local resident relating to land in the ownership of the Council.
2. Land at Batheway.
- 4 The Council to consider proposals in relation to the publication of the North Tawton Neighbourhood Plan, and associated website proposals.
- 5 The Council to be updated as to the North Tawton Street Sweeping Contract, and propose appropriate actions.