

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 2 May 2017 AT 7.45 pm.**

Dated this 26 April 2017

Temporary Clerk of the Council

**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 4 April 2017 at 7.00 pm (copy previously circulated).

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 Protocol on death of senior national figure – the protocol has now been finalised, copies of the protocol and the Books of Condolence are now stored in a labelled box above the filing cabinets. It should be noted that the agreed protocol refers only to the death of the Sovereign; elements of the protocol can be used in the event of the death of other senior national figures but are to be agreed on a case by case basis taking into account the wishes of local residents and the general mood of the nation. There is a summary column for ease of reference, the details are in accordance with the nationally suggested protocol. One point to note is that in the event of the death of the Sovereign, a proclamation (as to the new Sovereign) will be made by the Chair of the Council.
- 4.2 Updates from WDBC Ward Member Cllr Mrs L Watts.
- 4.3 Cllr Ms J Trehwitt to update Members on the NT Neighbourhood Plan.
- 4.4 Cllr Mrs C Burrow to update Members on the Section 106 Monitoring Group.

5. **Ongoing issues**

'Action Log' attached at Annex A.

## **6. Consultations/Newsletters/Invitations**

### **6.1 Community Safety Partnership Forum – 1300 hours on Monday 15 May 2017, Rattery Village Hall, Rattery, South Brent, TQ10 9LD**

An invitation to the South Devon & Dartmoor Community Safety Partnership Forum: an afternoon of speakers covering a range of community safety issues. Meeting starts at 1300 hours, with a buffet lunch from 1215.

### **6.2 Okehampton Town Council – Civic Ceremony of Mayor Choosing – invitation to Chair of NTTC to attend the above, Wednesday 10 May 2017 at 12 noon, Town Hall, Okehampton, followed by buffet reception in the Charter Hall.**

## **7. Area of pavement damaged by tree roots – western side of Station Road just below mini-roundabout.**

To consider whether the Council wishes to go ahead with a suggestion that NTTC fund and organise necessary repairs to the pavement. Members will recall that DCC Highways had no funding for these works, and the pavement did not fall within their criteria for repair.

Further to a suggestion at the last meeting that the Council consider funding these repairs, the Clerk contacted the local Highways Engineer. DCC Highways have no objection to this, provided it is in accordance with the following:

- Obtain permission from WDBC to prune roots on a TPO tree.
- Excavate small section of old footway, prune tree roots, backfill with type 1 stone, and tarmac with 6mm.
- Traffic lights will be needed to work safely.
- The contractor should be a fully qualified Arborist accredited to work on the highway, with at least £10m of public liability insurance.
- Contractor, or at least 1 person on site, should be Chapter 8 trained.
- Signing, lighting and guarding must be erected to Chapter 8 requirements by a suitably accredited company.
- Contractor should liaise direct with the WDBC tree officer in respect of what works are required.

## **8. North Tawton Memorial Park – repairs to footpath from Barton Street to top of High Street**

Members will recall that the council had requested DCC Footpath Maintenance department to repair this footpath, and that it had been put on hold until the beginning of the 2017/18 financial year. DCC have confirmed that funding is available, the works should be undertaken in the next few months. Further to a survey of the site, a request has been received from DCC reference disposal of earth and turf following cutting back of the verge to widen the path. DCC have suggested:

- it could be piled neatly behind the large fir tree situated on the right as you enter the park from the car park.
- Alternatively, it could be used to infill a depression in the ground to the west side of the basketball pitch, the contractor would level the area and seed it.

If the waste turf and soil has to be removed from the site this would add hugely to the costs, hence this request. Council to decide if one of the suggested options can be agreed.

## **9. WDBC List of assets of community value – Land at The Wardens, Exeter Street, North Tawton, EX20 2BY (currently occupied by North Tawton AFC)**

WDBC have advised that the above land has been nominated to be included in the List of Assets of Community Value for West Devon. WDBC request any declarations of interest or information that the Council feel is relevant, by 5 May 2017. (Please refer to Annex B, List of Assets Guidance for Communities, for relevant background information).

## **10. Estates Committee Working Group meeting 12 April 2017.**

To discuss the notes of the above meeting, convened to study the recommendations of the recent playground safety inspection, and to agree any necessary works.

11. **Street Sweeping – monitoring group**  
To consider formation of a monitoring group to check works undertaken by the contractor.
12. **Estates Committee – Cemetery and Cemetery Extension**  
To agree a date for meeting of the Estates Committee to look at the proposed plans for the cemetery extension. Also arrange visit to cemetery to clear items which are not allowed on graves under the cemetery regulations.
13. **PLANNING MATTERS**  
To consider the planning applications received from West Devon Borough Council and Devon County Council and to make recommendations.
- 13.1 Application number 1241/17/PHH**  
Proposal – Notification for prior approval for proposed single storey rear extension, extending 7.5m beyond rear wall, 3m maximum height and 2.4m height of eaves.  
**Location** – Warden Farm, North Tawton, EX20 2BY.
- 13.2 Application number 0983/17/FUL**  
**Proposal** - Application for conversion and change of use of existing domestic store and workshop to holiday accommodation with parking.  
**Location** – Threshers, Nichols Nymett Moor Lane, North Tawton, EX20 2BP
- 13.3 Application number 1365/17/TPO**  
**Proposal** – H1: Holly – crown lift to approx.. 5 metres from the ground to allow improved access.  
**Location** – 8 Webbs Orchard, North Tawton, EX20 2FE
- 13.4 Planning 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
- 13.5 – Planning Application Ref: 3836/16/FUL**  
**Proposal: Readvertisement** – (revised layout and elevations, additional windows) Full planning application for 100 residential dwellings with associated roads, footways, parking, landscaping and drainage.  
**Location** – land west of High Street known as Batheway Fields, North Tawton, EX20 2FN.
14. **FINANCE**
- 14.1 Invoices.** To approve payments listed at Annex D in accordance with bank mandate (to be circulated at meeting).
- 14.2 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.
15. **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.

**16. 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.

**16.1** Notification has been received that the plastics recycling bank in the Butts Way Car Park is to be removed due to under usage. It may be replaced by a textile bank administered by the Salvation Army.

**17. Date of next meeting**

The next Ordinary Meeting of the Town Council shall be Tuesday 6 June 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. Discuss presentation to former Chair of NTTC, Mrs G Hoggins.
2. Discuss proposal for remaining Queen's Birthday Medals.
3. Consider quotation for hanging baskets and flower troughs.