

NORTH TAWTON TOWN COUNCIL

Town Clerk:  
Mrs Rosalind Rice

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 1<sup>st</sup> AUGUST 2017** at **7.30 pm.**

Present: Cllr R Aplin  
Cllr M Fisher  
Cllr I MacLeod  
Cllr Ms J Trehitt  
Mrs R Rice – Town Clerk  
Cllr Mrs C Burrow  
Cllr K Hodge  
Cllr Miss B Rice  
Cllr S Whiteley (Chairman)

2 Members of the Public were present

**Open Forum** Nothing was raised.

The Chairman, Cllr S Whiteley stated that before the meeting started can we please say that our thoughts are with the family of the late Mr Pat Ward, who was a Councillor and Chairman of the Council for many years, Pat was also very involved with the football club and the bowling club.

Cllr R Aplin was welcomed to the Council.

1. **Apologies for Absence** – Apologies for absence were received from Cllr M Kennedy (personal), Cllr Mrs A Ponsford (personal) and Cllr Mrs K Tizard (personal).

Cllr I Palmer was not present.

2. **Declarations of Interest** – Nothing was raised at this time.

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<sup>th</sup> July 2017 at 7.30 pm (copy previously circulated). Cllr Mr I MacLeod proposed approving the minutes, Cllr K Hodge seconded the proposal, which was agreed by 8 votes. The Minutes were signed.

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

4.1 Chairman updated the Council on various issues.

4.1.1 A News Release was received from West Devon Borough Council on 26 July 2017, advising that WDBC Members have agreed to go to public consultation on a proposal to create a single council with South Hams District Council. SHDC are due to similarly consider going to consultation at their meeting on 27 July. (If the consultation proposal goes ahead, please note that Dil Lord from WDBC will be holding a consultation event at the NTTC offices on Wednesday 13 September from 1000 – 1230.) Noted

4.1.2 The Council's contractor has been instructed to cut back overgrown brambles in the Park as soon as possible. The contractor has already been instructed to cut back and prune the area of shrubbery to the rear of houses in High Street, which will be undertaken in the autumn. Noted

4.1.3 During the routine safety inspections of the Cemetery, the Council's contractor identified potential problems with leaning headstones and a cross. A notice in the Roundabout has not brought forward any interested member of the public, and therefore the stones and cross in question are due to be laid flat for safety reasons. Noted.

OkeRail – the special train to London in October has been cancelled. The target date for the commuter service from Okehampton to Exeter is December 2018. The car park is currently under construction.

Wainhomes have withdrawn marketing the “Medical Site” and “Employment land”. The application for 28 dwellings on the “employment land” has been refused by West Devon.

- 4.2** Cllr Ms J Trehitt updated Members on the NT Neighbourhood Plan.
- Continuing to finalize the draft plan for Regulation 14 process;
  - Moving forward to getting the plan designed, website or web pages on the Town Council website.
  - Bere Alston Neighbourhood Plan has received 71 responses to their draft plan.
- 4.3** Cllr Mrs C Burrow updated Members on the Section 106 Monitoring Group – Pat Whymer at West Devon has been on holiday, and we need to await his return.
- 4.4** Cllr I MacLeod updated Members on the Denbrook Community Fund – there will be a meeting on the 7<sup>th</sup> September to finalise the criteria for grant applications, and it was hoped that members of the public would respond to the article in the Roundabout. Cllr I MacLeod also said he would welcome suggestions from Councillors.
- 4.5** Cllr Mrs L Watts was unable to attend the meeting; an e-mail received was read out:

Unfortunately due to it being the school holidays both Lois and I are unable to make the meeting tonight (Lois is on holiday and I am away for the day with the children).

Please find and update on what the latest happenings at the council;

the main issue that has been at the forefront of all councillor's agenda recently is whether to move forward with a proposal to join West Devon and South Hams into a single council.

This caused some lively debate at full council last week, and although all councillors were in agreement that the proposal is something that will be a necessity in the future, many felt they were being rushed into a decision on something that will have such a major impact on all aspect of the council. The main advantages of being a single council will be the big savings we will be able to achieve by fully integrating all services. Coupled with the extra income from aligning South Hams council tax rates with our own over the next 5 - 10 years will enable us to fill the massive budget gap we have looming. After a very long meeting we voted unanimously to take the proposal forward to consultation, so this will be the residents chance to find out more about the proposal and to have a say. As there is a tight timescale with this, needing to get the final documents to the Secretary of State by late October, the consultation will be up in the next two to three weeks - encourage everyone to get involved!

We also agreed to move forward with other money generating ideas, in particular investment in (mostly commercial and industrial) property, along with continuing to explore ways of using a Local Authority Controlled Company.

West Devon Joint Local plan has been submitted to the Planning Inspectorate for inspection along with those for Plymouth, South Hams and South Devon.

Now that the plan has been submitted, we wait to hear who our inspector will be. It will be up to them when the examination will take place and who will be invited to take part.

After 5 years of hard work, consultations and over 2,500 representations from residents it is very exciting for the council to finally reach this stage in the process!

If anyone has any further questions regarding the forthcoming consultation and its proposals,

Lois and I will be happy to try and answer them as best we can.

## 5. **Ongoing issues**

The Action Log was updated:

30 mph signs – Batheway – Cllr S Whiteley stated that the bank on the entrance to Strawberry Fields is obscuring the new 30 mph sign. The sign warning drivers there is a new speed restriction area appears to be in the wrong place. Cllr C Burrow stated that an additional street light is required under the trees on the pavement below the mini roundabout under the trees. The Clerk was requested to contact DCC on these matters. Letter received from member of the public has been forwarded to DCC for response.

Footpath across the Memorial Park – email received from Sam Jeffcoat stating that works would be carried out within a few weeks.

Sponsorship of litterbins – Cllr C Burrow felt that putting signs on the “Victorian” style litter bins was not a good idea. This item to be deleted from the action log.

Clock tower lighting – Lights have been ordered; work to be carried out in the next couple of weeks.

Replacement benches – Cllr S Whiteley to liaise with Tony Jelley and Nigel Dunn to get seats installed.

Blocked drains – the Clerk requested DCC drain gully clearing lorry to pay particular attention to the drain outside the vets in Fore Street.

## 6. **Letherans Lane to Yeo Lane**

The complaint received regarding the banks either side of the footpath/pavement from Letherans Lane to Yeo Lane was discussed.

It was agreed that this is a matter that Devon County Council should deal with. The Clerk was requested to contact Devon County Council.

## 7. **Consultations/Newsletters/Invitations**

### 7.1 **West Devon Borough Council – consultation on taxi licensing policies**

The consultation document on the proposed taxi licensing policies was discussed. It was proposed by Cllr Ms J Trehitt and seconded by Cllr Miss B Rice that the Town Council respond to the consultation stating that the Town Council is concerned that fire extinguishers and first aid kits are not now compulsory. This was agreed by 8 votes, the proposal was therefore carried.

## 8. **Chagford Youth Cricket Schools Programme – Funding Request (Schools include North Tawton Primary School)**

The Council considered the request from Chagford Youth Cricket (CYC) for a grant of £300 to support their Youth Cricket Schools Coaching Programme – coaching is offered at North Tawton, Spreyton, South Tawton and Chagford Primary Schools, as well as other training sessions, competitions, etc. Details of the programme were outlined in Annex B, already circulated.

The Clerk pointed out that the Council could, if they so wished, award a grant under Section 37 of the Local Government & Housing Act 1989.

It was proposed by Cllr I MacLeod that a grant of £300 should be paid to the CYC, this was seconded by Cllr K Hodge, agreed by 8 votes, and the proposal was therefore carried.

## 9. **NTTC Website & Neighbourhood Plan Webpages**

Updating the Town Council website was discussed. Cllr Ms J Trehitt outlined the need for interactive webpages for the Neighbourhood Plan. It was proposed by Cllr I MacLeod and Seconded by Cllr M Fisher that a working group should be formed, to investigate the matter of a

combined website for the Town Council and the Neighbourhood Plan. Members of the Working Group should be:

Cllr M Fisher, Cllr I MacLeod, Cllr Ms J Trehwitt, Cllr M Kennedy, Mrs S Say and Mrs R Rice.

This was agreed by 8 votes, the proposal was therefore carried.

**10. Wainhomes Section 106 Arts Money**

The clarification of the criteria for the use of this money forwarded by Development Management at West Devon was noted.

It was proposed by Cllr Mrs C Burrow and seconded by Cllr S Whiteley that a working group should be set up. This was agreed by 8 votes, the proposal was therefore carried.

It was agreed that Cllr Mrs C Burrow and Cllr S Whiteley should be on this working group. The Clerk was requested to contact C H Jones and Sons asking for ideas as well as Mr Geoff Cawse. An article should be placed in the Roundabout asking for volunteers to be on the Working Group.

**11. West Devon Borough Council Development Management Briefing Paper June 2017**

The Briefing Paper sent by WDBC DM, previously circulated was discussed. After some discussion the matter was noted.

**12. Proposed works to cut back overgrowth at edge of pavement between the mini-roundabout and De Bathe Cross.**

The proposed works to cut back the overgrowth at the edge of the pavement between the mini roundabout and De Bathe Cross was deferred to Part II of the meeting.

**13. PLANNING MATTERS**

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

**13.1 To note decisions of West Devon Borough Council**

<b>APPLICATION NO</b>	<b>1363/17/FUL</b>
<b>LOCATION</b>	Land At Newland Cross Newland Cross North Tawton EX20 2BB
<b>APPLICANT NAME</b>	Mr Brian Rosser
<b>PROPOSAL</b>	Retrospective application for proposed agricultural storage building
<b>DECISION DATE</b>	06-July-2017
<b>DECISION</b>	<b>Conditional Approval Noted.</b>

<b>APPLICATION NO</b>	<b>1365/17/TPO</b>
<b>LOCATION</b>	8 Webbs Orchard North Tawton EX20 2FE
<b>APPLICANT NAME</b>	Mr John Buckett
<b>PROPOSAL</b>	H1 Holly - crown lift to approx 5 metres from ground level to allow improved access.
<b>DECISION DATE</b>	03-July-2017
<b>DECISION</b>	<b>Tree Works Allowed Noted.</b>

<b>APPLICATION NO</b>	<b>1669/17/PDM</b>
<b>LOCATION</b>	Barn at sx 672 101 Exeter Street North Tawton EX20 2EZ
<b>APPLICANT NAME</b>	Mr Kevin Rice
<b>PROPOSAL</b>	Notification for prior approval for a proposed change of use from agricultural building to dwellinghouse (class C3)
<b>DECISION DATE</b>	06-July-2017
<b>DECISION</b>	<b>Prior Approval Refused</b>

**Noted.**

**APPLICATION NO** 1818/17/TPO  
**LOCATION** Nichols Nymett Holiday Park Road From Nichols Nymett Moor  
Cross To Nichols Nymett Cross North Tawton Devon EX20 2BP  
**APPLICANT NAME** Mr Michael Stupiak  
**PROPOSAL** T1 Sycamore – fell to ground level, replace with 90 to 100cm bare  
rooted oak; A1 Deadwood removal to abate hazard.  
**DECISION DATE** 14-June-2017  
**DECISION** **Exempt Works**  
**Noted.**

**APPLICATION NO** 1029/17/HHO  
**LOCATION** Warden Farm North Tawton EX20 2BY  
**APPLICANT NAME** Mr and Mrs D Barwick  
**PROPOSAL** Householder application for external terrace to the rear of the  
house  
**DECISION DATE** 06-June-2017  
**DECISION** **Conditional Approval**  
**Noted.**

**APPLICATION NO** 3836/16/FUL  
**LOCATION** Land West Of High Street Known as Batheway Fields North  
Tawton  
Devon EX20 2FN  
**APPLICANT NAME** Wainhomes (South West) Holdings Ltd  
**PROPOSAL** READVERTISEMENT (Revised layout and elevations, additional  
windows) Full planning application for 100 residential dwellings with  
associated roads, footways, parking, landscaping and drainage  
**DECISION DATE** 07-June-2017  
**DECISION** **Refusal**  
**Noted.**

**APPLICATION NO** 1241/17/PHH  
**LOCATION** Warden Farm North Tawton Devon EX20 2BY  
**APPLICANT NAME** Mr & Mrs D Barwick  
**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  
**DECISION DATE** 24-May-2017  
**DECISION** **Prior Approval Given**  
**Noted.**

**APPLICATION NO** 0959/17/PDM  
**LOCATION** Greenslade Stable Barn Greenslade Lane Sampford Courtenay  
Devon EX20 2SF  
**APPLICANT NAME** Ms Jackie Rogers  
**PROPOSAL** Prior approval for proposed change of use of Agricultural building  
To dwellinghouse (Class C3) and for associated operational  
development.  
**DECISION DATE** 15-May-2017  
**DECISION** **Prior Approval Refused**  
**Noted.**

**APPLICATION NO** 1202/17/COM  
**LOCATION** Rugby Club, Taw Meadow Playing Fields Fore Street North Tawton

<b>APPLICANT NAME</b>	Devon EX20 2ED
<b>PROPOSAL</b>	Pegasus Group
<b>DECISION DATE</b>	Notification of installation of 1no. combiner cabinet
<b>DECISION</b>	16-May-2017
	<b>Permitted development</b>
	<b>Noted.</b>
<b>APPLICATION NO</b>	<b>0314/17/FUL</b>
<b>LOCATION</b>	Taw Valley Creamery North Tawton EX20 2DA
<b>APPLICANT NAME</b>	Mr Darren Westlake
<b>PROPOSAL</b>	Erection of new vat room extension to creamery, and alteration and refurbishment of entrance lobby.
<b>DECISION DATE</b>	12-May-2017
<b>DECISION</b>	<b>Conditional Approval</b>
	<b>Noted.</b>
<b>APPLICATION NO</b>	<b>0888/17/HHO</b>
<b>LOCATION</b>	12 Taw Vale Avenue North Tawton Devon EX20 2AZ
<b>APPLICANT NAME</b>	Mr J Deimert
<b>PROPOSAL</b>	Householder application for a single storey kitchen extension to rear
<b>DECISION DATE</b>	08-May-2017
<b>DECISION</b>	<b>Conditional Approval</b>
	<b>Noted.</b>

#### 14. FINANCE

**14.1 Invoices.** To approve payments listed at Annex D in accordance with bank mandate. It was proposed by Cllr I MacLeod that the Council approve the payments, this was seconded by Cllr Ms J Trehwitt and agreed by 8 votes, the proposal was therefore carried.

**13.2 Monthly statement** – to receive the monthly statement and to consider adoption. It was proposed by Cllr M Fisher that the monthly statement be adopted, this was seconded by Cllr Miss B Rice and agreed by 8 votes, the proposal was therefore carried.

#### 14.3 Amendment to Financial Regulations

The Financial Regulations No 10.3 Orders for Work, Goods and Services, which currently reads:

*10.3 The Clerk, in consultation with the Chairman and Vice-chairman, shall have an emergency budget of £500 available for any immediate remedial works which may be necessary between Council Meetings; see also North Tawton Town Council Standing Orders Paragraph 15 vii & viii as revised on 1 November 2016, which provides for the Finance, Planning or Estates Committees to either put in hand Works, or authorise Individual Payments for any essential or urgent or emergency services up to a maximum value of £2500.*

Cllr S Whiteley informed the Council that at a recent Chairmanship Course organised by the DALC it was suggested that the sum available for immediate remedial works which may be necessary between Councils meetings should be £1,000. It was proposed by Cllr M Fisher that Standing Order 10.3 should be amended to reflect this, the proposal was seconded by Cllr I MacLeod and agreed by 8 votes, the proposal was therefore carried.

#### 14.4 Accounting Software

The Clerk reported that the accounting software Quickbooks had been trialled, but it was found that the system could not provide the necessary reporting and budget monitoring that was required. The Clerk stated that accounting software Scribe 2000, which has been specifically developed for town and parish councils was currently on trial, at a cost of £33 per month. It was proposed by Cllr M Fisher and seconded by Cllr I MacLeod that we should proceed with the Scribe 2000 software and agreed by 8 votes, the proposal was therefore carried.

Cllr S Whiteley informed the Council that a Purchase Order book had been printed whereby any works that are required to be carried out the contractor shall be provided with a purchase order. This will keep an audit of works carried out.

**The meeting was suspended to allow questions from members of the public.**

**15. Questions/Comments from members of the public**

Mrs C Hughes commented on Agenda Item 9 – (bullet point 3) – The Neighbourhood Plan has now got to the stage that there should be no delay, and the setting up of a Working Group to investigate the proposed webpages for the Neighbourhood Plan may take some time, and not to include Kirsty Tooke or Anita Jellings who are members of the Neighbourhood Plan Project Group was a loss.

Mrs C Hughes commented on Agenda item 13.1 (1669/17/PDM Barn at sx 672 101 Exeter Street North Tawton EX20 2EZ Refusal Notification for prior approval for a proposed change of use from agricultural building to dwellinghouse (class C3) – the Planning Officer appeared to have made a mistake in calculating the floor area of the proposal.

**16. Parish Matters**

Cllr K Hodge stated that Mr Tithecott had caught another mole in the Cemetery.

Cllr Mrs C Burrow commented that she had recently visited the Cemetery and removed 12 Christmas wreaths that were still on the graves. The Clerk was requested to contact Golden Leaf Landscapes as the Grass Cutting Contract included an item for the removal of Christmas Wreaths and withered/dead flowers. Cllr Mrs C Burrow thought that an Estates Committee should be arranged to visit the cemetery again to check graves etc.,

Cllr I MacLeod stated that he thought it would be prudent for the Council to consider preparing the cemetery extension land for use.

Cllr R Aplin stated that he felt there was a lot of litter around the town and that there seems to be a problem with HGV Lorries coming and leaving the town again. It was pointed out that arrangements had been made for a litter pick around The Square every Sunday morning.

Cllr S Whiteley stated that he thought that the Royal Mail should be approached again with regard to an extra Post Box in the vicinity of Wainhomes.

**17. Date of next meeting**

The next Ordinary Meeting of the Town Council shall be Tuesday 5<sup>th</sup> September 2017.

**Part I of the meeting ended at 8.50 pm.**

**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 tenders for repairs to the roof of the Chapel of Rest.**

Two tenders had been received and were opened by the Chairman, Cllr S Whiteley. After some discussion it was proposed by Cllr M Fisher and Seconded by Cllr I MacLeod that the tender received by Stan's Roofing for £8,200.00 should be accepted, this was agreed by 8 votes, the proposal was therefore carried.

**2 The Council to discuss proposed works to the footpath below the mini-roundabout, where the pavement is compromised by tree roots.**

Cllr S Whiteley stated that he had met with Darryl Jagger from DCC and it was agreed that the Town Council should ask 3 contractors to quote for the raising of the pavement. Funds may be available from the Community Enhancement Fund.

**3 The Council to consider a request from a local resident relating to land in the ownership of the Council.**

Deferred

**4 The Council to consider proposals in relation to the publication of the North Tawton Neighbourhood Plan, and associated website proposals.**

The matter was discussed and three quotations received by the Neighbourhood Plan Group were presented. In the light of the resolution under Agenda Item 3 (setting up a Working Group to investigate the Town Council website and the Neighbourhood Plan document), it was proposed by Cllr I MacLeod and seconded by Cllr S Whiteley that the Working Group should draw up a specification for the North Tawton Town Council website together with inclusion of the Neighbourhood Plan, and if appropriate to ask GIVEFIVE Design for a revised quotation. If necessary an Extraordinary Meeting of the Town Council should be called to discuss the findings of the Working Group.

**5 The Council to be updated as to the North Tawton Street Sweeping Contract, and propose appropriate actions.**

It was reported that Yewtopia had given notice to terminate their contract for the Street Sweeping in the Town. Yewtopia had indicated that they wished to continue with the Parish Lengthman contract. Yewtopia had indicated that they may be able to provide the names of some other companies who may be interested in tendering for this contract. The Clerk was requested to contact Yewtopia for the names of interested companies.

Yewtopia stated they would submit a revised quotation for the work to cut back growth/bank from the mini roundabout to De Bathe Cross.

**Part II of the meeting ended at 9.40 pm.**