

NORTH TAWTON TOWN COUNCIL

Assistant Town Clerk:
Mrs Sarah Say

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North Tawton
EX20 2EP
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Minutes of the Ordinary Meeting of North Tawton Town Council held at the Council Offices on **TUESDAY 5 December 2017** at **7.15 pm.**

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

2 Members of the Public were present

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.

Fire Safety Notice

Mr N J Alford, the Headteacher at North Tawton Community Primary School and Nursery, attended the meeting at 7.15 pm. Mr Alford took over as Head of the Primary School in September, and is interim head for a one year period. This is because the school is to join the new Dartmoor Academy Trust. The decision to join the trust has been made, but is still subject to certain issues being finalised, eg TUPE arrangements for existing staff; however, the Trust could come into effect as early as January 2018. The other schools involved include Okehampton College, South Tawton Primary School, Chagford Primary School, and Okehampton Primary School, amongst others. The Trust covers a large geographical area. In the longer term, North Tawton will be a hub, along with South Tawton and Chagford, with one governing body (although there will also be local 'ethos committees' who will decide on certain issues specific to each school). One of the hopes is that there will be more local resources, the school has potential capacity for improvements over time. One aim is for the school to be less isolated and have more links with the community – Mr Alford would like to ensure the school is a central part of the community. The headship structure will consist of an executive head over the 3 schools in the local 'hub', with each school having a 'Head of School'. The school currently has 170 pupils, and 46 part time pre-school attendees. The situation is changing all the time, but it would only need a small number of extra pupils to be able to achieve improvements to the way the classes are currently structured.

Cllr Mr S Whiteley thanked Mr Alford for his attendance, and for this informative talk as to the future of our primary school.

Cllr Mr S Whitely welcomed Cllr Mr C Lee and Cllr Mrs R Davies to the Council.

- 1. Apologies for Absence** – Cllr Mrs K Tizard was unable to attend due to work commitments. This apology was accepted.
- 2. Declarations of Interest** – there were no declarations of interest at this time.

3. Precept 2018/19

To consider 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 30th November 2017. Further to some discussion, and information from Cllr I MacLeod about expenditure and proposed capital schemes, Cllr M Fisher proposed, in accordance with the decision of the Council's Finance Committee, that the Council apply to WDBC for a Parish Precept in the sum of £104,587 for the 2018/19 financial year. This was seconded by Cllr Ms J Trehitt, and agreed by 11 votes – the proposal was therefore carried.

4. Minutes of the Previous Meetings

- 4.1 The minutes of the Ordinary Meeting of North Tawton Town Council held at the Council Offices on Tuesday 7th November 2017 at 7.30 pm (copy previously circulated) were approved and signed.
- 4.2 The minutes of the Extraordinary Meeting of North Tawton Town Council held at the Council Offices on Tuesday 28th November 2017 at 7.45 pm were approved and signed.
- 4.3 The minutes of the Finance Meeting of North Tawton Town Council held at the Council Offices on Thursday 30th November 2017 were approved and signed.

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 Cllr Mr S Whiteley (Chair) proposed that Cllr Mrs R Davies take the vacant place on the Council's Finance Committee, and that Cllr C Lee take the vacant place on the Council's Planning Committee – this was unanimously agreed.
 - 5.1.2 A quotation has been accepted for necessary repairs to the arched window at the Chapel of Rest.
- 5.2
 - 5.2.1 Cllr Ms J Trehitt advised that the Neighbourhood Plan is now at the start of its 7 week Regulation 14 consultation process. As well as the website, copies of the plan are available in various locations in the town, together with consultation forms etc. On 6 January 2017 there will be an event in the Town Hall.
 - 5.2.2 The Okehampton CVS have been consulting with young people in the town as to what they would like to see provided in the Youth and Community Centre in Barton Street.
- 5.3 Cllr Ms J Trehitt advised that subjects discussed at the Eastern Links meeting included the DCC review of highways classifications, the reduction of local PCSOs, the Joint Local Plan, and TAP funding. There is a superlinks meeting on 11 December in Meldon Village Hall, which will be attended by a representative from DCC.
- 5.4 Section 106 Monitoring Group – Cllr Mrs C Burrow advised there are no updates at this time.
- 5.5 Denbrook Community Fund – Cllr I MacLeod advised that applications are currently being invited, the closing date is in January 2018, and a meeting is due in February 2018.
- 5.6 Cllr Mrs L Watts advised that Mr Steve Jordan, one of the Executive Directors at West Devon, has tendered his resignation and is leaving on 18 February 2018. It has been decided that West Devon and South Hams will go forward with only one Director, Sophie Hosking; this will be reviewed in 6 months time.

6. Ongoing issues

The action log was reviewed and actions noted. The clerk was requested to contact Geoff Cawse with a view to arranging a meeting with Cllrs reference the Memorial Park. There was a query as to what Section 106 Arts funding can be used for, the Clerk advised this is not strictly defined by WDBC, the clerk will forward the most recent guidance to Cllrs for information.

7. Consultations/Newsletters/Invitations

- 7.1 **Devon Countryside Access Forum** – There were no candidates for membership at this time, Cllrs will contact the Clerk if they are interested.
- 7.2 **Devon and Somerset Fire & Rescue Service (DSFRS) Draft Integrated Risk Management Plan (2018 – 2022) Consultation** – Cllr C Lee will comment on behalf of the Council.

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

Further to discussion, Cllr I MacLeod proposed that the Council join the above company, and pay a sum of £100 as a voluntary contribution. This was seconded by Cllr R Aplin, and there were 11 votes in favour, therefore the proposal was carried. The Clerk will facilitate the application.

9. Notification of external auditor appointments for the 2017/18 financial year.

Members noted the appointment of new external auditors.

10. Bus Shelters – replacement of existing polycarbonate panels

Further to discussion, Cllr I MacLeod proposed a quotation be obtained for replacement of existing panels with new polycarbonate panels, but only in the shelter close to Letherens Lane, which is the one in worst condition. The Clerk will obtain quotations.

11. Replacement of Railings to the Memorial Park

Cllr R Aplin reported that he had visited the car park area of the Memorial Park with a local contractor. There were 2 proposals – the replacement of the railings more or less like-for-like, or alternatively consider incorporating the area to the right of the car park (facing from High Street) as extra car parking space. Further to discussion, Cllr Ms J Trehwitt suggested that the North Tawton Transport Group be reconvened to discuss car parking, and that this matter should be an item on the Council's next agenda for January 2018. Cllr Mr I MacLeod proposed that the contractor be requested to submit a formal quotation for replacement of the railings as previously discussed with the contractor. This was seconded by Cllr M Fisher, and there were 11 votes in favour, therefore the proposal was carried.

12. Revised Cemetery Regulations

Cllr Mrs C Burrow outlined the background to the existing regulations and the reasons for the minor amendments, mainly emphasising certain issues in the main regulations. Further to some discussion, Cllr Mrs C Burrow proposed that the Council adopt the revised regulations. This was seconded by Cllr Mr I MacLeod, and there were 11 votes in favour, therefore the proposal was carried. The Clerk will finalise the amendments and make the necessary arrangements to distribute the revised regulations as appropriate.

13. General Data Protection Regulations (GDPR) Training

Cllr M Fisher wished to attend the upcoming Data Protection Training, taking place in early 2018 – the Clerk will forward relevant details..

14. PLANNING MATTERS

To consider the planning applications received from West Devon Borough Council and 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

Further to discussion, Cllr Mrs C Burrow proposed that a site visit should be carried out prior to deciding the Council's formal response. This was seconded by Cllr M Fisher, and there were 11 votes in favour, therefore this proposal was carried. The Clerk will coordinate a date and time for a site visit.

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: 10th November 2017

The decision of WDBC as to conditional consent was noted.

15. FINANCE

15.1 Invoices – Cllr Ms J Trew hitt proposed approval of payment of the relevant invoices and other payments, this was seconded by Cllr M Fisher and there were 11 votes in favour, therefore the proposal was carried.

15.2 Monthly statement – Cllr Mrs C Burrow proposed approval of the monthly statement, and approval of the relevant bank transfers to allow payments to be made. This was seconded by Cllr M Kennedy and there were 11 votes in favour, therefore the proposal was carried.

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.

The Chairman closed the meeting for questions or comments from members of the public.

16.1 In relation to agenda item 5.4 Mrs C Hughes suggested that the Council's Section 106 monitoring group be re-activated. Cllr Mrs C Burrow agreed to organise a meeting of the group early in 2018.

The Chairman re-opened the meeting.

17. Parish Matters

17.1 The chairman advised that the NT bowling club are considering installation of a defibrillator; this must be accessible by the public and therefore will be situated on the outside wall in North Street if this proposal goes ahead.

18. Date of next meeting

The date of the next Ordinary Meeting of the Council was incorrectly given in the Agenda, this meeting will take place on **Tuesday 9 January 2018**. The Clerk will email members to remind them of the correct date.

PART II - EXEMPT REPORTS:

- 1. Street sweeping/lengthsman contract** - Further to consideration of applications, the Council agreed the appointment of a new contractor to undertake this work, subject to certain formalities.
- 2. Planning Enforcement updates** – Members were updated on a planning enforcement issue.
- 3. Online Banking for viewing only** – it was agreed that the Clerk will investigate facilitating online banking for viewing purposes only.
- 4. Recent anti-social behaviour in the town** was discussed.

The meeting closed at 9.45 pm.