

NORTH TAWTON TOWN COUNCIL

Assistant Town Clerk:
Mrs Sarah Say

14a The Square
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 7 November 2017** at **7.30 pm**.

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

2 Members of the Public were present

Open Forum Nothing was raised.

1. Apologies for Absence

An apology was received from Cllr Miss B Rice. This apology was unanimously accepted.

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.

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.

Cllr Mr M Fisher declared an interest in item 15.2, planning application reference 3254/17/OPA.

3. Minutes of the Previous Meetings

3.1 To approve and sign the minutes of the Annual Town Council Meeting held at the Council Offices on Tuesday 2nd May 2017 at 9.25 pm (copy previously circulated) – the minutes were approved and signed accordingly.

3.2 To approve and sign the minutes of the Ordinary Meeting of North Tawton Town Council held at the Council Offices on Tuesday 3rd October 2017 at 7.30 pm (copy previously circulated) – the minutes were approved and signed accordingly.

3.3 To approve and sign the minutes of the Estates Committee Meeting of North Tawton Town Council held at the Council Offices on Wednesday 11th October 2017 at 7.00 pm (copy previously circulated) – the minutes were approved and signed accordingly.

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

4.1 Cllr S Whiteley – the meeting with Alex Whysh will be covered in Agenda item 12. North Tawton War Memorial has been awarded Listed Building Status, with a Grade II listing – noted. Cllr Whiteley has informed the local Royal British Legion branch of this. Cllr Whiteley reminded Members that Remembrance Sunday will be on 12 November, the boom will sound in The Square on Saturday 11th November. Cllr Mr K Hodge will attend the Parade on Sunday 12th, and will lay a wreath on behalf of the NTTC.

4.2 Cllr Ms J Trehitt updated members on the Neighbourhood Plan – The draft plan is being designed by the Council's contractor, and the Regulation 14 Consultation will run from 4 December to 15 January. This gives a 7 week consultation period running over Christmas and the New Year. The plan will be published online and in hard copy format. There will be a 4 page pull-out section in the December/January issue of the Roundabout, which will include a comments form. There are various proposed venues for hard copies and comments forms to be sited, and all comments will be returned to the Council Office to be collated. The Council will need to meet to discuss the draft plan, as it has been prepared by the NP group on behalf of the Council. It was agreed to hold an Extraordinary

Meeting of the Council for this purpose on Tuesday 21 November 2017, at 7.30 pm in the Council Office.

4.3 Section 106 Monitoring Group update – there was nothing to report.

4.4 Cllr S Whiteley and Cllr I MacLeod to Report on the Denbrook Community Fund – There are concerns as to the length of time being taken for information to be published in the various Parish magazines. Cllr I MacLeod advised that he has asked the Fund Administrator to request a committee meeting in February, and not wait until April.

4.5 Cllr R Aplin reported on the Devon Highways Parish & Town Council Conference 2017:

- There was a presentation from Skansa, DCC Highways contractors.
- It was confirmed that potholes used to be dealt with on a 'worst first' basis, but now the policy is moving to treating the most financially viable first – so minor repairs may take priority if it could prevent a higher cost later.
- Use of the 'Report a Problem' page on the DCC website is encouraged as the best way to report specific highways issues.
- The Community Enhancement Fund in 2016/17 had 49 approved applications resulting in £95k of grants; it is estimated that this equated to £168k worth of work done by community groups.
- Cllr R Aplin spoke with senior DCC Highways Officer Mr Simon Phillips, who confirmed various issues for which Highways are responsible, and suggested that the Council contact Mr P Townsend in relation to certain ongoing issues.

4.6 Updates from WDBC Ward Member Cllr Mrs L Watts – the One Council proposal and vote is the current main topic.

- Cllr Watts advised that the report that was presented to WDBC councillors did not inspire confidence for some members.
- Certain members felt the decision was being rushed, without fully exploring all alternative options.
- A deferral had been proposed by one member, but this was not supported.
- WDBC will have to bridge a substantial budget gap for at least the next 2 years. Working groups have been appointed to examine the budget in full detail, aiming to not cut staff or services.
- The focus now will be on income generation.
- Cllr Watts advised that the public surveys all returned results against the merger, with the exception of the telephone survey, and particularly amongst younger residents.

It was noted that NTTC are to copy Cllr Watts on responses to planning on applications, so that she is aware of the Council's position on local planning applications.

5. Ongoing issues – Action Log

- Memorial Park – in response to a recent email from Mr G Cawse, it was agreed to arrange an informal meeting with Mr Cawse prior to presentation to the full Council. The Assistant Town Clerk will arrange this.
- It was confirmed that members of the Estates Committee are to arrange meetings with 2 interested contractors in early December.
- WDBC's tree officer, Mr A Whysh, had visited the cemetery with Cllr Mr S Whiteley and had advised that the fungal body growing on the stump of the beech tree cut down last winter should be left alone.
- Councillors will be sent a link to the proposed new NTTC website, currently under construction. This will then be discussed at a future meeting of the Council, probably in January.
- It was reported that Mrs Anita Jellings has volunteered to join the Council's S106 Arts funding working group. The Assistant Town Clerk will write to Mrs Jellings thanking her for her interest, and a meeting of the group will be convened in the new year.

6. North Tawton Rugby Football Club

Cllr Mrs C Burrow proposed that the Council send a letter of support to WDBC in respect of the NTRFC application for Section 106 sports funding for replacement of the club boiler. This was seconded by Cllr Mrs K Tizard. There were 9 votes in favour and therefore the proposal was carried. The Assistant Town Clerk will write to WDBC accordingly.

7. Consultations/Newsletters/Invitations

7.1 **South Devon & Dartmoor Community Safety Partnership (CSP)** – The Council noted the contents of a letter sent by the CSP to the Police & Crime Commissioner.

7.2 **West Devon Borough Council Dog Control Orders – consultation on converting these orders to Public Space Protection Orders.**

The Council had no comments on this issue at the time of the meeting; if any Councillor wishes to make a comment it was requested they inform the Assistant Town Clerk by the end of November.

8. Bus Shelters – deterioration to Perspex

Further to discussion about options to resolve this issue, Cllr Mr I MacLeod proposed that the Council explore the costs of replacing the Perspex like for like, or replacing with toughened glass. This was seconded by Councillor Mr M Fisher. There were 9 votes in favour, therefore the proposal was carried. The Assistant Town Clerk will collate this information and report back to a future meeting of the Council.

9. Chapel of Rest – alternative uses for the building.

Further to discussion it was agreed that there is no support at present for any suggested alternative uses, but the issue remains ongoing.

10. Membership of Campaign to Protect Rural England

Cllr Mr R Aplin proposed that the Council apply for membership of the CPRE (the cost is £36 per annum). This was seconded by Cllr Mr I MacLeod. There were 9 votes in favour and therefore the proposal was carried. The Assistant Town Clerk will progress the application.

11. Fire Safety Inspection Recommendations – NTTC Office and Chapel of Rest

The recommendations of the Fire Safety Officer were noted, and it was further noted that the issues raised have been actioned.

12. Tree roots causing dangerous raised pavement – between mini-roundabout and entrance to Bathway Fields

Further to discussion, Cllr Mr I MacLeod proposed that the Council apply to have the TPO on the tree in question lifted, subject to the landowner's consent. It was noted that there is no fee for such an application, and also that DCC Highways have written to confirm that the damage caused to the pavement by the tree roots presents a hazard to pedestrians. The proposal was seconded by Cllr Mr M Fisher. There were 9 votes in favour, therefore the proposal was carried. Cllr Mr S Whiteley will speak to the landowner in the first instance.

13. Village Gateways

Further to discussion, Cllr Mr M Fisher proposed that the Council does not pursue this. The proposal was seconded by Cllr Mr I MacLeod. There were 5 votes in favour & 3 abstentions, therefore the proposal was carried.

14. Railings – Memorial Park

Cllr Mr S Whiteley reported that the railings are badly rusted condition. Cllr Whiteley has spoken to the Council's contractor and obtained advice and suggestions as to replacement of the railings with a similar design. Advice obtained states that ornamental railings potentially need considerable ongoing maintenance. Further to discussion, Cllr Mr I MacLeod proposed replacement of the railings on a 'like for like' basis, having the railings galvanised as suggested by the contractor, which requires no ongoing maintenance. However, there was some support for replacement with some sort of design which could potentially be funded by S106 Arts monies. Cllr Mr R Aplin proposed speaking to the Council's contractor to explore some possibilities. Cllr Mr I MacLeod confirmed that he was withdrawing his proposal, and seconded the proposal of Cllr Mr R Aplin. Cllr Mr R Aplin & Cllr Mr M Kennedy agreed to meet the contractor and report back to the Council.

15. PLANNING MATTERS

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

15.1 Application No.: 3336/17/PAT

Proposal: Prior notification of proposed development by telecommunications code systems operators for installation of 21m lattice mast with ground mounted power cabinet and generator, enclosed by 1m high fence.

Location: Lower Nichols Nymett Farm, North Tawton, EX20 2BW

Cllr Mrs K Tizard proposed the Council support this application. This was seconded by Cllr Mr M Fisher. There were 9 votes in favour, therefore the proposal was carried.

15.2 Application No.: 3254/17/OPA

Proposal: Outline Planning Application with all matters reserved for residential development of two dwellings

Location: Land adjacent to Richina Drive, North Tawton, EX20 2EA

Cllr Mrs C Burrow proposed the Council return a 'neutral' response. This was seconded by Cllr Ms J Trehwitt. There were 8 votes in favour, with 1 abstention, therefore the proposal was carried.

Recent planning application decisions of West Devon Borough Council were noted.

16. FINANCE

16.1 Invoices. To approve payments listed at Annex C in accordance with the bank mandate. Cllr Mrs K Tizard proposed the Council approve the payments. This was seconded by Cllr Ms J Trehwhitt. There were 9 votes in favour, therefore the proposal was carried.

16.2 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. Cllr Mr R Aplin proposed approval of these matters. This was seconded by Cllr Ms J Trehwhitt. There were 9 votes in favour and therefore the proposal was carried.

16.3 Annual Audit year ended 31 March 2017

To receive the certified Annual Return for North Tawton Town Council for year ended 31 March 2017. Cllr Mr R Aplin proposed that the Council approve the Annual Return, this was seconded by Cllr Mr K Hodge. There were 9 votes in favour and therefore the proposal was carried.

16.4 Investment – CCLA Investment Management Ltd.

Further to some discussion, Cllr Mr I MacLeod proposed that the Council do not invest in this fund. This was seconded by Cllr Mr M Fisher. There were 8 votes in favour, and 1 abstention, therefore the proposal was carried.

The Chairman closed the meeting to allow questions/comments from members of the public.

17. Questions/Comments from members of the public

There were no questions or comments from members of the public.

The Chairman re-opened the meeting

18. Parish Matters

18.1 It was reported that the butcher's shop in Market Street is to reopen with new tenants who will provide butcher and fishmonger services, including sale of game. The tenants already run a similar successful business elsewhere in the West Country.

18.2 With reference to the area of dropped pavement outside the pharmacy, it was reported that a resident with limited mobility recently had great difficulty negotiating this area, to the extent that it would have been impossible for her to get into the pharmacy without help from passers-by. The Assistant Town Clerk will contact the local Highways Engineer reference this issue.

18.3 There was some discussion about the precept for the next financial year, a finance meeting will be called in the near future.

18.4 Further to discussion, the Town Clerk will make enquiries as to booking the Council's Annual Dinner.

19 Date of next meeting - The next Ordinary Meeting of the Town Council shall be Tuesday 5th 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.

Cllr Mr M Fisher proposed convening Part II of the meeting. This was seconded by Cllr Mrs C Burrow. There were 9 votes in favour, therefore the proposal was carried.

1 External light at Orchard Court – Cllr Mr M Fisher proposed acceptance of the quotation from the contractor to wire the light in question to the lighting installation for which the Council is responsible. This was seconded by Cllr Mr I MacLeod. There were 9 votes in favour and therefore the proposal was carried. The Assistant Town Clerk will instruct the Council's contractor accordingly.

2 To consider quotation for replacement railings in the Memorial Park – no quotation has been received as yet (refer to item on main agenda).

3 Further to discussion it was agreed that Cllr Mr S Whiteley and either Cllr Mr I MacLeod or Cllr Mr M Fisher will meet the Council's contractor at the Cemetery to confirm works required in the cemetery extension area, to allow a quotation to be prepared.

4 It was noted that Cllr Mr S Whiteley will make enquiries as to moving excess earth from the existing cemetery against the bank, and spread this earth over the area of the new cemetery.

5 There was some brief discussion about TAP funding, which will be discussed at the November meeting of the Eastern Links Committee. No projects were suggested at the time of the meeting, Members were requested to contact the Town Clerk as soon as possible if they have any suggestions.