

# NORTH TAWTON TOWN COUNCIL

Temporary Town Clerk:  
Mrs S Say

14a The Square North Tawton  
EX20 2EP  
Tel 01837 880121

Minutes of the Ordinary Meeting of North Tawton Town Council held at the North Tawton Town Council Office on **Tuesday 2 May 2017 at 7.45 pm.**

Present: Cllr Mr I MacLeod  
Cllr S Whiteley  
Cllr Mrs C Burrow  
Cllr Ms J Trehitt  
Cllr Mr M Fisher  
Temporary Town Clerk Mrs S Say  
Administration Officer Mr S Webb

Cllr Mr K Hodge  
Cllr Mrs A Ponsford  
Cllr Mr M Kennedy  
Cllr Mrs K Tizard

## **The meeting opened at 7.45 pm**

4 Members of the public were present.

### **1. Apologies for Absence:**

Cllr Mr I Palmer – on leave from work and away for the day, will not be back in time to attend the meeting.

Cllr Ms B Rice – family issues, will not be able to attend the meeting.

The apologies were accepted.

### **2. Declarations of Interest – none.**

### **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. The minutes were approved and signed accordingly.

### **4. Updates**

#### **4.1 Chairman to update the Council on various issues.**

4.1.1 Protocol on death of senior national figure – Members were advised that this is now finalised, and a copy will be posted on the Council's website.

#### **4.2 Updates from WDBC Ward Member Cllr Mrs L Watts.**

Cllr Watts had sent her apologies, she was working late and unable to attend the meeting.

#### **4.3 Cllr Ms J Trehitt to update Members on the NT Neighbourhood Plan.**

The draft plan has now been sent to the WDBC Planning Department, who have agreed that the plan is on the right track. They have said that a good process has been followed with regard to local Green Spaces. The NP Group are looking at where to get the plan printed in due course. The NP Group have responded to the draft Joint Local Plan consultation. The JLP confirms the need for the NP to emphasise future development of the Woollen Mill.

#### **4.4 Cllr Mrs C Burrow to update Members on the Section 106 Monitoring Group.**

The group recently had a productive meeting with WDBC Senior Planner Mr P Whymer,

and Enforcement Officer Mr R Willing. On this occasion the meeting concentrated on issues at Batheway Fields. It was noted that it is surprising how far developers can legally deviate from original approved plans, and many of the current issues either cannot be pursued, or it would be unreasonable or impracticable to do so. Mr Whymer offered a training session on Planning 101, relating to planning law, which the group accepted.

#### **4.5 NT Memorial Park – proposed 'flyer' re park plan**

Mr G Cawse had forwarded a draft flyer showing proposals for the park, to be circulated to residents living directly around the park for their comments. Cllr Mr I MacLeod proposed approval of the leaflet, this was seconded by Cllr Mr M Fisher, and unanimously agreed. The Clerk will advise Mr Cawse accordingly.

#### **5. Ongoing issues 'Action Log'**

Further to discussion the following items and actions to be taken were noted:

- Fuel Poverty – further to the Annual Town Meeting, WDBC have been offered a half page in the NT Directory to advertise fuel poverty measures available locally.
- BT Phone Box Closures – chase up BT regarding the NT boxes.
- Letters still due to be sent to Wain Homes and WDBC reference issues at Batheway Fields.
- Clock Tower Lights – chase up quote, offer contractor to quote an hourly rate plus materials.
- Drain by the school – it is confirmed that this is not sewage.
- Section 106 Arts Contribution – to go on the June agenda.

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

6.1 Community Safety Partnership Forum – no-one wished to attend.

6.2 Okehampton Town Council – Civic Ceremony of Mayor Choosing – the new Chair of the Council will be offered this invitation.

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

There was some discussion as to the advisability of the NTTC undertaking the necessary remedial works. The Clerk is to go back to DCC Highways and ask them for costings.

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

The proposal to dispose of excess soil from these works by filling in an area of the Park was proposed for agreement by Cllr Mr I MacLeod, seconded by Cllr Ms J Trehwhitt, and unanimously agreed. The Clerk will contact DCC Highways footpath officer to advise, and offer a member of the Estates Committee to meet with them and/or contractor on site if necessary.

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

It was confirmed that the NP seeks to designate this land as a 'local green space'. The Council is in favour of the proposal, Cllr Ms J Trehwhitt will assist the Clerk in replying to

WDBC accordingly.

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

There was some discussion and the following points were advised/agreed:

- The sharp protrusion in the tunnel has been filed back and made safe.
- Previous proposals to protect tree trunks from the strimmer are not practicable, but if care is taken there should not be a problem.
- It was suggested that the Clerk pass the list of minor works to the Council's contractor, and Cllr Mr I MacLeod will liaise with him as necessary. This was proposed by Cllr I MacLean, seconded by Cllr Ms J Trehwitt, and unanimously agreed.

**11. Street Sweeping – proposed monitoring group**

Further to some discussion, members volunteered to monitor the street sweeping in various areas of the town as follows:

Cllr Mrs K Tizard – The Square

Cllr Ms J Trehwitt – North Street, Bouchers Hill area

Cllr Mrs C Burrow – Fore Street

Cllr Mr I MacLeod – Exeter Street

Cllr Mrs A Ponsford – Gostwyck Close/Barton Street.

The Clerk will email the schedule to all Councillors, and advise as and when we receive schedules of works undertaken from the contractor.

A copy of the schedule will also be put on the Council's website.

**12. Estates Committee – Cemetery and Cemetery Extension**

It was agreed to set a date for a meeting of the Estates Committee, to look at the draft plans for the cemetery extension and make a site visit as necessary. The Clerk will liaise with members as to a suitable date.

**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.

**This is a prior approval application and NTTC have no comments on this application.**

**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

**Cllr Mr I MacLeod proposed that the council have no comments to make on this application, this was seconded by Cllr Mrs A Ponsford and unanimously agreed.**

**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

**Cllr Mr I MacLeod proposed that the council support this application, this was seconded by Cllr Mrs A Ponsford and unanimously agreed.**

- 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

Cllr Mrs A Ponsford proposed that the council support this application, this was seconded by Cllr Mrs Kirsty Tizard and unanimously agreed.

- 13.5** Planning Application Ref: 3836/16/FUL Proposal: Re-advertisement – (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.

The application was discussed and the following points noted:

- Changes to numbers and types of properties – an increase in 1-bed flats. There are still 34 'social rented' properties, but the types of properties have changed.
- The play area is now shown on the plan as open green space, so the play area as such is no longer planned.
- The Public Right of Way (PROW) crosses the road, there should be a pedestrian crossing.
- There is mention of upgrading the PROW, it is not clear to what extent.
- The Police are still objecting for various reasons.
- DCC Highways have concerns as to pedestrian access to and from the development.

Cllr Mr I MacLeod proposed that the council's objections to the original application still stand, this was seconded by Cllr Mr S Whiteley and unanimously agreed. Cllr Ms J Trewitt will draft a response to WDBC which the Clerk will send to their DM section.

## **14. FINANCE**

Cllr Mr I MacLeod advised that the new precept has now been received.

14.1 Invoices. To approve payments listed at Annex D in accordance with bank mandate (to be circulated at meeting).

Cllr Mr M Fisher proposed that the council approve the said payments, this was seconded by Cllr Ms J Trehitt and unanimously agreed.

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.

Cllr Mr M Fisher proposed that the council approve the monthly statement and agree the relevant transfers, this was seconded by Cllr Ms J Trehitt and unanimously agreed.

**The meeting was suspended at 9.20.**

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

There were no questions or comments.

**The meeting was re-opened.**

**16. Parish Matters**

16.1 The proposed removal of the plastic bottles bank was noted.

16.2 Arrangements for the proposed visit by members to Arla Foods on Friday 5 May were finalised.

**17. Date of next meeting**

The next Ordinary Meeting of the Town Council shall be Tuesday 6 June 2017.

**This part of the meeting closed at 9.25 pm.**

Cllr Mrs C Burrow proposed that the NTTC Annual Meeting be brought forward at this point, and Part II of the Ordinary Meeting be conducted after the Annual Meeting, to allow members of the public to stay in the office and leave prior to Part II. This was unanimously agreed by members.

**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.**

After discussion it was agreed Cllr Mrs C Burrow will research options and report back to the next meeting.

**2. Discuss proposal for remaining Queen's Birthday Medals.**

After discussion it was agreed that the remaining medals be offered to children in the parish who were born in 2016.

**3. Consider quotation for hanging baskets and flower troughs.**

After discussion, the quotation was accepted. Mrs R Rice, Clerk to the Council, will liaise with the contractors as to the proposed contents of the baskets and troughs.

**4. Commercial land for sale at Bathway Fields**

Cllr Mr S Whiteley advised as to information he had obtained from the selling agents reference price and possible terms of sale of the land in question.

**5. Letter received from member of the public**

Cllr Mr M Fisher will draft a response.

**6. Revised costings and proposals from contractor reference land at Strawberry Fields (in the Council's ownership).**

The costings were agreed, revised planting scheme agreed, quarterly maintenance to be suggested, and question of bark chippings to be discussed with the contractor.

**7. Issues reference NTTC town centre car park.**

Various issues were discussed.

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