

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 7 March 2017 at 7.00 pm**

Present: Cllr Miss B Rice
Cllr S Whiteley
Cllr Mr K Hodge
Cllr Mr M Fisher
Cllr Mr M Kennedy
Temporary Town Clerk Mrs S Say

Cllr Mr I MacLeod
Cllr Mrs K Tizard
Cllr Mrs C Burrow
Cllr Ms J Trehitt

Open Forum

The meeting was attended by Alex Rehaag of West Devon Borough Council and Debbie Holloway, Enabling Manager, Rentplus. Debbie and Alex presented information about the Rentplus Scheme. In brief, Rentplus is an approved s106 affordable housing tenure, with scope to increase levels of affordable housing. Rentplus complements existing models of affordable housing and home ownership, offering local people a greater choice and the opportunity to live in a new affordable rent to buy home. The scheme was first established in 2012 in the Southwest, and is now growing across the country.

The meeting opened at 7.00 pm

Members of the public were present.

1. **Apologies for Absence** – Apologies for absence were received from Cllr Mrs G Hoggins (unwell); Cllr Mrs A Ponsford (personal reasons); and Cllr Mr I Palmer (severe headache). All apologies were accepted.
2. **Declarations of Interest** – none at this stage.
3. **Minutes of the Previous Meetings**
 - 3.1 The minutes of the meeting of the Ordinary Meeting of North Tawton Town Council held at the Council Offices on Tuesday 7 February 2017 at 7.30 pm were approved and signed, with the following amendments:
 - 4.4 – It was confirmed that the LEADS scheme payment is not available for newbuilds occupied after the original cut off date.
 - 13.2 – delete reference to the developers planning statement making no mention of the Joint Local Plan.
 - 7 – Delete reference to Cllr Miss B Rice assisting with the public consultation on the Joint Homelessness Strategy.
 - 3.2 The Minutes of the Extraordinary meeting of the North Tawton Town Council held at the Council Offices on Wednesday 14 December at 7.30 pm were approved and signed.
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 With reference to the possible proposal from Historic England to include the North Tawton War Memorial, and their request for any further information or comments, Cllr Mr S Whiteley will contact the local branch of the Royal British Legion for their comments, and will also check if there is any relevant information in the Book of North Tawton.

- 4.2 Update from WDBC Ward Member Cllr L Watts** – Cllr Watts was unable to attend the meeting, but emailed some information.
- 4.2.1** WDBC formally approved the Plymouth and South West Devon Local Plan at a recent meeting. The plan will now be subject to a six week consultation period, following which it will be formally submitted for Public Examination.
- 4.2.2** WDBC had been notified of the sad news that Bere Alston Cllr M Benson had passed away suddenly at home recently. Cllr Benson played a huge role in the Council and will be sadly missed.
- 4.3.3** The Temporary Town Clerk reported that West Devon and South Hams have a new website which should be easier to use.

4.3 Update on Neighbourhood Plan – Cllr Ms J Trehwhitt advised that the plan had been considerably amended further to public feedback. New parts were being written. ‘Green Spaces’ had been identified including some in the ownership of the town council, and landowners were being formally contacted. The Council is to call an extraordinary meeting on Tuesday 21 March 2017 at which the Neighbourhood Plan will be formally presented to the Council.

4.4 Denbrook – the constitution of the Community Fund is being prepared and will be published shortly. Monies will then be transferred from RES.

4.5 PPG – No updates.

5. Ongoing issues - Action Log

The Council was advised of update actions to ongoing issues. The Clerk will follow up all outstanding issues and report back to the Council at the next meeting. The following issues were noted:

- Two tenders and plans have been received for works to the Memorial Park.
- Requests to re-advertise in the NT Directory continue to be received.
- At the time of the meeting the Council had not yet received a quotation for the tree works identified as most urgent.

6. Consultations/Newsletters/Invitations

6.1 – SLCC training courses – no-one wished to attend any courses at this time.

6.2 – Consultation on joint local plan – the Council’s response will be discussed at the April Ordinary Meeting.

6.3 – Devon Funding News – re 6.3.2 Heritage Lotter Fund Parks for People, this funding should be investigated as part of the plan for the Park.

6.4 – Invitation to visit Taw Valley Creamery – The Temporary Town Clerk will co-ordinate a visit at a convenient date and time.

7. North Tawton Memorial Park

Mr G Cawse attended the meeting. Mr Cawse confirmed that 5 contractors had been approached to submit plans and quotations for the proposed major update at the park, 2 tenders had been submitted. There was some discussion around how the information could be presented. It was agreed that relevant information would be presented to the Council at a future meeting; information as to the proposals circulated to those living around the park, and put onto the Park Facebook page. Enquiries will be made as to whether the information needed can be obtained in digital format, and it can then be included on the Council’s website. It was agreed to have an initial look at the plans in Part II of this meeting.

8. North Tawton Neighbourhood Plan Green Space Designation

There was discussion on the proposal to include the Cemetery and Memorial Park in the Green Space Designation. Cllr Ms J Trehwhitt explained the rationale around Green Space Designation. Cllr Mr S Whiteley proposed supporting these two designations, this was seconded by Cllr Mr I MacLeod, and unanimously agreed. Therefore the agreements can now be signed and returned to the NP group. The Temporary Town Clerk will coordinate this.

9. North Tawton Town Meeting

It was agreed to find out if a speaker can attend to speak about developments re the Okehampton-Exeter Railway. Thursday 20 April was proposed as a suitable date, the location to be the Town Hall, and at 7.30 pm. Also check if Dil Lord from WDBC can attend. **[NB – subsequent to the Council Meeting, the town hall has a booking on 20th which cannot be changed, therefore the Town Meeting will take place on Thursday 13 April – Temporary Town Clerk]**

10. WDBC – changes to communications with Development Management

The Town Clerk and Temporary Town Clerk will ensure any necessary procedural changes to our communications with DM are put into place.

11. South West Water – The ability of customers to choose their water provider was discussed, it was agreed that this is not urgent and could be investigated at a future date.

12. Planning Matters

12.1 Reference number 0098/17/HHO

Proposal: Householder application for erection of new conservatory to rear elevation.

Location: 5 Blangy Close, North Tawton, EX20 2GY

After discussion, Cllr Mr M Fisher proposed that the Council support this application. This was seconded by Cllr Mr I MacLeod and unanimously agreed. The Clerk will advise WDBC DM accordingly.

13. Finance

Cllr MacLeod advised he had checked the statements, and invoices, and reconciled with bank statements accordingly. It was noted that the precept for 2017/18 should be paid in April. It was further noted that tree works identified in the recent survey would be a definite expense in the new financial year.

13.1 – Invoices – Cllr Mr I MacLeod proposed approval of the relevant payments. This was seconded by Cllr Mrs K Tizard and unanimously agreed.

13.2 – Monthly Statement – Cllr Mr I MacLeod proposed acceptance of the monthly statement. This was seconded by Cllr Ms J Trehwhitt and unanimously agreed.

14. Questions from members of the public

(i) Mr G Cawse advised that he had noted that land at the Bathway Fields development had appeared on the market for sale. The land in question appeared to be that which is currently the subject of a planning application for 28 houses, and also the land originally suggested as the site for a medical centre.

15. Parish Matters

15.1 Yewtopia – It was noted that one of the road signs at Culm Cross is almost unreadable – the Temporary Town Clerk will contact Yewtopia and ask them to clean the sign. Enquiries will be made as to whether TAP funding is available for cleaning of signs.

15.2 – 30 mph sign Exeter Street – It was noted that this sign has been turned and is facing the wrong way, also it is very wobbly in the ground – the Temporary Town Clerk was requested to report this to DCC Highways.

15.3 – Exeter Street – Litter in parking area below entrance to Webbs Orchard – It was reported that this area is often badly littered, the Temporary Town Clerk was requested to report this to the Council's street sweeping contractor.

15.4 – Parking outside White Hart Public House – a complaint had been received from a member of the public about a specific issue here. The Temporary Town Clerk was requested to inform DCC Highways.

15.5 – Electricity Supply to be cut to parts of Market Street, including the Public Toilets, on Wednesday 15 March – The Temporary Town Clerk was requested to ask the Council's

contractor to leave the toilets closed for the day as there will be no lighting and no handwashing facilities.

- 18. Date of next meeting** – The next ordinary meeting of the Town Council will be on Tuesday 7 February 2017.

Part I of the meeting closed 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.

Items were discussed under Part II:

- 1 Reference a query as to burial fees, the Temporary Town Clerk was requested to write to the complainant.
- 2 Information was received from WDBC reference a planning enforcement query.
- 3 A query was raised as to a planning issue, the Temporary Town Clerk was requested to report this issue to WDBC Planning Enforcement.
- 4 The Council was advised as to the actions of the Temporary Town Clerk further to a Health and Safety issue that had been reported to the Council.
- 5 Further to discussion it was agreed that the Council will subscribe to a commercial online accounting system. This was proposed by Cllr Mr S Whiteley, seconded by Cllr I MacLeod, and unanimously agreed.
- 6 Further to discussion, it was agreed that further enquiries be made by the Temporary Town Clerk in due course, with reference to updating the Council's website.
- 7 Further to a recent re-assessment of the duties of the Town Clerk and Temporary Town Clerk, also taking into account the recommendations of relevant local government organisations, it was agreed to set revised salary points for these posts, effective as from 1 April 2017. This was proposed by Cllr Mr I MacLeod, seconded by Cllr Mr M Fisher, and unanimously agreed.
- 8 Further to discussion, it was agreed necessary for the Council to obtain part time temporary clerical support. This was proposed by Cllr M Fisher, seconded by Cllr Mr M Kennedy, and unanimously agreed.
- 9 Works identified by recent tree reports – no quotation yet received, therefore this item will be deferred to a future agenda.

The meeting closed at 9.50 pm.