

# 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 4 July 2017 at 7.15 pm.**

Present:            Cllr Mr S Whiteley                      Cllr Ms J Trehwitt  
                         Cllr Mr K Hodge                        Cllr Mrs K Tizard  
                         Cllr Mrs C Burrow                      Cllr Mr M Kennedy  
                         Cllr Mr M Fisher                        Cllr Miss B Rice  
                         Cllr Mr I MacLeod  
                         Town Clerk Mrs R Rice                Temporary Town Clerk Mrs S Say

Members of the public and candidates for the vacant Councillor post were present.

## **The meeting commenced at 7.15 pm.**

### **Presentation to Mrs Gillian Hoggins for Loyal Service to the Town Council.**

Mrs G Hoggins attended the meeting at 7.15. Cllr Mr S Whiteley (Chair of the Council) presented Mrs Hoggins with a card and a gift, and thanked Mrs Hoggins for everything that she had done for the Council and for the town of North Tawton during her 30 years as Councillor. Cllr Whiteley said she was responsible for many things which have been a great benefit to the town and particularly for the establishment of the council offices and the free car park. Cllr Ms J Trehwitt (Vice Chair of the Council) presented Mrs Hoggins with a bouquet of flowers. Mrs Hoggins thanked the Council for these gifts, and expressed her firm belief as to the importance of Councillors always attending meetings in order to properly undertake their role.

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

Cllr Mrs A Ponsford – personal family circumstances, not able to attend the meeting.  
Cllr Mr I Palmer – unable to attend the meeting, no reason given.  
The apologies were accepted.

#### **2. Declarations of Interest – Cllr Mr S Whiteley declared an interest in item 13.1 as this included reimbursement of money paid for the long service gift to Mrs G Hoggins.**

#### **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 6 June 2017 at 7.30 pm. Cllr Mr I MacLeod proposed approving the minutes, Cllr Miss B Rice seconded the proposal, which was agreed by 8 votes (one member abstained as they had not been at the meeting in question), the minutes were approved and signed accordingly.
- 3.2 To approved and sign the Minutes of the Finance Committee of North Tawton Town Council held at the Council Offices on Tuesday 20<sup>th</sup> June 2017 at 7.30 pm. Cllr Mr I MacLeod proposed approving the minutes, Cllr Ms J Trehwitt seconded the proposal, which was agreed by 8 votes (one member abstained as they had not been at the meeting in question), the minutes were approved and signed accordingly.

- 3.3 To approve and sign the Minutes of the Extraordinary Meeting of North Tawton Town Council held at the Council Offices on Tuesday 20<sup>th</sup> June 2017 at 8.00 pm. Cllr Mr I MacLeod proposed approving the minutes, Cllr Ms J Trehitt seconded the proposal, which was agreed by 8 votes (one member abstained as they had not been at the meeting in question), the minutes were approved and signed accordingly.

#### **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 – Footpath from mini-roundabout to entrance to Bathway Fields –** Cllr Mr S Whiteley reported that a meeting had been held with the owner of the adjacent land to discuss damage to the footpath by large tree roots. Further to agreements made, a tree surgeon will be consulted about possible remedial works to the roots.

**4.1.2 – Accident in River Taw –** Cllr Mr S Whiteley reported that the Council had been advised of a recent accident in the river close to The Barton, in the area commonly known as the 'lido'.

**4.1.3 – Oke Rail –** Cllr Mr S Whiteley advised that he had recently been invited to join this forum, and had attended his first meeting. Cllr Whiteley advised that it is hoped that there will be a train commuter service from Okehampton to Exeter by the end of 2018. An 'Okehampton Parkway' station will be built together with a car park for 300 vehicles.

- 4.2 **Neighbourhood Plan –** Cllr Ms J Trehitt updated members on the NT Neighbourhood Plan and also the Eastern Links Committee (which should have been a separate agenda item in this section). With reference to the recent Eastern Links Committee Meeting, TAP funding is due to be considered possibly in September. The Clerk was requested to include TAP funding as an item on the NTTC agenda for its September meeting. With reference to the Neighbourhood Plan, it had been previously reported that the draft plan had been forwarded to WDBC, and positive feedback has been received. The next step is Regulation 14, which is the formal consultation with statutory agencies, local organisations, residents, and neighbouring parishes. The plan is being finalised and designed ready for printing; website design is also being discussed. A specification has been prepared for costings to go to the NTTC for approval. The Chairman reminded Councillors to ensure they had read and familiarised themselves with the NP, as it will be voted on in due course.

- 4.3 **Section 106 Monitoring Group –** Cllr Mrs C Burrow advised that there is nothing specific to report at this time. Nothing has been heard back from Mr P Whymer of WDBC, and the Clerk was requested to contact him again.

- 4.4 **Denbrook Community Fund – updated by Cllr Mr S Whiteley and Cllr Mr I MacLeod.** Cllr Whiteley advised that the Denbrook Fund Committee is a Sub-Committee of each Parish Council involved. At their last meeting on 22 June, a draft constitution was agreed, and NTTC will vote as to whether to accept the constitution. The next step will be to agree criteria for applications. Cllr Mr I MacLeod had prepared some suggested criteria, and asked for further suggestions; the other parish councils will also submit their own proposals for consideration. The Clerk was requested to include a request for suggestions from the public in the Council's article for the August edition of the Roundabout. Cllr MacLeod also advised that the fund for the current year will include the amount from the LED scheme not taken up by applications. Cllr Mr M Fisher proposed that the Council accept the Constitution, this was seconded by Cllr Mrs K Tizard, and agreed by 9 votes, the proposal was therefore carried. The Clerk will advise the committee administrator accordingly.

**4.5 Update from WDBC Cllr Mrs L Watts** – Cllr Mrs Watts was not present at the meeting, and had not advised the Clerk of any issues to be brought to the meeting. Further to some discussion, Cllr Mrs C Burrow proposed that the Council write to Cllr Lois Samuel to ask her to attend some of the NTTC meetings. Cllr Mr I MacLeod proposed that NTTC write to both Ward Members raising the importance of at least one member attending meetings. Cllr Mrs C Burrow then withdrew her proposal. Cllr Mrs K Tizard seconded the proposal of Cllr Mr I MacLeod, which was agreed by 7 votes, with 2 abstentions, and the proposal to write to both Ward Members was therefore carried.

**5. Ongoing issues - Action Log**

- The issue of the 30 mph signs due to be erected between the entrance to Bathway Fields and De Bathe Cross was discussed at the recent Eastern Links meeting. The Town Clerk has also emailed the local Highways Engineer about the signs and about the bus stops, further information is awaited.
- The Section 106 Arts Contribution has been included in the recent edition of the Roundabout, and 2 suggestions have been received to date. The Town Clerk was requested to include the item again in the August Roundabout, and to clarify the sum of money available.
- With reference to proposed works to widen the footpath between the mini-roundabout and De Bathe Cross by cutting back the adjacent bank has been agreed and the Town Clerk will instruct the Council's contractor, and find out when the works can be undertaken.

**6. Co-Option of Councillors - To consider Co-Option of Councillors**

There were four applicants for the vacant Councillor post. Mr Ray Aplin was co-opted and will take up his post as North Tawton Town Councillor.

**7. Consultations/Newsletters/Invitations**

**7.1 Press Release from WDBC regarding "opt in" garden waste service.**

There was a brief discussion as to how the new garden waste service will operate in practice.

**7.2 National Association of Local Councils - Consultation on play claim**

This issue was noted by the Council.

**7.3 Public Consultation – Change of Service – Belstone Post Office & Sticklepath**

**Post Office** – The Council does not have any comments to make reference the proposals.

**7.4 Request from Seafarers UK to support Merchant Navy Day and fly the Red Ensign**

– Cllr Mr I MacLeod proposed that NTTC do not fly the Red Ensign on Merchant Navy Day, this was seconded by Cllr Mrs K Tizard. 8 members voted to support this proposal, and 1 voted against the proposal. The proposal was therefore carried.

**9. Road from Green Hill Cross to Taw Bridge - To consider request to support the actions of Sampford Courtenay Parish Council and make a similar complaint to DCC about the poor condition of the road from Greenhill Cross to North Tawton Bridge.** Cllr Mr I MacLeod proposed that NTTC write to DCC Highways about the condition of this section of road. This was seconded by Cllr Mr K Hodge. There were 9 votes in support of the proposal, and this proposal was therefore carried.

**10. Drain and Gully Clearance - At its June Meeting the NTTC agreed to monitor drains and gullies said to be overflowing when it rained.** Cllr Mrs C Burrow said that during a recent period of heavy rain she had looked at drains in Fore Street, Yeo Lane and Mill Lane. All the drains at Mill Lane were clear. In Fore Street there appeared to be a blocked drain opposite Stockwell House, however the water was able to run down the gutter to the next drain. There was a blocked drain outside the Vets which could potentially be a problem as it is on level ground and the water cannot run away. Cllr Mr I MacLeod proposed that the Town Clerk ask

the Parish Lengthsman to rod the drains that appear to be blocked, this proposal was seconded by Cllr Mrs C Burrow and agreed by 9 votes, the proposal was therefore carried.

## 11. **Amendment to Standing Orders**

*To consider amending Standing Orders 2b(i) and 2b(ii) , as detailed below. This amendment is proposed as they both currently contradict Standing Order 16 (c).*

*2b(i) Sign and serve on councillors by delivery or by post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee ~~and sub-committee~~ 3 clear days at least before the meeting.*

*2b(ii) Give public notice by public display of the agenda of the time, date, venue and agenda 3 clear days at least before a meeting of the Council or a meeting of a committee ~~or a sub-committee~~ (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).*

*Standing Order 16 c reads:*

*16 c The meetings of a sub-committee appointed by a committee are the same as for committee meetings as described above except:-*

- *a sub-committee meeting may be convened without any public notice being given;*
- *the public have no statutory right to attend a sub-committee meeting or report its proceedings.*

Cllr Mr I MacLeod proposed that the Council's Standing Orders be amended as set out in the agenda, as above. This was seconded by Cllr Mr M Fisher and agreed by 9 votes; the proposal was therefore carried.

## 12. **PLANNING MATTERS**

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

### **12.1 1997/27/PAT**

**Prior notification of proposed development by telecommunications code system operators to remove existing monopole (24.5 to top of antennas) and install monopole (24.5 to top of antennas) and equipment cabinet.**

**Communication Installation 69087, Halse Farm, North Tawton, EX20 2BH**

**EE Limited and Hutchison 3G UK Limited**

The Council did not wish to comment on this application.

### **12.2 1654/17/VAR**

**Variation of condition 4 (approved plans) following grant of planning permission 01037/2013 (for 61 residential dwellings with associated roads, footways, parking, landscaping, drainage and open space and allotments; together with Outline application (with all Matters Reserved) for 0.876 ha of land for employment use and medical centre) for amendments to layout and materials**

**Bathway Fields, Land West of High Street, North Tawton, EX20 2FN**

**Wainhomes (South West) Holdings Limited**

Further to discussion, Cllr Mr M Fisher proposed that the Council object to this application on the grounds of:

- 1 Misrepresentation at the point of sale of properties, and also misrepresentation as part of the planning process.

2 Possible flood risk.

The proposal was seconded by Councillor Mr I MacLeod and there were 9 votes in favour. The proposal was therefore carried.

**13. FINANCE**

**13.1 Invoices.** To approve payments listed at Annex D in accordance with bank mandate. Cllr Mr S Whiteley declared an interest in this item. Cllr Mr M Kennedy proposed that the Council approve the payments, this was seconded by Cllr Mr M Fisher and agreed by 8 votes, with one abstention (declared interest), and the proposal was therefore carried.

**13.2 Monthly statement** – to receive the monthly statement and to consider adoption. Cllr Mrs C Burrow proposed that the monthly statement be adopted, this was seconded by Cllr Mrs K Tizard and agreed by 9 votes, the proposal was therefore carried.

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

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

- Mrs C Hughes had a comment on agenda item 4.1 – Mrs Hughes advised that with regard to the proposed tree root pruning, as the tree in question had a TPO, any works should be approved by WDBC. The Town Clerk confirmed that the Council's tree officer had been consulted and would be involved if any works take place.
- Mrs C Hughes had a question on agenda item 4.4 – Mrs Hughes asked about the process of ratification of the process and criteria for applications to the Denbrook Community Fund. It was confirmed that the process and the application criteria will be in the public domain. Mrs Hughes made a request to further clarify her query, and it was confirmed that it is intended that the proposed criteria will appear in the Roundabout.

**The meeting was re-opened.**

**15. Parish Matters**

**15.1** Cllr Mr K Hodge advised that he had received a number of complaints about the flood-lighting at the Rugby Club; the cables have been laid underground, but three poles have also been erected and are said to be causing a nuisance. The Town Clerk will check the plans, this could be a planning enforcement issue.

**15.2** Cllr Mr K Hodge advised that at the bottom of Fore Street there have been problems with lorries mounting the grass verge/pavement and damaging the drains. Measures are being put in place to prevent this from happening. This issue was noted.

**16. Date of next meeting**

The next Ordinary Meeting of the Town Council shall be Tuesday 1 August 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.

**It was reported that there was an item to be discussed in Part II. Cllr Mr M Fisher proposed that the Council move into Part II, this was seconded by Cllr Mrs K Tizard and the proposal was carried by 9 votes.**

- 1 Further to some discussion about the Street Sweeping Contract, and the perceived issue of litter within the Town, Cllr Mrs K Tizard proposed that the Council ask one of their contractors to undertake a half hour or hour litter pick principally around The Square on a Sunday morning. This was seconded by Cllr Mrs C Burrow, and there were 9 votes in favour, therefore the proposal was carried.
- 2 Cllr Mr S Whiteley suggested the formation of a sub-committee who would meet with the street sweeping contractor to discuss the possibility of one extra day per month of street sweeping, and also discuss how we can make the monitoring schedule work better. Cllr Mrs C Burrow seconded this proposal, which was agreed by 9 votes, and therefore the proposal was carried.

Cllr Mrs C Burrow, Cllr Mr I MacLeod, Cllr Mrs K Tizard, and Cllr Mr S Whiteley agreed to be members of the proposed sub-committee.