

NORTH TAWTON TOWN COUNCIL

Town Clerk
Mrs Rosalind Rice
Assistant Town Clerk:
Mrs Sarah Say

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

You are hereby summoned to the Ordinary Meeting of North Tawton Town Council to be held at the Council Offices on: **TUESDAY 3rd APRIL 2018** at **7.30 pm.**

Dated this 26th March 2018



Town Clerk

AGENDA

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.

Health & Safety Notice

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.

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 March 2018 at 7.30 pm (copy previously circulated).
- 3.2 To approve and sign the minutes of the Estates Committee meeting held at the Council Offices on Friday 23 March 2018 at 0930 am (copy attached).
- 3.3 To approve and sign Item I – Part II of the Estates Committee meeting held at the Council Offices on Friday 23 March 2018 at 0930 (copy attached).

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 **Annual Town Meeting** – this will be held on Thursday 10 May at 7.30 pm in the Town Hall.
 - 4.1.2 The recent Town & Parish Councils meeting with WDBC Leader and Director was postponed; a new date will be announced in due course.
 - 4.1.3 Report on the recent OkeRail Forum meeting.
- 4.2 Cllr Ms J Trehitt to update Members on the NT Neighbourhood Plan.
- 4.3 Section 106 Monitoring Group update
- 4.4 Cllr S Whiteley and Cllr I Macleod to Report on the Denbrook Community Fund.
- 4.5 Cllr Ms J Trehitt to update Members on the recent Eastern Links meeting.

- 4.6 Cllr R Aplin to update Members on the recent Footpath Networking meeting.
- 4.7 Cllr R Aplin & Cllr M Kennedy to update Members on the Youth & Community Centre.
- 4.8 Updates from WDBC Ward Member Cllr Mrs L Watts.

5. Ongoing issues

'Action Log' attached at Annex A.

6. Consultations/Newsletters/Invitations

- 6.1 The next 'Parishes Together' meeting, convened by Okehampton Town Council, will be at 7pm on Wednesday 11th April in the Council Chamber at the Town Hall in Okehampton.

7. Section 106 Arts Group

Report on the recent initial meeting of the group.

8. General Data Protection Regulation

Members will recall the previous report to the Council concerning the introduction of the above regulation, due to come into force on 25 May 2018. The Clerk and Assistant Clerk attended training on the GDPR on 13 March 2018; there are a number of key issues for the Council to either note or agree to take action on. (see Appendix E)

8.1 Data Security - There is now far more emphasis on data security, particularly for the loss of data. Breaches of data security can lead to fines being imposed by the Information Commissioner's Office. The Council already ensures that paper documents are stored securely and computers are password protected. This may no longer be sufficient; we may have to investigate data encryption – particularly for sensitive data.

8.2 Data Cleansing – The Council should produce and agree an up to date Data Retention Policy. It is suggested that the Clerks prepare a draft policy to be presented at the next Ordinary Meeting of the Council. Old paper and digital files are being cleared out ahead of the introduction of the GDPR on 25 May 2018, but this is a significant piece of work. Quotes have been obtained from companies providing a document shredding service.

8.3 Support for the Council – The DALC has provided a comprehensive GDPR toolkit for local councils. They may be able to assist with the provision of a Data Protection Officer service – this is a key requirement of the legislation. The DPO cannot be a council member or employee.

8.4 Computers and Software – The 'Windows 10 Pro' operating system apparently provides 'Bit Locker' encryption software, which has been recommended by some GDPR trainers. The Clerks will investigate this issue.

8.5 Councillor email addresses - The trainers strongly recommended that all councils start using dedicated council email addresses rather than personal email addresses for councillors, particularly where private email addresses are shared.

9. North Tawton Memorial Park – Safety Inspection Report

To consider the Rospa Play Area Safety Inspection Report dated 6 March 2018 – copy attached at Annex C. Members should consider the following issues and decide on actions that need to be taken:

9.1 No 'High Risk' issues were identified.

9.2 The goal posts (page 13) were identified as having a 'Medium Risk'; the supports are loose in the ground and need to be re-set. The multiplay structure (page 25) was identified as having a 'Medium Risk' – there is decay to timber components which may affect structural integrity. The report recommends replacement of the decayed components, and planned replacement of the item.

9.3 Some minor 'Low Risk' items were identified.

- 10. Community Wellbeing Event – North Tawton Town Hall, Friday 27 April 2018, 2-6 pm.**
This event is being organised by West Devon CVS and another organisation called “Wiser£money”. The Council has a table booked at this event for the NTTC, the NTNP group, and the NT plastic waste recycling group. The Council are to decide what they wish to display (eg, for the NTTC, information on what the Council is responsible for, and what issues are covered by other layers of local government); who should man the table on the day; whether to provide a ‘mini-activity’, and any other relevant issues. See Annex D.
- 11. Batheway Risk Assessment**
The Group of Councillor that carried out the Risk Assessment have considered the response that has been received from Devon County Council. Cllr C Lee to update the Council on this matter and to recommend the next course of action.
- 12. PLANNING MATTERS**
To consider Planning Applications received from West Devon Borough Council
- 12.1**
Application No: 0650/18/HHO
Proposal: Householder application for construction of new front porch to front entrance.
Location: 17 Gostwyck Close, North Tawton, EX20 2HR
Applicant: Mr & Mrs M and P Davies
- 13. FINANCE**
- 13.1 Invoices.** To approve payments listed at Annex B in accordance with bank mandate (to be circulated at meeting).
- 13.2 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.
- 14. 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.
- 15. Parish Matters**
No decision may lawfully be made under this item but matters may be discussed which involve no more than an exchange of information.
- 16. Date of next meeting**
The next Ordinary Meeting of the Town Council shall be Tuesday 1 May 2018.

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. North Tawton Consolidated Charity.
2. North Tawton Football Club proposed CIC.