

# NORTH TAWTON TOWN COUNCIL

Town Clerk:  
Mrs R Rice

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EX20 2EP  
Tel 01837 880121

Minutes of the Ordinary Meeting of North Tawton Town Council held at the **Council Offices** on **TUESDAY 4<sup>th</sup> DECEMBER 2012** commencing at **7.30 pm**.

Present:

Cllr S Blood	Cllr Dr P Brickley
Cllr Mrs C Burrow	Cllr K Hodge
Cllr Mrs G Hoggins	Cllr N Morgan (Chairman)
Cllr Mrs J Morgan	Cllr I MacLeod
Cllr Mrs A Ponsford	Cllrs Mrs D Rice
Cllr Mrs J Rosser	Cllr S Whiteley

Two members of the public were present and PCSO Sarah Coleman from Devon and Cornwall Police.

## **Open Forum**

PCSO Sarah Coleman addressed the Council. She updated the Council on crime figures for the month of November 2012. There were 4 crimes received in North Tawton for the period 1/11/12 to 1/12/12, 1 offence of harassment to which no further action would be taken and 3 domestic related incidents. This was a small improvement for the same period last year, which was 7 crimes.

The Clerk has previously informed PCSO Coleman that some road signs had been defaced in the Staddon Moor area and there had been some damage caused to the multi-play equipment in the Memorial Park. PCSO Coleman said she would await being notified by DCC regarding the road signs before she could instigate an investigation and with regard the Memorial Park she would ask for extra visits to be made to the area.

“Have your Say” regarding policing matters would be coming to North Tawton in the near future.

The Chairman thanked PCSO Coleman for attending the meeting.

Being no further questions PCSO Coleman left the meeting.

1. **Apologies for Absence** - No apologies were received as all Councillors were present.
2. **Declarations of Interests** – None were made at this stage.
3. **Minutes of the Previous Meetings**
  - 3.1 The minutes of the Ordinary Council meeting held in the Town Hall on Tuesday 6<sup>th</sup> November 2012, copy circulated to Councillors at the meeting, were agreed and signed, with a slight alteration regarding the Open Forum. The fifth paragraph was amended to read:

*“Cllr Mrs J Rosser stated that Councillors generally were in attendance but if they were not they could be contacted.”*

#### **4. Updates**

- 4.1 Cllr Mrs J Rosser updated the Council on the Den Brook Community Council meetings. Cllrs Mrs J Rosser stated that there was nothing to update, except that the planning application to vary the noise condition had still not been submitted to West Devon Borough Council. The Clerk was requested to ascertain the expiry of the three year period that work should commence following the granting of the planning permission.
- 4.2. Cllr P Brickley updated the Council regarding a meeting with Officers from WDBC to discuss Affordable Housing. The Affordable Housing Team was very helpful and sympathetic and stated if there were any problems we were to contact them. The procedure for allocation of properties was outlined and the Affordable Housing Team would inform us as soon as the Barkers Way allocations were to be commenced.
- 4.3 Cllr P Brickley updated the Council regarding the Neighbourhood Plan project. There were 13 people on the project initially, but 1 Councillor and 1 member of the public had stood down. 1 replacement has been found so the Project Team now had 12 members. A meeting had been held with Nick Clarke from West Devon Borough Council. A Protocol had been agreed and Terms of Reference has been prepared and was currently with West Devon Borough Council to check. The Project Team was controlled by the Planning and Estates Committee in whose name the plan will be published. A leaflet was currently being put together to be distributed to the community.
- 4.1 Chairman updated the Council on various issues
- Woollen Mill Section 106 the final draft has been sent to the applicant's solicitors.
  - DALC were organising a training session – Rising to the Challenge – make localism a reality. The date for this has not been confirmed.
  - West Devon Borough Council has adopted a Localisation Strategy. The Strategy provides a framework that will enable Town and Parish Councils to choose the right level of localisation that will work for their local communities. The Strategy includes a commitment to hold events within the Borough to start conversation on how local communities can become more empowered and involved in Borough Services. A new surgery-style event will be held at the Ockment Centre, Okehampton on the afternoon of 17<sup>th</sup> January 2012.

#### **5. Ongoing issues**

The 'Action Log' was updated.

- Snow Warden Scheme – the Clerk was requested to put a notice in the window indicating where salt had been delivered.
- TAP fund – Winkleigh Parish Council had contacted NTTC with regard submitted a TAP fund request for Okehampton District Community Transport Group. Chagford Parish Council had also contacted NTTC with regard submitting a TAP fund request for the Parish Lengthsman. The preferred option was for a joint application with Chagford, but the Clerk was requested to ascertain whether two applications for TAP funding could be made. Cllr N Morgan and Cllr I MacLeod agreed that they would meet with Chagford Parish Council.

- Market Street Junction and Traffic Speed – The Clerk read out an e-mail received from Rhys Davies, DCC. The Clerk was requested to make a list of all the highways issues so that DCC could be contacted again asking them to reconsider.

**6. Safety Inspection and Risk Assessment – Memorial Park**

The Clerk reported that following the Risk Assessment and Safety Inspection recently carried out, the old multi-play and swings were inspected by C H Jones and Sons with a view to obtaining an estimate for the repairs.

It appeared that more damage has occurred to the old multi-play slide. A very heavy weight must have been dropped onto the slide making it unstable and dangerous. A replacement swing and chain was required and chains for the remaining large swings.

The Clerk had consulted with members of the Planning and Estates Committee and because of the cost of repairs and replacements it was decided for safety reasons that the equipment should be removed. The equipment was removed by C H Jones.

**7. Councillors attendance at meetings**

Cllr S Whiteley made a suggestion that Councillors should be “fined” for not attending meetings. The money raised could be donated to Devon Air Ambulance Appeal.

After some discussion it was resolved not to “fine” Councillors for non-attendance. It was felt that the Standing Orders were sufficient, if a Councillor did not attend any meetings for six months they could no longer be a Councillor.

The Chairman stated that Statistics for Councillors attendance will be reported annually in April.

**8. Amount of Paperwork sent with Agendas**

Cllr S Whiteley raised his concern regarding the amount of background paper being sent with Agendas.

After some discussion it was resolved that the current system of circulating background papers with the agendas and handing out papers at the meetings was good practice as Councillors could appraise themselves of the facts before the meeting.

**9. North Tawton Primary School – Christmas Fair**

An invitation from Friends of North Tawton School to their Christmas Fair on Friday 7<sup>th</sup> December commencing at 3.30 pm was noted.

**10. Golden Leaf Landscaping report for November**

The November report received from Golden Leaf Landscaping was noted.

**11. NTTC – Christmas Meal**

After some discussion it was resolved that the Christmas meal should be held at The New Inn, Sampford Courtenay. Dates suggested were 26<sup>th</sup> January 2012 or 2<sup>nd</sup> February 2013.

**12. Membership of Planning and Estates Committee**

After some discussion it was resolved, to avoid any conflict of interests that Cllr N Morgan should transfer from the Planning and Estates Committee to the Finance Committee and Cllr S Blood should transfer from the Finance Committee to Planning and Estates Committee.

**13. FINANCE**

**13.1 Invoices.** Members inspected the invoices and bank statements and appropriate payments were made in accordance with bank mandate.

**13.2 Monthly statement** – Members received the monthly statement and agreed to make the appropriate transfer from the reserve account to the current account to allow payments to be made.

**14. Anonymous donation**

It was noted that an anonymous donation has been received for the purchase of three picnic benches to be placed in the Memorial Park and a fireproof safe for the Council Offices.

Councillors were grateful to receive this donation and it was suggested that the information should be placed on the website.

**15. West Devon Citizens Advice Bureau**

After some discussion it was resolved to award a Section 137 Grant of £100.00.

**16. Okehampton District Community Transport Group**

After some discussion it was resolved to await the negotiations for TAP funding with Winkleigh Parish Council before awarding a grant to Okehampton District Community Transport Group.

**17. Photocopier**

The Clerk gave a verbal report regarding the recent breakdowns of the photocopier and the service received from Citrus Digital. After some discussion it was resolved that the Clerk should write to Cannon Head Office direct, with a copy to Citrus Digital.

**18. Urgent matters at discretion of Chairman** – The Clerk gave a verbal report regarding the Dog Warden Scheme. The Dog Warden had reported that he was pleased that there appeared to be an improvement in the amount of foulings, particularly in the Letherans Lane area. The Dog Warden's approach was to warn and educate people. Councillors reported that there appeared to be a problem with dog fouling in the Barkers Way, Moor View and Strawberry Fields areas. The Clerk would report this to the Dog Warden.

It was reported that the surface water drains in High Street appeared to be blocked.

Mrs C Hughes asked whether the Town Council has been notified regarding the Badging Ceremony held at North Tawton Pre-School. The Clerk confirmed that she had not received any notification of this event.

Mrs S Knott asked if the Clerk had any information regarding the winner of the Community of the Year 2012 competition that North Tawton Town Council had entered earlier in the year. The Clerk was requested to forward this information to Mrs Knott.

**19. Date of next meeting**

The next meeting of the Council shall be **Tuesday 8th January 2013.**

The meeting ended at 8.50 pm.