



# NORTH TAWTON TOWN COUNCIL

Town Clerk: Mrs Sarah Say  
Assistant Town Clerk: Stephen Webb  
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## Minutes of Ordinary Meeting held at the Council Office on Tuesday 5<sup>th</sup> May 2020 (held via Zoom)

### Present:

Cllr S Whiteley (Chair); Cllr Ms J Trewitt (Vice-Chair); Cllr Dr P Brickley;  
Cllr K Hodge; Cllr Mrs R Davies; Cllr Mrs S Watson;  
Cllr M Kennedy; Cllr Mrs C Burrow; Cllr Ms R Testa;  
Cllr Miss K Drake, Cllr J. Gray Cllr C. Lee

Mrs S Say – Town Clerk, Mr S. Webb Assistant Town Clerk

There was one member of the public on-line.

### 1 Apologies – None

### 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 3<sup>rd</sup> March 2020 at 7.30 pm – the minutes were unanimously approved.

3.2 To approve and sign notes of e-mail votes on specific items from the agenda for the Extraordinary Meeting of the Council which was scheduled for Monday March 23<sup>rd</sup> at 7.30pm. - the notes were unanimously approved.

3.3 To approve and sign notes of the e-mail vote made in respect of the production of Leaflet 2, information leaflet distributed to residents of North Tawton - the notes were unanimously approved.

### 4 Updates

4.1. **Chairman's updates:** - It was noted that it would be useful to ascertain how many inter-actions volunteers had following distribution of Leaflet No2 and the nature of the assistance provided.

4.2 **Neighbourhood Plan** None

4.3 **Estates Committee** – Members were to inform Cllr Ms J. Trewitt on items for forthcoming meeting. The park has been re-opened but play equipment not to be used.

4.4 – 4.11 No updates to be provided at this time.

4.12 **Covid 19** -The Town Clerk reported that there was still a great deal of advice coming through from a variety of agencies and this would be passed on as appropriate.

5 Action log – No updates at this time.

6 Consultations, invitations and newsletters – None.

- 7 NTTC - Schedule of Ordinary Meetings for 2020/21**  
Members considered the schedule of meetings listed in the Agenda. It was agreed that meetings would commence at 7.15pm and the schedule of dates was unanimously agreed.
- 8 Chairmanship of the Traffic and Parking Group.**  
Cllr Whiteley proposed that the current vice-chair of the group, Cllr C. Lee, be appointed as Chairman. Cllr C. Lee confirmed that he was willing to stand. This was seconded by Cllr Miss K. Drake and the proposal was unanimously agreed
- Cllr P. Brickley proposed that Cllr S. Whiteley be appointed as Vice-Chair of the group. Cllr Whiteley agreed to stand. The proposal was seconded by Cllr Ms. R. Testa and the proposal was unanimously agreed.
- 9 Annual Grant to North Tawton Town Hall – Known History for information.**  
It was noted that for many years, the Town Council paid an annual grant, (currently £2,500) to North Tawton Town Hall. Cllr S. Whiteley recalled that the origin of this grant emanated from the days of the local government “penny rate” when WDBC or its predecessor, Okehampton District Council paid an annual grant to the Town Hall from this rate.
- Notwithstanding comprehensive investigations, it had not been possible to trace the relevant paperwork. However, it appears that the Town Council act as “agents” for WDBC in this regard, passing on the payment which is now included in the Precept to the Town Hall. In these circumstances, it was agreed that it would be inappropriate for the Council to withhold payment of the money, especially as the Town Hall rely on the grant to continue its operations, but it was also agreed that the Clerk will make further investigations pending payment of the grant later this month.
- 10. NTTC Asset Register.**  
Following completion of Phase 2 of the Memorial Park equipment and the Art Installation at Moor View, it was necessary to re-value and update the Asset Register. Cllr Ms J. Trewhitt proposed that the re-valuation presented at the meeting be approved. This was seconded by Cllr Mrs R. Davies and the proposal was unanimously agreed.
- 11. Proposed Meeting of the Durant Trust**  
The clerk reported that it was usual at this time of year to hold a meeting of the Trust and advertise for grant applications. Cllr S. Whiteley proposed that an advertisement be placed in the Roundabout and on the “A” board outside the office with a closing date of 9<sup>th</sup> June followed by a meeting to consider grant applications to be held on 16<sup>th</sup> June. This was seconded by Cllr P. Brickley and there were 11 votes in favour (Cllr Mrs S. Watson not being a Durant Trust member).
- 12. Proposal from BT.**  
The Clerk presented a new contract proposal from BT which offered improved financial benefits over a 24 month term. Cllr C. Lee sought clarifications with regard to the BT Business hub. Cllr Mrs R. Davies proposed that, subject to the satisfactory confirmations regarding the hub, that the Council agree to the new contract terms,. This was seconded by Cllr M. Kennedy and the proposal was carried.

### **13. Climate Change Questionnaire.**

A draft of the questionnaire had been circulated to Members and subject to any minor changes to be sent to Cllr Ms R. Testa by Friday 8<sup>th</sup> May, Members debated the optimum method of distribution given the current restrictions imposed by the emergency. Costs had been ascertained for a planned distribution through an insert in the Roundabout supplemented by digital distribution via the website. Cllr S. Whiteley proposed that the questionnaire be made available digitally in late May or early June supplemented by the availability of paper copies to be displayed on the Town Hall steps. If numbers of responses from this initial distribution were low, delivery through letterboxes could be considered at a later date. This was seconded by Cllr Mrs R. Davies and the proposal was carried unanimously.

### **14. Planning Matters**

There were no new planning applications for consideration.

### **15. Finance.**

The Assistant Clerk explained that the design of the Scribe Financial Information System held each financial year as a separate "entity" and until bank statements up to 31<sup>st</sup> March 2020 had been received to facilitate reconciliation of the 2019/20 accounts, it was not possible to carry-forward the closing balances from March to the new 2020/21 financial year and therefore produce a bank reconciliation to 28<sup>th</sup> April to support the monthly payment list.

It was agreed that as soon as this work was completed, Cllr R. Davies would verify the April reconciliation. In the meantime, the payments for April were approved under emergency powers and that Cllr Ms J. Trehwitt and Cllr Mrs C. Burrow would attend the office to sign cheques for suppliers.

**The meeting was closed at this point to allow questions/comments from members of the public.**

### **16. Questions from members of the public.**

Mrs S. Knott queried whether with regard to Agenda item 12 whether the Council may be able to dispense with the landline and its attendant costs. The Town Clerk identified that it would be necessary for the Council to retain its current landline number.

**The Chair re-opened the meeting.**

### **17. Parish Matters**

it was agreed that no items would be discussed under this item for the foreseeable future.

### **18. Date of next meeting**

The next meeting of the Council shall be on Tuesday 2<sup>nd</sup> June 2020 at 7.15pm (Zoom Meeting)

## **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.

Cllr Mrs R. Davies proposed that Council convene a Part II meeting. This was seconded by Cllr Ms R. Testa and the proposal was unanimously agreed.

### **1. NTTC Contractor / Handyman.**

The clerk presented information in relation to the current contractor for the public toilets – *Exemption under Schedule 12A of the Local Government Act 1972 as amended* –

*1. Information relating to any individual.*

Cllr Mrs R. Davies proposed that this matter be reviewed by the Clerk after 13<sup>th</sup> May and any necessary adjustments to the situation will be made at this time. This was seconded by Cllr P. Brickley and the proposal was unanimously agreed.

### **2. Batheway Fields Phase 1 Section 106 – Sports Funding.**

It was noted that proposals had been received from A. Huggins (WDBC) relating to funds remaining in the budget and Members were invited to comment on these proposals. After a wide-ranging discussion it was suggested that the proposals should be expanded to include improvements to the kick-about area in the Memorial Park.

Cllr Mrs R. Davies proposed that costings be obtained to support inclusion of the kick-about area improvements in the budget. This was seconded by Cllr Ms R. Testa and there were nine votes in favour with three abstentions and the proposal was carried. The Clerk is to inform A. Huggins of this decision.

Cllr Mrs C. Burrow confirmed that allotment provision was included in the S106 list for Batheway Fields Phase 2.

### **3. Flowers in Troughs**

Further to the Council's decision at the April meeting that funding would be available for provision of flowers in the Flower Troughs, a discussion was held with regard to the extra costs of providing new troughs since at least one requires replacement. Further, delaying a decision on this to the June meeting would be too late for the supplier to reserve and supply plants. Cllr M. Kennedy proposed that the clerk make the appropriate enquiries and arrangements. This was seconded by Cllr Ms R. Testa and the proposal was unanimously agreed. A discussion on arrangements for future years would be held at a later date.

### **4. Corporate Multi-pay Cards**

In order to simplify arrangements relating to purchases under £100 and reduce the use of petty cash, the Clerk outlined a proposal to provide Multi-pay Cards- one each for the Town Clerk and Assistant Town Clerk, each with a limit of £100.00 per purchase. The new arrangement would facilitate payments on-line, the card having a total limit of £200.00.

Cllr Mrs C. Burrow proposed that the necessary arrangements for obtaining the cards be made. This was seconded by Cllr. Ms R. Testa and the proposal was unanimously agreed.