

## NORTH TAWTON TOWN COUNCIL

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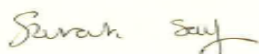
You are hereby summoned to the Ordinary Meeting of North Tawton Town Council to be held via Zoom on: **Monday 11 January 2021 at 7.15 pm – please refer to the information below re remote meetings – this meeting will be a remote meeting and attendees, including members of the public, should start logging on to Zoom from 7.00 pm to allow the meeting to commence at 7.15.**

**Please note:** To allow Local Authorities to function during the Covid-19 emergency, the Government has now issued legislation which, amongst other provisions, allows Councils to hold meetings remotely using appropriate technology. NTTC has decided that its meetings will be held remotely until further notice and has adopted the use of Zoom Conferencing software for this purpose.

Members of the Public are welcome to join the meeting if they have suitable equipment to log onto Zoom. Any personal data provided in this connection will be held securely and will be destroyed by 1 April 2021 or at any time as requested by the person concerned.

Members of the public wishing to join the remote meeting can request to join – you need a Zoom account, and when you request to 'join a meeting' the reference number you need is **848 6117 9209**. For security you will be kept in a virtual 'waiting room' until you are admitted to the meeting. The rules for a virtual meeting are the same as for a live meeting in relation to any disruptive behaviour, ie the ability to remove users from the meeting. Background screens and uploading of documents will be disabled.

**If you have any problem logging onto the meeting please telephone 01837 880121 for advice (phone diverted to Town Clerk when office closed).**



Town Clerk

### AGENDA

#### **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. Members of the public wishing to speak in the Open Forum should notify the Clerk 7 days prior to the meeting. 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. The maximum time allowable for the Open Forum at this meeting will be up to 45 minutes, at the discretion of the Chairman.

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 the minutes of the Ordinary Meeting of the Council held on Tuesday 3 November 2020.
  - 3.2. To approve the minutes of the NTTC Finance Committee held on Thursday 12 November 2020.
  - 3.3. To approve the minutes of the Ordinary Meeting of the Council held on Tuesday 1 December 2020.
4. **Updates - for the purpose of remote meetings, only important updates which cannot be postponed are required.**
  - 4.1. Chairman to update the Council on various issues.

- 4.2. Update on the NT Neighbourhood Plan – Cllr Ms J. Trehitt
- 4.3. Update from Estates Committee – Cllr Mrs J. Trehitt
- 4.4. Update from Finance Committee – Cllr Mrs R. Davies
- 4.5. Update from Section 106 Monitoring Group
- 4.6. Update from Section 106 Arts Group
- 4.7. Update from Personnel Advisory Group
- 4.8. Update from Den Brook Community Fund
- 4.9. Update from Parking and Traffic Group

**4.9.1. Use of disabled parking spaces in the Town car parks** *(Supporting Document D4.9.1)*

A further survey has been carried out on the provision and use of disabled parking spaces in the main car park. This concluded that (subject to approval by the full Council) it should be feasible to remove at least one disabled space in the main car park and replace it with 2 standard spaces. A briefing paper is attached for Councillors to consider. This would still leave 2 disabled spaces, with the proviso that public consultation will be essential, possibly through the 'Roundabout' as well as the Council website and the Community Hub. The original survey showed that the 'Blue Badge' disabled parking scheme is being widely abused, and anecdotal evidence shows this is still the case. Any reduction in the provision of disabled spaces would need to be accompanied by enforcement of the 'Blue Badge' facility. As the Council has no actual enforcement powers in the car parks, Councillors are requested to agree to introduce an 'advice letter' to be placed on the windscreen of offending vehicles. The question has also been raised about the two disabled spaces in the High Street (Monkey Puzzle) car park, which appear to be little used by disabled persons. The Traffic and Parking Group is to carry out a survey of the use of these spaces and report back to the Council.

- 4.10. Update from North Tawton Nature Group – Cllr Ms R. Testa
- 4.11. Update from WDBC from Cllr Ms. Lois Samuel and Cllr Mr. B Ratcliffe.

## 5. Ongoing issues

'Action Log' – this will be updated and circulated in due course.

## 6. Consultations/Newsletters/Invitations

- 6.1. South Hams and West Devon Councils are undertaking a detailed consultation exercise on their Draft Housing Strategy 2021 - 2026 "Better Homes, Better Lives." You can read a copy of the draft Housing Strategy here: [www.southhams.gov.uk/housing-strategy-2021](http://www.southhams.gov.uk/housing-strategy-2021)

Members to consider a response to the short survey with council views or elect to respond individually as a member of the public. <https://www.surveymonkey.co.uk/r/8MMVGG8>. The consultation is open from Monday 14th December 2020 to 10am on Monday 1st February 2021 and all responses should be returned by the closing date. If you have any questions regarding this consultation, please contact the Affordable Housing Team on 01803 861317 or 01822 813722 or email [affordable.housing@swdevon.gov.uk](mailto:affordable.housing@swdevon.gov.uk)

## 7. NTTC Co-option of Councillors Policy & Procedure

*(Supporting Document D7)*

Members are asked to consider the suggested policy & procedure and decide as to whether to adopt the policy as it stands or suggest required amendments further to which the policy would be adopted.

## 8. Appointment of Internal Auditor for 2020/21 Audit

*(Supporting Document D8)*

Members are asked to consider appointing Alison Marshall, Local Councils Administration Services, as their internal auditor commencing 1<sup>st</sup> April 2021, Fee £400-£450 dependent upon final year-end turnover. *(LGA 1972 s.111 – Budget provision – Audit Fees).*

## 9. Bank Account options

*(Supporting Document D9)*

Members are asked to consider the supporting report detailing risks and options for additional bank accounts for NTTC funds to provide protection under the Financial Services Compensation Scheme (FSCS) should a bank or building society fail and resolve council preferred option.

## 10. NTTC Financial Regulations Revision

*(Supporting Document D10)*

Members are asked to consider the suggested revised regulations and decide whether to adopt the regulations as they stand or suggest required amendments further to which the regulations will be ratified and adopted.

**11. Council Newsletter**

Members to consider if they wish the Clerks to investigate the costs and administrative requirements to publish a bi-monthly Town Council Newsletter to update residents and gather views on the activities and consultations that the council are engaging with

**12. Meetings Schedule for 2021**

Members to consider the requirement for a scheduled ordinary meeting in each August. NTTC previously did not hold August Meetings to allow the Councillors and Clerks to take two-week holidays and for the Clerks to have admin time. This would not prevent an Extra-Ordinary Meeting being called to discuss urgent planning matters

**13. Planning Matters**

**13.1.** 2523/20/TCA – 59 & 61 High Street, North Tawton EX20 2HG, Mrs Ann Harper

Application for Tree Works subject to a TPO - T1 Oak – Crown Lift on West Side to 3.5m from ground level, lateral reduction of 2x branches by approx. 3m on West side, Branches are overhanging neighbouring garden.

**13.2.** 4185/20/HHO & 4186/20/LBC – The Old Rectory, Essington Road, North Tawton EX20 2EX, Mrs J Williamson

Retrospective householder application and Retrospective Listed Building Consent to block in a doorway and create a new doorway as part of a wet room conversion and extend and rebuild an existing block wall in stone

**13.3.** 3987/20/FUL - Land at SX 665 019 East of Devonshire House, Essington Road, North Tawton, EX20 2EX, Mr Hann and Mr Barrett

Construction of five dwellings and associated works

**14. Finance**

**14.1.** Invoices. To examine payments for the month of December 2020. At present, payments are being approved by the Clerk, after examination by the Chair of Finance, as part of emergency delegated powers. *Relevant paperwork to be distributed and published prior to the meeting.*

**14.2.** Monthly statement – to receive the monthly statement and to consider adoption. *Relevant paperwork to be distributed and published prior to the meeting.*

**15. Parish Matters** - No items will be discussed under Parish Matters for the foreseeable future.

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

The meeting shall be suspended 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.

**17. Date of next meeting**

The next Ordinary Meeting of the Town Council shall be Tuesday 2 February 2021 at 7.15 pm unless otherwise notified.

**18. 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.

**18.1.** *Exemption under Schedule 12a of the Local Government Act 1972 as amended: Information relating to any individual – Members to discuss and consider the wording of the contract for Town Handyman (Supporting Document D18.1 – Confidential until approved)*