

NORTH TAWTON TOWN COUNCIL

Town Clerk – Melanie Bickell

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**Cllrs are summoned to a Meeting of North Tawton Town Council:
Tuesday 6th February 2024 at 7.30pm – North Tawton Council Office**

Melanie Bickell

Date of issue – 31st January 2024

PUBLIC NOTICE – RECORDING OF MEETINGS

The Council, members of the public and the press may film/record/photograph for live and/or subsequent broadcast this meeting only when the public and the press are not lawfully excluded.

Any member of the public who attends a public meeting and wishes to object to being filmed/recorded/photographed should raise their concerns with the any person recording the meeting. The Town Council do not accept liability for any 3rd party recordings.

PUBLIC FORUM - 7.15-7.30PM

Richard Keast – Station Fire Office North Tawton

To speak regarding the current recruitment campaign and general overview of the Station and issues we sometimes face e.g. parking, etc. Invitation to the Town Council visiting the Fire Station on one of their training nights in the New Year

AGENDA

13.24 APOLOGIES FOR ABSENCE - To receive apologies from Councillors unable to attend.

14.24 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.

15.24 MINUTES TO BE APPROVED

9th January 2024 Full Council

22nd January 2024 – Finance Committee Meeting

16.24 COUNCIL BY-ELECTION

A Poll will be held on 8th February 2024 with four candidates standing. The Town Council are currently under a period of pre-election publicity restrictions.

17.24 PUBLIC PERIOD

In accordance with standing Orders 3(f), Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend **in respect of the business on the agenda only.**

Please quote agenda item number where applicable. Time is limited to 2 minutes per person. In accordance with standing order 3(f), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

18.24 PLANNING APPLICATIONS for Council determination

18.1. [0014/24/FUL](#) North Park, Fore Street, North Tawton, EX20 2EB, Provision of a covered area for protection & storage of pallets on existing hard standing, applicant Mr Mike Colgrave - Crediton Dairy Ltd

18.2. [0260/24/TCA](#) Granary Park Essington Road North Tawton EX20 2EZ, G1: Elm trees - (Group of 3 hedgerow elms) Crown height reduction to approximately 15ft pollards, lateral reduction on all sides by 10ft to leave to regenerate as pollards. Works required as it is shading two neighbouring gardens & heavily overhanging outhouse/sheds of tree owner, applicant Mr Jordan-Sterland

- 18.3. [4317/23/FUL](#) Folland House, Warden Farm, North Tawton, EX20 2BY, Change of use of agricultural land to garden (retrospective), applicant Mr & Mrs D & M Barwick

19.24 REPORTS & UPDATES

19.1. Chair's report

- a. To agree the date of the Annual Town Meeting and approve a budget for refreshments.
Power to incur expenditure – Localism Act 2011 GPC, budget provision – budget provision - Chairs allowance.
- b. Lych Gate repair has been completed and the Town Council again thank the public for their generous donations.

19.2. Clerk/RFO Delegated Authority Report

- a. Clerks' workload/Priority List (*Doc 19.2a.24*) to be noted.
- b. Freedom of information Requests - One request for a review of Refusal decision has been forwarded to Data Protection to carry out the review at a cost of £300 plus VAT.
- c. Cemetery planning application – resubmitted by PCL Planning beginning of February with the additional reports requested by the planning officer.

19.3. Transport Committee – next committee meeting 12th February

- a. Update on Public Meeting 26th January to discuss parking & EV Charging (*Doc 19.3a.24*)
- b. Arising from public meeting - Full Council to consider carrying out a public consultation and survey with residents on any proposals to change the layout of the Memorial Park or un-designated green space
- c. Arising from public meeting, Full Council to determine if they wish the Clerk to investigate permissions from WDBC and Charity Commission with regards to extending the Memorial Park carpark, monkey puzzle tree side and/or further back into the park
- d. Arising from public meeting, Butts Field off Barton Street is a designated green space – meaning that new development will not be permitted on it other than in special circumstances. The land has protection consistent with that of Green Belt.
Full council to consider if they wish to pursue all options and allocation of the following actions if so;
 - Neighbourhood Plan Monitoring and Review Group to consider un-designating Butts Field
 - Project Development Group to investigate options to purchase all or part of Butts Field from current owner (all actions via the Town Clerk) if the field becomes un-designated.

19.4. Estates Committee – next committee meeting 20th February

19.5. Finance Committee – verbal report

19.6. Councillors and working groups.

- a. Pride Flag being flown for whole of February for LGBT+ History Month – Cllr Simmons wishes to address the Council on their resolution 9/1/24 to fly the flag for the whole month of February.
- b. LGBT+ History Month February – Cllr Martin wishes to address the council with regards to the Council promoting this event and paying the associated costs.

19.7. Borough Councillors

20.24 COUNCIL BUSINESS

20.1. Actions List (*Doc 20.1.24*) - For information

20.2. Fire Safety Legislation for non-residential premises appointment of a responsible person (*Doc 20.2.24*)

Legislative changes from 1st October 2023, now require the appointment of a 'responsible person' *You are a 'responsible person' if you are an employer, have control of the premises or are an owner of a premises.* NTTC as a corporate body are the 'responsible person' however, duties can be delegated but NTTC corporate body maintain full responsibility. Members to determine how they wish to proceed.

20.3. CCTV in The Square – carried from public period 9.1.24

NTTC are asked to consider installing a cctv camera fixed to the top of clock tower whilst the scaffolding is up due to recent criminal damage, stolen cars and anti-social behaviour around The Square

Clerk has contacted Devon & Cornwall Police Inspector Chris Conway (Okehampton) who responded *"I have looked at crimes in the square area in the last 3 months and our reports do not correlate with the issues you have listed below. For reassurance, in terms of offences in public areas (not within specific houses) within line of sight of the clock tower since October we have had just four offences (it is possible that if an offence has been reported via our webpage in the last couple of days it has not appeared on our system yet):*

- *An assault on a bus driver on October*
- *A report of two people fighting near a public house in November (just out of view of the clock tower)*
- *Two people fighting at spar in December*
- *ASB/drunken male on Christmas eve*

We are supportive of areas having CCTV and it does serve many benefits, not just for dealing with crime but also assisting in non-crime incidents.

NTTC Considerations - (Doc 20.3.24)

Data Protection (Freedom of information and subject access requests)

Data Protection impact assessment will need to be carried out following a consultation with residents as the area is predominantly residential.

Cost to purchase equipment.

Cost to install equipment.

Cost to maintain equipment.

Planning permission - the area is within a conservation area and clock tower is Listed

Public demand

20.4. Request to fly a guest flag outside council Office.

Members to consider a request to fly the flag purchased in 2023 for World Autism Acceptance Week (28 March – 3 April 2022) and the accompanying World Autism Awareness Day (2 April)

20.5. Grant Application Merry Go Round Community Ventures £120.00

Grant application for £120 to pay for calibration of baby weighing scales used for the self-weigh for babies' session on Thursday mornings which also offers free support for breastfeeding mothers.

Power to incur expenditure – Localism Act 2011 GPC, budget provision – earmarked grant reserve £2696 available

21.24 FINANCE

21.1. Financial Risk Assessment & Reserves policy (Doc 21.1.24)

The Finance committee as part of their terms of reference have met and reviewed the financial risk assessment and level of reserves for NTTC which is now presented to full council for information prior to setting the budget and precept for 2024/25.

21.2. RFO Budget report 2024/25 and recommendations of Finance committee (Doc 21.2.24)

RFO will present the budget report as per the agenda document and answer questions

21.3. 2024/25 Budget

Members to resolve the total budget for 2024/25 having considered the RFO report and finance committee recommendations

21.4. 2024/25 Precept

Members to resolve the precept demand for 2024/25 having considered the RFO report and finance committee recommendations

21.5. Monthly Financial statement - (Doc 21.5.24)

to receive the monthly statement of payments, receipts, bank reconciliation and budget report, and to consider approval. Cllr Fey, as the appointed Cllr, to provide verbal report on quarterly bank reconciliation review

22.24 DATES OF NEXT MEETINGS

12th February 2024 Transport Committee Meeting 7.30pm Council Office

20th February 2024 Estates Committee Meeting 7.30pm Council Office

5th March 2024 full Council Meeting 7.30pm Council

23.24 EXEMPT REPORTS Members to consider a resolution 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 (5) of Schedule 12A of the Local Government Act 1972

23.1. Media Solicitor

To receive the Clerk report on Legal advice obtained during a consultation with Brett Wilson Solicitors regarding measures to protect all members, staff and the public with regards to personal and future use of film and audio recording made during Council Meetings by 3rd parties.

Cllr Martin proposes the Solicitor report is made public by NTTC.

23.2. Mediation Services

Following the open letter addressed to the Council in December and the recommendations of the Monitoring officer to appoint a professional independent mediator, members to consider the quotes to provide mediation services to North Tawton Town Council.

Power to incur expenditure LGA 1972 s.111, budget provision General Reserve