

NORTH TAWTON TOWN COUNCIL

Town Clerk – Melanie Bickell

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Cllrs are summonsed to a Meeting of North Tawton Town Council:
Tuesday 2nd April 2024 at 7.30pm – North Tawton Council Office

Melanie Bickell

Date of issue 25th March 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 are not recording this meeting and do not accept liability for any 3rd party recordings.

PUBLIC FORUM **7.00-7.30PM**

Neighbourhood Energy Storage – guest speaker Mark Coghlan (AMP Clean energy)

a form of low carbon technology which can help to reduce greenhouse emissions and, by enabling the benefits of renewable energy generation to be maximised, would reduce reliance on non-renewable sources of energy. The development would have an incongruous appearance but is not considered to have a significantly harmful impact on the character and appearance of the area.

AGENDA

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

36.24 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.

37.24 MINUTES TO BE APPROVED
5th March 2024 Full Council

38.24 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.

39.24 PLANNING APPLICATIONS for Council determination

39.1. [0585/24/HHO](#) Householder Application for erection of 2.542m x 2.542m greenhouse in garden, The Bowery North Tawton EX20 2BT, applicant Mr Huw Jones

40.24 REPORTS & UPDATES

40.1. Chair's report

a. D-Day 80th Anniversary – update on raising the flag

b. Annual Town Meeting – The Town council will hold their annual public assembly on Thursday 25th April 2024, 7pm in the Town Hall. Refreshments will be served by your Councillors commencing 6.30pm. Current agenda items and guest speakers include.

North Tawton Fire Station – Richard Keast – recruitment and services from North Tawton

North Tawton Primary School – Tara Penny – School activities and community engagement

Devon & Cornwall Police – PC Wakeman – Crime statistics and community engagement

North Tawton Miniature Railway reinstatement - Rev'd Mark L Hill-Tout – to gauge community interest and support

Devon County Council – County Cllr James McInnes – news from DCC

West Devon Borough Council – Borough Cllrs Mike Casbolt and Louise Watts – news from WDBC

Town Council – annual Chairs report, annual finance report, Town Crier competition, Town Flag

initiative, Christmas trees and lighting consortium, 7.5t weight restriction (except for access), Memorial Park replacement play equipment.

This is a meeting for the public to assemble and raise matters and is not a Council Meeting. No decisions can be taken at this meeting but matters can be referred to full council or a relevant committee

40.2. Clerk/RFO Delegated Authority Report

- a. Clock Tower** - WDBC triage enforcement 028339 have "reviewed the concerns raised regarding the style of the lead work completed to the roof and indeed all of the works completed to date with the heritage officer who authorised the works, Belle Richer-Hill. She is quite satisfied that the works are acceptable. Whilst there is variance in appearance from that seen previously, the materials and style of the works are in her view correct and in keeping with the historic nature of the building".
- b. Office phone and broadband renewal**
Following negotiation, the current contract has been renewed on a 2-year term with BT Business for £51.95 + VAT, with removal of telephone book listing amounting to a saving of £32.92 per month – Only other viable provider Sky Business was £2.80 per month cheaper but as the Council have a VOIP (Voice over internet phone) number, the council office number cannot be transferred.
- c. LEVI** – Electric Vehicle infrastructure update for town centre carpark. The Town Council have been included in the 'minimal list of sites' to be sent out to tender by DCC in the Summer. Clerk will provide further details at the meeting
- d. Internal Audit** – the appointed internal auditor will be carrying out the internal audit on Tuesday 16th April – Internal audit is an audit of the Council's Governance reporting on the adequacy and effectiveness of an authority's system of internal control and the effectiveness of risk management.
- e. External Audit** - PKF Littlejohn are appointed by [Smaller Authorities' Audit Appointments Ltd](#) (SAAA) as the external auditor for the 5 financial years from 2022/23 to 2026/27. Deadline for submission 1st July 2024.

40.3. Councillors, Committees and working groups.

- a. Lych Gate inspection** – to receive the final report and recommendations from Cllrs Whiteley, Martin & Fey
To receive a report from the Clerk following a site meeting with the appointed contractor, Heritage Builders Ltd, on 23rd March in response to the interim report of Cllrs Whiteley, Martin & Fey.
- b. Christmas trees 2024** – to receive a report and any recommendations from working group. Power to incur expenditure – *Localism Act 2011 GPC, budget provision £1971 reserves carried forward from 2023/24 budget*
- c. Memorial Park replacement equipment** – to receive a report and recommendations from the working group.
- d. Town Crier Competition** – to receive a report and recommendations from the working group
- e. Town Flag Competition** – to receive a report and recommendations from the working group
- f. CCTV for The Square** – to receive a report and recommendations from the working group
- g. Community Transport** – to receive a report and recommendations from Cllr Kennedy and Town Clerk
- h. S.106 Monitoring Group** – to receive a report from Cllr Burrow

40.4. Borough Councillors

41.24 COUNCIL BUSINESS

41.1. Fire Safety Legislation for non-residential premises (Doc 41.1.24)

The Town Council Corporate body are the Responsible person. During Council meetings all members of the Council are responsible for safe evacuation of the premises in accordance with agreed fire safety evacuation plan.

To receive the fire evacuation plan for the Town Council Office and discuss prior to ratification.

41.2. Grounds Maintenance Contract (Doc 41.2.24)

On 18th March 2024, Countrywide Grounds Maintenance informed NTTC of a price increase commencing 1st April 2024 amounting to an additional £111.13 per month + VAT. This is within the terms of their 3-year contract – clause 5.8 "The Supplier and Customer agree that the Charges / Hourly Rate shall be renewed annually by a percentage amount of the variation in the Retail Prices Index (all items) published by the UK Office for National Statistics at 31st December each year. If the index is negative the Charges/Hourly rate shall not alter. For the avoidance of doubt the parties shall document the change in writing prior to the renewal date".

41.3. Live streaming of Council Meetings

On 5th September 2023, The Town Council resolved not to live-stream council and committee

meetings. Under the '6-month rule', this is now revisited.

The Media Solicitors (Brett Wilson) appointed by the Council have advised NOT to record meetings itself and not to upload any videos, even if obtained from a 3rd party, because this has massive burdens under the Data Protection Act to ensure that the data is only retained/stored securely and for as long as necessary, and each person in it has the right for their data to be removed or updated. The Council have been advised that if there is a demand to watch council meetings then to consider live streaming because it is not a recording and is not stored anywhere, people have the choice to watch it as it happens and nothing more.

Members to discuss. *Power to incur expenditure LGA 1972 s.111, no budget provision but consider use of earmarked IT reserves £3782 available.*

41.4. Civility & Respect Cllr Training (Doc 41.4.24)

On 6th June 2023, NTTCC signed the civility and respect pledge and adopted the officer/councillor protocol. Members to consider ongoing training as explained in the agenda document – *cost £300-£400, power to incur expenditure LGA 1972 s.111, budget provision 2024/25 Training £1190 available.*

41.5. Clock Tower repair – in accordance with the funding campaign, “*When the works are completed there will be a PR event to highlight the support given by local people and local business*”. Members to discuss and agree process of events to mark the occasion.

Power to incur expenditure – Localism Act 2011 GPC, budget provision – to be determined as no current budget provision.

41.6. Grant application – D Day 80th Anniversary Celebration Volunteers request £500 to hold a ‘fun-day’ of events to mark the occasion – *power to incur expenditure Localism Act 2011 GPC, budget provision – grants earmarked reserves £4,000 available*

41.7. Footpath from Cornfield Way on the Bathway Fields Estate to Barton View. - (Doc 41.12.24)

Cllr Lee requests the council to examine an alternative pedestrian route to the Town, given that the existing footpath along the main road is less than satisfactory and how this could be funded.

41.8. Process and procedures for engaging contractors Cllr Martin requests the creation of a checklist and policy detailing procedure.

Town Clerk directs members to Standing Orders and Financial Regulations which determines the awarding of contracts and procurement.

42.24 FINANCE

42.1. Quarterly Bank Reconciliation check – Cllr Fey as the appointed Cllr to report to Council.

42.2. Financial Statement - to receive the monthly statement of payments, receipts, bank reconciliation and budget report, and to consider approval - (Doc 42.2.24)

42.3. Year end financial Statement and budget report to be presented at the meeting.

43.24 DATES OF NEXT MEETINGS

Wednesday 10th April 2024 – Estates Committee Meeting 7.30pm Town Council Office

Thursday 25th April 2024 – Annual Parish Assembly Meeting – 7.00pm Town Hall

Tuesday 7th May 2024 – Annual Town Council Meeting 7.30pm Town Council Office

44.24 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

44.1. Clerks’ Annual appraisal – to receive a verbal report from the personnel committee and recommendation for pay scale progression to LC2 SCP 31 for achieving satisfactory performance (50p per hour increase).

44.2. Clerks’ hours – the clerk formally requests a reduction in her hours and appointment of a deputy town clerk to fill the vacant hours.