

AGENDA ITEM No. 3a

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 19th January, 2022 at 5.30pm** at the **TOWN HALL, TAVISTOCK**

PRESENT Councillor A Hutton (Mayor)
Councillor Mrs U Mann (Deputy Mayor)

Councillors Ms L Crawford, Mrs A Johnson, A Lewis,
Mrs G Parker, B Smith, H Smith, P Squire, A Venning, P
Ward, P Williamson.

IN ATTENDANCE Town Clerk, General Manager, Assistant to the Town Clerk.

Prior to the commencement of the Meeting there were a few moments of Quiet Reflection led by a representative of Tavistock Street Pastors.

COMMENCEMENT OF MEETING

282. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors J Ellis, Mrs M Ewings, A Fey and J Moody.

283. DECLARATIONS OF INTEREST

The following Declarations of Interest were made;

- Councillor A Lewis in respect of Agenda Item 6c (Community Grants) by virtue of his involvement with one of the applicant organisations;
- Councillor Mrs U Mann in respect of Agenda Item 6c (Community Grants) by virtue of her employment with one of the applicant organisations. Councillor Mrs Mann left the room during consideration of this item;
- Councillor Mrs G Parker in respect of Minute No. 279 (DM&L Minutes 11th January 2022 refer) by virtue of her relationship with the party who had petitioned the Secretary of State with regard to Planning Application 3652/20/FUL;
- Councillor Mrs A Johnson in respect of Planning Application 4536/21/FUL by virtue of family association.

284. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 30th November, 2021 be confirmed as a correct record and signed by the Chairman (Appendix 1).

285. PUBLIC REPRESENTATIONS AND QUESTIONS

No Public representations or questions had been received prior to the Meeting.

ITEMS REQUIRING A DECISION

286. COUNCIL BUDGET & PRECEPT 2022-2023

An updated Budget Summary (Appendix 2) had been provided pursuant to the prior Meeting of the Budget and Policy Committee. The Council proceeded to review the proposed arrangements in connection with the proposed Schedule of Fees and Charges, Budget, Precept and Rolling Capital Programme 2022-2023 as submitted to the Budget and Policy Committee.

RESOLVED THAT: -

- a) subject to amendment to accord with 'Note' (i) below the Schedule of Fees and Charges 2022-2023 as submitted;
- b) the Tavistock Town Council Budget 2022-2023 as submitted;
- c) the Tavistock Town Council Precept 2022-2023 in the sum of £186.54 per Band D property equivalent (representing an increase iro of 2.92%);
- d) the Rolling Capital Programme as submitted;

be approved and adopted.

Noted That

- i. a minor amendment to the Fees & Charges Schedule previously provided in respect of parking charges in Guildhall Car Park (disabled parking tariff to read 50p not 30p);
- ii. the increase in the Precept of 2.92% would amount to an increase of 10p per week per Band D equivalent property;
- iii. the Budget Summary before the Meeting reflected previous discussions and decisions;
- iv. it was acknowledged significant emergency capital works were anticipated which would place strain on the finances of the Council and limit its ability to undertake other than priority projects;

- v. it was confirmed that a tender process for insurance services would shortly be undertaken, for a 3-year Policy, but this should not impact the planned Budget.

287. GENERAL FINANCE

The Council considered the following:-

a) Schedule of Payments

The Council received and considered a copy of the monthly accounts as at 30th November, 2021 (Appendix 3) as listed on the Council website;

b) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 4) as at 30th November, 2021;

c) Community Grants

The Council considered the Notes of the Grants Panel Meeting held on 10th January, 2022 (Appendix 5), arising from which it was:-

RESOLVED THAT the following Community Grants be made;

i.	Tavistock Carers' Support Group	£ 650
ii.	Tavistock Local History Society	£ 380
iii.	Tavistock Musical Theatre Company	£ 1,000
iv.	Tavistock Specials' FC	No award to be made
v.	Tavistock Library	£ 480
vi.	Tavistock Street Pastors	£ 800
vii.	Regarding Eve Theatre CIC	£ 1,000
viii.	Citizens' Advice Bureau	£ 3,500

288. BUDGET & POLICY COMMITTEE

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 6) held on Tuesday 4th January, 2022, the recommendations being reported by rote.

RESOLVED THAT subject to consideration of Minute No's 270 - 271 being deferred to a later point in the Meeting in view of the confidential nature of the business to be transacted, the recommendations included in the foregoing report of the Committee (Minute No's 262 – 269 inclusive*) be approved and adopted.

Noted That –

- i) the report of the Internal Auditor would be brought to a future Budget & Policy Committee Meeting (Minute No. 267 refers).
- ii) *insofar as not amended by Minute No 286 above (i.e. Minute No 265(a)(ii).

289. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE

The Council considered the following: -

- i) Development Management & Licensing Committee - Minutes of the Meeting held on Tuesday 7th December, 2021 (Appendix 7) (Minute No's 252 - 261 inclusive);
- ii) Development Management & Licensing Committee – Minutes of the Meeting held on Tuesday 11th January, 2022 (Appendix 8) (Minute No's 272 - 281 inclusive);

Noted That

The Chairman of the Committee reported that Planning Application 3652/20/FUL (Minute No. 279 refers) had recently been considered by West Devon Borough Council's Development Management & Licensing Committee, at which he had represented the position of the Council.

It was further reported that the site;

- had been intended to deliver 18,600sq^m of employment space; and
- should have delivered 30% affordable housing;

However, it now appeared that;

- the Planning Application did not deliver either of the above, nor did it include a contribution toward local transport, which had been reasons why Tavistock Town Council had objected to the Application;
- the Local Planning Authority had voted in favour of the Application, and had delegated authority for the drafting of the Decision Notice to the Head of Planning, together with the Chairman and Vice Chairman of its Development Management & Licensing Committee;
- The Town Council had been given assurances that the 'extra care facility' would be delivered with conditions on

occupation in perpetuity, however the Application didn't appear to secure this, also that all 60 units within the facility would be 'affordable housing';

- there had been strong feelings within the community - following the announcement of the consent for the Application an associated public representation to the Secretary of State to 'call-in' the Application for review/determination.

RESOLVED THAT the Town Clerk, in consultation with the Chairman of the Town Council's Development Management & Licensing Committee, write to the Secretary of State for Levelling Up, Housing and Communities, in support of the request that the application be 'called in' under Section 77 of the Town and Country Planning Act, 1990.

290. PANDEMIC – ARRANGEMENTS FOR THE CONDUCT OF COUNCIL BUSINESS

The Council considered a Briefing Note (Appendix 9) seeking views on where future Committee and Council Meetings would be held in view of recent developments.

The pros and cons of Butchers' Hall, the Council Chamber, and the Town Hall were considered, alongside prior delegation arrangements.

RESOLVED THAT for the remainder of the Civic Year and subject to any changes in national requirements appertaining to health:

- i. The Development Management & Licensing Committee meet in the Council Chamber, noting the lower number of expected attendees which would allow for improved social distancing;
- ii. The Budget & Policy Committee Meeting meet in the Guildhall;
- iii. a Risk Assessment be carried out for the Guildhall to ascertain if social distancing measures could be effectively implemented for Council Meetings whilst allowing for members of the public who might wish to attend.

Noted That Members to advise the Assistant to the Town Clerk of their preferred social distancing preference i.e. 1m or 2m to inform the Risk Assessment to be prepared by the General Manager in connection with (iii) above.

ITEMS CIRCULATED FOR INFORMATION ONLY

291. SERVICE REPORTS

The Council received the reports of the General Manager (Appendix 10), Town Hall/Depot and Butchers' Hall (Appendix 11) and the Pannier Market (Appendix 12):-

Noted That - General Manager's Report:

- the trenches which had been dug on Whitchurch Down had been designed to help alleviate flooding across the road, which could lead to icy patches in cold weather and following consultation with the Highway Authority;
- in the long term the planting of trees on Whitchurch Down might be considered to help offset flooding. However this would require consultation with other stakeholders including those with statutory rights e.g. Whitchurch Down Commoners' Association.

292. FINANCE AND OTHER MATTERS

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 13);
- b) Town Hall & Markets Consultative Group – Notes of the Meeting held on 8th December, 2021 (Appendix 14);
- c) Guildhall Gateway Centre Project Update: it was confirmed that discussions had taken place to establish if Key Centre Status could now be applied for, as the necessary prerequisites now appeared to be substantially in place. The Council was working with Tavistock Heritage Trust and Cornwall Council to seek to establish next steps.
- d) Updates
 - i. From Representatives on outside bodies;
Kingdon House – the Council's representative confirmed that:
 - refurbishment works had either already been undertaken or were about to be undertaken on the basement toilets, kitchen and street-level toilets;

- hirers were beginning to return to the venue, and more enquiries for use of the space were being received;
 - Kingdon House Association had benefitted from Covid Grants;
 - The next Meeting was scheduled for 20th January, 2022
- Oke Rail – the Council’s representative confirmed that;
- a virtual Meeting was scheduled for 20th January, 2022;
 - the service between Okehampton and Exeter had resumed, and was well supported;
 - further updates would be provided at a later Meeting
- ii. From Members who had attended training sessions – no feedback brought forward.

EXCLUSION OF PRESS AND PUBLIC

293. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and having regard to the confidential nature of the business to be transacted it was: -

RESOLVED THAT the Press and Public be excluded from the Meeting for the following items of business.

CONFIDENTIAL ITEMS REQUIRING A DECISION

294. PROPERTY, LEGAL & FINANCE MATTERS

(**CONFIDENTIAL** by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)

i. DEBTORS

The Council considered and noted a list (Appendix 15) of all those with debts to the Council dating from earlier than the last quarter day and received updates accordingly.

A verbal update was also provided regarding a tenant’s request to trade from the rear of their property. The General Manager was due to meet with the tenant’s representative shortly to discuss this, and other matters.

295. BUDGET & POLICY COMMITTEE (CONT'D)

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The Council received and noted confidential Minute No 271 and considered Minute No. 270 of the Meeting of the Budget & Policy Committee (Appendix 6 refers) held on Tuesday 4th January, 2022

RESOLVED THAT subject to consultation with the employee side the 'out of hours' allowance be increased to £175.00 with receipt backdated to the first full week of January, 2022.

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY

296. PROPERTY, LEGAL & FINANCE MATTERS

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- a) No updates were required on outstanding legal matters;
- b) The Notes of the Guildhall Gateway Centre Advisory Forum Meeting held on 13th January, 2022 were received (Appendix 16)

The Press and Public were re-admitted to the Meeting.

The Meeting closed at 6.47pm

Signed:

Dated:
CHAIRMAN