

## **AGENDA ITEM No. 3a**

**MINUTES** of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 24<sup>th</sup> MAY, 2022 at 5.33pm** at **THE COUNCIL CHAMBER, TOWN COUNCIL OFFICES, DRAKE ROAD, TAVISTOCK**

**PRESENT** Councillor P Ward (Mayor)  
Councillor J Ellis (Deputy Mayor)

Councillors Ms L Crawford, Ms T Eperon, Ms M Ewings, A Fey, A Hutton, Mrs A Johnson, A Lewis, Mrs U Mann, B Smith, H Smith, P Squire, A Venning, 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 the Reverend Rosie Illingworth of St Eustachius' Church, Tavistock.

### **COMMENCEMENT OF MEETING**

#### **43. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor J Moody, and from Councillor Ms M Ewings\* for late arrival.

#### **44. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this point in the Meeting.

#### **45. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Annual Meeting of Tavistock Town Council held on Tuesday 10<sup>th</sup> May, 2022 be confirmed as a correct record and signed by the Chairman (Appendix 1).

#### **46. PUBLIC REPRESENTATIONS AND QUESTIONS**

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

### **ITEMS REQUIRING A DECISION**

#### **47. GENERAL FINANCE**

The Council considered the following:-

a) Schedule of Payments

The Council received and considered a copy of the monthly accounts as at 31<sup>st</sup> March, 2022 (Appendix 2) as listed on the Council website;

b) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 3) as at 31st March, 2022.

**48. BUDGET & POLICY COMMITTEE**

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 4) held on Tuesday 16<sup>th</sup> May, 2022, the recommendations being reported by rote.

RESOLVED THAT subject to consideration of Minute No's 24 - 30 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 14 - 23) be approved and adopted.

Noted That Councillor A Venning arrived during consideration of the above item.

**49. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE**

The Council considered the following: -

- i) Development Management & Licensing Committee - Minutes of the Meeting held on Tuesday 26<sup>th</sup> April, 2022 (Appendix 5) (Minute No's 397 - 406 inclusive) the recommendations being reported by rote:

RESOLVED THAT the recommendations included in the foregoing reports of the Committee be approved.

- ii) Development Management & Licensing Committee – Minutes of the Meeting held on Tuesday 17<sup>th</sup> May, 2022 (Appendix 6) (Minute No's 31 - 42 inclusive) the recommendations being reported by rote:

RESOLVED THAT subject to the addition of 'Vice' before Chairman (Minute No. 32 refers), the recommendations included in the foregoing reports of the Committee be approved.

**50. MEMBERSHIP OF COMMITTEES, CONSULTATIVE GROUPS & WORKING PARTIES**

- a) The Council considered the current Schedule (Appendix 7), and sought to appoint a representative to fill a Councillor vacancy which had recently arisen on the Neighbourhood Development Plan Steering Group.

A nomination, which was seconded, was made in respect of Councillor P Squire. There being no other nominations it was:

RESOLVED THAT Councillor P Squire be appointed to the Neighbourhood Development Plan Steering Group to fill the place previously occupied by Councillor A Hutton.

- b) The Council considered the appointment of a Councillor to the Development Management & Licensing Committee, there currently being two vacancies on this Committee.

A nomination, which was seconded, was made in respect of Councillor A Lewis.

RESOLVED THAT Councillor A Lewis be appointed to the Development Management & Licensing Committee.

- c) It was reported that Councillor Mrs A Johnson (the Council's representative on the Oke Rail Forum) had been approached to attend the meetings of the Peninsula Rail Group which was seeking to bring the railway back to Tavistock.

The consent of the Council was required for this appointment to take place, and the Terms of Reference of the Group were also awaited. This matter would be brought to the next Council Meeting, however in the interim the Council endorsed Councillor Mrs Johnson attending the Group's meetings.

**ITEMS CIRCULATED FOR INFORMATION ONLY**

**51. SERVICE REPORTS**

The Council received the reports of the General Manager, Town Hall/Depot and Butchers' Hall and the Pannier Market (Appendices 8 - 10).

Noted That reference was made to the importance of adequate watering for semi-mature trees when transplanted outside of the normal season.

## **52. FINANCE AND OTHER MATTERS**

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 11)  
Noted That the Assistant to the Town Clerk was commended for coordinating the successful delivery of the Guildhall Opening Reception.
- b) West Devon Borough Councillor Report – (Appendix 12) as provided by Councillor J Moody was received and noted.  
Noted That \*Councillor Ms M Ewings arrived during consideration of the above item.
- c) Updates
  - i. From Representatives on outside bodies;  
Dartmoor Common Owners' Association – it was reported:
    - a Meeting had taken place on 13<sup>th</sup> May 2022, where appointments had been made and the new Dartmoor National Park Authority Conservation & Community Officer had provided a presentation including the proposed revisions to the Authority's by-laws;
    - the next Meeting would take place on 16<sup>th</sup> September 2022;Tavistock BID Company – it was reported that;
    - this year's hanging baskets had been erected around the town, with the BID Company grateful to the Town Council for watering the baskets;
    - the Tavistock Mobile App had been re-issued, with plans in place to update the content in the coming weeks. Feedback on the App to the BID Manager was welcomed.A Borough Councillor reported being appointed by West Devon Borough Council to sit on the Tavi Rail Group. A Town Councillor representative would be appointed at a future Council Meeting (see Minute No. 50c above).
  - ii. From Members who had attended training sessions – no feedback brought forward.

**53. COMMUNICATIONS OR REPORTS SUBMITTED BY THE MAYOR**

The Mayor reminded Members, and those members of the public who might be watching the live streaming of the Meeting, that Tavistock Town Council currently had a Councillor vacancy.

The deadline for requesting a by-election was 13<sup>th</sup> June 2022, and that this required 10 residents in the South West Ward to put forward such a request. A previous Meeting had agreed that Poll Cards would be issued, if a by-election took place.

**EXCLUSION OF PRESS AND PUBLIC**

**54. 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**

**55. BUDGET & POLICY COMMITTEE (CONT'D)**

(**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)

The Council received and considered Minute No's 24 – 30 of the Meeting of the Budget & Policy Committee (Appendix 4 refers) held on Tuesday 16<sup>th</sup> May 2022, the recommendations being reported by rote.

RESOLVED THAT subject to the recommendation in Minute No 26(b)) being amended to delete the existing, and replace it with the wording as follows:

'(b) A meeting of the Tavistock Heritage Advisory Forum be convened as soon as possible with a view to expediting this and other matters'.

the recommendations included in the foregoing reports of the Committee be approved and adopted.

Noted That regarding Minute No 26 – it was reported that the financial information requested had not yet been received due to

challenges understood to relate to a partner accurately identifying the financial information requested. Clarification was further provided regarding the previously agreed terms of the Council's financial support and related matters. In particular the allocated budget and difficulties liable to arise should that be exceeded.

**56. PROPERTY, LEGAL & FINANCE MATTERS**

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**i. DEBTORS**

The Council considered and noted a list (Appendix 13) of all those with debts to the Council dating from earlier than the last quarter day and received updates accordingly.

Noted That – a verbal update was provided in connection with the prospective transfer of the Guildhall Public Toilets. The matter would be brought before the Public Conveniences Sub-Committee as matters developed.

**CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY**

**57. PROPERTY, LEGAL & FINANCE MATTERS**

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No updates to be brought forward.

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

The Meeting closed at 6.44pm

Signed:

Dated:  
CHAIRMAN