

AGENDA ITEM No 3(a)

MINUTES

of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 14th JULY, 2015** at **6:49 pm**

PRESENT

Councillor Mrs S Bailey (Mayor)
Councillor Mrs M Ewings (Deputy Mayor)

Councillors T Gibbins, Mrs A Johnson, A Lewis, J Moody, P Palfrey, E Sanders, P Sanders, H Smith, J Sheldon, A Venning, P Ward, Mrs J Whitcomb, P Williamson.

IN ATTENDANCE

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

Note - Prior to the Meeting there was an opportunity to receive a report from the Leader of West Devon Borough Council, Councillor P Sanders, an apology was received from the County Councillor.

During public question time a number of representations were received in objection to Planning Application No. 00610/2015

40. APOLOGIES FOR ABSENCE

There were no apologies for absence, all Members were present.

41. DECLARATIONS OF INTEREST

The following declarations of interest were made:-

- a) Councillor P Palfrey – a personal and prejudicial interest in relation to Planning Application no. 00610/2015.
- b) In relation to Minute No 50(i) a personal non-prejudicial interest by:-
 - i) Councillor P Sanders, arising from a social connection;
 - ii) Councillor P Williamson, arising from shared membership of a local association.

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- c) In connection with Planning Application no. 00610/2015
Councillor Mrs A Johnson noted that she had previously declared an interest in a similar application by virtue of employment. The documentation attached to the current application did not indicate that connection and therefore no interest now arose.

42. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 23rd June, 2015 be confirmed as a correct record and signed by the Chairman.

43. DECISIONS IN CONNECTION WITH PROPERTY MATTERS

Council considered the following requests (Appendices 1 – 2 refer).

a) Temporary Signage/Advertising

An application had been made by Tavistock Golf Club for the erection of signage/advertising in connection with various charitable activities over the course of the summer. Normally such applications would be dealt with by officers under delegated authority however, on this occasion, there was a request for an extended period in situ. Having considered the application it was:

RESOLVED THAT the Council accede to the request(s) from Tavistock Golf Club in connection with signage and advertising proposed in August and September and appropriate officers be authorised to liaise in connection with operational matters such as fixings, locations, etc.

b) Surfacing – Pixon Lane Area of Open Space

Correspondence had been received from the Tavistock Scout Group in connection with the above. It was noted that the Scout Group had a right of access to and from the Scout Hut but no parking was provided under the terms of the lease. In view of the issues raised, clarification would be issued regarding user rights and similar.

An inspection had been made of the site which had confirmed that programmed maintenance to one area of degradation would be undertaken shortly, other areas being kept under review. It was also noted that periodic maintenance and repair had been

undertaken on several occasions over the course of the past three years and the Council would continue to undertake such works on an as and when necessary basis.

The inspection also indicated that the "hidden" drop kerb referred to was both clearly visible and protected by a strip of approximately 1 m grass verge.

RESOLVED THAT the remedial works and associated arrangements, as proposed by the General Manager, be endorsed.

44. APPLICATIONS FOR PLANNING PERMISSION

The Council considered a schedule (Appendix 3) of applications for planning permission arising from which it was:

RESOLVED THAT:

- a) Application 00610/2015 – the Council recommend refusal of this application on the grounds that it was set out with the settlement boundary, representing an unacceptable incursion into the countryside and served by unsatisfactory highway arrangements - a narrow road, anticipated large number of vehicle movements and the impracticability at one location of two heavy goods vehicles being able to pass one another without reversing on the highway.

Noted That Councillor P Palfrey declared a personal and prejudicial interest in the above application by virtue of membership of an affected association and left the meeting during consideration thereof.

- b) Application 00619/2015 – this application be referred to the Conservation Officer for consideration.
- c) Application 00621/2015 – the Council support this application.

45. GENERAL FINANCE

a) Schedule of Payments

The Council considered the monthly accounts as at 31st May, 2015 (Appendix 4).

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b) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report as at 31st May, 2015 (Appendix 5).

46. OTHER MATTERS

a) Review of the Committee Arrangements

The Council considered the report of the Town Clerk in connection with the above (Appendix 6 refers).

In the ensuing discussion, particular reference was made to the perceived benefits and drawbacks associated with the various courses of action available to the Council. In particular reference to historic arrangements and the extent to which the committee system/delegation arrangements might/might not be developed.

Following a period of discussion it was

RESOLVED THAT:

- a) No changes be made at the present time to previous Committee arrangements, pending
- b) Formation of a Task and Finish Group comprising Councillors Mrs M Ewings, T Gibbins, P Palfrey, H Smith, P Sanders and Mrs J Whitcomb to review the options listed in the report and associated benefits/draw backs and recommend a course of action to Council at its December Meeting.

c) Broadcasting of Council Meetings

The Council considered the report of the General Manager in connection with the above (Appendix 7 refers).

In the ensuing discussion, particular reference was made to the perceived benefits/drawbacks of providing a audio visual recording and live streaming facility for meetings including direct costs, associated costs, access and future transferability. Following a period of discussion it was

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RESOLVED THAT

- i) Subject to the suspension of Financial Regulation 11(h) so as to waive the requirement to secure three competitive quotations for the services provided;
- ii) The Council agree to the purchase of a visual meeting recording system (linking into the existing video equipment for sound) as set out in the report in the sum of £9,645 excluding VAT (capital purchase) and an annual revenue cost of up to £480 per annum for a live streaming subscription.

d) Member Training Development

Council considered options available in respect of upcoming Member training and development, more particularly:-

- i) The DALC provided "Being and Effective Councillor" course together with a related course proposed to be offered in November with the benefit of TAP Funding.
- ii) A WDBC training event scheduled to be held on Tuesday 1st September, (note restricted to two Councillors).
- iii) Devon County Council Highways Conference scheduled to be held on 21st October 2015.

RESOLVED THAT the foregoing courses be offered to Tavistock Town Councillors on a first come/first served basis.

e) Tavistock Matters

Consideration was given to an invitation to appoint representatives to Tavistock Matters.

RESOLVED THAT Councillors M Ewings, T Gibbins, H Smith and A Venning be appointed to the above body.

47. ITEMS CIRCULATED FOR INFORMATION ONLY

a) Service Reports

The Council received and noted the reports of the Market Reeve and Town Hall Manager (Appendices 8 and 9 refer).

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Noted That in the discussion arising from the Pannier Market Report, particular reference was made to the reasons for a variation in income received as between the current and previous financial year. In response to a request the Assistant to the Town Clerk undertook to include an update on the Debtors' Report in relation to a Pannier Market debtor.

b) Plans

A Schedule (Appendix 10) outlining decisions recently made by the Local Planning Authority was noted.

c) Other Matters

- i) Tavistock BID Company – Minutes of the Meeting held on 17th June, 2015 (Appendix 11).
- ii) Report of the Assistant to the Town Clerk (Appendix 12).

Noted That

- the Assistant to the Town Clerk was commended on completion of the Certificate in Local Council Administration.
 - In response to a question Council was advised of present letting arrangements and the Assistant to the Town Clerk undertook to include, in her next report, reference to the options available to the Council should it be minded to consider the use of a residential letting agent where appropriate.
- iii) Tavistock Townscape Heritage Partnership – Minutes of the Meeting held on 17th June, 2015 (Appendix 13)
 - iv) Guildhall Gateway Centre - the Council received an oral update in connection with a recent initiation meeting regarding the above project.
 - v) Councillors' ICT - there was no update in connection with the above.

48. COMMUNICATIONS AND REPORTS SUBMITTED BY THE TOWN MAYOR

a) Historic Tavistock – Town Walk

Members were reminded there was an opportunity, should they so wish, to participate in an informative walk, incorporating historic buildings and heritage assets within the Town.

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b) Signage for New Development

The Council noted the intention of Tesco to use the Town Crest and welcomed the suggestion that a contribution be made to local charity(ies).

c) Mayor's Charity

It was noted that the Mayor's Charity for the Civic Year 2015-16 would be the Childrens' Hospice South West. A Tea Dance in aid of same was to be hosted on 4th October, 2015.

49. 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.

50. ITEMS REQUIRING A DECISION

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

i) Legal Matters – Council Property

(CONFIDENTIAL – by virtue of relating to commercially sensitive information).

The Council considered the report of the Town Clerk in connection with the above, arising from which it was

RESOLVED THAT the Council follow the course of action as set out in confidential Minute No.50 (i)

ii) Debtors

(CONFIDENTIAL – by virtue of relating to commercially sensitive information and/or the financial or business affairs of a person or persons other than the Council).

The Council considered and noted the list of all those with debts to the Council dated from earlier than the last quarter day and received an update, where appropriate, in respect of same. In particular it was advised of a recent conversation between the Town Clerk and debtor "c" who had indicated

that they would be submitting a letter for consideration by Council, in connection with same, in due course.

Noted That in response to a question it was confirmed the Town Hall Manager would review charging policy/billing arrangements and report back to a future meeting on associated issues and options.

iii) Bar Stock Audit Report

(CONFIDENTIAL – by virtue of relating to commercially sensitive information).

The Council considered a positive Stock Audit for the period March – June 2015. Arising from consideration of same the Assistant to the Town Clerk undertook to liaise with the Town Hall Manager in connection with those minor issues which had been raised for resolution.

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

51. COUNCIL SEAL

RESOLVED THAT - The Council Seal be affixed to the various deeds and documents to be made or entered into for the carrying into effect of those decisions or matters approved by the Council this day.

The Meeting closed at 9.31 pm.

Chairman S. Bailey

Date 4.8.15