

**AGENDA ITEM No. 3**

**MINUTES** of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 22<sup>nd</sup> OCTOBER, 2019** at **6.45pm**

**PRESENT** Councillor Mrs A Johnson (Mayor)  
Councillor A Hutton (Deputy Mayor).

Councillors Ms L Crawford, J Ellis, Mrs M Ewings, A Fey, A Lewis, Mrs U Mann, Mrs G Parker, G Parker, H Smith, P Squire, A Venning, P Ward and P Williamson.

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

Noted That prior to the Meeting there was opportunity for quiet reflection led by Rob Palmer of Tavistock Street Pastors.

**207. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors J Moody and B Smith.

**208. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

Noted That the Town Clerk was asked to outline to Members the provisions of the Code of Conduct and their responsibility to declare an interest when one occurred, together with associated tests as/where applicable.

**209. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of the Tavistock Town Council held on Tuesday 10<sup>th</sup> September, 2019 (Appendix 1 refers) be confirmed as a correct record and signed by the Chairman.

**210. PUBLIC REPRESENTATIONS AND QUESTIONS**

No public representations or questions had been received.

## **ITEMS REQUIRING A DECISION**

### **211. 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> August, 2019 and as listed on the Council website.

b. Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 2) as at 31<sup>st</sup> August, 2019.

Noted That clarification was provided with regard accessing details of the 2018-19 Budget.

### **212. BUDGET & POLICY COMMITTEE**

The Council considered Minute No's 195 - 202 inclusive of the Meeting of the Budget & Policy Committee (Appendix 3) held on Tuesday 15<sup>th</sup> October, 2019, the recommendations being reported by rote.

RESOLVED THAT

- a) the recommendations included in the foregoing report of the Committee be approved and adopted;
- b) consideration of Minute Nos 203-206 be deferred to a later point in the Meeting in view of the confidential nature of the business to be transacted.

### **213. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE (DM&L)**

The Council considered the following:-

- a. Development Management & Licensing Committee – Minutes (Appendix 4) of the Meeting held on Tuesday 24<sup>th</sup> September, 2019 (Minute No's 172-180 inclusive);
- b. Development Management & Licensing Committee – Minutes (Appendix 5) of the Meeting held on Monday 14<sup>th</sup> October, 2019 (Minute No's 186-194 inclusive).

The recommendations being reported by rote

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

### **ITEMS CIRCULATED FOR INFORMATION ONLY**

The following items had been circulated for information only:-

#### **214. SERVICE REPORTS**

The Council received and noted the reports of the General Manager, Works Department, Town Hall/Butchers' Hall and Pannier Market (Appendices 6-9 refer).

Noted That:-

- a. General Manager's Report – thanks were extended with regard the plastic and cardboard recycling bins now housed outside the Pannier Market, and also for the letter sent to Goose Fair traders which encouraged them to use more sustainable packaging wherever possible;
- b. Works Department – attention was drawn, in particular, to the South West in Bloom and Devon Historic Buildings Trust Awards results;
- c. Pannier Market Report – Members were encouraged, wherever possible, to support local businesses with their Christmas shopping in both the Pannier Market, and Tavistock, as a whole.

#### **215. FINANCE AND OTHER MATTERS**

The Council received, for information, the following:-

- a. Report of the Assistant to the Town Clerk (Appendix 10)  
Noted That thanks were given to the Mayor for a successful Civic Service, and to the staff who had organised it;
- b. Town Hall & Markets Consultative Group – Notes of the Meeting held on 17<sup>th</sup> September, 2019 (Appendix 11).  
Noted That Members' attention was drawn to the Pannier Market Christmas opening times.
- c. Whitchurch Down Consultative Group – Notes of the Meeting held on 2<sup>nd</sup> October, 2019 (Appendix 12) subject to the addition of a Chairman being appointed (Councillor J Ellis);
- d. West Devon Borough Councillor Report (Councillor A Bridgewater) (Appendix 13);

- e. Southern Links Committee – Notes of the Meeting held on the 4<sup>th</sup> July, 2019 (Appendix 14);
- f. Tavistock Museum Charitable Trust – Minutes of the Annual Meeting held on 18<sup>th</sup> April, 2019 (Appendix 15);
- g. Tavistock Matters – Notes of the Meeting held on 4<sup>th</sup> September, 2019 (Appendix 16);

Noted That;

- Community Speed Watch – it was reported a group was planned to be set up, hopefully co-ordinated by a West Devon Borough Councillor;
  - Concerns were raised with regard to the current roadworks at Westbridge and the impact they were having on waste collection and the lack of buses now stopping at the bus stop at this location. County Councillor Mrs D Sellis undertook to provide feedback on these issues.
- h. Project update:-
- i. Townscape Heritage Initiative – no update at this time;
  - ii. Guildhall Gateway Centre Project – no update however future reports would be brought forward with regard the progress of the works
- i. Updates from Council representatives serving on outside bodies:-
- Oke Forum – it was reported that there was an aspiration to provide a new parkway station at Okehampton and that a new Chairman of the group was to be appointed. It was also hoped that a new Franchisee/Leasee, if appointed, would be able to provide new rail services;
  - Tavistock BID – the AGM was due to take place on 23<sup>rd</sup> October, 2019 with the Mayor and the Council's representative planning to attend;
  - World Heritage Site Partnership – a Member confirmed that he had been appointed as a non-voting member of the Partnership via the Devon Association of Local Councils (DALC). The view of UNESCO with regard to the Partnership was not favourable at the end of last year, however the new group would be putting together a seminar in due course.
  - DALC – it was reported that this was being restructured into an incorporated body which would hopefully

improve communications, with finances being more streamlined in future. The representative also confirmed that he would be attending the AGM and Conference on the 23<sup>rd</sup> October, 2019 where the Climate Change Committee, of which he was a member, would be providing a presentation.

**216. COMMUNICATIONS OR REPORTS SUBMITTED BY THE TOWN MAYOR**

- The Mayor confirmed that there would be an Open Day at Kingdon House on the 2<sup>nd</sup> November, 2019 (10am – 4pm) to recognise the works that had been undertaken to the building;
- Southern Links – on the 14<sup>th</sup> November, 2019 members of the Committee would be attending a Highways Issues Meeting at West Devon Borough Council. Should Town Councillors have any issues they would like taken forward, these to be submitted to the Mayor by 1<sup>st</sup> November, 2019.
- Civic Service – the Mayor confirmed that this had been very well attended and successful;
- Remembrance Sunday – the Mayor reminded Members that they should meet in the Council Chamber prior to attendance at the Service at the War Memorial;
- Devon Historic Building Trust Awards – the Mayor reiterated how successful the Council's projects had been at the Award Ceremony. There had been three entries from Tavistock, all within the THI, with Butchers' Hall receiving a plaque, to be erected on the outside of the building

**EXCLUSION OF PRESS AND PUBLIC**

**217. 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**

### **218. COUNCIL MINUTES (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 considered confidential Minute No. 152 from the Budget & Policy Committee Meeting held on 3<sup>rd</sup> September, 2019 (Appendix 1 refers).

It was reported that an Officer of West Devon Borough Council had met with a member of the Tennis Club. It appeared that it was now planned to install a MUGA (Multi Use Games Apparatus) instead of the previously suggested practice wall. Reference was further made to the nature of the existing agreement between the parties regarding the potential bringing back into use of former courts.

#### **Noted That**

- a) the Assistant to the Town Clerk undertook to establish whether representatives of the Tennis Club still wished to meet with the Town Council;
- b) Councillor A Hutton declared an interest in the above item by virtue of membership and left the Meeting during consideration thereof.

### **219. 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 considered confidential Minute No's 203 - 206 inclusive of the Meeting of the Budget & Policy Committee (Appendix 3 refers) held on Tuesday 15<sup>th</sup> October, 2019, the recommendations being reported by rote.

RESOLVED THAT the recommendations included in the foregoing report of the Committee be approved and the Minutes be received.

### **220. PROPERTY, LEGAL AND FINANCE MATTERS**

**(CONFIDENTIAL** by virtue of relating to legal and/or commercial matters, staff 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 of all those with debts to the Council dating from earlier than the last quarter day, and received updates accordingly (Appendix 17).

ii. **LEGAL UPDATES**

No updates to report.

The Press and Public were readmitted to the Meeting.

The Meeting closed at 7.37pm.

Signed.....

Dated.....

CHAIRMAN