

AGENDA ITEM 3a

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 25th JULY, 2023 at 6.30pm** at **THE COUNCIL CHAMBER, TOWN COUNCIL OFFICES, DRAKE ROAD, TAVISTOCK**

PRESENT Councillor A Hutton (Mayor)
Councillor P Ward (Deputy Mayor)

Councillors Ms M Ewings, S Hipsey, J Irvine, Mrs A Johnson, A Lewis, U Mann, N Martin, Mrs B Moody, J Moody, T Munro, B Smith, P Squire

IN ATTENDANCE General Manager, Assistant to the Town Clerk.

Prior to the commencement of the Meeting there were a few moments of Quiet Reflection led by Reverend Chris Brown of Tavistock Methodist Church, together with an oral update from County Councillor D Sellis.

COMMENCEMENT OF MEETING

118. APOLOGIES FOR ABSENCE

An apology for absence had been received from Councillor A Venning.

119. DECLARATIONS OF INTEREST

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

120. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 20th June, 2023 be confirmed as a correct record and signed by the Chairman (Appendix 1).

121. PUBLIC REPRESENTATIONS AND QUESTIONS

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

ITEMS REQUIRING A DECISION

122. GENERAL FINANCE

The Council considered the following:-

a) Schedule of Payments

The Council received and considered copies of the monthly

accounts as at 30th June, 2023 (Appendix 2) as listed on the Council's website;

b) Budget Monitoring Report

The Council received and considered copies of the Budget Monitoring Report as at 30th June, 2023 (Appendix 3).

Noted That clarification was provided with regard to the operation and purpose of cost code 4078 – Localism.

123. BUDGET & POLICY COMMITTEE

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 4) held on Wednesday 12th July, 2023, the recommendations being reported by rote.

Minute No. 98 – Devon Association of Local Councils (DALC) Annual General Meeting and Conference.

- expressions of interest had been invited for Members to attend this event at Exeter Racecourse on 27th September, 2023;
- an update was provided by a previous attendee, explaining the benefits of attendance at the event;
- it was confirmed that any non-attendance at short notice would result in the cost being recovered from the Member.

The following Councillors put their names forward to attend:

Councillors A Hutton, P Ward, Ms M Ewings, J Irvine, Mrs A Johnson, U Mann, N Martin, Mrs B Moody, J Moody, B Smith, P Squire

RESOLVED THAT subject to consideration of Minute Nos. 101-106 being deferred to a later point in the Meeting, in view of the confidential nature of the business to be transacted, and to the amendment of the note relating to Minute No. 97 to delete the words 'cyber security training' and replace them with 'Being a Good Councillor' in the recommendation arising from the note, the recommendations included in the foregoing report of the Committee (Minute Nos. 91 - 100) be approved and adopted.

124. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE

The Council considered the following: -

- i) Development Management & Licensing Committee – Minutes of the Meeting held on Tuesday 4th July, 2023 (Appendix 5);
- ii) Development Management & Licensing Committee – Minutes of the Meeting held on Monday 24th July, 2023 (Appendix 6)

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

Noted That:

- it was reported that the Chairman of the Neighbourhood Development Plan Steering Group had applied for a Grant from Locality towards the costs of delivering the Plan, as the Grant Application period had recently opened;
- Local Cycling and Walking Infrastructure Plan;
 - Members were encouraged to bring forward any issues they might have identified in their Wards with regard to such matters as overgrown foliage, which might make it difficult or dangerous for pedestrians or cyclists to use the area. These to be forwarded to the Steering Group Chairman;
 - Virtual Meeting 1st August 2023 – Members were encouraged to attend this meeting, if possible. Log-in details could be provided, if required.

125. CO-OPTION – TAVISTOCK SOUTH EAST AND NORTH WARDS

Due to the non-attendance of the Applicants at this Meeting it was;

RESOLVED THAT the co-options be deferred until the next Council Meeting, scheduled for Tuesday 19th September, 2023.

Noted That – the Assistant to the Town Clerk undertook to ensure the Applicants were invited to attend the Meeting above.

ITEMS CIRCULATED FOR INFORMATION ONLY

126. SERVICE REPORTS

The Council received, for information, the reports of the Pannier Market, Works Department and Town Hall & Butchers' Hall (Appendices 7 - 9 refer).

- i) General Manager's Report – in the absence of a written report, the General Manager provided the following verbal update:

- Town Hall works –
 - these were currently a work in progress, but were on schedule;
 - agreement had been reached with the Conservation Officer with regard to the type and style of pointing;
 - all scaffolding had now been erected, with some additional scaffolding having been erected to the right of the Hall to address cornice works to the Museum, whilst contractors were on site;
 - in-house refurbishment works to the windows were due to start shortly, to benefit from the scaffolding in-situ;
 - roofing works to the Mayor’s Parlour were due to start week commencing 31st July;
 - the amount of plaster repairs to the front elevation had been reduced, as the stonework had been found to be in a better condition than had been anticipated;
 - following a query raised, it was confirmed that as much repair work to the wooden elements of the Hall as possible would be undertaken. This might not be to the extent which was desirable, due to budget constraints.

- Museum works –
 - it was reported that the works were currently running approximately 1.5 weeks behind, however it was still expected that all projects would be finished by the planned deadline of the end of September;
 - piles had now been drilled and secured;
 - the old, rotten timber beam had been removed, and had been replaced with a new steel beam;
 - a meeting was planned for week commencing 31st July to review the works to date, and the works yet to be completed;
 - the project was running to budget.

- Market Road stabilisation works –
 - the recent heavy rain had caused issues with the coffer dam which had required re-fixing into place, these works had taken a week to complete. This was followed by another period of torrential rain, which had meant the dam was inundated again. It was hoped the repair works to the dam would be completed this week;

- 3 days of underwater work was required but, once completed, it was hoped that the pumps could be removed;
 - there remained two months until the deadline was reached for the works to have been completed. It was anticipated that the deadline could still be met, however the additional works which had been required would have impacted the budget.
- ii) Pannier Market Report (Appendix 7)
- iii) Works Department Report (Appendix 8)
Noted That Members commended Works Department staff for:
- the works undertaken at the open space beside Abbotsfield Hall, which had been concluded in a timely manner. It was reported that these works would now be undertaken on a weekly basis;
 - the repair and replacement of various benches around the town;
 - the replacement of the goal posts at the football pitch on Whitchurch Down;
 - the replacement of the wooden bridge at Bannawell Park, which had been re-built in-house.
- iv) Town Hall & Butchers' Hall Report (Appendix 9)

127. FINANCE AND OTHER MATTERS

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 10)
Noted That a new permanent member of staff had joined the team on Friday 21st July, 2023 in the role of Administrative and Democratic Support Officer (ADSO);
- b) Notes of the Goose Fair Consultative Group Meeting held on 22nd June, 2023 (Appendix 11);
- c) West Devon Borough Councillor Report - as provided by Councillor Mrs A Johnson (Appendix 12);
- d) Updates
 - i) From representatives serving on outside bodies:
 - Okehampton Rail – it was reported that:

- the group were working hard on the Okehampton Parkway design, which would take a considerable amount of time and money;
- the priority for the group was the re-establishment of the Tavistock – Plymouth line;
- the bridge at Meldon was considered suitable for then joining the line between Okehampton and Tavistock;
- there were concerns raised with regard to the loss of the ticket office at Okehampton Station, as it was considered that this would exclude many travellers from using the trains.
- Kingdon House – it was reported that;
 - the facility was enjoying a high level of bookings, and the income these were generating;
 - following the refurbishment works to the exterior of the building, so safeguarding the property, the Trustees were now looking to the next 50 years. A meeting was planned to organise the celebrations, and also how to make the building fit for purpose for the next 50 years.

ii) From Members who had attended training sessions:
 Whilst the following items do not fall under 'training', they were raised at this point in the Meeting.

Nicholas Watts Charity – A Member advised that this Charity was Tavistock-specific, and provided support for young men to be educated i.e. it offered financial support to those attending university. It had distributed iro £21,000 in recent years.

Devon Communities Together (DCT)– A Member advised the organisation was working with NHS Devon to provide feedback on people's experiences of obtaining care, accessing doctors' appointments etc. Contact details of the feedback form could be provided and local issues with accessing dental care were noted.

128. TO RECEIVE SUCH COMMUNICATIONS OR REPORTS AS MAY BE SUBMITTED BY THE TOWN MAYOR

No items brought forward.

EXCLUSION OF PRESS AND PUBLIC

129. 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

130. 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 person or persons other than the Council).

The Council received and considered Minute Nos. 101 - 106 of the Meeting of the Budget & Policy Committee (Appendix 4 refers) held on Wednesday 12th July, 2023.

Noted That

- a) Minute No. 101 Proposed arrangements to introduce on-street charging for parking in Tavistock by Devon County Council -

Reference was made to:

- the ongoing lack of communication, and provision of requested paperwork, from Devon County Council with regard to the proposal to introduce parking meters in Tavistock;
- the concerns that any public consultation with regard to this matter would be very short, in view of the postponement of the planned meeting by DCC from 20th July, to a date to be determined in September, 2023.

- b) Minute No. 104 Tavistock Heritage Trust/Guildhall Gateway Centre

Reference was made to:

- the current position with regard to legal formalities and the date for their implementation;
- arrangements being considered for the ongoing delivery of the facility;

- whether Tavistock Town Council might be able to benefit from any Business Rate Relief.

131. 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 the list of all those with debts to the Council dating from earlier than the last Quarter Day, and received relevant updates (Appendix 13).

ii. Town Hall Bar Stock Audit Report (Appendix 14) - noted

iii. Guildhall Gateway Centre Advisory Forum

The Notes of the Meeting held on 19th July, 2023 were received and noted (Appendix 15).

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

The Meeting closed at 8.06pm.

Signed:

Dated:

CHAIRMAN