

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

**MINUTES** of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 30<sup>th</sup> MAY, 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, A  
Venning.

**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 Mayor.

### **COMMENCEMENT OF MEETING**

#### **41. APOLOGIES FOR ABSENCE**

There were no Apologies for Absence received, all Members were present.

#### **42. DECLARATIONS OF INTEREST**

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

#### **43. CONFIRMATION OF MINUTES**

a) RESOLVED THAT the Minutes of the Annual Meeting of Tavistock Town Council held on Tuesday 16<sup>th</sup> May, 2023 be confirmed as a correct record and signed by the Chairman (Appendix 1);

b) Matters arising – an update was received regarding arrangements to fill the two current vacancies arising on the Town Council following recent elections.

Noted That the General Manager undertook to have the recently produced video, encouraging members of the public to stand for Council, uploaded onto the Council's social media platforms and website.

#### **44. PUBLIC REPRESENTATIONS AND QUESTIONS**

No public representations or questions had been received prior to the Meeting in accordance with Standing Orders. However, in exceptional circumstances, and to facilitate a public representation and with the consent of the meeting, Standing Order No. 3y (i) was temporarily suspended.

#### **ITEMS REQUIRING A DECISION**

##### **45. GENERAL FINANCE**

The Council considered the following:-

a) Schedule of Payments

The Council received and considered copies of the monthly accounts as at 30<sup>th</sup> April, 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 31<sup>st</sup> March, 2023 (financial year end) and 30<sup>th</sup> April, 2023 (Appendix 3).

##### **46. BUDGET & POLICY COMMITTEE**

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 4) held on Tuesday 23<sup>rd</sup> May 2023, the recommendations being reported by rote.

RESOLVED THAT subject to consideration of Minute Nos. 37 - 40 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 Nos. 25 - 36) be approved and adopted.

##### **47. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE**

The Council considered the following: -

- i) Development Management & Licensing Committee – Minutes of the Meeting held on Tuesday 18<sup>th</sup> April, 2023 (Appendix 5);
- ii) Development Management & Licensing Committee – Minutes of the Meeting held on Monday 22<sup>nd</sup> May, 2023 (Appendix 6).

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

Noted That - Councillor J Irvine Declared a Disclosable Pecuniary Interest in Planning Application No. 0209/23/ARC and, as the item was for information only, and without discussion or debate in the Meeting, remained in the room.

## **ITEMS CIRCULATED FOR INFORMATION ONLY**

### **48. SERVICE REPORTS**

The Council received, for information, the reports of the General Manager, Pannier Market, Works Department and Town Hall & Butchers' Hall (Appendices 7-10 refer).

#### i) General Manager's Report

##### Noted That:

- Market Road stabilisation works - clarification was provided regarding arrangements for vehicular movements which included timings for the temporary closures of the road, access for deliveries, parking availability, interim traffic systems/alternative routes and the views of the Highway Authority. A letter had been issued to affected commercial and residential tenants, together with relevant owners and occupiers who might also be affected. Reference was further made to project milestones and to the requirements of the Environment Agency including regarding required completion dates.
- Town Hall works - the applicable background to/scope of works/site constraints were outlined, together with prior consultation with stakeholders including any associated temporary effect on Bedford Square including factors such as safety/emergency/disability access considerations, required separation distances, pedestrian access, availability of seating in nearby parts of the town and meeting contractual obligations for commercial use. A review of use/options would be further undertaken when all the scaffolding was in situ.

#### ii) Pannier Market Report;

#### iii) Works Department Report.

Noted That a Member commended Works Department staff for clearance work undertaken on the former railway track at Pixon Lane.

#### iv) Town Hall & Butchers' Hall Report

Noted That:

- A Member extended thanks to the team responsible for the Tavistock Country Garden Show;
- the General Manager undertook to liaise with the Town Hall & Events Manager to distribute the updated Town Hall Schedule of Fees and Charges to all Councillors.

**49. FINANCE AND OTHER MATTERS**

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 11)  
Noted That Councillors were advised that they would be provided with the joining instructions for all training sessions they had requested to attend;
- b) Notes of the Whitchurch Down Consultative Group Meeting held on 25<sup>th</sup> April, 2023 (Appendix 12);
- c) Updates
  - i) From representatives serving on outside bodies:
    - Southern Links – it was reported that funding for training was still available via the TAP Fund (Town and Parish Fund).
    - Tavistock BID Company – it was reported that a report would be made in due course.
- d) Devon County Councillor Report (Appendix 13)

Noted That: in the discussion arising from consideration of the above reference was made variously to arrangements for 20mph limits in the County – including with particular reference to concerns regarding standards/frequency of highway maintenance in the Town, the scope of the no 89 bus service timetable with special regard to new developments and matters associated with provision of same. Congratulations were extended to the County Councillor on her recent appointment to the office of Deputy Mayor of West Devon Borough Council.

- i) From Members who had attended training sessions: none received.

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

No items brought forward.

**51. URGENT MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE TOWN MAYOR**

No items brought forward.

**EXCLUSION OF PRESS AND PUBLIC**

**52. 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**

**53. 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. 37 - 40 of the Meeting of the Budget & Policy Committee (Appendix 4 refers) held on Tuesday 23<sup>rd</sup> May, 2023.

In the discussion arising reference was made, in particular, to:

- Minute No. 37 – Legal Services: an update on progress with particular regard to a meeting held earlier that day. A further update would be brought to a future round of Meetings;
- Minute No. 38 – Market Road Property
  - it was reported that No. 1 Market Road would be utilised as a welfare facility during the period of the Town Hall works, representing a contract cost saving;
- Minute No. 39 – Tavistock Heritage Trust/Guildhall Gateway Centre:- the nature of an offer made and accepted in principle was reported. Also, an oral summary of the background to the matter from 2006 to the present day, with particular reference to the nature of current arrangements for operation of the Interpretation Centre, continuing commitment to the agreed approved purposes and the importance attached to partners and funders. When the necessary documentation had been completed the Council would be in a position to review next steps with partners. The continuation of the 3 Councillors

serving on the Advisory Forum to undertake that work, to also include how the heritage offer of the Town could be taken forward and report back was endorsed.

- Minute No. 40–Tenancy Matters Landlord/Tenant Obligations. Clarification was provided regarding the location and history of the matter, including changes in the demise, together with related issues, alongside the implications that potential changes in circumstances, should they arise, might have on the Council’s position and advice received.

RESOLVED THAT the recommendations included in the foregoing report of the Committee (Minute Nos. 37-40) be approved and adopted.

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

#### **54. 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 14).

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

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#### **55. PROPERTY LEGAL & FINANCE MATTERS**

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Long Term Tenancy- Variation of Lease: the Council received an oral update in connection with a request previously granted to permit the underlet of premises, together with ancillary matters including that any further variations, as/if acceptable in principle, should also be such as not to diminish the rent agreed and receivable by the Council during the lease term.

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

The Meeting closed at 8.10pm.

Signed:

Dated:  
CHAIRMAN