

AGENDA ITEM No. 3a

MINUTES of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 3rd NOVEMBER, 2020 at 5.00pm** conducted remotely via Zoom and YouTube

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

Councillors Ms L Crawford, J Ellis, *Mrs M Ewings, T Fey, Mrs U Mann, G Parker, Mrs G Parker, B Smith, H Smith, P Squire, A Venning, P Ward, P Williamson

* late arrival

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

127. APOLOGIES FOR ABSENCE

An apology for absence had been received from Councillor J Moody.

128. DECLARATIONS OF INTEREST

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

129. CONFIRMATION OF MINUTES

RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 15th September, 2020 be confirmed as a correct record and signed by the Chairman (Appendix 1)

130. PUBLIC REPRESENTATION AND QUESTIONS

No Public representations or questions had been received.

ITEMS REQUIRING A DECISION

131. BUDGET & POLICY COMMITTEE

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 2) held on Tuesday 20th October, 2020, the recommendations being reported by rote.

RESOLVED THAT

- a) the recommendations included in the foregoing report of the Committee (Minute No's 99 - 108 refer) be approved and adopted;
- b) consideration of Minute No's 109 - 111 be deferred to a later point in the Meeting in view of the confidential nature of the business to be transacted.

Noted That Councillor Mrs M Ewings joined the Meeting during consideration of this item.

132. GENERAL FINANCE

- a) Schedule of Payments

The Council received and considered a copy of the monthly accounts as at 31st August and 30th September, 2020 and 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 30th September, 2020.

133. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE

The Council considered the following: -

- a) Development Management & Licensing Committee - Minutes of the Meeting held on Tuesday 22nd September, 2020 (Minute No's 80 - 88 inclusive);
- b) Development Management & Licensing Committee – Minutes of the Meeting held on Tuesday 13th October, 2020 (Minute No's 89 - 98 inclusive);
- c) Development Management & Licensing Committee – Minutes of the Special Meeting held on Thursday 22nd October, 2020 (Appendix 4) (Minute No's 113 – 117 inclusive);
- d) Development Management & Licensing Committee – Minutes of the Meeting held on Monday 2nd November, 2020 (Appendix 5) (Minute No's 118 – 126 inclusive).

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

Noted That - appreciation was expressed in connection with work undertaken regarding a recent planning appeal submission, Member workshop and consultation response.

ITEMS CIRCULATED FOR INFORMATION ONLY

The following items had been circulated for information only: -

134. SERVICE REPORTS

The Council received and noted the reports of the General Manager, Town Hall/Butchers' Hall & Works Dep't, and the Pannier Market (Appendices 6 – 8 refer).

Noted That - arising from consideration of the foregoing reference was made, in particular, to:-

- The impact of the second lockdown arising from Coronavirus, the impact of which on capital projects was being assessed;
- Progress in connection with the Guildhall Car Park works;
- 'lockdown' closure of the Pannier Market and Butchers' Hall with effect from Thursday 5th November and the associated cancellation of prospective events. Further guidance was expected from Government regarding what constituted 'essential' goods, and following consultation with traders, those who sold same and wished to continue to trade would be offered alternative trading facilities where possible. Market and Butchers Hall opening days/times thereafter would be kept under review with particular regard to the Christmas trading window;
- the Town Council was working with the Tavistock BID Company on a possible 'Click & Collect' service;
- matters relating to water ingress into Butchers' Hall would be addressed at a later point in the Meeting;
- recent and ongoing vandalism in The Meadows, associated costs and safety issues, the Police continued to be apprised of the situation.

135. FINANCE AND OTHER MATTERS

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Council (Appendix 9);

Noted That an informal financial workshop for Members would take place on Tuesday 17th November at 5.00pm.

b) Town Hall & Markets Consultative Group Meetings
The Notes of the Meetings of the Town Hall & Markets Consultative Group held on 13th July and 29th September, 2020 were considered (Appendix 10);

Noted That

- the name of Mrs C Rickard, (representative for Perimeter Shops), be added to the list of attendees for the September Meeting;
- there was a high level of collaboration between traders and Council staff and appreciation was expressed for the development of positive working relationships.

c) Whitchurch Down Consultative Group
The Notes of the Meeting of the Whitchurch Down Consultative Group held on 6th October, 2020 (Appendix 11) were received.

Noted That

- the following names of representatives be added to the list of attendees;
 - o Mr A Jarman – Tavistock Cricket Club;
 - o Mrs S Eastwood – Tavistock Golf Club
- the General Manager undertook to liaise with a Member in connection with a query regarding an associated tenancy matter.

d) Tavistock BID Company Ltd – Minutes of the Meetings held between April – October, 2020 (Appendix 12);

The Council's representative on this organisation reported actions consequential on the second 'lockdown', potential for co-working with the Council, matters arising from the scheduled Annual General Meeting, progress with a gift card scheme supported via Government grant and related matters.

e) West Devon Borough Councillor Report (Councillor J Spettigue) – (Appendix 13).

The report was received and noted.

Noted That:

- appreciation was expressed for the report and the offer, through the Sustainability and Environment Working Group, to receive an update on Borough Council progress with the Climate Change and Biodiversity Emergency welcomed;
- concerns associated with the proposed demolition of listed premises at Spring Hill and the extent to which same did/did not conform to the provisions of relevant planning policies;
- the extent to which, and timing associated with, matters appertaining to the Plymouth Road Housing Development might be addressed by the Local Planning Authority;
- concern regarding the proposed change to 3 weekly bin collections and the impact this would have on households living in premises with little/no storage space and the extent to which an adequate and appropriate pilot exercise had (or had not) been undertaken in Tavistock by the Borough Council.

f) County Councillor Report (Councillor Mrs D Sellis)

The report, which had previously been distributed, was received.

g) Super Links Committee – Notes of the Meeting held on the 17th September, 2020 (Appendix 14).

Noted That;

- o Councillors Mrs A Johnson (TTC) and Mrs M Ewings (WDBC) should have been included in the list of attendees;
- o the local representative on the Devon Association of Local Councils (DALC) undertook to follow up the legal advice question, as posed at the Meeting by Bere Ferrers Parish Council.

h) Project Update:

Tavistock Townscape Heritage Initiative Scheme and Guildhall Gateway Centre – the possibility of additional support to help

offset the increased costs occasioned by Coronavirus was being sought from the National Lottery Heritage Fund.

i) Updates from

i. Representatives on outside bodies

- Tavistock Locals Help – due to the second lockdown the phone service had been reinstated to assist those members of the community requiring it and a weekly prescription run would be reintroduced, together with an offer of help with shopping etc;
- Tavistock Locals Help Trust – grants were available for those experiencing financial hardship due to the pandemic and applications could be made via the Citizens' Advice Bureau;
- West Devon Safe Haven – the housing of a Syrian family was reported;
- WHS Partnership – an upcoming meeting with the Local Planning Authority regarding the Conservation Area Management Plan was reported;
- A Member advised of becoming a Police and Crime Commissioner 'Councillor Advocate' and offered to assist colleagues in related matters;
- The Council's representative on the Dartmoor Common Owners' Association confirmed that he had a matter to raise, but would do so at a later point in the Meeting.

ii. Attendance at Training Sessions – reference to attendance at a 'rebuilding sustainable communities event'.

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

A Member advised they had been asked to seek the Council's support for a Brake (a road safety charity) campaign entitled 'no need to speed'. In the ensuing discussion reference was made to the Council being supportive of road safety initiatives in general, and the use of the Council's virtual mediums to draw attention to the matter, notwithstanding reservations/impediments regarding other suggestions such as erection of posters/stickers (environmental concerns/effectiveness) or straplines on council communications (precedent).

EXCLUSION OF PRESS AND PUBLIC

137. 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.

The Meeting then temporarily adjourned at 6.28pm.

The Meeting reconvened at 6.40pm attendance by Councillors and authorised Officers at the Confidential reconvened part of the Meeting was accessed via Zoom.

PRESENT

Councillor Mrs A Johnson (Mayor)
Councillor A Hutton (Deputy Mayor)

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

IN ATTENDANCE Town Clerk, General Manager, Assistant to the Town Clerk

DECLARATION On entering the Confidential section - each Councillor present was asked to declare to the Mayor that there were no other persons present, nor would be present, who were not entitled to be (hearing or seeing), and/or recording the Meeting. All Members made a positive Declaration.

CONFIDENTIAL ITEMS REQUIRING A DECISION

138. 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 109 - 111 inclusive of the Meeting (Appendix 2 refers, see also separate confidential report appended to this Agenda (Appendix 15)) of the Budget & Policy Committee held on Tuesday 20th October, 2020 the recommendations being reported by rote.

RESOLVED THAT

- a) the recommendations included in the foregoing report of the Committee (Minute No's 109 - 111 refer) be approved and adopted;
furthermore, in connection with:
- b) Minute No. 111 – Tenancy Matter, in the unique circumstances of this particular case, the Council agree to support the request for relief by:
 - i. Providing a rebate for the period between the end of the first national 'lockdown' and the start of the second 'lockdown', same to be equivalent to the number of days the Pannier Market had been closed and when it would normally have been open;
 - ii. The arrangement to continue until the end of the financial year, but would exclude periods when closure was subject to lockdown by Government or other authorities/ agencies.

Noted That:

- the origin, status and outcome of a recent meeting with the trader was outlined together with measures which had (and had not) been available to the trader in the unique circumstances of this case;
- more generally reference was made to anticipated future operating arrangements for the Pannier Market, subject to consultation with Traders, which would be addressed at the next Meeting of the applicable Consultative Group together with historic arrangements for funding Christmas Lights.

139. PROPERTY, LEGAL, STAFFING AND 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 a list of all those with debts

to the Council dating from earlier than the last quarter day, and received updates accordingly, in particular with regard debtors A, B, C and D (Appendix 16).

RESOLVED THAT

- a) Debtor A – in the event that, on legal advice, it was not considered expedient to progress the extant authority for action, and if agreement could not be reached, the Council subject to further legal advice authorise proceedings for recovery of the outstanding rent together with such further proceedings as are necessary;
- b) Debtor C – the Council authorise the making of a final offer to the Tenant regarding future rent for a new lease, in the minimum sum per annum as recommended by the Surveyor to the Council, with the repayment of the outstanding rents due less a without prejudice good will reduction by the Council in respect of same in the sum of £1,700;
- c) Debtor D – subject to legal advice the Council agree proceedings for recovery of the outstanding rent together with such further proceedings as are necessary;
- d) Tenancy Matter – request from non-local Charity – the Council agree the following policy position that, whilst considering all applications on their merits, the Council is generally not supportive at this time of granting tenancies to charitable organisations whose objects do not benefit the residents of the Town.

Noted That arising from consideration of the above matters reference was made to a range of factors including arrangements put in place to support eligible Council tenants, the extent of/limitations attaching to same, background factors associated with those premises listed in the report, the application/ operation of Council letting policy and the continuing availability of payment plans to assist tenants.

ii. PROPERTY MATTER

The Council considered the report of the Town Clerk (Appendix 17) in respect of the Council's obligations in relation to maintenance and repair (Minute No 304 refers)

RESOLVED THAT the Council take no further legal proceedings at the present time.

CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY

140. PROPERTY, LEGAL AND FINANCE MATTERS

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- a) Legal updates – no updates were brought forward.

141. OTHER MATTERS

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With the agreement of the Mayor the following matters were brought forward from earlier in the Meeting:

- i. Dartmoor Common Owners' Association (see Minute No. 135i above) in connection with matters currently under review by the National Park Authority reported by a Member;
- ii. Butchers' Hall – Council was advised of the position with ongoing and now protracted discussions with Architect and Contractor regarding longstanding problems with water ingress following the conclusion of works and associated concerns.

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

The Meeting closed at 8.30pm

Signed:

Dated:
CHAIRMAN