

**MINUTES**

of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 28<sup>th</sup> MAY, 2019 at 6.40pm.**

**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, B Smith, P Squire, A Venning, P Ward and P Williamson

**IN ATTENDANCE**

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

Noted That prior to the commencement of the Meeting there was opportunity for quiet reflection led by Reverend Dr. Steven Emery-Wright of Tavistock Methodist Church.

**24. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors J Boyd-Moody and H Smith.

**25. DECLARATIONS OF INTEREST**

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

**26. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Annual Meeting of the Tavistock Town Council held on Monday 20<sup>th</sup> May, 2019 be confirmed as a correct record and signed by the Chairman (Appendix 1)

Arising from the above and in response to a request the Council was advised in future Councillor 'attendance' figures would be issued with the agenda of the pre-Annual meeting.

**27. PUBLIC REPRESENTATIONS & QUESTIONS**

The following written question had been received from a Member of the Public – Mr M Voller of Tavistock:

*'Would the council consider passing a resolution to support the Journey to Plastic Free Community status for Tavistock, committing to plastic-free alternatives and plastic free initiatives within the town. This accreditation would benefit the people of our town and the greater community and link into a further national campaign by Surfers Against Sewage.*

*This campaign offers advice and awards accreditation'.*

In the absence of the Questioner the response provided was as follows:-

*'Initiatives which seek to support ecologically sound and sustainable practices for the benefit of flora, fauna and people are to be welcomed. This is an area where work has already been undertaken by the Council around compacting and recycling and we acknowledge there is more to do. In addition a partner body, Transition Tavistock, is active in this area and we will arrange for the information you have provided to be given to them. You may also wish to liaise with those authorities with specific responsibilities for waste collection and waste disposal – West Devon Borough Council and Devon County Council.*

*Looking forward this Council may also wish to look holistically at a range of environmental matters as part of its community planning process including issues such as climate change, the use of plastics, loss of bio-diversity, the sustainable use of natural resources and pollution through the Budget and Policy Committee.'*

## **ITEMS REQUIRING A DECISION**

### **28. GENERAL FINANCE**

The Council considered the following:

#### **a. Schedule of Payments**

The Council received and considered copies of the monthly accounts as at 31<sup>st</sup> March, 2019 (Appendix 2);

#### **b. Budget Monitoring Report**

The Council received and considered a copy of the Budget Monitoring Report as at 31<sup>st</sup> March, 2019 (Appendix 3).

Noted That in response to a question it was confirmed that training would be provided to Councillors in respect of financial matters shortly.

**29. DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE (DM&L)**

The Council considered the following:-

- a. **Development Management & Licensing Committee - Meeting held on Tuesday 30<sup>th</sup> April, 2019** (Appendix 4) – Minutes of the Meeting of the Development Management & Licensing Committee held Tuesday 30<sup>th</sup> April, 2019 (Minute No's 341 - 349 inclusive), the recommendations being reported by rote.
  
- b. **Development Management & Licensing Committee - Meeting held on Tuesday 21<sup>st</sup> May, 2019** (Appendix 5) Minutes of the Meeting of the Development Management & Licensing Committee held on Tuesday 21<sup>st</sup> May, 2019 (Minute No's 13 - 23 inclusive), the recommendations being reported by rote.

Together with:-

Appendix B – Planning Application 0862/19/HHO – that the text of the recommendation be amended to incorporate the inclusion of the words 'setting of the' to follow 'the' and precede 'Conservation'.

RESOLVED THAT subject to the above addition, the recommendations included in the foregoing Reports be approved and the Minutes be received.

**30. OTHER MATTERS**

a) **Beat the Retreat**

The Council considered a request for the use of the Town Hall, without charge for use of the Hall, on 20<sup>th</sup> June 2020 for a reception for the above event (Appendix 6 refers) and endorsed the suggestion of the Mayor that it be adopted as a Mayoral event.

**b) Informal Mechanisms for pre-Policy Development, Member Engagement & Scoping**

The Council considered the report of the Town Clerk (Appendix 7) in connection with the above. Following a discussion around issues and options it was:-.

RESOLVED THAT the Council continue with the past practice of arranging informal sessions on an ad-hoc basis as outlined.

**ITEMS CIRCULATED FOR INFORMATION ONLY**

The following items had been circulated for information only.

**31. SERVICE REPORTS**

The Council received and noted the reports of the General Manager, Works Department, Town Hall/Butchers' Hall and Pannier Market (Appendices 8-11 refer).

Noted That in response to questions

- it was reported vandalism to play equipment in The Meadows was an intermittent problem;
- staff were commended for the re-wilding of areas of Council land;
- arrangements were being reviewed to enable receipt of payments electronically in the Town Hall Bar. Also the future potential to move to significantly lower levels of cash handling in the organisation.

**32. FINANCE AND OTHER MATTERS**

The Council received, for information the following:-

- a. Report of the Assistant to the Town Clerk (Appendix 12);

Noted That – Members' attention was drawn to the list of Civic Events for the year in order that they could arrange to attend accordingly

- b. Devon County Councillor Report (Appendix 13);

The report was noted, reference being made in particular to an upcoming meeting at the Greenlands Play Park on Wednesday 29<sup>th</sup> May 2019 to which all Councillors had been invited.

Noted That – Councillor Mrs M Ewings left the Meeting following consideration of the County Councillor Report

- c. West Devon Borough Councillor Report (Appendix 14) – report of West Devon Councillor A Coulson;
- d. Police Report (none provided);
- e. Whitchurch Down Consultative Group – Notes of the Meeting held on the 23<sup>rd</sup> April, 2019 (Appendix 15);
- f. Project Update;
  - i. Townscape Heritage Initiative - no new matters to update
  - ii. Guildhall Gateway Centre Project – the return date for tenders was advised, all documentation being available for inspection on the Town Council’s website
- g. Updates from Council representatives serving on outside bodies:-
  - i) Twinning – A Member reported that a reception had been held that day in Butchers’ Hall for the visitors from Pontivy and referenced the importance attached by the Twinning Association to maintaining links.
  - ii) Kingdon House – The Council’s representative confirmed that a new Manager had been recruited following the retirement of the previous Manager;
  - iii) Ecofest – A Member reported funding had been obtained which would allow the event planned for 20<sup>th</sup> July, 2019 to proceed.

### **33. COMMUNICATIONS FROM THE MAYOR**

The Mayor reminded Members of the following;

- that Election Expenses Forms needed to be submitted to West Devon Borough Council no later than Friday 31<sup>st</sup> May, 2019, even if it was a ‘nil’ return;
- that Register of Interests Forms also needed to be completed and submitted (with a copy for the Office) within 28 days’ of becoming a Councillor

The Mayor also thanked staff for their hard work in delivering the annual Garden Festival, when she had received comments on how helpful staff had been to traders.

**EXCLUSION OF PRESS AND PUBLIC**

**34. 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 FOR DECISION**

**35. 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 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 16).

**ii. UPDATES**

a) Barley Market Street

It was confirmed that agreement was anticipated shortly with the other party on this matter.

b) Pannier Market Perimeter – it was confirmed that current traffic arrangements would continue for a further trial period of 3 months, following discussions with traders.

The Press and Public were readmitted to the Meeting.

The Meeting closed at 7.45pm.

Signed.....

Dated.....

CHAIRMAN