

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

**MINUTES** of the Virtual Meeting of the **TAVISTOCK TOWN COUNCIL** conducted remotely via Zoom and Youtube on **TUESDAY 28<sup>th</sup> JULY, 2020 at 5.00pm.**

### **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, J Moody,  
Mrs G Parker, G Parker, B Smith, H Smith,  
P Squire, A Venning\*, P Ward, P Williamson.  
\*denotes arrived late/partial attendance

### **IN ATTENDANCE**

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

### **13. APOLOGIES FOR ABSENCE**

An apology for absence had been received from Councillor Mrs M Ewings for late arrival.

### **14. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this point.

### **15. CONFIRMATION OF MINUTES**

RESOLVED THAT subject to the amendment of Minute No. 10 to include the deletion of the words 'to her' and the inclusion, in their place, of 'to a group the Mayor is heavily involved with, the Tavistock & District Outside Education Forum' the Minutes of the Annual Meeting of Tavistock Town Council held on Wednesday 22<sup>nd</sup> July, 2020 be confirmed as a correct record and signed by the Chairman (Appendix 1).

### **16. PUBLIC REPRESENTATIONS AND QUESTIONS**

No Public representations or questions had been received.

### **ITEMS REQUIRING A DECISION**

### **17. BUDGET & POLICY COMMITTEE**

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 2) held on Tuesday 14<sup>th</sup> July, 2020 (Minute No's 443 – 457 inclusive) 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 No's 457 - 458 be deferred to a later point in the Meeting in view of the confidential nature of the business to be transacted.

Noted That reference was made to a survey being undertaken with Tavistock Heritage Trust to assess the views of residents of the Town in connection with Sir Francis Drake, which was available on the Council's website.

## **18. 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> June, 2020 (Appendix 3) and as listed on the Council website.

b. Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 4) as at 30<sup>th</sup> June, 2020.

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

The Council considered the following:-

- a. Development Management & Licensing Committee – Minutes of the Meeting held on 30<sup>th</sup> June, 2020 (Minute No's 416 - 424 inclusive) (Appendix 5);
- b. Development Management & Licensing Committee – Minutes of the Meeting held on 21<sup>st</sup> July, 2020 (Minute No's 459 - 467 inclusive) (Appendix 6) including, regarding Minute No. 463(b) – the appointment of a Council Member in connection with the 'Tavistock Active Travel Group'.

RESOLVED THAT the recommendations included in the foregoing reports of the Committee, be approved and adopted and furthermore (Minute No 463(b) refers) Councillor Ms L Crawford be appointed.

## **20. PUBLIC SPACE PROTECTION ORDERS – CONTROL OF DOGS IN PUBLIC PLACES**

The General Manager outlined the provisions applying and proposed for implementation by West Devon Borough Council, which would, amongst others:

- i. limit dog walkers to walking a maximum of 4 dogs, at any one time;
- ii. require that all dog owners/walkers must carry waste bags at all times when walking their dogs;
- iii. require that dogs must be kept on a lead when being walked in 30 mph zones.

It was reported that all other current regulations would remain as previously.

During the ensuing discussion, particular reference was made to;

- the problem of dog owners allowing their dogs to run free in The Meadows, despite there being a requirement for dogs to be kept on leads in that area;
- that the above issue had led to one dog being attacked by another recently;
- there appeared to be a lack of enforcement of the current Dog Orders, without any additional ones being planned;
- whether or not the Locality Officers, who were responsible for enforcement, had been allocated sufficient time within their wide role for such enforcement to be effective

Noted That a Borough Councillor undertook to obtain data on the issuing of Dog Orders by West Devon's Locality Officers, and report back.

RESOLVED THAT Tavistock Town Council provide the feedback, as listed above, to West Devon Borough Council.

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

The following items had been circulated for information only:-

## **21. SERVICE REPORTS**

The Council received and noted the reports of the General Manager; Town Hall/Butchers' Hall/Works Department and the Pannier Market (Appendices 7 - 9 refer).

### Noted That

#### i) General Manager's Report:-

The Council was advised:

- the letting of a Recycling Waste Contract would be re-visited, following prior scoping;
- an update would be provided regarding operation/scope of the THI Complimentary Initiative - the Bedford Cottage Energy Efficiency Scheme;
- the Blue Plaque Scheme was on target.

#### ii) Pannier Market Report

Positive feedback had been received following the re-opening of the Pannier Market, a review of operation would be undertaken by the Market Reeve in accordance with the recommendation previously endorsed.

## **22. FINANCE AND OTHER MATTERS**

The Council received, for information, and noted the following:-

- a. Report of the Assistant to the Town Clerk (Appendix 10)
- b. County Councillor Report – noted (Appendix 11);

Noted That reference was made to matters previously raised with the County Councillor with particular reference to additional provision of secondary education places in Tavistock, and associated funding.

- c. Goose Fair Fee Setting Meeting – Notes of the Meeting held on 5<sup>th</sup> March, 2020 (Appendix 12);
- d. Project update:-
  - i. Townscape Heritage Initiative;
  - ii. Guildhall Gateway Centre Project

Noted That revised work programmes had been received for both projects. The next NHLF Meeting was scheduled for early August, which would allow for a review of the current position. Regarding the Guildhall and due to operational and financial constraints it was anticipated that rather than an Easter 2021 opening, this might now be delayed until June 2021. Elsewhere the Duke of Bedford's Statue would be moved to its new position, work commencing 17<sup>th</sup> August 2020.

- e. Updates from Council representatives serving on outside bodies:-
  - o Tavistock BID Company – the Council's representative reported that the Board of Directors had last met on 22<sup>nd</sup> July with most items under discussion being operational between the BID Company and Tavistock Town Council regarding matters such as pedestrian flow, social distancing, Christmas Lights, Dickensian, and future meetings.
  - o A Member conveyed congratulations to the BID Company on the work they had been undertaking.

### **23. URGENT MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE MAYOR**

- a) The Mayor raised a query with regard to the current start time for both Committee and Council Meetings (5pm), and whether or not Councillors had been finding this acceptable.

In the ensuing discussion particular reference was made to appropriate days/hours of operation, Member/staff availability, the meetings of other bodies and circumstances affecting those with particular health requirements.

The item was not tabled for decision but the consensus was that the 5pm start time for Committee and Council Meetings continue for the time being, with a focus, where possible, for Meetings to be held on Tuesdays.

- b) It was reported that West Devon Borough Council had partially re-opened the Bedford Car Park Toilets for the remainder of the Summer;
- c) That West Devon Borough Council would be holding an Exceptional Meeting on 29<sup>th</sup> July 2020 to discuss amongst other

matters leisure services in light of the impact of Coronavirus and measures regarding short stay arrangements in the Abbey Rise Car Park.

## **EXCLUSION OF PRESS AND PUBLIC**

### **24. 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 item of business.

The Meeting then temporarily adjourned at 6.06pm.

The Meeting reconvened at 6.18pm 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, J Moody, Mrs G Parker, G Parker, B Smith, H Smith, P Squire, P Ward and 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 ITEM REQUIRING A DECISION**

### **25. 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 13).

With particular reference to Debtor A the Council received an update on a recent meeting with the Councils Solicitor, matters pertinent to the most appropriate way to proceed, past history of the tenant, sums due and other relevant factors including additional advice taken.

Having considered the matter in detail, including the views of those Members party to the discussion with the Solicitor it was:

RESOLVED THAT the Council write to the Tenant on a 'without prejudice' basis to offer resolution of the matter subject to payment of the outstanding rent and investigation of the other matter outlined.

Noted That Councillor Mrs M Ewings declared a personal and prejudicial interest in this item, by virtue of a previous relationship with one of the Debtors listed and took no part in any discussion thereon.

**CONFIDENTIAL ITEMS  
CIRCULATED FOR INFORMATION ONLY**

**26. 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 and noted confidential Minute No's 457 - 458 inclusive of the Meeting (Appendix 2 refers) of the Budget & Policy Committee held on Tuesday 14<sup>th</sup> July, 2020 the recommendations being reported by rote.

Noted That Councillors Mrs Ewings and Mrs Mann requested it be recorded abstained from voting on the recommendations in Minute No. 458.

**27. LEGAL UPDATES**

**(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).

Noted That arising from questions reference was made, variously, to longstanding matters, support to commercial tenants (and one in particular), arrangements for Butchers Hall reopening/operation, the commitment of all to successful reopening of the Pannier Market and issues and options regarding Town Hall.

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

The Meeting closed at 7.13pm.

Signed.....

Dated.....

CHAIRMAN