

## **AGENDA ITEM 5**

**MINUTES** of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 23<sup>rd</sup> APRIL, 2024 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\*, Mrs A Johnson, U Mann,  
N Martin, T Munro, G Parker, R Poppe, B Smith

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

\*Arrived after the commencement of the Meeting

Prior to the commencement of the Meeting there was opportunity at:

**6.25pm** –

- for Members to receive a few moments of Quiet Reflection as provided by the Mayor.

### **COMMENCEMENT OF MEETING**

#### **399. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors S Hipsey, J Irvine, A Lewis, Mrs B Moody, J Moody, A Venning.

#### **400. DECLARATIONS OF INTEREST**

The following Declaration of Interest was made at this point in the Meeting: - Councillor U Mann in respect of Budget & Policy Minute No. 382 in connection with a Grant Application from the Citizen's Advice Bureau by virtue of an employment relationship.

#### **401. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Meeting of Tavistock Town Council held on Tuesday 12<sup>th</sup> March, 2024 be confirmed as a correct record and signed by the Chairman (Appendix 1).

#### **402. PUBLIC REPRESENTATIONS & QUESTIONS**

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

## **ITEMS REQUIRING A DECISION**

### **403. GENERAL FINANCE**

The Council considered the following:-

i) Schedule of Payments

The Council received and considered a copy of the monthly accounts as at 29<sup>th</sup> February, 2024 (Appendix 2) as listed on the Council website;

Noted That in response to an enquiry a review was being undertaken by the Works Department in connection with energy consumption profiles at the Cemetery.

ii) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 3) as at 29<sup>th</sup> February, 2024.

Noted That Councillor Ms M Ewings arrived at this point in the Meeting.

### **404. BUDGET & POLICY COMMITTEE**

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 4) held on Tuesday 9<sup>th</sup> April, 2024 the recommendations being reported by rote.

RESOLVED THAT subject to the consideration of Minute No's 387 - 388 being deferred to a later point in the Meeting in view of the confidential nature of the business to be transacted, and subject to the following amendments:

- Minute No. 382(d) final paragraph – the addition at the end of the paragraph of the words 'or reduce the maximum payable, or identify priority applications for support.'
- Minute No. 383 a)ii- to be amended to incorporate the inclusion of the words '*and the Council*' to follow 'Councillors' and precede 'can'.

Noted That - Minute No 382 refers:

- it was reported that the Grant to the Citizen's Advice Bureau would be unaffected by any changes – it being subject to a % allocation of the overall Budget;

- Councillor Mrs U Mann left the Meeting during consideration of the above item (Minute No 400 refers).

the recommendations included in the foregoing report of the Committee, (Minute No's 379-386) be approved and adopted.

#### **405. CASUAL VACANCY**

The resignation of former Councillor P Squire was noted and next steps considered, including advertisement of the vacancy (to enable electors from the Ward to call a by-election should they choose to do so) with effect from 1<sup>st</sup> May.

A discussion then took place with regard to whether or not Poll Cards should be issued if an Election were called, together with the wider benefits they provided by way of notifying the community of, and engaging it in, the local democratic and civic life of the Town.

RESOLVED THAT Tavistock Town Council adopt a policy whereby it support and endorse the provision of Poll Cards for this and any future Elections to the Town Council.

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

The Council considered the following: -

- i) Development Management & Licensing Committee - Minutes of the Meeting held on Tuesday 2<sup>nd</sup> April, 2024 (Appendix 5) (Minute No's 369 - 378 inclusive) the recommendations being reported by rote;

RESOLVED THAT the recommendations included in the foregoing report of the Committee be approved.

- ii) Development Management & Licensing Committee - Minutes of the Meeting held on Monday 22<sup>nd</sup> April, 2024 (Appendix 6) (Minute No's 389 - 398 inclusive) the recommendations being reported by rote.

Minute No. 393 – Consultation draft - Tavistock Conservation Area Management Plan and Appraisal

Noted That during consideration of the above item, reference was made to:

- A view that the 2014 Conservation Area Management Plan was well written, well structured, and a comprehensive document which required minimal work to bring it up to date;
- Content that could appropriately be added to the updated version of the Plan;
- Potential benefits associated with some of those who had contributed to the 2014 Plan being involved in updating the 2024 version.

RESOLVED THAT subject to the amendment of Minute No. 395 – to replace the ‘Noted That’ section as listed with the following:

*‘Noted That responses received in connection with the SEA (Strategic Environmental Assessment) Screening Opinion Consultation (now closed), were in agreement with the conclusion of the Screening Opinion - ie that an SEA was not required.’*

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

## **ITEMS CIRCULATED FOR INFORMATION ONLY**

### **407. SERVICE REPORTS**

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

- i. General Manager’s Report;
- ii. Pannier Market Report;
- iii. Works Department Report  
Noted That following a query raised, the General Manager confirmed the timeline for the opening of the newly refurbished play park at Bannawell, and the background to the delay and associated weather/ground condition factors;
- iv. Town Hall & Butchers’ Hall Report.  
Noted That the Council’s usage of QR Codes was welcomed, however caution was noted in relation to various risks associated with potential abuse of QR codes for criminal activities.

The General Manager undertook to brief respective Managers and introduce arrangements for review/safety checks on a regular basis.

#### **408. FINANCE & OTHER MATTERS**

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 11)
- b) Notes of the Whitchurch Down Consultative Group Meeting held on 16<sup>th</sup> April, 2024 (Appendix 12);

Noted That – reference was made to the uncertain position regarding dogs on leads pending clarification of the approach of the Dartmoor National Park Authority. The General Manager undertook to review the position and report back to the next Consultative Group Meeting.

- c) The following updates or feedback were brought forward:
  - i. Representatives on outside bodies:
    - o Oke Rail:
      - the connectivity between Tavistock and Okehampton Train Station, as provided by the 118 bus, was welcomed;
      - a meeting was due to take place in the Town Hall shortly to discuss the railway coming back to Tavistock. Members were advised that they would need to register for this event, as there would be limited space.

In addition a Member who also served on an external organisation conveyed appreciation to the Works Department for its prompt and timely assistance contributing to safety at the recent St George's Day Parade.

- ii. Feedback from Members following attendance at any training sessions – none brought forward.

#### **EXCLUSION OF PRESS AND PUBLIC**

#### **409. 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**

#### **410. BUDGET & POLICY COMMITTEE CONTINUED**

(**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 No's 387 - 388 of the Meeting of the Budget & Policy Committee (Appendix 4 refers) held on Tuesday 9<sup>th</sup> April, 2024, the recommendations being reported by rote.

Noted That Minute No. 387 – Trespass & Anti-Social Behaviour

An oral update was provided on this matter referencing its history, recent developments/prospective proceedings should the situation recur and future contingencies. In the ensuing discussion reference was made to a logging system known as 'StreetLink' that enabled the safe registration and recording of incidences of rough sleeping.

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

#### **411.PROPERTY, LEGAL & FINANCE MATTERS**

(**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).

##### **i. DEBTORS' REPORT**

The Council considered and noted a list (Appendix 13) of all those with debts to the Council dating from earlier than the last Quarter Day and received updates accordingly.

The following Property update was provided:

Retail Unit – the background to, and current/potential anticipated position regarding an outstanding tenancy matter were orally reported.

Cattle Market Retaining Wall – the background to the matter and position of the Council were outlined and endorsed.

##### **ii. TOWN HALL BAR STOCK AUDIT REPORT**

The Council received and noted the Bar Stock Audit Report dated 27<sup>th</sup> March, 2024 (Appendix 14).

**CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY**

#### **412 . PROPERTY, LEGAL & FINANCE MATTERS**

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matters, staffing and/or the financial or business affairs of person or persons other than the Council.

No matters brought forward.

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

The Meeting closed at 7.32pm.

Signed:

Dated:

CHAIRMAN