

**MINUTES** of the Meeting of the **TAVISTOCK TOWN COUNCIL** held on **TUESDAY 11<sup>th</sup> JUNE, 2024 at 6.30pm** at **THE COUNCIL CHAMBER, TOWN COUNCIL OFFICES, DRAKE ROAD, TAVISTOCK**

**PRESENT** Councillor P Ward (Mayor)  
Councillor S Hipsey (Deputy Mayor)

Councillors Ms M Ewings, A Hutton, Mrs A Johnson, U Mann, N Martin, Mrs B Moody, J Moody, T Munro, G Parker, R Poppe, B Smith, A Venning

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

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 Jo Wright of Tavistock Street Pastors.

**COMMENCEMENT OF MEETING**

**41. APOLOGIES FOR ABSENCE**

An Apology for absence had been received from Councillor A Lewis.

**42. DECLARATIONS OF INTEREST**

The following Declarations of Interest were made at this point in the Meeting:–

- a) Councillors J Moody and U Mann in respect of Development Management & Licensing Committee Minute No. 39b) Planning Application No. 123/24/OPA by virtue of being members of West Devon Borough Council’s Development Management & Licensing Committee;
- b) Minute No. 48 below – Councillor P Ward Budget & Policy Minute No. 20(a) by virtue of the office held.

**43. CONFIRMATION OF MINUTES**

RESOLVED THAT the Minutes of the Annual Meeting of Tavistock Town Council held on Tuesday 14<sup>th</sup> May, 2024 be confirmed as a correct record and signed by the Chairman (Appendix 1).

**44. PUBLIC REPRESENTATIONS & QUESTIONS**

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

## **ITEMS REQUIRING A DECISION**

### **45. ANNUAL GOVERNANCE STATEMENT**

- i) The Council considered in-year financial reporting and assurance arrangements and received, considered and endorsed the Tavistock Town Council:
  - o Year End Internal Audit Observations and Internal Audit Summary 2023-24 (Report of the Internal Auditor) (Appendix 2);
  - o Annual Internal Audit Report 2023-24 (Appendix 3); which indicated that the internal control objectives had been met.
- ii) The Council then proceeded to review the Annual Governance Statement (section 1) (Appendix 4) section by section and, in relation to the System of Internal Control including arrangements for the preparation of the Accounting Statements for the year ended 31<sup>st</sup> March, 2024, arising from which it was:

#### RESOLVED THAT

- a) with regard to the Annual Governance Statement for the year ended 31<sup>st</sup> March 2024, the answers to the questions listed in Section 1 of the Annual Return be as follows: questions 1-8 (yes), question 9 (n/a) and the Statement be endorsed;
- b) The Clerk and Mayor be authorised to sign same on behalf of the Council.

### **46. ACCOUNTING STATEMENTS**

- i) The Council considered the relevant section of the "Local Councils, Internal Drainage Boards and Other Smaller Authorities, Annual Governance and Accountability Return 2023/24 for the year ended 31<sup>st</sup> March 2024". More specifically the Accounting Statements 2023-24 (Section 2) as prepared by the RFO (Appendix 5).

#### RESOLVED THAT

- a) the Accounting Statements 2023-24 listed in Section 2 of the Annual Return be received and adopted as a reasonable statement of the activities of the Council;
- b) the Mayor be authorised to sign same on behalf of the Council.

With regard to the Unaudited Financial Statements of the Council (Appendix 6) it was further:

RESOLVED THAT the Unaudited Financial Statements of the Council for the year ended 31<sup>st</sup> March 2024 be received and noted.

Noted That:

- With regard to the list of Councillors on Page 3:
  - Councillor G Parker - 'Mrs' to be deleted; and
  - Councillor U Mann - 'Mrs' to be deleted; and
  - Councillor J Irvine - to be deleted
- Page 15 'Fixed Asset Valuation'  
A query was raised with regard to the date showing 31<sup>st</sup> March 2009, and whether this was the correct date, or if it should be updated.

The Town Clerk undertook to check this with the Council's Accountant, and for any necessary amendment to be made, should it prove necessary.

- ii) In view of the requirements associated with the timeframe for the period for the exercise of public rights it was further:

RESOLVED THAT the period for the exercise of public rights of inspection in connection with the foregoing be 13<sup>th</sup> June 2024 – 24<sup>th</sup> July 2024.

#### **47. GENERAL FINANCE**

The Council considered the following:-

- i) Schedule of Payments

The Council received and considered copies of the monthly accounts as at 31<sup>st</sup> March and 30<sup>th</sup> April, 2024 (Appendix 6) as listed on the Council website;

- ii) Budget Monitoring Report

The Council received and considered a copy of the Budget Monitoring Report (Appendix 7) as at 31<sup>st</sup> March and 30<sup>th</sup> April, 2024.

#### **48. BUDGET & POLICY COMMITTEE**

The Council considered the Minutes of the Meeting of the Budget & Policy Committee (Appendix 8) held on Tuesday 28 May, 2024 the recommendations being reported by rote.

RESOLVED THAT subject to consideration of Minute No's 26-28 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:

- a) Minute No. 24ii (ii): the addition of the words 'non-selective' to follow 'all party', together with the deletion of 'represented', and its replacement with 'invited';
- b) Minute No. 24ii (iii): the addition of the following words to the end of the sentence 'with the exception of the Rundle Room for the 2024 General Election only'.

the recommendations included in the foregoing report of the Budget and Policy Committee, (Minute No's 13 - 25) be approved and adopted.

#### Noted That

- i) in response to a question it was reported that bookers of Council premises were made aware of respective venue capacities;
- ii) Councillor P Ward declared an interest in Minute No 20(a) and took no part in the voting or discussion thereon.

#### **49. CASUAL VACANCIES**

The Council was advised of the resignation of former Councillor J Irvine (Tavistock SW Ward).

Furthermore, following the resignation of former Councillor P Squire (Tavistock North Ward), the Council was advised that no by-election had been called.

In the ensuing discussion reference was variously made to the potential timeframe for an election if called (SW Ward), the period appropriate to seek co-option (North Ward) and the importance attached to retaining the General Power of Competence.

RESOLVED THAT Tavistock Town Council;

- proceed with co-option for the vacancy in North Ward at the next Council Meeting, which was scheduled for 30<sup>th</sup> July 2024 and the vacancy for co-option be advertised accordingly; and
- the Returning Officer be advised of the resignation arising in the SW Ward, in order that the necessary arrangements for advertisement of the casual vacancy arising could be made.

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

The Council considered the following: -

- i) Development Management & Licensing Committee - Minutes of the Meeting held on Monday 13<sup>th</sup> May, 2024 (Appendix 9) (Minute No's 413 – 422 inclusive) the recommendations being reported by rote:

RESOLVED THAT the recommendations included in the foregoing report of the Development Management & Licensing Committee be approved.

- ii) Development Management & Licensing Committee – Minutes of the Meeting held on Tuesday 4<sup>th</sup> June, 2024 (Appendix 10) (Minute No's 29–40 inclusive) the recommendations being reported by rote.

Subject to the amendment of the recommendation, to be reworded to replace the existing as listed below, in connection with Minute No. 39b) - Planning Application 1203/24/OPA refers:

*'RECOMMENDED THAT the Town Council 'Object' to the Planning Application on the following grounds:*

*Visual impact*

- *The Development will be a blot on the landscape of Tavistock from high ground to the east of the Town in addition to those already specified from the Pimple and Pork Hill. (JLP Policy TTV17 (1))*
- *A strategic landscape buffer is required by JLP Policy TTV17. The 50m buffer required previously by WDBC has been reduced in this application to 10 m. This will have a serious and adverse impact on the Tamar Valley National Landscape. (JLP Policy TTV17(1))*
- *The rear gardens of houses 12-29 directly adjoin a significant area of commercial car parking with (unlike the previous permission) no significant landscape barrier. This will create an*

*unacceptable environment for the residents of these houses. (JLP Policy DEV10)*

- *The elevation of the houses, the landscaping and building design will create a car dominated residential outlook. (JLP Policies DEV10, DEV20)*
- *The position of the play park, which was some considerable distance from the houses, was considered both a safety and security issue. (JLP Policies DEV10, DEV20)*

#### *Reports*

- *The Ecological Report provided was incomplete and that a full Mining Report was required.*

#### *Commercial, Business & Service*

- *The Developer could not meet the requirements of the JLP's 18,600m<sup>2</sup> of Class B1 parking and servicing needs within the 2 hectares. (JLP Policy TTV17)*
- *Together JLP policy TTV17 and the previous permission require the employment land use to be limited to former use class B1 (c) light industry. DEV16 restricts the development of significant office development outside town centres. Translating these factors into current use class terms, as with the previous permission, the employment use should be limited to light industrial use, Class E (g) (ii) and (iii) (JLP Policy TTV 17 and DEV 16)*

#### *Access*

- *The Development would add a further 2 access points (bringing the total within a short distance, to 6) onto the, already busy, A386 rather than taking into consideration the roundabout at Tiddy Brook. Once again causing a safety issue. (JLP Policy TTV17 (3))*
- *It was requested that the LPA do not give tacit planning permission for the access point into the neighbouring field.*

#### *Dev 32*

- *The Committee would recommend that under JLP Policy DEV 32, the Developer adhere to the policy of providing solar panels and electric charging points (EPC's) to every house.*

#### *S106 Concerns*

- *The addition of some 250 properties within this area would cause additional problems when it came to the infrastructure of Tavistock on many levels, and therefore the Committee would like to see adherence and further contributions from the Developers, under S106 for the following:*
  - *Transport – to include the bus and rail network (JLP SPT2 Table 3.2, SPT10, SP5 (3), TTV17 (4))*

- *Health Care Aspects (JLP Policies DEV1, DEV30, SPT 13 (6), SO6 (5))*
- *Safe Route to Schools (particularly as there was no pavement on the development site of the A386) (JLP policies DEV 10 (1), DEV 30 – Ref para 6.116)*
- *Schooling in particular primary schools (JLP SP5 (4) & (5))*
- *MUGA (Multi Use Games area) (JLP Policies DEV27, DEV30)*
- *That the provision of the orchard be changed to allotments*

*Noted That it was requested that if there were any significant, new information submitted by the Applicant that this be passed to Tavistock Town Council for re-consultation'*

it be RESOLVED THAT the recommendations included in the foregoing report of the Development Management & Licensing Committee be approved and adopted.

Noted That:

- a) Councillor U Mann declared an interest in the above application (1203/24/OPA) by virtue of Membership of the Development Management and Licensing Committee of the Local Planning Authority and left the room during consideration thereof;
- b) Councillor J Moody declared an interest in the above application (1203/24/OPA) by virtue of Membership of the Development Management and Licensing Committee of the Local Planning Authority and remained in the room not taking part in the discussion or voting thereon;
- c) Councillor Ms M Ewings abstained from voting with due regard to a potential conflict of interest which might arise in connection with being a substitute for Membership of the Development Management and Licensing Committee of the Local Planning Authority.

**ITEMS CIRCULATED FOR INFORMATION ONLY**

**51. SERVICE REPORTS**

The Council received, for information, the reports of the General Manager, Pannier Market/Town Hall/Butchers' Hall and Works Department (Appendices 11 - 14).

- i. General Manager's Report (Appendix 11):

Noted That:

- details of the Open Day referred to in the Report would be brought to the next Council Meeting;
  - anticipated savings against current budget on the new utilities (electric) contract were noted and welcomed.
- ii. Pannier Market Report (Appendix 12):  
Noted That: Appreciation was expressed to all Council staff involved in:
- the recent delivery of the Tavistock Country Garden Show; and
  - the management of/clear up following a surface water inundation event in the town. Arising from same, reference was variously made to arrangements regarding sand bags, the role of various public authorities/statutory undertakers, mitigation arrangements put in place on Town Council land, and the importance attached to collaborative working between the responsible bodies on occasion of extreme weather or other emergency events.
- iii. Works Department Report (Appendix 13);  
Noted That: an opening ceremony would be held in due course when the newly refurbished Bannawell Play Park was ready to open.
- iv. Town Hall & Butchers' Hall Report (Appendix 14).

## **52 . FINANCE & OTHER MATTERS**

The Council received, for information, the following: -

- a) Report of the Assistant to the Town Clerk (Appendix 15)
- b) Notes of the Tavistock Heritage Alliance Meeting held on 16<sup>th</sup> April, 2024 (Appendix 16);
- c) The following updates or feedback were brought forward:
  - i. Representatives on outside bodies – none brought forward;
  - ii. Feedback from Members following attendance at any training sessions – none brought forward.

## **EXCLUSION OF PRESS AND PUBLIC**

### **53. 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**

**54. 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 26 – 28 of the Meeting of the Budget & Policy Committee (Appendix 8 refers) held on Tuesday 28<sup>th</sup> May, 2024, the recommendations being reported by rote.

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

**55. 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 17) 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: Item 'A' refers - the background to, and current/potential anticipated position regarding an outstanding tenancy matter were orally reported. In particular with reference to the outcome of recent meetings, the nature of and reasons for notices issued by the landlord to seek to remedy to apparent breaches of the lease, the viewpoints of the parties and next steps.

Noted That Councillor U Mann left the Meeting during consideration of the above matter.

**CONFIDENTIAL ITEMS CIRCULATED FOR INFORMATION ONLY**

**56. 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).

No matters brought forward.

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

The Meeting closed at 8.08pm.

Signed:

Dated:

CHAIRMAN