

## **AGENDA ITEM No 5**

### **MINUTES**

of the Meeting of the **TAVISTOCK TOWN COUNCIL** held at the Council Chamber, Drake Road, Tavistock on **TUESDAY 15<sup>th</sup> MAY, 2018 at 6.45pm.**

### **PRESENT**

Councillor Philip Sanders (Mayor)

Councillor P Ward (Deputy Mayor)

Councillors Ms L Crawford, Mrs A Johnson, P Palfrey, Mrs L Roberts, E Sanders, J Sheldon, P Squire, A Venning, Mrs J Whitcomb and P Williamson.

### **IN ATTENDANCE**

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

A representative from Foot Anstey – the Council's Legal Advisors

Prior to the Meeting there was an opportunity for quiet reflection led by Reverend Robert Weston (Tavistock United Reformed Church). A written report from County Councillor Mrs D Sellis was received together with an oral report from West Devon Borough Councillor G Parker.

The Mayor made a presentation of a cheque to a representative of Junior Life Skills following the organisation's successful application for a Grant from the Town Council.

### **381. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors Mrs M Ewings, A Hutton, A Lewis and J Moody

### **382. DECLARATIONS OF INTEREST**

No Declarations of Interest were made at this point in the Meeting

**383. CONFIRMATION OF MINUTES**

RESOLVED THAT, subject to the amendment of the preamble (bullet point 4 on page 2 refers), to delete the words 'Esmay Fairbairn Trust' and replace with 'Esmee Fairbairn Foundation' the Minutes of the Special Meeting of Tavistock Town Council held on Monday 23<sup>rd</sup> April, 2018 be confirmed as a correct record and signed by the Chairman (Appendix 1)

**EXCLUSION OF PRESS & PUBLIC**

**384. 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

**CONFIDENTIAL ITEM REQUIRING A DECISION**

**385. PROPERTY & FINANCE MATTERS**

(**CONFIDENTIAL** by virtue of relating to legal and /or commercial matters and/or the financial or business affairs of a person or persons other than the Council)

The Solicitor to the Council reported the outcome of a recent hearing in connection with the Corn Market, the decision, treatment of costs and related matters. The Council welcomed the eventual compliance of the tenant with the terms of the agreement entered into in 1989, so far as the transfer of freeholds was concerned, and was advised of the issues, options and other considerations in terms of next steps.

Arising therefrom it was:

RESOLVED THAT the Council's Solicitors be authorised to take such action as necessary, and such further actions, to implement the outstanding rent reviews on the basis outlined subject to legal advice.

The Press and Public were readmitted to the Meeting.

## **ITEMS REQUIRING A DECISION**

### **386. ELECTORAL MATTERS – VACANCY**

It was reported that the resignation of former Councillor H Smith had been received giving rise to a vacancy in the North Ward.

It was further noted that to continue to satisfy the requirements of the General Power of Competence an election would be required as opposed to co-option.

RESOLVED THAT in the event an election were held Poll Cards be issued.

### **387. GENERAL FINANCE**

The Council considered the following:

a) **Schedule of Payments**

The Council received and considered copies of the monthly accounts as at 28<sup>th</sup> February and 31<sup>st</sup> March, 2018 (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, 2018 (Appendix 3)

c) **Tenders – Pannier Market Surround THI Public Realm Scheme**

RESOLVED THAT the Responsible Finance Officer, in consultation with the Mayor and Deputy Mayor, be authorised to open and accept tenders in respect of the above, with a report being brought to a subsequent Meeting of the Council.

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

The Council considered the following:-

a. **Development Management and Licensing Committee – 17<sup>th</sup> April, 2018** (Appendix 4)

The Minutes of the Meeting of the Development Management and Licensing Committee held on 17<sup>th</sup> April, 2018 (Minute No's 355-363 inclusive)

**b. Development Management & Licensing Committee – 8<sup>th</sup> May, 2018** (Appendix 5)

The Minutes of the Meeting of the Development Management & Licensing Committee held on 8<sup>th</sup> May, 2018 (Minute No's 372-380 inclusive)

RESOLVED THAT the recommendations included in the foregoing reports of the Committee be approved, and the Minutes be received.

**ITEMS CIRCULATED FOR INFORMATION ONLY**

**389. SERVICE REPORTS**

The Council received the reports of the General Manager, Works Department, Town Hall and Pannier Market (Appendices 6-9 refer)

i. General Manager

Noted that the General Manager confirmed;

- the repair to the Council Chamber window would commence within the next 6 weeks;
- gorse cutting on Whitchurch Down had been deferred until September due to the poor ground conditions;
- the Gin Festival due to be held Butchers' Hall and Guildhall Car Park would take place on 25<sup>th</sup> August 2018, not 26<sup>th</sup> August as reported elsewhere
- The General Manager was thanked for arranging a tour of the newly refurbished Pannier Market for Members. He and the contractors involved in the refurbishment were commended for the high quality of those works

ii. Works Department

Following concerns raised by a Member regarding the state of repair of the Whitchurch Play Park, more specifically arising's from tree thinning it was;

Noted that the General Manager confirmed;

- an inspection of Whitchurch Play Park would be undertaken;

- that now the ground conditions on Whitchurch Down had improved sufficiently to allow for vehicular access the trees would be removed within the next week

A Member commented that they were pleased to see the ongoing works to the surfacing in The Meadows Play Park. Reference was also made to areas where signs could be cleaned.

iii. Town Hall

Town Hall Team was commended for their hard work, and presentation, at recent events including the Town Council's Civic Ball

iv. Pannier Market

It was reported that traders at the Farmers' Markets would remain open until 3.30pm each day with a view to aligning opening hours with the Pannier Market over the longer term.

### **390. FINANCE AND OTHER MATTERS**

The Council received and noted the following:-

- a. Report of the Assistant to the Town Clerk (Appendix 10)

Noted That

- i) with regard to yearbooks for Councillors the consensus was that these were not cost effective. In response to a query the Assistant to the town Clerk undertook to provide standard A5 diaries to Members on request.
- ii) attention was drawn to the Planning Training which had been scheduled for Tuesday 29<sup>th</sup> May 2018 at 6pm, immediately prior to the DM&L Committee Meeting due to take place that evening. All Councillors were encouraged to attend, even if they did not currently sit on that Committee.

- b. Whitchurch Down Consultative Group – Notes of the Meeting held on 2<sup>nd</sup> May, 2018 (Appendix 11)

Noted That concerns were raised regarding the current poor condition of The Pimple structure, which was in private ownership.

- c. Tavistock Museum Trust – Annual Report (Appendix 12)

Noted That Councillor Ms L Crawford left the Meeting

- d. Southern Links – Notes of the Meeting held on the 15<sup>th</sup> March, 2018 (Appendix 13)
- e. Tavistock Townscape Heritage Initiative – Progress Report (Appendix 14)

Council was advised of the recent resignation of the Townscape Heritage Initiative Project Manager, which represented a key role within this project.

A Meeting with the Funder was due to take place on 17<sup>th</sup> May, 2018 when the options for replacing the Project Management resource would be explored.

- f. Guildhall Gateway Centre – a Meeting with the Funder was due to take place on 17<sup>th</sup> May,

Noted That Councillor P Sanders Declared a personal non prejudicial interest at this point by virtue of his involvement with Tavistock Heritage Trust

It was confirmed that;

- the Lease and Service Level Agreement remained outstanding pending THT's appointment of a solicitor;
- once an appointment had been made and agreement reached the 'permission to start' would then be sought

- g. Updates – the following updates were received from Council representatives;
  - Ford Street and Maynard Almshouse Charity – the Council's representative confirmed that at a recent meeting thanks had been extended to former Councillor H Smith for his involvement with this Charity over recent years
  - Destination Okehampton = it was confirmed that another train journey from Okehampton was planned for Sunday 20<sup>th</sup> May, 2018
  - Kingdon House Association – the previously reported application to the Greater Dartmoor LEAF which had been submitted had been successful. This allowed for Phase 1 of the proposed works to be started, which would make the building watertight and improve its appearance.
  - Dartmoor National Park Authority – The Council's representative invited Members to send him items they wished to be placed on the Agenda for the forthcoming Meeting, for inclusion.

### **391. 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**

### **392. PROPERTY AND 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  
The Council considered and noted a list of all those with debts to the Council dating from earlier than the last Quarter Day (Appendix 15)
- ii. Bar Stock Audit Report  
The contents of the recent Bar Stock Audit Report were received and noted (Appendix 16)
- iii. Updates

Tennis Club – it was reported that;

- an agreement had been reached but not yet entered into;
- the allocation of the grant from Tavistock Town Council required agreement, once this had been agreed the agreement would be finalised

The Press and Public were readmitted to the Meeting.

### **393. COUNCIL SEAL**

RESOLVED THAT the Council Seal be affixed to the various deeds and documents to be made or entered into for the carrying into effect of those decisions or matters approved by the Council this day.

The Meeting closed at 8.10pm.

Signed.....

Dated.....

CHAIRMAN