

MARK

BOVEY TRACEY TOWN COUNCIL



TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
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Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

18th January 2016

Dear Councillor,

You are hereby summoned to attend a meeting of Bovey Tracey Town Council which will be held at the Heathfield Community Centre, Heathfield, on Monday 25th January 2016 at 7.00pm for the purpose of transacting the business as set out on the agenda below.

AGENDA

Interests to be declared: In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.

FC.16/01. Apologies for absence:

**Public Participation Session: To allow any questions, reports by members of the public on any matters relating to the agenda of this meeting or of those minutes being considered at this meeting and representations by the Community Police Officer and Chaplain to the Town Council (Maximum of 20 minutes).

FC.16/02. Minutes:

To confirm the Minutes of the Town Council meeting held on 16.11.15 (*copy enclosed).

FC.16/03. Recreation, Parks & Property (RP&P) Committee:

To receive the Report of the meeting held on 14.12.15 (*copy enclosed).

FC.16/04. Finance, Resources & General Purposes (FR&GP) Committee:

To receive the Report of the meeting held on 11.1.16, the Financial Statement dated 11.1.16 and the Accounts paid up to 8.1.16(*copies enclosed).

FC.16/05. Planning Committee:

To receive the Reports of the meetings held on 30.11.15, 14.12.15 & 11.1.16 (*copies enclosed).

FC.16/06. The Town Mayor's Interests:

To receive a list of functions and activities attended by the Town Mayor.

****A short adjournment will take place to allow for questions, reports and representations by members present: from the County, District and Town Councillors (maximum 20 minutes).**

FC.16/07. Budget & Precept 2016/17:

Following item FR&GP.16/05, Members are requested to confirm:

- i) The adoption of the suggested budget for 2016/17 as previously presented.
- ii) The setting of the precept at £192,650.00 for 2016/17. The Council Tax Support Grant of £16,650.00 will be added to this.

FC.16/08 Town Hall:

Following item EM.15/07 and preceding items (**summary enclosed*) which informs the proposed conditions of sale, consisting of three key documents:

- i) The sale contract on the part of the Council in favour of Dartmoor Whisky Distillery Ltd (**copy enclosed*).
 - ii) Model form of 999 year lease which the purchaser company will enter into (**copy enclosed*).
 - iii) Law Society form of Business Lease constituting the lease back in favour of Bovey Tracey Town Council in connection with its continuing office/council chamber/storage accommodation (**copy enclosed*).
- Members are requested to authorise the Town Mayor and Town Clerk to sign the above documents in readiness for a simultaneous exchange and completion of contracts.

**Copies of any correspondence circulated to Councillors with this agenda, which will be considered at this meeting.*

SIGNED.....



DATE.....

19/01/2016

M WELLS
TOWN CLERK

BOVEY TRACEY TOWN COUNCIL MEETING HELD IN THE TOWN HALL, BOVEY TRACEY
ON MONDAY 16TH NOVEMBER 2015 AT 7pm.

Present:

The Town Mayor, Cllr U Arnold
The Deputy Town Mayor, Cllr A Allen

Cllr R J Ashby	Cllr Mrs A J Kerswell*
Cllr Ms J H Blair	Cllr Mrs A M Klinkenberg*
Cllr R A Bray	Cllr S P Leigh
Cllr D K Elphick	Cllr Ms C O Richardson
Cllr G J Gribble */**	Cllr C W Robillard

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Mrs L M Warren
Rev K Hooke - Chaplain to the Council
PCSO Paul Wilson
Two members of the press
Six members of the public

The Town Mayor, Cllr Arnold, invited the Reverend Hooke to lead prayers, for those who wished to take part, before the meeting opened.

The meeting was chaired by the Town Mayor, Cllr Arnold.

FC.15/35 Apologies for absence:

Cllr M Tregoning (Unwell)

**Public Participation Session:

Commenced at 7.02pm and finished at 7.10pm. (*Report attached)

FC.15/36. Minutes:

The Minutes of the Town Council meeting held on 21.9.15 (*copy previously circulated) were confirmed as a true record and were duly signed by the Town Mayor.

FC.15/37. Recreation, Parks & Property (RP&P) Committee:

The Report of the meeting held on 19.10.15 (*copy previously circulated) was received and adopted.

FC.15/38. Finance, Resources & General Purposes (FR&GP) Committee:

The Report of the meeting held on 2.11.15, the Financial Statement dated 2.11.15 and the Accounts paid up to 30.10.15(*copies previously circulated) were received and adopted.

FC.15/39. Planning Committee:

The Reports of the meetings held on 5.10.15, 19.10.15 & 2.11.15 (*copies previously circulated) were received and adopted.

FC.15/40. The Town Mayor's Interests:

Cllr Arnold, the Town Mayor, advised that he had attended the Remembrance Day service and wreath laying and the Armistice Day gathering at the War Memorial. He noted that all events had been well attended.

***A short adjournment took place from 7.15pm to 7.30pm to allow for questions, reports and representations by members present: from the County, District and Town Councillors (*Report attached).*

FC.15/41. Amendment to Standing Orders:

Members considered amending Standing Order 3.F. (**copy of report previously circulated*) which will allow an elector, who is physically unable to attend a Council Meeting, to have a question presented at the Meeting by the Town Clerk or an appointed representative.

Resolved:

To adopt the amendment to Standing Order 3.F.

The meeting closed at 7.32pm.

Bovey Tracey Town Council

Report of the questions, reports and representations which took place during the adjournments of the Town Council meeting held on Monday 16th November 2015.

Reports and comments from members of the public:

PCSO Paul Wilson circulated copies of a report detailing crime figures which had taken place in Bovey Tracey during October. He noted that 16 crimes had been recorded during the recent period. A further 58 incidents had been responded to by the Police.

Rev. Kevin Hooke reported that all was well with the local Churches. He advised that the Carol Service will take place on 21st December 2015.

Mr P Beecher (Residents' Association):

- a) On behalf of a parishioner with mobility issues, who had expressed concerns regarding accessing the Post Office when it moves to the Spar Shop, thanked Cllr Gribble and the Town Clerk for visiting the parishioner at home to discuss the matter.
- b) Referred to the proposed closure for three months of the B3344 at Bradley Bends to allow works to the building development to be carried out. The Town Clerk advised that the Town Council has written to the Secretary of State for Communities and Local Government, with copies sent to Mel Stride MP and the Chief Executive of DCC. A freedom of information request has been made to DCC highways for details of all communications between DCC highways and the developer.

Mr M Potbury referred to the possible change of use of the Town Hall to a whisky distillery and expressed his concerns. He advised that he had been in contact with TDC's Environmental Officer as he is concerned about the possible damage from whisky fungus that could have a detrimental impact on properties in the area. He passed information regarding whisky fungus to the Town Council for perusal.

Reports from county, District and Town Councillors:

DCC, TDC & Town Cllr Gribble reported on various DCC matters. He noted that he had attended meetings regarding the proposed road closure at Bradley Bends. At TDC he had attended various meetings and events including the Sports Personality Award event and a Larger Local Councils meeting.

District Cllr Mrs Kerswell advised that she had attended regular meetings at TDC. She had also attended meetings of the Torbay Clinical Commissioning Group (CCG) regarding the winter arrangements for the hospital.

District Cllr Mrs Klinkenberg reported that she had attended the Regulatory & Appeals Committee meetings and a seminar regarding regulations. She had also attended the Torbay CCG meeting, a meeting regarding funding to progress the Old Thatched Inn development and the Remembrance Day service.

Cllr Elphick reported that he had attended a recent meeting of the Heathfield Community Centre. He advised that the Heritage Trust AGM will take place on 17th November 2015 and volunteers were required to run the Centre. He noted that he had attended an unofficial gathering at the War Memorial at 11am on Remembrance Day.

Cllr Ms Blair advised that she had attended a Residents' Association meeting and meetings regarding car park management and the proposed road closure at Bradley Bends.

Cllr Leigh advised that he had attended all Committee Meetings since the last Council Meeting.

Cllr Allen reported that he had attended the Remembrance Day Service and Armistice Day gathering and noted that both events were well attended. He advised that funding has been confirmed by the British Heart Foundation for the provision of a defibrillator to be located at the Recreation Ground.

Cllr Ashby advised that he had attended a meeting with the Devon Communities Together regarding the Old Thatched Inn development. He had also attended the Remembrance Day service.

Cllr Robillard advised that the Carnival Committee is arranging a Christmas event to support the switching on of the Christmas lights on 5th December 2015. He referred to the possibility of providing a pedestrian crossing in Station Road adjacent to The Brookside and noted that this could be further discussed following the results of a traffic management survey.

Cllr Kelly advised that a planning application has been submitted to TDC by a civil engineering company for a change of use at Moor View Primary School, Heathfield. He wished to ensure that the Town Council had the opportunity to consider the application. The Town Clerk agreed to request an extension if necessary.

Cllr Gribble advised that the Carnival Committee AGM will take place on 17th November at The Dolphin.

Mr Wells (Town Clerk) advised that the Carol Service will take place at PPT Church on Monday 21st December.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 30TH NOVEMBER 2015 at 7pm

Present:

The Town Mayor, Cllr U Arnold
The Deputy Town Mayor, Cllr A Allen

Cllr R J Ashby	Cllr Mrs A J Kerswell*
Cllr Ms J H Blair	Cllr Mrs A M Klinkenberg*
Cllr R A Bray	Cllr S P Leigh
Cllr D K Elphick	Cllr Ms C O Richardson
Cllr G J Gribble**/*	Cllr M Tregoning
Cllr E Kelly	

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Mrs L Warren
Mr R Kelley - Partnership Development Officer, Teignbridge District Council

The meeting was chaired by Cllr Ashby

Cllr Gribble declared an interest in PL.15/68 g & k. Cllr Tregoning declared an interest in PL.15/68 e.

Prior to the commencement of the meeting, Mr Rob Kelley (Partnership Development Officer - Teignbridge District Council), gave an informative presentation about the Neighbourhood Planning Process. He then answered questions raised by Councillors. Cllr Ashby thanked Mr Kelley for attending the meeting. Mr Kelley then left the Council Chamber at 7.47pm.

PL.15/67 Apologies for absence:

Cllr C W Robillard (Personal commitment)

****Public Participation:** No members of the public were present.

PL.15/68 Consideration of Planning Applications:

TDC Applications listed to 30.10.15:

- a) 15/02940/COU Change of use from school (Use Class D1) to offices and associated storage (Use Class B1) at Moor View Primary School, Heathfield for Mr D Roberts.
Observations: The Town Council is supportive of the proposed change of use to offices but does not support any associated storage on the site, as it considers that the roads are unsuitable for an increased usage particularly by heavy/commercial vehicles.
** If the Planning Officer is minded to approve this application under delegated powers the Town Council requests that it is taken to Committee for consideration.
- b) 15/02978/FUL Two storey extension to the rear with associated terrace and new vehicular hardstanding

(revised scheme) at 29 Crokers Meadow for Mr & Mrs S Willmore.

Observations: No objection.

- c) 15/02984/NPA Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GPDO for change of use of an agricultural building from agricultural use to a dwelling at Five Wyches Farm for Ms S Druce.

Observations: The Town Council does not support this application as it considers that it is an inappropriate development for the location and would result in overdevelopment of the area. Also the proposal would create an additional volume of traffic, creating further highway issues at a dangerous access.

DNPA Applications listed to 30.10.15: None

TDC Applications listed to 6.11.15: None

DNPA Applications listed to 6.11.15:

Withdrawn Application: Noted.

- d) 0503/15 Variation of condition 6 to permission ref. 0237/06 to allow for extended farm shop opening hours at Ullacombe Farm Shop, Haytor Road.

TDC Applications listed to 13.11.15:

- e) 15/02950/FUL First and ground floor extensions on north east elevation at 63 Drum Way, Heathfield for Mr C McQuire.

Observations: No objection.

- f) 15/03126/FUL Alterations and single storey extension to east elevation at Clarendon, Newton Road for Mr N Pratt & Mrs H Smith.

Observations: No objection.

- g) 15/03146/FUL Change of use from ancillary building to separate dwelling with single storey extension to north elevation (revised application) at Brookfield House, Challabrook Lane for Mr & Mrs M Ruffles.

Observations: No objection.

DNPA Applications listed to 13.11.15:

- h) 0593/15 Provision of public access to former reservoir including paths, observation hide and surfacing to existing car park at Trendlebere Reservoir, Manaton Road for Mr S Lee, Natural England.

Observations: No objection.

- i) 0597/15 Variation of condition 1 to permission re. 0493/09 relating to farm shop to allow for extended opening hours at Ullacombe Farm Shop, Haytor Road for Mr & Mrs B Vallance.

Observations: No objection.

TDC Applications listed to 20.11.15:

- j) 15/03076/~~FUL~~ Alterations to existing garage roof to create hobby room in roof space at Hilltop, Coombe Meadow for Mr G Wilding.
Observations: No objection.
- k) 15/03110/~~FUL~~ Detached bungalow and garage with new access at Sunnybank, Devon House Drive for Mr & Mrs G B Huxtable.
Observations: No objection providing the proposal meets with the satisfaction of TDC's arboriculturist.
- l) 15/03194/~~FUL~~ Porch to south west elevation at 11 Lakeside Close, New Park for Mr K Burnley.
Observations: No objection.

PL.15/69 Planning Decisions: Noted

Approvals:

- a) TDC:
- i) Full planning permission for residential development of 20 dwellings including seven affordable units and outline planning permission for one custom build dwelling (approval sought for means of access) at former Cardew Pottery, Newton Road. (O)
- ii) Additional vinyl opening hours text and LED trough light to be applied to existing fascia, existing trough light on existing fascia to be upgraded to new LED trough light, two wall mounted aluminium panel signs and seven post mounted aluminium panel signs at The Co-operative Group, Glen Lyn Garage. (N/O)
- iii) Single storey extension to west elevation at Shipley, Brimley Grange. (O)
- iv) Erection of single storey dwelling at land adjacent to Moorland View, Old Newton Road, Heathfield. (O)
- v) Two industrial units at Green Yard, King Charles Business Park, Heathfield. (N/O)
- vi) New garage/car port and new access gate at Brookfield House. (N/O)
- vii) Extensions to north, east and south elevations, conversion of roof and provision of first floor accommodation to be served by rooflights and balcony at 4 Broadpark. (N/O)
- viii) New access on to Old Newton Road at 1 Battle Road, Heathfield Industrial Estate. (N/O)

The Town Council's submitted observations: (No objections- N/O: Objections- O)

**Cllr Leigh noted that TDC approve applications which the Town Council has not supported. He suggested contacting TDC Planning Officers regarding the consideration given to the Town Council's observations.

PL.15/70 Devon County Council - Drumbridges Roundabout (De-restriction) Order:

It was noted that Devon County Council (DCC) has been working on a scheme to improve the Drumbridges Roundabout at the A38 and A382 intersection. Works include

increased lanes and traffic signalisation and the addition of street lights.
In order to maintain the current National Speed limit around the roundabout a traffic Regulation Order is required as the road now contains street lights (**copy of supporting information previously circulated*).

PL.15/71 Brimley Field:

Following item PL.15/66 and a subsequent site visit on 21st November, Members considered further appropriate action.

Following discussion it was

Resolved:

To obtain professional advice regarding the agricultural tenancy agreement, currently in place with the Town Council's tenant, and to then further consider the matter.

PL.15/72 Town Hall - Whisky Fungus:

The Town Clerk provided Members with an update following concerns raised by a parishioner. A discussion took place and it was agreed that an environmental liability clause should be included in the leasehold sale contract. Cllr Leigh and the Town Clerk will prepare a clause which will be circulated to Members of the Communications Group for approval.

PL.15/73 General Planning Matters brought forward by Councillors:
(*For information only).

Cllr Allen commented on whisky storage arrangements.

Cllr Kelly referred to the turning lane to Battle Road on the A382 and noted that there is no traffic light in place.

Cllr Gribble advised that Mr Mark Baker donates and erects the Christmas tree in Union Square each year. It was agreed to send a letter of thanks to Mr Baker.

Cllr Ms Richardson:

- i) Thanked the Town Mayor, Cllr Arnold, for agreeing to switch on the Christmas Lights with Mrs D Black, Representative of the Lord of the Manor. She encouraged Councillors to attend the event on Saturday 5th December.
- ii) Referred to the posters that are placed on the bridge railings in Station Road. It was noted that the bridge is in the ownership of DCC.

Cllr Ashby:

- i) Referred to the untidy state of the King of Prussia building. As there is a current planning approval for the site, it was agreed to notify TDC.
- ii) Noted two large signs at Town Hall Garage and enquired about planning requirements.

The meeting closed at 8.55pm.

RECREATION, PARKS & PROPERTY COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 14TH DECEMBER 2015 at 7.00pm.

Present:

The Town Mayor, Cllr U Arnold
The Deputy Town Mayor, Cllr A Allen

Cllr R J Ashby	Cllr Mrs A J Kerswell*
Cllr Ms J H Blair	Cllr Mrs A M Klinkenberg*
Cllr R A Bray	Cllr S P Leigh
Cllr D K Elphick	Cllr Ms C O Richardson
Cllr G J Gribble**/*	Cllr C W Robillard
Cllr E Kelly	Cllr M Tregoning

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Mrs L Warren
Three members of the public

The meeting was chaired by Cllr Allen.

Cllr Gribble declared an interest in RP&P.15/77.

RP&P.15/69 Apologies for Absence: None.

**Public Participation:

Mr J Northcott:

- i) Referred to item RP&P.15/73 Community Hub - The Old Thatched Inn and considered that it was a positive step towards progressing the project. With regard to the formation of a steering group, he suggested that it could include a representative from the Residents' Association. The Town Clerk clarified the representation from local organisations and advised that there would be public consultation.
- ii) Referred to item RP&P.15/80 - Website & Social Media. Although in favour of the new website and social media, he stated that many elderly people do not have internet access. Cllr Allen advised that the Town Council hoped to locate a new notice board outside the Spar shop.

Mr P Beecher:

- i) Extended good wishes for Christmas to the Town Council.
- ii) Thanked Cllr Ms Blair and the Town Clerk for their efforts regarding the proposed road closure at Bradley Bends.

RP&P.15/70 Consideration of minutes of previous meeting held on 19.10.15: Noted.

RP&P.15/71 Accounts:

The Financial Accounts paid up to 11.12.15 (**copies circulated at the meeting*) were received. Following clarification regarding one payment, the accounts were then approved.

RP&P.15/72 Bovey Tracey Swimming Pool Association - Solar Panels:

Consideration was given to a request (**copy previously circulated*) from Bovey Tracey Swimming Pool Association seeking permission in principle to install solar panels to the flat roof of the changing rooms.

Resolved:

To agree to the request.

Cllr Arnold joined meeting at 7.10pm.

RP&P.15/73 Community Hub - The Old Thatched Inn:

Members considered:

- i) Approving the proposed action plan (**copy previously circulated*).
- ii) Confirming Sub-group members to progress the proposed plan to reach a point where the Town Council becomes investment ready.
- iii) Approving the quotation in Appendix B (**copy previously circulated*) and subsequent collaborative Working with Devon Communities Together and Village SOS (Support, Outreach & Sustainability).

Following discussion it was

Resolved:

- i) To approve the proposed action plan.
- ii) The following Sub-group members were confirmed - Cllrs Ashby, Kelly, Mrs Klinkenberg together with Cllr Tregoning. Cllr Ashby expressed some reservations regarding his commitment to the Sub-group but agreed to continue for the time being
- iii) To approve the quotation in the sum of £12,235+VAT (*Power to spend: LGA 1972 s111*). It was noted that the full cost will be covered by grant funding.

Thanks were extended to the Town Clerk for his efforts.

RP&P.15/74 Fitness Classes - Mill Marsh Park:

Following RP&P.15/57, Members re-considered a request from Miss Rebecca Partridge to use the park and associated Trim Trail equipment to undertake circuit based exercise classes for those aged 16 years and over. It was noted that this proposal would not incur any increased liability for the Town Council's public liability insurance. Following discussion it was

Resolved:

To grant the request and make a nominal charge of £5.00 per week. Also to stipulate that there is no exclusive use and no restriction can be placed on other users.

RP&P.15/75 Young Citizen of the Year Award 2016:

Consideration was given to running the Young Citizen of the Year Award for 2016 with no change to the previous years' proceedings. If agreed, to appoint a lead Councillor for the process. The nomination process to be announced in January with a closing date of 29th February.

Resolved:

To proceed with the Young Citizen of the Year Award for 2016 and to appoint Cllr Ms Blair to lead the process.

RP&P.15/76 Defibrillators:

It was noted that St Catherine's School, Heathfield and the sports clubs at the Recreation Ground, Bovey Tracey have recently acquired defibrillators accessible by the public. These are in addition to the two defibrillators located at The Dolphin Hotel and Town Hall Garage, which are in need of replacement parts. It is noted that the Hospital League of Friends has agreed to fund these parts.

In order to maximise access to a defibrillator, Members considered authorising the Town Clerk to investigate the feasibility of relocating the existing defibrillator at Town Hall Garage to the adopted telephone kiosk adjacent to the Town Hall. Cllr Mrs Kerswell confirmed that the Hospital League of Friends is prepared to fund the installation.

Resolved:

To request the Town Clerk to investigate the feasibility of relocating the defibrillator, as set out above.

RP&P.15/77 Resurfacing - St John's Lane Car Park:

It was noted that the car park will be closed w/c 4th January 2016 for the partial resurfacing works to take place.

RP&P.15/78 Christmas & New Year Arrangements:

It was noted that the office will close at 5pm on 23rd December 2015 and re-open on 4th January 2016. The Town Clerk will be available to deal with any urgent matters that arise during the closed period.

RP&P.15/79 Town Centre Traffic Assessment:

The Town Clerk provided an update. It was noted that a consultant has prepared two initial schemes which will be perused by Members of the Regeneration Committee. Any school travel plan(s) will be obtained and a business survey will be undertaken before the schemes are available for public consultation.

RP&P.15/80 Website & Social Media:

It was agreed that this item would be taken at the end of the meeting.

RP&P.15/81 CCTV - Mill Marsh Park:

It was noted that the CCTV is now installed adjacent to the skate park and is likely to be included within the Town Council's existing agreement with Newton Abbot Security Trust for monitoring. The Town Clerk was thanked for his efforts.

RP&P.15/82 Matters brought forward by the Town Clerk & Councillors: (*for information)

Mr M Wells (Town Clerk) reported on the reply from DCC regarding the Freedom of Information request concerning the proposed closure of the B3344 at Bradley Bends. A discussion took place and the Town Clerk was requested to further make enquiries regarding the matters raised.

Cllr Mrs Kerswell:

- i) Commented favourably on the state of the banks along Le Molay-Littry Way.
- ii) Advised that the Hospital is to close temporarily due to staff shortages.

Cllr Ms Richardson thanked Councillors who attended the switching on of the Christmas Lights.

Cllr Elphick reported that signs have been placed in Accommodation Lane requesting dogs to be kept on leads. Cllr Gribble confirmed that permission has been given for the signs.

Cllr Kelly:

- i) Reported that cycling accidents had occurred in Accommodation Lane and he enquired about the ownership. It was noted that it is part of DCC's Wray Valley Trail.
- ii) Referred to the traffic lights sequence at Drumbridges roundabout which he considers is unsatisfactory.

Cllr Robillard:

- i) Advised that the Christmas Lights Switch On event had been successful.
- ii) Requested that an item be placed on a future agenda to discuss providing help for Syrian refugees.

Cllr Allen advised that he had attended the Nativity Play at St Catherine's Primary School, Heathfield. He hoped to arrange for Councillors to visit the school in the Spring.

RP&P.15/80 Website & Social Media:

The Town Clerk provided a brief presentation of the new website and social media pages.

The meeting closed at 8.15pm.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 14TH DECEMBER 2015 AT 8.15pm.

Present:

The Town Mayor, Cllr U Arnold
The Deputy Town Mayor, Cllr A Allen

Cllr R J Ashby	Cllr Mrs A M Klinkenberg*
Cllr Ms J H Blair	Cllr S P Leigh
Cllr R A Bray	Cllr Ms C O Richardson
Cllr D K Elphick	Cllr C W Robillard
Cllr G J Gribble**/*	Cllr M Tregoning
Cllr E Kelly	
Cllr Mrs A J Kerswell*	

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Mrs L Warren
Three members of the public

The meeting was chaired by Cllr Ashby.

Cllr Arnold & Cllr Gribble declared an interest in PL.15/75a. Cllr Allen declared an interest in PL.15/75b.

PL.15/74 Apologies for absence: None.

**Public Participation:

Mr J Northcott referred to application ref. 15/03197/COU for a change of use to form a cycle hub at Tracey House, Newton Road and stated that he considered the proposal would be beneficial to the town.

PL.15/75 Consideration of Planning Applications:

DNPA Applications listed to 20.11.15: None

TDC Applications listed to 27.11.15:

- a) 15/03049/FUL & 15/03050/LBC Alterations and change of use to whisky distillery with visitors' centre, craft workshops, bistro and wine bar at Town Hall, Town Hall Place for Mr G Millar and Mr S Crow.
Observations: The applications were noted by the Council.
- b) 15/03197/COU Change of use to form cycle hub including café, bike repair, bike hire, retail and separate manufacturing unit (B1 use) at Tracey House, Newton Road for Mr G Brooke.
Observations: No objection.

DNPA Applications listed to 27.11.15: None

TDC Applications listed to 4.12.15:

- c) 15/03201/FUL Two storey extension to west elevation at 16 Holmes Road, Heathfield for Mr & Mrs D Bending.
Observations: No objection.
- d) 15/03232/TPO Pruning of two trees - reduce west facing crowns of G1 by up to 1.5metres at Bill Batten Concrete Cutting Services & BB Van Hire at 4 Cannon Road, Heathfield.
Observations: Referred to TDC's arboriculturist.
- e) 15/03298/LBC Removal of internal wall at Little Reeds, Station Road for Mr & Mrs G Bowser.
Observations: No objection.
- f) 15/03332/FUL Replace window with patio doors to rear at 1 Templer Place for Mrs J Gould.
Observations: No objection.

PL.15/76 Planning Decisions: Noted.

Approvals:

- a) TDC: None
- b) DNPA:
 - i) Creation of stable yard to rear of the property at Old Wooder, Lower Brimley. (N/O)

The Town Council's submitted observations: (No objections- N/O: Objections- O)

PL.15/77 General Planning Matters brought forward by Councillors:
(*For information only).

Cllr Kelly referred to the Templer Place development and advised that there had been legal proceedings, instigated by a private householder, regarding the location of social housing on the site.

The meeting closed at 8.58pm.

FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING
HELD IN COUNCIL CHAMBER ON MONDAY 11TH JANUARY 2016 AT 7PM

Present:

The Town Mayor, Cllr U Arnold
The Deputy Town Mayor, Cllr A Allen

Cllr Ms J H Blair	Cllr Mrs A M Klinkenberg*
Cllr R A Bray	Cllr S P Leigh
Cllr D K Elphick	Cllr Ms C O Richardson
Cllr G J Gribble**/*	Cllr C W Robillard
Cllr Mrs A J Kerswell*	

** County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Mrs L Warren
One member of the public

The meeting was chaired by Cllr Gribble.

FR&GP.16/01 Apologies for absence:

Cllr R J Ashby (Holiday)
Cllr E Kelly (Personal commitment)
Cllr M Tregoning (Personal commitment)

**Public Participation:

Mr P Beecher wished Members of the Town Council a Happy New Year and commented favourably on the Town Council's new website.

FR&GP.16/02 Consideration of minutes of previous FR&GP Committee meeting held on 2.11.15:
Noted.

Cllr Leigh joined the meeting at 7.03pm.

FR&GP.16/03 Accounts & Financial Statement:

The Accounts & Financial Statement dated 11.1.16 (**copies circulated at the meeting*) were received. A discussion took place regarding the presentation format of the Financial Statement. Following consideration it was agreed to continue with the current presentation format. The Financial Statement was then adopted and the accounts were approved for payment.

FR&GP.16/04 Dispensation for Councillors in Respect of the Budget Process:

In accordance with the provision of the Localism Act 2011 in relation to the setting of Bovey Tracey Town Council's precept, Members present signed the dispensation request to allow Town Councillors to participate in setting the 2016/17 precept.

It was agreed that item FR&GP.16/05 Budget & Precept 2016/17 would be considered later in the meeting.

FR&GP.16/06 Investing in Devon Grant:

It was noted that a grant of £35,000 was awarded in 2013/14 for capital costs towards The Old Thatched Inn development. The grant is due to expire in November 2016. It has been approved that the grant can be linked to purchase costs for the site and therefore the Town Council is now in receipt of the grant and the requirement to spend by November 2016 has been removed.

FR&GP.16/07 Council Legal Advice Service:

It was noted that there has been a requirement by the Town Council more recently to obtain timely legal advice in the course of Council business. Members considered the benefits of an annual fixed fee service to deliver cost effective legal advice to the Council. (**Copy of summary of service previously circulated*)

Resolved:

To commit to the Council Legal Advice Service, as set out above, at a cost of £1500.00+VAT for one year (*Power to spend: LGA 1972 s137*). To review the usage at the end of the year.

FR&GP.16/08 Local Audit & Accountability Framework:

The Government has published a new guide on the changes and key requirements of the new local audit and accountability regime for parish and town councils effective from 1st April 2015 (**copy previously circulated*). This document sets out the changes in two stages, from April 2015 after the closure of the Audit Commission and from April 2017 with the introduction of the local auditor appointment.

Members noted the contents of the new framework.

FR&GP.16/09 Pensions- Auto Enrolment:

The law on workplace pensions has changed. Every employer with at least one member of staff now has new duties.

Members noted that the pension auto enrolment staging date of 1st April 2016 and confirmed that Peninsula Pensions will continue to be the chosen pension provider for the auto enrolment of eligible employees.

FR&GP.16/10 Insurance Cover:

Members noted the contents of the report (**copy previously circulated*) and considered the two options available regarding the Town Council's insurance contract.

Following discussion it was

Resolved:

To remain with Aviva (via W.P.S. Insurance Brokers).

FR&GP.16/11 Elector Fund - 2015/16:

It was noted that the Teignbridge District Council Elector Fund for 2015/16 opened for applications on 31st July 2015 and consists of £1.10 per elector. Item FR&GP.15/61 highlighted the feasibility of funding a community composting scheme. It was noted that currently there is no identified suitable site in the parish for a community composting scheme.

Applications for Round 2 must be submitted by 4.00pm on 5th February 2016. Members considered a preferred application for which to apply. (**Criteria information previously circulated*)

Following discussion it was

Resolved:

To apply for funding to provide for the re-design of the Town Council's website and a grant for Bovey Community Care.

FR&GP.16/12 Temporary Traffic Regulation Orders:

Consideration was given to appropriate follow up action in light of the announced closure of the B3344 and more recently the A382.

Following a discussion it was

Resolved:

- i) To request a meeting with Cllr John Hart - Leader of Devon County Council.
- ii) To contact the ombudsman regarding the B3344 road closure process.
- iii) To produce a public relations statement.
- iv) To write a letter of thanks to Stagecoach Bus Company for arranging a modified bus service.

A discussion took place on the merits a Neighbourhood Plan may have brought in the light of this experience with the road closure process.

Cllr Robillard left the meeting at 7.55pm.

FR&GP.16/05 Budget & Precept 2016/17:

Consideration was given to the following:

- i) Adopting the suggested budget for 2016/17 (**copy attached*).
 - ii) Setting the precept figure at £192,650.00 (**copy attached*).
- Following clarification and discussion it was

Resolved:

- i) To adopt the suggested budget for 2016/17 as presented.
- ii) To set a precept of £192,650.00 for 2016/17. The Council Tax Support Grant of £16,650.00 will be added to this.

FR&GP.16/13 Matters brought forward by Councillors: (*for information only*).

Cllr Ms Richardson referred to the lack of a post box in Fore Street following the transfer of the Post Office to Spar. The Town Clerk advised that it was anticipated that a post box would be located outside the Spar shop early in February.

Cllr Elphick referred to the electric cable support posts in Accommodation Lane and noted that the hazard warning signs were in English and another language. It was confirmed that the second language is Welsh.

Cllr Arnold enquired if there is a nominated snow warden in the parish.

Cllr Allen referred to the flooding in Mill Marsh Park. It was agreed that an item to discuss this will be placed on the next Recreation, Parks & Property Committee meeting agenda.

Mr M Wells (Town Clerk):

- i) Advised that the provision of a snow warden will be further discussed at the next Recreation, Parks & Property Committee meeting.
- ii) Reported on the current position regarding the sale of the Town Hall.
- iii) Noted that he had successfully completed the CiLCA certification.

Cllr Mrs Kerswell congratulated Cllr Gribble on his recent nomination for a Lifetime Achievement Award.

Exclusion of the Public, including the Press:

The Chairman resolved:

That in accordance with Section 1 (2) of the Public Bodies (Admissions to meetings) Act 1960 (as extended by Section 100 of the Local Government Act 1972), the public (including the press) be excluded from the meeting because of the confidential nature of the business to be transacted.

One member of the public left the meeting.

FR&GP.16/14 Staff Matters:

Town Clerk provided a report relating to contract terms for Mr Hubbard and Mr Rance. It was noted that Mr Hubbard and Mr Rance wish to reduce their working hours. Consideration was given to the recommendation made by the Town Clerk.

Resolved:

i) To reduce the working hours of Mr Hubbard and Mr Rance as recommended by the Town Clerk.

ii) To obtain quotations from suitable companies to undertake the summer watering of hanging baskets etc.

Members noted that the current grounds maintenance contract with K J Thulborn Ltd will continue to operate until December 2016 at the existing rates previously approved in November 2014 (FR&GP.14/74).

The meeting closed at 8.15pm.

Accounts paid up to 11 December 2015

		£
2.11.15	C Beresford	108.00
"	NTS Platforms	150.00
"	Civil Solutions Ltd	9.00
"	Castles of Dawlish	45.76
"	S W Water Ltd	1080.66
"	S W Grounds Maintenance	1056.00
10.11.15	TRBL Poppy Appeal	18.50
"	PHS Group	246.48
"	Teignbridge District Council	115.52
"	R W Hubbard (Reimbursement)	33.00
"	Mole Valley Farmers Ltd	21.96
"	Devon Assoc. of Local Councils	54.00
17.11.15	N Brock	614.00
"	Bovey Pottery Leat Association	200.00
"	Total Cleaning Services	427.00
"	U Arnold	250.00
"	Bridget Arnold	600.00
"	1 st Office Equipment Ltd	129.67
20.11.15	Mobile Windscreens Ltd	75.00
1.12.15	C Beresford	103.50
"	National Assoc. of Local Councils	30.00
"	M Wells (Reimbursement)	9.00
"	K J Thulborn Contractors & Engineers Ltd	826.31
"	Bridget Arnold	600.00
"	Devon & Cornwall Newspapers Ltd	30.00
"	Bovey Tracey Youth Action	625.00
"	Society of Local Council Clerks	260.00
"	Newton Abbot Security Trust Ltd	500.00
"	Teignbridge District Council	<u>4230.65</u>
		<u>12449.01</u>

Payroll

6885.09

Direct Debits

2.11.15	Pulse8broadband	42.00
4.11.15	UK Fuels Ltd	57.82
13.11.15	British Gas	338.89
16.11.15	British Gas	8.22
23.11.15	EE Phone	32.70
24.11.15	British Gas	75.71
"	British Gas	140.20
1.12.15	Pulse8broadband	42.00
"	Aviva	1190.26
9.12.15	UK Fuels Ltd	<u>115.92</u>
		<u>2043.72</u>

Accounts paid up to 8th January 2016

		£
14.12.15	South West Grounds Maintenance	360.00
"	Mole Valley Farmers Ltd	9.98
"	Post Office Ltd	225.00
"	SLCC	80.00
"	PJHS Group	246.48
"	Mrs L Warren (Re-imburement)	8.19
"	EDF Energy Customers plc	84.06
"	Bovey Court Garage	869.96
18.12.15	Bovey Court Garage	142.72
"	Equiptest	420.00
"	A-Z Security Solutions	3180.00
22.12.15	Torbay Display	7806.00
"	M I Davey	<u>280.00</u>
		<u>13712.39</u>

Payroll

6820.29

Direct Debits

16.12.15	British Gas	7.47
21.12.15	EE Phone	31.81
29.12.15	Elitetele.com	53.45
29.12.15	British Gas	773.97
4.1.16	Pulse8broadband	42.00
"	Aviva	595.13
6.1.16	UK Fuels Ltd	<u>59.20</u>
		<u>1563.03</u>

Financial Statement 11th January 2016

Accounts to be paid

£

Clare Beresford	99.00
N Brock	307.00
Bovey Tracey Youth Action	625.00
1010 Media Ltd	2352.00
Total Cleaning Services	210.00
PCC Devon & Cornwall	553.84
M Wells (Reimbursement)	89.26
Tozers LLP	351.84
Adam Hewitt	25.00
PHS Group	308.10
Teignbridge District Council	1520.29
Teignbridge District Council	5300.00
K J Thulborn Ltd	361.45
PVM Supplies Ltd	123.66
Viking	<u>38.26</u>
	<u>12,264.70</u>

General Account:	23,728.93
Accounts to be paid:	<u>12,264.70</u>
	11,464.23
Business Bank Instant Account:	<u>304,171.32</u>
	<u>315,635.55</u>

BOVEY TRACEY TOWN COUNCIL
 BUDGETED INCOME & EXPENDITURE &
 INDICATIVE PRECEPT FIGURE FOR 2016/2017

2016/2017:

Total Budgeted Expenditure 2016/2017	£	231,900*	
Total Budgeted Income (deduct)		<u>22,600</u>	
		209,300	(please refer to the attached budget for 2016/17)

**Proposed Precept
 2016/2017:**

£192,650

**£68.55 per Band D property **
 (1.51% increase) *****

Precept 2015/2016:	£186,450	
Precept 2014/2015	£172,165	£63.94 per Band D property
Precept 2013/2014	£188,855	£64.04 per Band D property
Precept 2012/2013	£188,855	£64.04 per Band D property
Precept 2011/2012	£148,855	£50.32 per Band D property

The increase in the Band D rate relates to the changes highlighted in red on the attached Income/Expenditure spreadsheet.

* The Council Tax Support Grant (CTSG) has been agreed at £16,650 for 2016/17 (an increase of £50.00 from 2015/16)

** The calculation of the precept figure is based on the number of Band D properties for 2016/17 – 2810.20. An increase from 2761.10 in 2015/16.

*** Proposal compares to a 1.51% increase per Band D Property (Under 2p per week, which equates to £1.02 per year)

Proposed Budget 2016/17 (Expenditure)

Expenditure	Budget 2013/14	Actual 2013/14	Budget 2014/15	Actual 2014/15	Budget 2015/16	Budget 2016/17
Allotments	1200.00	692.00	1200.00	4968.10	1200.00	1200.00
Town Hall	9000.00	7387.00	9000.00	9545.76	9000.00	9000.00
Cemetery	13000.00	10159.00	13000.00	9785.17	13000.00	13000.00
Britain in Bloom	3500.00	4454.00	4000.00	6499.81	4000.00	4000.00
Bus Shelters	500.00	0.00	500.00	0.00	500.00	500.00
Recreation Grounds	16000.00	99043.00	16000.00	140809.78	16000.00	16000.00
Establishment Expenses	25000.00	23585.00	25000.00	28228.14	25000.00	26000.00
Wages, N.I. & Pensions	66000.00	65771.00	66000.00	72091.81	84000.00	84850.00
Replacement Photocopier	0.00	6640.00	0.00	0.00	0.00	0.00
Pottery Leat	200.00	0.00	200.00	200.00	200.00	200.00
Christmas Lights	5000.00	6188.00	5000.00	6595.00	5000.00	5300.00
Election	6000.00	0.00	6000.00	0.00	6000.00	6000.00
Contingency	5000.00	0.00	15005.00	0.00	5000.00	5000.00
Information Centre	750.00	0.00	750.00	0.00	750.00	750.00
Parish Paths Partnership	100.00	0.00	100.00	65.00	100.00	100.00
Heathfield Youth Project	2000.00	796.00	2000.00	838.83	2000.00	2000.00
BTVA	5000.00	6788.00	7500.00	7500.00	7500.00	7500.00
The Old Thatched Inn	40000.00	20755.00	40000.00	0.00	40000.00	40000.00
Regeneration Project	0.00	0.00	2500.00	0.00	2500.00	2500.00
Bovey Community Care	0.00	0.00	1500.00	1500.00	1500.00	1500.00
Heritage Centre & Trial	0.00	3117.00	0.00	2822.00	0.00	0.00
Diamond Jubilee (window)	0.00	3905.00	0.00	0.00	0.00	0.00
Mayfair (TDC Grant)	0.00	1000.00	0.00	0.00	0.00	0.00
Legal Advice Service	0.00	0.00	0.00	0.00	0.00	1500.00
Grants/P3	0.00	495.00	0.00	1004.00	0.00	0.00
Flag Project	0.00	0.00	0.00	7871.32	2000.00	0.00
Recreation Ground Toilets	0.00	0.00	0.00	5267.67	5000.00	5000.00
Total	198250.00	260785.00	215255.00	305592.39	230250.00	231900.00

Proposed Budget 2016/17 (Income)

Income	Budget 2013/14	Actual 2013/14	Budget 2014/15	Actual 2014/15	Budget 2015/16	Budget 2016/17
Precept	170285.00	170285.00	172165.00	172165.00	186,450	192650.00
Council Tax Support Grant (CTSG)	1650.00	16660.00	16690.00	16690.00	16,600	16650.00
CTSS Subsidy	2020.00	2020.00	0.00	0	0	0.00
Interest	100.00	82.00	100.00	93.32	100.00	100.00
Allotments & Brimley Field	1800.00	2210.00	2000.00	2250.00	2000.00	2000.00
Town Hall Lettings	4000.00	5497.00	4000.00	5789.10	4800.00	0.00
Burial Fees	12000.00	15666.00	12000.00	12696.00	12000.00	12000.00
Other Income	3500.00	5726.00	3500.00	7646.43	3500.00	3700.00
P3 & Other Grants	1000.00	18918.00	1000.00	21835.00	1000.00	1000.00
Christmas Lights	2000.00	2148.00	2000.00	1703.00	2000.00	2000.00
Britain in Bloom	1800.00	2000.00	1800.00	2260.00	1800.00	1800.00
S106 Receipt		56956.00	0.00	59265.19	0.00	0.00
Insurance Claim		20795.00	0.00	0.00	0.00	0.00
<i>Total</i>	215055.00	318963.00	215255.00	302393.04	230250.00	231900.00

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 11TH JANUARY 2016 AT 8.18pm

Present:

The Town Mayor, Cllr U Arnold
The Deputy Town Mayor, Cllr A Allen

Cllr Ms J H Blair
Cllr R A Bray
Cllr D K Elphick
Cllr G J Gribble**/*

Cllr Mrs A J Kerswell*
Cllr Mrs A M Klinkenberg*
Cllr S P Leigh
Cllr Ms C O Richardson

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Mrs L Warren

The meeting was chaired by Cllr Bray

PL.16/01 Apologies for absence:

Cllr R J Ashby (Holiday)
Cllr E Kelly (Personal commitment)
Cllr C W Robillard (Personal commitment)
Cllr M Tregoning (Personal commitment)

**Public Participation: No members of the public present.

PL.16/02 Consideration of Planning Applications:

DNPA Applications listed to 4.12.15: None

TDC Applications listed to 11.12.15:

- a) 15/03295/FUL Single storey extension to the front elevation to include verandah at 28 Staddons View for Mr R Large.
Observations: No objection.
- b) 15/03378/FUL Two dwellings at Moorhayes, De Tracey Park for Mr Lance Downes.
Observations: No objection.

DNPA Applications listed to 11.12.15: None

TDC Applications listed to 18.12.15: None

TDC Applications listed to 25.12.15 & 1.1.16:

- c) 15/03108/FUL Two storey extension to east elevation and alterations to parking layout at Riverside Surgery, Le Molay-Littry Way for Bovey Tracey & Chudleigh Practice
Observations: No objection.

Appeals: Noted.

- d) 15/00059/REF Appeal against refusal of Planning Permission No.15/00973/NPA - application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GPDO for change of use of a barn from agricultural use to a dwelling including associated building works at Daffodils. Appellant: Mrs E Snook.
- e) 15/00061/REF Appeal against refusal of Planning Permission No.15/01827/FUL - Detached dwelling at Rosemount, Hind Street. Appellant: Mr L Downes

It was noted that observations made at the application stage have been forwarded to the Planning Inspectorate.

PL.16/03 Planning Decisions: Noted.

Approvals:

- a) TDC:
 - i) Two storey extension to the rear with associated terrace and new vehicular hard standing (revised scheme) at 29 Crokers Meadow. (N/O)
 - ii) Extension to existing workshop at Unit 3, Cavalier Road, Heathfield. (N/O)
 - iii) Alterations to existing garage roof to create hobby room in roof space at Hilltop, Coombe Meadow. (N/O)
 - iv) Alterations and single storey extension to east elevation at Clarendon, Newton Road. (N/O)
 - v) Application for Prior Approval for change of use of an agricultural building from agricultural use to a dwelling at Five Wyches Farm. (O)

Refusals:

- a) TDC:
 - i) Outline planning application for the principle of one dwelling (approval sought for access) at Rosemount, Hind Street. (O)

The Town Council's submitted observations: (No objections- N/O: Objections- O)

PL.16/04 Brimley Field:

Following item PL.15/71, the Town Clerk provided an update. A discussion took place and it was

Resolved:

To commission a report to ascertain the tenancy position, planning potential and market value of the field.

PL.16/05 General Planning Matters brought forward by Councillors: (*For information only). No matters brought forward.

The meeting closed at 8.35pm.