**MEETING OF BOVEY TRACEY TOWN COUNCIL**

**HELD AT THE RIVERSIDE COMMUNITY CENTRE ON**

**20TH JANUARY 2025 AT 7.00PM**

**Present:**

Town Mayor, Cllr S Brooke Cllr G Kennedy

Cllr A Allen Cllr H Mills Brown

Cllr C Burton Cllr S Oldrieve

Cllr C Day Cllr L Robillard Webb

Cllr D Fletcher Cllr S Simmons

Cllr E Kelly Cllr C West

**In attendance:**

Mr M Wells – Town Clerk

Ms A Christie – Assistant Town Clerk

A member of the Neighbourhood Watch Association

A member of the Resident’s Association

Two members of the public.

Cllr S Morgan\*

Cllr M Smith*\**

*\* District Councillor*

\*\* County Councillor

**FC.25/01 Apologies for absence**:

Cllr U Arnold - Personal commitment

 Cllr M Evans - Personal commitment

**FC.25/02 Declarations of Interest and Requests for Dispensations:**

There were no interests declared or requests for dispensations received.

**FC.25/03 Minutes**

i) The minutes of the Council meeting held on 11th November 2024 *(\*copy previously circulated)* were confirmed as a correct record.

ii) The Town Clerk provided verbal updates on the following items:

FC.24/25 DCC have provided the new ‘cyclists dismount’ sign and Town Council staff will shortly be undertaking the installation.

FC.24/51 The Local Council Award Scheme application has been submitted and feedback has been received. There are three areas requiring additional information, which are currently being actioned.

**FC.25/04 Standing Item – Climate and Ecology Emergencies:**

Members notedthe Council Declaration to embed the climate and ecology emergency declaration across all Council services, activities, plans and other relevant work, considering the environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

Cllr Brooke presented slides highlighting associated events internationally in relation to the Climate Emergency, including data from the National Oceanic and Atmospheric Administration. Cllr Burton was thanked for producing the content.

*The meeting went out of session.*

**FC.25/05 Reports from Key Bodies on Parish related matters:**

 The following reports were received from key bodies, including:

1. **Churches Together** – no report received. The Town Mayor thanked the Methodist Church for hosting the Citizen’s Advice Service, the Soup club and Social Supermarket initiatives.
2. **Police** – No report received from the police.
3. **Cllr Gribble** - No report received from the Devon County Councillor.

**Cllr Morgan** highlighted some issues at Heathfield (St Catherine’s School) with parking and access and subsequent contact with Devon County Council Officers about Traffic Management.

**Cllr Morgan** provided an update on the formalisation of the licence for the Breast Screening Unit visiting the District Council’s Car Park in Bovey Tracey. Mutual agreement has failed to be reached. The Unit will now be stationed in the House of Marbles car park.

**Cllr Morgan** provided an update on the District Council’s consideration of the White Paper and raised concerns about the Government’s revised increase in the delivery of building new homes.

**Cllr Morgan** provided an update about the Bonds Meadow group and the remaining capital funds that were raised for the project, which will now be reinvested in the community.

**Cllr Smith** referred to his report (*\*copy previously circulated*). Cllr Smith was thanked for preparing a regular and comprehensive report.

**Cllr Webster** – No report received from the Teignbridge District Councillor. Cllr Kelly made an enquiry about Cllr Webster’s lack of attendance at Town Council meetings.

1. **Town Mayors Interests** – Cllr Brooke referred to a list of Town Mayor’s interests and activities/events attended since the last meeting (*\*copy previously circulated*).
2. **Other outside bodies or interests**

**Cllr Robillard Webb** provided a verbal update on the Heathfield Community Centre, highlighting the issue of the impending retirement of current trustees and the impact this could have on the current facility. Brief updates were also provided on other projects being progressed in Heathfield.

**FC.25/06 Questions and Statements by the Public:**

A representative of the Residents Association requested the need for two enclosed bus shelters in the town (outside the pharmacy in the centre of town and on the opposite side of the road).

A representative of the Neighbourhood Watch Association referred to the recent ‘Digital Voice’ event held at the Riverside Community Centre and advised that approximately 50 people dropped in to find out further information about the digital switch-over from analogue services.

*The meeting went back into session.*

**FC.25/07 Business Raised by the Public:**

The Town Clerk relayed his experience of trying to establish street furniture in the centre of town and advised that there are a lot of underground services that make this problematic, in addition to maintaining sufficient clear pavement width. The Town Clerk agreed to refer this request direct to DCC.

Cllr Kelly made an enquiry about the CiL Grant Awarded to Bovey Paradiso and the suggestion of raising further funds through community shares. The Town Clerk advised that a progress report around their objectives and operation will be reporting to a future council meeting in accordance with the grant terms.

**FC.25/08 Recreation, Parks & Property (RP&P) Committee**:

The minutes of the meeting held on 09.12.24 (*\*copy previously circulated*) were received and adopted.Cllr Oldrieve provided a verbal summary of the key items considered and responded to questions.

Cllr Kelly highlighted a spelling mistake within the minutes for amendment.

**FC.25/09 Finance, Resources & General Purposes (FR&GP) Committee:**

i) The minutes of the meeting held on 06.01.25 *(\*copy previously circulated)* were received and adopted. Cllr Fletcher provided a verbal summary of the key items considered and responded to any questions.

ii) Members considered approving the current level of reserves (FR&GP.25/07 i) (*\*copy previously circulated*).

**Resolved:** To approve the current level of reserves as set out.

iii) Members considered approving the recommended draft budget for 2025/26 of £389,771.00 (FR&GP.25/07 ii) (*\*copy previously circulated*).

**Resolved:** To approve the budget for 2025/26 of £389,771.00.

iv) Members considered approving the recommendation to set the precept at £329,221.00 for 2025/26 (*\*copy previously circulated*).

**Resolved:** To approve the recommendation to set the precept at £329,221.00 for 2025/26.

v) Members considered approving a recommendation to re-adoptthe Financial and Non-Financial Internal Controls as amended (Item: FR&GP.25/09) (*\*copy previously circulated*).

**Resolved:** To re-adopt the Financial and Non-Financial Internal Controls as circulated.

vi) Members considered approving a recommendation to adopt a Risk Register (Item: FR&GP.25/09) (*\*copy previously circulated*).

**Resolved:** To adopt the Risk Register as circulated.

vii) Members considered approve a recommendation to adopt the revised Model Publication Scheme (Item: FR&GP.25/10) (*\*copy previously circulated*).

**Resolved:** To adopt the revised Model Publication Scheme as circulated.

**FC.25/10 Planning & Environment (P&E) Committee**:

The minutes of the meetings held on 25.11.24, 09.12.24 and 06.01.25 *(\*copies previously circulated)* were received and adopted. Cllr Simmons provided a verbal summary of the key applications considered.

**FC.25/11 Community Awards 2025**

Members received a report from Cllr Allen and considered the recommendations within (*\*copy previously circulated*).

**Resolved:** Following discussion, members resolved to:

1. Approve that Cllr Allen remains as the lead Councillor for the Community Awards 2025 and to appoint Cllr Day to assist this year on the basis that they might wish to take on the running of the awards from 2026.
2. Approve 4 Awards for 2025 as proposed within this report.
3. Invite as panel members (for the first three awards) PCSO Paul Wilson and the outgoing Honorary Representative, together with three Town Councillors.
4. Agree three Town Councillor panel members: Cllr Day, Cllr Brooke and Cllr Simmons.
5. Agree that the presentations will be held at the Annual Town Meeting on Wednesday 26th March 2025.

**FC.25/12 Annual Town Meeting – Wednesday 26th March 2025:**

Members considered agreeing the format of the Annual Town Meeting (*\*copy of draft agenda previously circulated*).

**Resolved:** Following discussion, members agreed the format of the Town Meeting with amendments as discussed: i) to include a brief Fairtrade presentation representing 30 years, to replace the word ‘elector’ and amend the format and text to be less formal.

**FC.25/13 M O’Brien Insall Trust:**

i) Members considered approving a resolution to execute the deed of appointment of new trustee (*\*copy previously circulated*).

**Resolved:** To resolve to approve that the deed of appointment is executed in accordance with Standing Orders.

ii) Members considered approving the Trustee Eligibility Declaration by a duly authorised signatory (*\*copy previously circulated*).

**Resolved:** To approve the signing of the Trustee Eligibility Declaration by a duly authorised signatory.

iii) Members considered approving the DRAFT Constitution for the Charitable Incorporated Organisation (CiO) to register Bovey Tracey Town Council as the sole managing charity trustee with the Charity Commission (*\*copy previously circulated*).

Resolved: To approve the constitution for the CiO to register Bovey Tracey Town Council as the sole managing trustee with the Charity Commission as circulated.

iv) Members considered approving the draft application to register the charity (*\*copy previously circulated*).

**Resolved:** To approve the application to register the charity, with an amendment to the name of the charity to include the words ‘for young people of Bovey Tracey’.

**FC.25/14 Traffic Management – Bovey Tracey:**

 Members received a report and considered the recommendations within (*\*copy previously circulated*).

**Resolved:** Following discussion, members resolved:

i) to assign a higher priority to the CO-OP safer crossing scheme, as opposed to other schemes listed within the report.

ii) to replace the current scheme value within the Capital Expenditure Programme with the revised scheme value estimate of £110,300.

**FC.25/15** **Communications and Engagement Policy:**

Members reviewed the current policy and considered re-adopting (*\*copy previously circulated*).

**Resolved:** To re-adopt the current Communications and Engagement Policy as circulated.

The meeting closed at 8:44pm.