



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.

3rd May 2016

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Bovey Tracey Town Council which will be held in the Council Chamber, Bovey Tracey on Monday 9th May 2016 at 7pm. The business to be transacted at this meeting is set out 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.

The Retiring Deputy Town Mayor will invite the Reverend Kevin Hooke to lead Prayers for those who wish to take part before the meeting is opened.

Prior to the commencement of the meeting the Retiring Deputy Town Mayor will announce the award of the chain of office to the newly elected Representative of the Lord of the Manor of Bovey Tracey for 2016/17.

AM.16/01. Election of the Town Mayor & Chairman of the Council 2016/2017:

The Retiring Deputy Town Mayor, in the absence of the Town Mayor, will seek nominations. Following election the Town Clerk, on behalf of the Retiring Town Mayor, will present the Chain of Office to the new Town Mayor. The Town Mayor will sign his/her Declaration of Acceptance of Office and give a short speech. Press photographs may be taken.

AM.16/02. Election of Deputy Town Mayor for 2016/17:

The new Town Mayor will seek nominations. Following the election, the Town Mayor will hand over the Deputy Town Mayor's Chain of Office to the new Deputy Town Mayor. At this stage the new Deputy Town Mayor will sign his/her Declaration of Acceptance of Office and give a short speech. Press photographs may be taken.

AM.16/03. Apologies for Absence:

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

AM.16/04. Election of Committees:
(Town Mayor is ex officio to all Committees and all Town Councillors are members of the Planning Committee).

- a) Recreation, Parks and Property (RP&P) Committee.
- b) Finance, Resources and General Purposes (FR&GP) Committee.

AM.16/05. Representatives on Outside Bodies:

To appoint the following:

- a) Devon Association of Larger Councils (DALC)- One member
- b) Teignbridge Association of Local Councils (TALC) - Two members
- c) Teignbridge Rural Aid Committee - One member
- d) South West in Bloom - One member
- e) Bovey Tracey Heritage Trust - Two members
- f) Bovey Tracey Exhibition Foundation Trust - Three members
- g) Bovey Tracey Information Centre - One member

AM.16/06. Minutes:

To confirm the Minutes of the Full Council Meeting held on 21.3.16 (*copy enclosed).

AM.16/07. Recreation, Parks & Property (RP&P) Committee:

To receive the Report of the meeting held on 11.4.16 (*copy enclosed).

AM.16/08. Finance, Resources & General Purposes (FR&GP) Committee:

To receive the Report of the meeting held on 25.4.16, the Financial Statement dated 25.4.16 and the Accounts paid up to 22.4.16 (*copies enclosed).

AM.16/09. Planning Committee:

To receive the Reports of the meetings held on 11.4.16, & 25.4.16 (*copies enclosed).

AM.16/10. The Retiring Town Mayor's Interests:

To receive a list of functions and activities attended by the retiring 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).*

AM.16/11. Annual Return 2015/16:

Following consideration by the Finance, Resources and General Purposes Committee, the Town Council is invited to resolve as follows:

- i) To approve the annual governance statement for 2015/16 (section 1 of the annual return) and to confirm "yes" to questions 1 to 8 and "N/A" to question 9 (as considered at the Finance, Resources and General Purposes Committee meeting of 25th April 2016) and to agree that this is now signed by the Chairman and the Town Clerk/RFO.

ii) To approve the accounting statements for 2015/16 (Section 2 of the annual return) included in the Finance, Resources & General Purposes Committee meeting of 25th April 2016 and to agree that this is now signed by the Chairman of the meeting approving the accounts and the Town Clerk/RFO.

iii) To approve the annual financial statement for year ended 31st March 2016 (included in the Finance, Resources and General Purposes Committee meeting of 25th April 2016) as an accurate reflection of the financial position of the Council and its income and expenditure

To resolve that the press and public be excluded from the meeting for the following item because there may be disclosure to them of exempt information as defined in schedule 12A of the Local Government Act 1972.

AM.16/12. Salary - Town Clerk:

To consider a recommendation from the Personnel Committee to award one salary point increase to the clerk's salary to acknowledge his attainment of the Certificate in Local Council Administration (CiLCA) qualification as per clause 9.3 of contract of employment.

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

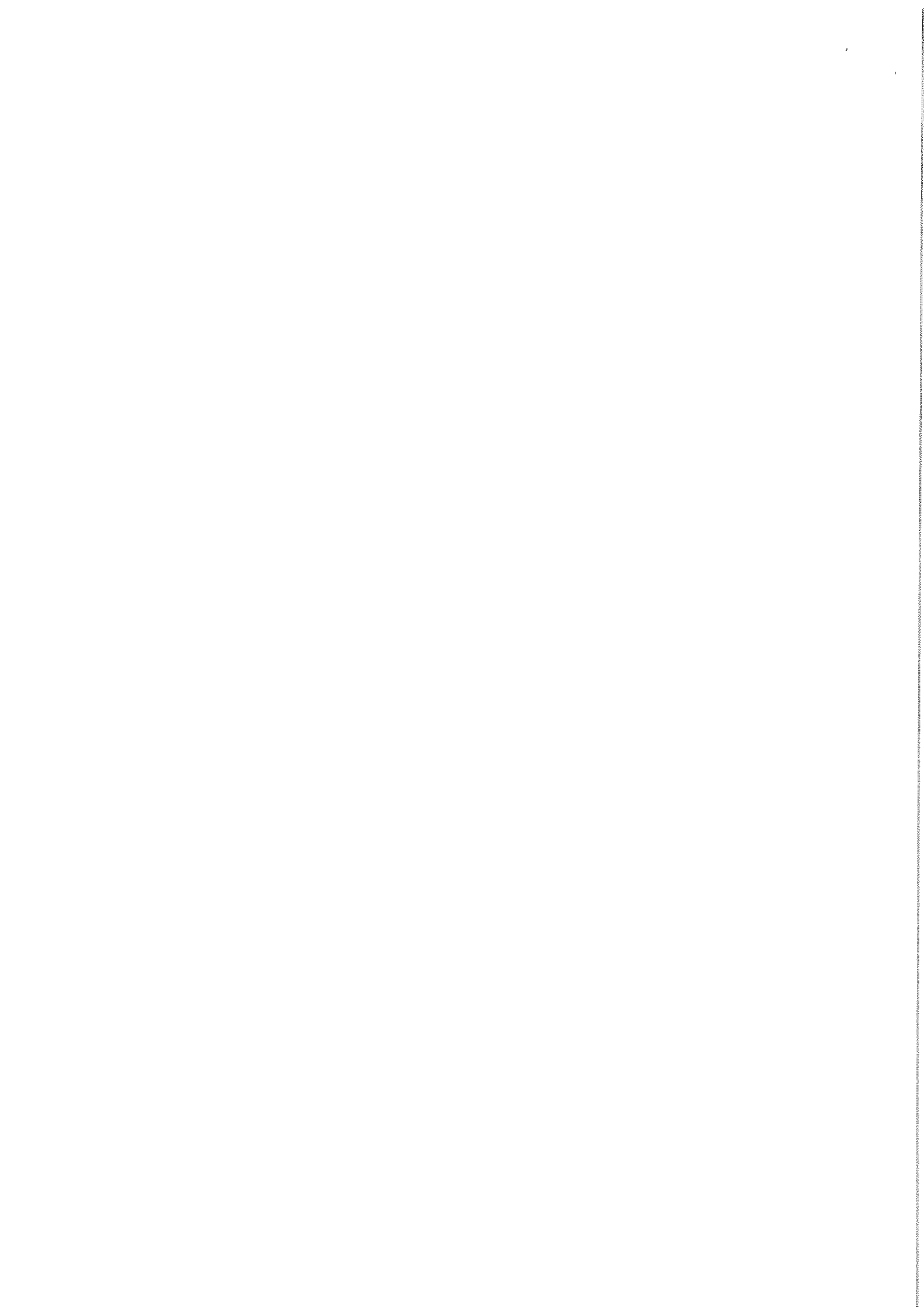
Signed



Date

03/05/16

M WELLS
TOWN CLERK



BOVEY TRACEY TOWN COUNCIL MEETING HELD IN THE TOWN HALL, BOVEY TRACEY
ON MONDAY 21ST MARCH 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 E E Kelly | Cllr M Tregoning |
| Cllr Mrs A J Kerswell* | |

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Rev G Hamilton
PCSO Paul Wilson
One member of the press
One member of the public

The Town Mayor, Cllr Arnold, invited Reverend Hamilton 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.16/09. Apologies for absence:

Cllr R J Ashby (Holiday)

**Public Participation Session:

Commenced at 7.02pm and finished at 7.09pm. (*Report attached)

FC.16/10. Minutes:

The Minutes of the Town Council meeting held on 25.1.16 (*copy previously circulated) were confirmed as a true record and were duly signed by the Town Mayor.

FC.16/11. Recreation, Parks & Property (RP&P) Committee:

The Report of the meeting held on 22.2.16 (*copy previously circulated) was received. It was noted that Cllr Allen had chaired the meeting. The minutes were then adopted.

FC.16/12. Finance, Resources & General Purposes (FR&GP) Committee:

The Report of the meeting held on 7.3.16, the Financial Statement dated 7.3.16 and the Accounts paid up to 4.3.16(*copies previously circulated) were received and adopted.

FC.16/13. Planning Committee:

The Reports of the meetings held on 8.2.15, 22.2.16 & 7.3.16 (*copies previously circulated) were received and adopted.

FC.16/14. The Town Mayor's Interests:

A list of functions and activities attended by the Town Mayor to follow.

***A short adjournment too place from 7.13pm to 7.20pm to allow for questions, reports and representations by members present: from the County, District and Town Councillors (*Report attached).*

FC.16/15. The General Power of Competence:

Noting that the Council no longer has the General Power of Competence, Members considered a report (**copy previously circulated*) from the Town Clerk and confirmed that the Council is entitled to exercise the General Power of Competence because it meets the statutory criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions).

Resolved:

From 21st March 2016, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

Cllr Kelly congratulated the Town Clerk on achieving the relevant qualification.

The meeting closed at 7.25pm.

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 21st March 2016.

Reports and comments from members of the public:

Rev. Graham Hamilton advised that:

- a) It was Holy Week.
- b) The Walk of Witness will take place on Good Friday, 25th March, leaving the Recreation Ground at 10am.
- c) The children's holiday club will take place in July.
- d) There is no date as yet for the re-opening of the hospital.
- e) With reference to the forthcoming referendum, the Church is hosting an event on Friday 27th May 2016 at 7.30pm.
- f) On Sunday 12th June the Church will host a civic service at 11am to mark HRH The Queen's 90th birthday.
- g) Discussions are continuing regarding the proposed alterations at the Church.

PCSO Paul Wilson circulated copies of a report detailing crime figures which had taken place in Bovey Tracey and Heathfield during February. He advised that Police Sgt. Steve O'Connor, who has recently taken over as the Neighbourhood Team Lead, will attend a future Council Meeting.

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 highway matters, the Tour of Britain Cycle Race and the removal of the public toilets in Station Road car park. He had attended regular TDC meetings, opened a Sport Relief event and had been involved in resolving a water flow issue at Pottery Pond.

District Cllr Mrs Kerswell advised that she had attended regular meetings at TDC. She had attended a meeting with the local CCG stakeholders regarding the future of the hospital and she advised that she hoped the hospital would re-open shortly. She had also attended a Residents' Association meeting and a meeting with the leader of DCC and representatives of Bovis Homes regarding the Bradley Bends development.

District Cllr Mrs Klinkenberg advised that she had attended regular meetings at TDC. She regretted that she had been unable to attend the meeting with the leader of DCC and Bovis Homes representatives. She referred to the Radio 1 Big Weekend event at Powderham Castle and advised on the allocation of tickets.

Cllr Kelly advised that he had attended meetings concerning the Community Hub project and the Regeneration Committee.

Cllr Tregoning enquired when the damage to the wall opposite The Riverside will be repaired. Cllr Gribble and the Town Clerk confirmed that the work was due to be undertaken this week.

Cllr Robillard enquired when the B3344 is due to re-open. The Town Clerk advised that DCC had notified that the road is due to re-open over the weekend (26th-27th March).

Cllr Ms Blair advised that she had attended meetings regarding the Young Citizens' Award event and a Residents' Association meeting.

Cllr Leigh advised that he had attended regular Town Council meetings.

Cllr Allen advised that he had attended a TALC meeting in January and had attended various meetings regarding the Young Citizens' Award event. He thanked PCSO Wilson and Rev. Hooke for being judges.

Cllr Arnold noted that Mr John Balment, Mid Devon Advertiser reporter, is due to retire next month. Cllr Arnold extended thanks to Mr Balment for his fair reporting and service over the years.

RECREATION, PARKS & PROPERTY COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 11TH APRIL 2016 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 D K Elphick | Cllr S P Leigh |
| Cllr E Kelly | Cllr Ms C O Richardson |

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
Two members of the press

Cllr Elphick declared an interest in RP&P.16/25.

The meeting was chaired by Cllr Allen.

RP&P.16/18 Apologies for Absence:

Cllr R A Bray (Personal commitment)
Cllr G J Gribble (Holiday)
Cllr M Tregoning (Personal commitment)

**Public Participation:

Mr John Balment, reporter for the Mid Devon Advertiser who is to retire shortly, thanked the Town Council for its support. Cllr Allen thanked Mr Balment for his fair coverage and presentation over many years.

RP&P.16/19 Consideration of minutes of previous meeting held on 22.2.16: Noted.

RP&P.16/20 Accounts:

The Financial Accounts paid up to 8.4.16 (**copies circulated at the meeting*) were received. Following clarification the accounts were then approved.

RP&P.16/21 Community Hub Building:

The previous minutes (**copy previously circulated*) of the Community Hub Steering Group meeting of 23rd February 2016 were noted. Cllr Kelly provided an update on the progress achieved to date.

RP&P.16/22 Regeneration Committee:

The previous minutes (**copy previously circulated*) of the Regeneration Committee meeting of 29th March 2016 were noted. Cllr Kelly provided an update.

RP&P.16/23 Public Toilets - Station Road:

Following item RP&P.16/14, Members noted that the Environment Agency has agreed to carry forward its financial contribution for this project to be spent in the 2016/17 financial year. The Town Clerk thanked Cllr Gribble for his negotiations with the Environment Agency.

RP&P.16/24 Honorary Representative of the Lord of the Manor:

It was noted that the closing date for nominations is 18th April 2016. Nominations received by the deadline will be tabled for consideration at the forthcoming FR&GP meeting of 25th April 2016. The Town Clerk confirmed that one nomination has been received.

RP&P.16/25 The Recreation Ground:

Consideration was given to a request from Bovey Tracey Cricket Club who wish to appoint a contractor, recommended by the Groundsmen Association of the Devon Cricket League, to treat the outfield at the Recreation Ground which is infested with weeds. If approved, the work will be undertaken in April/May with all costs being covered by the Cricket Club.

Resolved:

To grant the request.

RP&P.16/26 CPRE Devon "Our Outdoors" Competition 2016 (formerly The Best Kept Village Competition):

Consideration was given to an invitation (**copy previously circulated*) from the Campaign to Protect Rural England (CPRE) to submit an entry in to "Our Outdoors" 2016 (formerly the Best Kept Village Competition). If members are minded to submit an entry, to nominate a lead Councillor(s) to complete the entry form. Deadline for submission is 30th June 2016.

Resolved:

To promote the competition via the Town Council's website and allow appropriate local organisations to apply if they wish.

RP&P.16/27 Use of Mill Marsh Park - Bovey Tracey Carnival Committee:

Consideration was given to a request (**copy previously circulated*) from Bovey Tracey Carnival Committee for the use of Mill Marsh Park on:
30th July - Picnic in the Park
7th August - Fun Day Fete

Resolved:

To grant the request.

RP&P.16/28 Forward Planning Session:

In preparation for the newly elected Mayor/Deputy Mayor and Committee chairs, The Town Clerk requests Members attendance at a Forward Planning Session, facilitated by Lesley Smith MBE (DALC County Secretary) on Monday 16th May 2016 (6.30pm - 9.00pm).

The objectives of the session would be to take stock of the current background to Council work, the development plans in the parish, the current workload of the Council and come to a conclusion about the overall aim(s) for the next term of office.

Resolved:

To proceed with a Forward Planning Session as set out above.

RP&P.16/29 Bovey Tracey Town Centre Traffic Management Plan:

Horizon Consulting Engineers Ltd (HCE) has been commissioned by the Town Council to prepare a Traffic Management Plan (**copy previously circulated*) to address congestion along Fore Street and inform schemes associated with the regeneration of the town centre.

The Regeneration Committee met on 29th March 2016 to discuss the plan and agreed that it formed a good basis to progress proposals further.

Members considered:

i) Agreeing the content within the Traffic Management Plan.
ii) Publicising the Plan on the Council's website inviting feedback via an online web form.
iii) Delegate authority to the Regeneration Committee to undertake and promote a number of consultation events, where draft plans will be displayed inviting comments. The results of which will be tabled at a future Council Committee before preliminary discussions are held with Devon County Council.
Cllr Kelly provided a verbal summary of the document. Following discussion it was

Resolved:

To accept the Plan and progress the items set out above. To seek to hold the consultation events at the library.

RP&P.16/30 The Queen's Birthday Beacon - 21st April:

Following the purchase of the gas fuelled beacon, Members considered agreeing a suitable location for display. The lighting of the beacon has been confirmed for 8.30pm on Thursday 21st April 2016.

Resolved:

To instruct the Town Clerk to progress appropriate sites in the following order:

- i) Allotments
- ii) Town Hall roof
- iii) Old Thatched Inn site.

RP&P.16/31 Matters brought forward by the Town Clerk & Councillors: (*for information)

Cllr Kelly enquired when the grass will be cut in Bullands Field. The Town Clerk advised that the grass cutting regime commences on 25th April.

Cllr Mrs Klinkenberg reported that she had been informed that youths had damaged a tree in Indio Road. The Police had attended and the youths had been apprehended.

Cllr Elphick:

- i) Reported that dogs are being allowed to run free at the Recreation Ground and fouling is occurring.
 - ii) Advised that the Football Club had played at the Recreation Ground despite the closure of their official use period.
- Item to be brought forward for a future RP&P Committee meeting to discuss matters relating to the Recreation Ground.

Cllr Mrs Kerswell:

- i) Advised that the beds have not been returned to the hospital. A CCG meeting will take place on 14th April.
- ii) The Hospital League of Friends AGM will take place on 19th April.

Cllr Allen advised that he, together with Cllr Leigh, had attended a recent TALC meeting. He had raised the recent Bradley Bends closure with Mr D Whitton (DCC) who appeared unaware of the situation.
Item to be brought forward to the FR&GP Committee meeting to discuss pursuing actions following a visit by Cllr John Hart (DCC).

The meeting closed at 7.55pm.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 11TH APRIL 2016 AT 8.02pm

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 D K Elphick | Cllr S P Leigh |
| Cllr E Kelly | Cllr Ms C O Richardson |

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk

The meeting was chaired by Cllr Ashby

PL.16/25 Apologies for absence:

Cllr R A Bray (Personal commitment)
Cllr G J Gribble** (Holiday)
Cllr M Tregoning (Personal commitment)

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

PL.16/26 Consideration of Planning Applications:

TDC Applications listed to 4.3.16: None

DNPA Applications listed to 4.3.16:

- a) 0111/16 Erection of single storey rear extension at Broad Combe, Under Lane for Mr A Jones.
Observations: No objection.

TDC Applications listed to 11.3.16:

- b) 16/00597/FUL Replacement of existing rear dormer with larger flat roof dormer at 81 Mary Street for Mr I Wellens.
Observations: No objection.
- c) 16/00652/TPO T10 oak - reduce back from roof by 3 metres, remove lowest branch over lawn at 4 metres height and remove 3 low secondary branches over fence and lawn. T7 oak - remove branch to south at 3 metres and reduce 2 branches over roof by 3 metres at Summer Song, Ashburton Road for Mr Middleton.
Observations: Referred to TDC's arboriculturist.
- d) 16/00710/REM Approval of details for custom built plot (approval sought for appearance, landscaping, layout and scale) at former Cardew Pottery, Newton Road for Mr Colin Smethurst.
Observations: No objection.

- Provisional Tree Preservation Order: (Noted)
- e) E2/08/60 Trees of whatever species situated within and to the north west of the former Moor View Primary School, Heathfield.

DNPA Applications listed to 11.3.16:

- Withdrawn Application: (Noted)
- f) 0056/16 Create new entrance to field (close off existing entrance) and construct timber loading area plus track to woodland at field near Hawkmoor Cottages for Mr J Lupton.

TDC applications listed to 18.3.16:

- g) 16/00438/FUL Dwelling with garage at land rear of 16 Pottery Road for Mr J Bannister.
Observations: No objection.
- h) 16/00658/COU Change of use of outdoor service area to outside seating area for café (A3 use) at 43 Fore Street for Mr J Clevett.
Observations: No objection.
- i) 16/00659/ADV Non-illuminated fascia sign at 43 Fore Street for Mr J Clevett.
Observations: No objection.
- j) 16/00714/MAJ Variation of condition 12 on planning permission 14/02236/MAJ to provide a turning head rather than access and reposition plots 10 - 14 at former Cardew Pottery, Newton Road for Mr C Smethurst.
Observations: The Town Council notes that this application is a further change from the original approval and does not support the proposal as it considers the proposed turning head will reduce the open space area.
- k) Application withdrawn: (Noted)
16/00149/HPA Application for prior approval for a single storey extension extending 5.35 metres beyond the rear wall of the dwelling, maximum height 3.9 metres, height to eaves 2.9 metres at 21 Brow Hill for Mrs C Brooks.
- l) 16/00754/FUL Conservatory at 21 Brow Hill, Heathfield for Mrs C Brookes.
Observations: No objection.

DNPA Applications listed to 18.3.16: None

TDC Applications listed to 25.3.16:

- m) 16/00823/TPO Fell and replace one Monterey pine at Heathfield Units, Battle Road, Heathfield for Mr Martin Groves.
Observations: Referred to TDC's arboriculturist.

DNPA Applications listed to 25.3.16: None

TDC Applications listed to 1.4.16:

- n) 16/00019/TPO Prune group of trees to clear building by 2 metres at 1-8 Heathfield Units, Battle Road, Heathfield for Ms Rebecca Clarke.
Observations: No objection in principle providing the application meets with the approval of TDC's arboriculturist.
- o) 16/00718/COU Change of use from public house (A4) to non-residential institute (D1) to provide a dentist/surgery at Riverside Hotel, Fore Street for Mr N Charlton.
Observations: No objection.
- p) 16/00851/FUL Works to exterior to facilitate conversion of garage to private art studio at Little Wolveigh for Mr A Mason.
Observations: No objection.

PL.16/27 Planning Decisions: Noted

Approvals:

- a) TDC:
- i) Removal of internal wall at Little Reeds, Station Road. (N/O)
 - ii) Detached garage at 35 Sharps Crest, Heathfield. (N/O)
 - iii) Change of use from school (use Class D1) to offices and associated storage (use Class B1) at Moor View Primary School, Heathfield. (N/O - offices; O - storage)
 - iv) Remove existing ATM, replace with door and reposition ATM at 45 Fore Street. (N/O)
 - v) Illuminated ATM at 45 Fore Street. (N/O)
 - vi) Tree works at Hilary, Ashburton Road. (Referred)
 - vii) Certificate of Lawfulness for existing use of ground floor as part of dwelling at 1 -2 Town Hall Place. (N/O)
 - viii) Agricultural building for use as a fodder store and animal shelter, and extension to existing general purpose agricultural building to provide additional store at Moorwood. (N/O)
- b) DNPA:
- i) Installation of mobile telecommunications and ancillary involving the erection of a 12m high telegraph pole with eight consumer antennae and four backhaul radio antennae and 450m of trenching to power source at Lower Elsford Farm. (N/O)
 - ii) Replacement of three existing antennae with new antennae on existing replica tree monopole, including the installation of two equipment cabins at ground level at Hatherleigh Farm, Hatherleigh Lane. (N/O)
- c) Appeal Decision:
Appeal dismissed: Rosemount, Hind Street - erection of new detached single storey property.

*The Town Council's submitted observations: No objections
- N/O. Objection - O.*

PL.16/28 General Planning Matters brought forward by Councillors:

Cllr Allen referred to the new cycle hub in Newton Road and stated that he was pleased to see that a traditional stone wall is being built at the front of the site.

The meeting closed at 9.00pm.

FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 25TH APRIL 2016 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
Two members of the press
Two members of the public

The meeting was chaired by Cllr Gribble

FR&GP.16/30 Apologies for absence: None

**Public Participation:

Cllr Gribble welcomed Mr Patrick Beasley, a reporter with the Mid Devon Advertiser, who will be covering the Town Council meetings in the future.

Mr P Beecher:

- i) Referred to the closure of a path in Axminster by Bovis Homes which he considered created similar issues to those experienced by local residents following the recent road closure at Bradley Bends.
- ii) Welcomed the open consultation regarding the proposed Community Hub and stated that he hopes to see more details regarding the financing when available.

Mr L Calder:

- i) Enquired about the provision of speed limit signs on Le Molay-Littry Way following highway works carried out in relation to the Bovis Homes development. Cllr Gribble agreed to make further enquiries.
- ii) Referred to a recent planning application by Devonshire Homes for development at the Bradley Bends site and raised concerns that some building may be three storeys. Cllr Gribble confirmed that he had no confirmation of this.

FR&GP.16/31 Consideration of minutes of previous FR&GP Committee meeting held on 7.3.16:
Noted.

FR&GP.16/32 Accounts & Financial Statement:

The Accounts & Financial Statement dated 25.4.16 (**copies circulated at the meeting*) were received. The Financial Statement was adopted and the accounts were approved for payment.
It was noted that in future alternative quotations for the supply of compost should be sought.

FR&GP.16/33 Internal Audit Report 2015-16 Final-April 2016:

It was noted that the Internal Auditor reported that the records were well documented with adequate trails and all tests were satisfactory (**copy previously circulated*). There are no reported financial issues to address. The Town Clerk will address the recommended increase in Fidelity Guarantee Cover to that indicated by the Audit Commission guidance.

FR&GP.16/34 Annual Return 2015-16:

- i) Consideration was given to the Annual Governance Statement for the year ending 31st March 2016 (**copy previously circulated*) and to recommending to Full Council how to answer each of the nine statements of Corporate Governance.
- ii) To receive the year end Financial Statement (**copy previously circulated*) and to recommend to Full Council for certification that the Accounts for the year end 31st March 2016 fairly reflect the financial position of the Council and its income and expenditure.
- iii) To receive and note the internal auditor's section of the annual return (**copy previously circulated*) for the year ending 31st March 2016.

Resolved:

- i) To recommend to Full council to answer "yes" to questions 1 - 8 and "n/a" to question 9.
- ii) To recommend to Full Council for certification.
- iii) Received and noted.

FR&GP.16/35 Internal Audit - Contract Renewal:

The current 5 year contract with South & West Internal Audit expires following the recent completion of the 2015/16 Annual Return. If existing clients wish to renew arrangements prior to 31st May 2016, South & West Internal Audit will not increase its scale of charges for up to a further 4 years (**copy of correspondence previously circulated*). Members considered contract renewal for future internal audit services.

Resolved:

To renew the existing agreement to benefit from existing rates and to request that the Town Clerk seeks further competitive quotations as a comparison for internal audit services.

FR&GP.16/36 Community Hub Building:

Following work undertaken by the Community Hub Steering Group (including representatives from Devon Communities Together) Members noted the contents of:

- i) Draft Capital Investment Plan (**copy previously circulated*)
- ii) Community Hub Survey and Survey Cascade Plan (**copies previously circulated*)

Cllr Kelly, Chairman of the Steering Group, updated Members regarding the above documents.

FR&GP.16/37 Updated Risk Assessment of Financial and Non Financial Internal Controls:

Consideration was given to the updated Risk Assessment of Financial and Non-Financial Internal Controls - April 2016 (**copy previously circulated*). This represents the Town Council's Internal Control Document.

Resolved:

To approve the content of the Risk Assessment.

FR&GP.16/38 Play Area Maintenance - Mill Marsh Park & Recreation Ground:

Results from recent Play Area Safety Inspection Reports highlight algae/moss growth on play matting surfaces resulting in slippery conditions and therefore 'The Play Inspection Company' recommends cleaning and treating.

Members considered the following quotations to pressure wash and treat the areas:

| | <u>M M Park Play</u> | <u>Rec Ground Play</u> | <u>Total</u> |
|--------------|----------------------|------------------------|---------------|
| Quotation 1: | £440.00+VAT | £360.00+VAT | £800.00+VAT |
| Quotation 2: | £1,000.00+VAT | £858.00+VAT | £1,858.00+VAT |

Resolved:

To accept Quotation 1 for the sum of £800.00+VAT. (Power to spend: LGA 1972 s144).

FR&GP.16/39 Honorary Representative of the Lord of the Manor 2016/17:

Consideration was given to a nomination received (*copy previously circulated) for the role of Honorary Representative of the Lord of the Manor for 2016/17.

The Chairman explained that a further nomination had been received following the deadline for completed nominations.

Resolved:

To exclude the late nomination on this occasion and to recommend the appointment of Mrs V Styles.

FR&GP.16/40 Meeting of 14th March - Cllr John Hart & Bovis Representatives:

Item brought forward by Cllr Allen to consider further action following the meeting of 14th March with Cllr Hart (Leader - Devon County Council) and Bovis representatives.

Cllr Allen referred to the agreed actions following the meeting of 14th March. Cllrs Allen and Leigh had attended the recent TALC meeting where DCC officers were unaware of the issues.

Resolved:

To request the Town Clerk to write to Cllr Hart regarding the matter.

FR&GP.16/41 Tour of Britain - Friday 9th September 2016

It was noted that the 2016 Tour of Britain route will be via Bovey Tracey Town Centre (*copy previously circulated). Consideration was given to further action necessary to enhance the event.

Following discussion it was agreed that the Town Clerk should contact the new Bike Hub owners to discuss options and seek approval for a banner to promote Bovey Tracey - e.g. "Bovey Tracey Welcomes Cyclists All Year Round".

FR&GP.16/42 Charging for the use of Mill Marsh Park (Fitness Classes)

Following recent negative publicity in relation to a Town/Parish Council charging for the use of its local park, Members considered:

- i) Resolving the temporary suspension of Standing Order 7 (a & b) for the following item.
- ii) Re-visiting the Town Council's decision to charge for the use of Mill Marsh Park/Trim Trail Equipment (Item RP&P. 15/74)

Resolved:

- i) To temporarily suspend Standing Order 7 (a & b).
- ii) To maintain the same position as agreed previously (RP&P.15/74).

FR&GP.16/43 Matters brought forward by Councillors: (for information only). None.

The meeting closed at 8.03pm.

Accounts paid up to 8.4.16

| | | £ |
|---------|---|---------------|
| 7.3.16 | C Beresford | 54.00 |
| " | Bim | 145.00 |
| " | N Brock | 307.00 |
| " | Arnolds | 23.64 |
| " | Bovey Tracey Youth Action | 625.00 |
| " | EMS Waste Services Ltd | 327.60 |
| " | Community Heartbeat Trust | 774.00 |
| " | Mrs M Hooper | 50.00 |
| " | Civil Solutions Ltd | 28.44 |
| 14.3.16 | PHS Group | 246.48 |
| " | WPS Ltd | 409.20 |
| " | Bovey Court Garage | 388.12 |
| " | Adam Hewitt | 5.00 |
| " | Sound & Visual Systems Ltd | 598.80 |
| " | Nourish Festival Ltd | 75.00 |
| " | Total Cleaning Services | 203.00 |
| " | S W Water Ltd | 2.38 |
| 22.3.16 | Mole Valley Farmers Ltd | 5.41 |
| " | Devon Matters | 503.00 |
| " | U Arnold | 250.00 |
| " | Viking | 62.84 |
| " | The Dartmoor Gallery | 200.00 |
| 5.4.16 | Bovey Tracey Hospital League of Friends | 144.00 |
| " | Devon Assoc. of Local Councils | 916.39 |
| " | Bovey Tracey Youth Action | 625.00 |
| " | Newton Abbot Security Trust | 500.00 |
| " | ShowBitz Ltd | 90.60 |
| " | Clare Beresford | 36.00 |
| " | Mole Valley Farmers Ltd | 13.97 |
| " | Bullfinch (Gas Equipment) Ltd | <u>358.80</u> |

7968.67Payroll:Direct Debits

| | | |
|---------|-----------------|--------------|
| 1.3.16 | Pulse8broadband | 42.00 |
| 9.3.16 | UK Fuels Ltd | 114.34 |
| 21.3.16 | EE Phone | 31.81 |
| 29.3.16 | Elitetele.com | 55.83 |
| 1.4.16 | Aviva | 573.95 |
| " | Pulse8broadband | 42.00 |
| 6.4.16 | UK Fuels Ltd | <u>55.35</u> |

915.28

Accounts paid up to 22nd April 2016

| | | |
|---------|------------------------------|----------------|
| | | £ |
| 12.4.16 | Teignbridge District Council | 173.28 |
| " | PHS Group | 308.10 |
| " | Bridget Arnold | 603.27 |
| " | S W Water Ltd | <u>0.52</u> |
| | | <u>1085.17</u> |
| | <u>Payroll</u> | <u>5300.00</u> |
| | <u>Direct Debits</u> | |
| 21.4.16 | EE Phone | <u>32.20</u> |

Financial Statement 25th April 2016

| | |
|--------------------------------------|-------------------|
| <u>Accounts to be paid</u> | £ |
| Clare Beresford | 36.00 |
| BHGS Hayle | 410.28 |
| Kivells | 468.00 |
| Mole Valley Farmers Ltd | 2.95 |
| South West Councils | 465.60 |
| South & West Internal Audit | 375.00 |
| Teignbridge District Council (Rates) | 810.40 |
| " " " " | 196.04 |
| " " " " | <u>556.20</u> |
| | <u>3320.47</u> |
| Balance in General Account: | 13,947.70 |
| To be paid in: | <u>1,249.00</u> |
| | 15,196.70 |
| Accounts to be paid: | <u>3,320.47</u> |
| | 11,876.23 |
| Business Bank Instant Account: | 108,112.60 |
| " " " " | <u>260,000.00</u> |
| | <u>379,988.83</u> |

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 25TH APRIL 2016 AT 8.06pm.

Present:

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

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

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

**County Cllr
*District Cllr

In attendance:

Mr M Wells - Town Clerk
One member of the public.

The meeting was chaired by Cllr Ashby.

Cllr Bray declared an interest in PL.16/30a. Cllr Gribble declared an interest in PL.16/30a & d.

PL.16/29 Apologies for absence: None

**Public Participation: No comments.

PL.16/30 Consideration of Planning Applications:

DNPA Applications listed to 1.4.16: None

TDC Applications listed to 8.4.16:

- a) 16/00134/FUL Alterations to front elevation including formation of parking, new ground floor arrangement and new windows to first floor at 1-2 Town Hall Place for Mr P Bradford.
Observations: No objection in principle, however Members considered that the Planning Authority should provide guidance regarding an appropriate window type.
- b) 16/00924/TPO Coppice one ash, remove one willow, crown lift one Douglas fir and prune overhanging vegetation as indicated on accompanying plan at Monterey Park, Newton Road for Remus Management Ltd.
Observations: Referred to TDC's arboricultural officer, however Members recommended that a buffer should remain and replanting should take place to retain/improve the area and maintain as a good quality wood zone.

DNPA Applications listed to 8.4.16: None

TDC applications listed to 15.4.16:

- c) 16/01067/FUL Extension at first floor at 37 Churchfields Drive for Miss M Gill.
Observations: No objection.
- d) 16/01089/CAN Reduce height of beech trees by 50% at 8 Fairfield Close for Ms J Andrews.
Observations: Referred to TDC's arboricultural officer.

PL.16/31 Planning Decisions: Noted.

Approvals:

- a) TDC:
 - i) Replacement dwelling with integral garage at Coombe Park, Coombe Lane. (N/O)
 - ii) Change of use to form cycle hub including cafe, bike repair, bike hire, retail and separate manufacturing unit (B1 use) at Tracey House, Newton Road. (N/O)
 - iii) Installation of non-illuminate fascia sign at Teignbridge Business Centre, Cavalier Road, Heathfield. (N/O)
 - b) DNPA: None
- Refusals:
- c) TDC:
 - i) Outline - dwelling in garden (all matters reserved for future consideration) at Woodlands, Brow Hill, Heathfield. (O)
 - d) DNPA:
 - i) Creation of a new access onto highway, Land at Brimley Lane, Higher Brimley, Bovey Tracey. (O)

The Town Council's submitted observations: No objections - N/O. Objection - O.

PL.16/32 General Planning Matters brought forward by Councillors:
(*For information only).

Cllr Mrs Kerswell advised that the second appeal against refusal of planning permission for a dwelling at Rosemount, Hind Street has been allowed.

Cllr Kelly referred to recent enforcement requests. The Town Clerk agreed to follow up with the Planning Enforcement Officer referrals concerning Sibley's signage, King of Prussia and Moorlands.

The meeting closed at 8.37pm.