



BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
Tel: 01626 834217 • E-mail: info@boveytracey.gov.uk • www.boveytracey.gov.uk
Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

11th March 2019

Dear Councillor,

You are hereby summoned to attend a meeting of Bovey Tracey Town Council which will be held at the Baptist Church, Hind Street on **Monday 18th March 2019 at 7.00pm** for the purpose of transacting the business as set out on the agenda below.

Please Note:

Under 'The Openness of Local Government Bodies Regulations 2014' this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Town Clerk before the meeting so that the session can be programmed effectively. Public participation is not part of the formal meeting of the Council however a note will be made of matters raised and recorded within the minutes of the meeting.

There will be a period of prayer at 6.55pm prior to the meeting to which all are invited.

AGENDA

- FC.19/20 Apologies for absence
To receive apologies for inability to attend.
- FC.19/21 Declarations of Interest and Requests for Dispensations
To declare any disclosable pecuniary interests or any other interest which members may have in the following agenda items and consider any dispensation requests.
- FC.19/22 Minutes
To receive and resolve as a correct record the minutes of the Town Council meeting held on 21.1.19 (*copy enclosed).

The meeting will go out of session

- FC.19/23 Report of the Chaplain to the Council
To receive the report from the Chaplain to the Council
- FC.19/24 Report of the Police
To receive the Police Report

FC.19/25 **Questions and Statements by the Public**
In accordance with Standing Order 3F, the Town Mayor will invite Members of the Public present to ask questions or make statements. Please note: questions to be submitted in writing please, to arrive at the Council Office by 12 noon on the day of this meeting. A maximum period of 3 minutes will be permitted for any person wishing to ask a question, make a statement or give evidence to the Council.

FC.19/26 **County, District and Town Councillor Reports**
To receive reports from County, District and Town Ward Members

FC.19/27 **Reports of any outside bodies**
To hear reports of meetings of any outside bodies including those of which the member is the Council nominated representative:

Cllr Gribble – Devon Association of Local Councils
Cllr Gribble – Teignbridge Rural Aid Committee
Cllrs Evans & Leigh – Teignbridge Association of Local Councils
Cllrs Ashby & Elphick – Bovey Tracey Heritage Trust
Cllrs Ashby, Bray & Kerswell – Bovey Tracey Exhibition Foundation Trust
Cllr Allen – Bovey Tracey Information Centre Trust
Cllr Allen - Plastic Free Bovey
Cllr Robillard – Police & Crime Commissioner Council Advocate Scheme

The meeting will go back into session

FC.19/28 **Recreation, Parks & Property (RP&P) Committee:**
i) To receive and adopt the minutes of the meeting held on 18.2.19 (**draft copy enclosed*).
ii) To receive a recommendation to approve the revised Community Centre plans (**copy enclosed*) (RP&P.19/05) .
iii) To consider a request on behalf of Bovey Tracey Football Club (BTFC) to sublet the Recreation Ground pavilion (** copy of "Inspire Interventions" enclosed*) (RP&P.19/10)
iv) To consider approving a draft Position Statement (**copy enclosed*) following correspondence referred by the NDP Group.

FC.19/29 **Finance, Resources & General Purposes (FR&GP) Committee:**
i) To receive and adopt the minutes of the meeting held on 4.3.19 (**draft copy enclosed*)
ii) To receive a recommendation to adopt the Risk Management Policy (**copy enclosed*) (FR&GP.19/21)

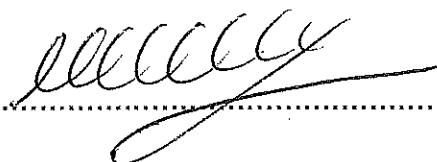
FC.19/30 **Planning Committee:**
i) To receive and adopt the minutes of the meetings held on 4.2.19, 18.2.19 (**copy enclosed*) & 4.3.19 (**draft copy enclosed*).

FC.19/31 **The Town Mayor's Interests:**
To receive and note the Town Mayor's engagements/announcements (**copy enclosed*).

FC.19/32 **Teignbridge Dementia Action Alliance:**
Item brought forward by Cllr Evans to consider:
i) Bovey Tracey Town Council becoming an associate member.
ii) Nominating a representative.

FC.19/33 **Honorary Representative of the Lord of the Manor 2019/2020:**
To consider a nomination(s) (**copies to be circulated at the meeting*).

- FC.19/34 **Meeting Schedule 2019/20:**
To **consider** adopting the draft meeting schedule (**copy enclosed*) for all Standing Committee meetings for the period from 13th May 2019.
- FC.19/35 **Bovey Tracey Twinning Association:**
To **receive** an update from Cllr Robillard and **consider** any further action as appropriate.
- FC.19/36 **Bovey Tracey Community Centre Development – Workshop/Garage Facility:**
To **consider** delegating authority to the Recreation, Parks and Property Committee to progress all related works for the construction of a workshop/garage facility up to the cost of £25,000 plus 10% contingency.

SIGNED.......... DATE.....12/03/2019.....

M WELLS
TOWN CLERK

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

Reminder for Members:

- You must declare the nature of any disclosable pecuniary interests (under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners). You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.
- Make sure you say what your interest is, as this has to be included in the minutes. (For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer').
- If your interest is a disclosable pecuniary interest, you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk.

**BOVEY TRACEY TOWN COUNCIL MEETING HELD AT THE COMMUNITY CENTRE,
CANNON ROAD, HEATHFIELD ON MONDAY 21ST JANUARY 2019 AT 7.00PM**

Present:

The Deputy Town Mayor, Cllr G J Gribble**/*

Cllr A Allen	Cllr Mrs A J Kerswell*
Cllr R J Ashby	Cllr S P Leigh
Cllr R A Bray	Cllr Ms C O Richardson
Cllr D K Elphick	Cllr C W Robillard

**County Cllr

*District Cllr

In attendance:

Mr M Wells – Town Clerk
Mrs L Warren
Rev K Hooke – Chaplain to the Council
District Cllr Mrs S Morgan
One member of the press
Five members of the public

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

The meeting was chaired by the Deputy Town Mayor, Cllr Gribble.

Cllr Gribble opened the meeting and advised that Mr Ian Barclay would be making an audio recording of the meeting extracts of which will be included in the Talking Bovey Project.

FC.19/01 Apologies for absence

The Town Mayor, Cllr Ms J H Blair (Leave)
Cllr U Arnold (Leave)
Cllr M J Evans (Leave)
Cllr E Kelly (Leave)
Cllr M Tregoning (Unwell)
PCSO P Wilson

FC.19/02 Declarations of Interest and Requests for Dispensations

Members approved a Dispensation Request Form completed by Members present to enable them to discuss the setting of the Town Council's budget and precept for 2019/2020.

FC.19/03 Minutes

The minutes of the Town Council meeting held on 12.11.18 (*copy previously circulated) were confirmed as a true record and were signed by the Deputy Town Mayor.

The meeting went out of session

FC.19/04 **Report of the Chaplain to the Council**

Rev Hooke, Chaplain to the Council, advised that Rev Mark Styants, minister at the Baptist Church, will be leaving the town. He also noted that the Moorland Care Group has recently appointed a new part-time member of staff, Ms Jane Edwards. Ms Edwards will provide end of life care and dementia support. It is hoped that she may be able to attend a forthcoming Council Meeting to meet Councillors and outline her role.

District Cllr Mrs Morgan joined the meeting at 7.04pm.

FC.19/05 **Report of the Police**

A copy of the Neighbourhood Police Report for the period 1st to 31st December 2018 was circulated to all Councillors present.

Cllr Mrs Kerswell referred to recent burglaries and an incident at Pottery Road Roundabout. She also noted that the bench at Bullands Field had been vandalised again. The Town Clerk agreed to pass Cllr Mrs Kerswell's concerns to PCSO Wilson.

FC.19/06 **Questions and Statements by the Public**

In accordance with Standing Order 3F, the Town Mayor invited Members of the Public present to ask questions or make statements.

Cllr Robillard advised that Ms Janet Harrison will be 90 next month. Ms Harrison had delivered meals on wheels in the town for over twenty years. She had also assisted at a group for disabled people and is a member of the Society of Artists. It was agreed that a birthday card would be available in the Council office for anyone who wishes to sign.

Mr L Calder (Neighbourhood Watch) referred to the recent burglaries particularly at New Park, graffiti and discarded alcohol bottles and enquired how these issues can be alleviated. He advised that there is a Neighbourhood Watch Co-ordinator at New Park.

Mr P Beecher enquired if decisions made at TDC without consultation with Town and Parish Councils had resulted in an increase for the Town Council's budget and precept setting for 2019/20. The Town Clerk advised the Council Tax Support Grant had been removed by TDC without consultation and this had created a shortfall. He noted that the details of the budget and precept figures will be available in the next edition of the Quality Update newsletter. Mr Beecher advised that a new charging/booking system has been introduced at Dyrons Leisure Centre which is causing issues with some regular users.

FC.19/07 **County, District and Town Councillor Reports**

DCC, TDC & Town Cllr Gribble reported that at DCC he had attended regular meetings together with meetings concerning parking issues, budget meetings, Wray Valley, Stover Trail and Teign Estuary site visits. He had also attended meetings and visits regarding travellers. He noted that the TALC AGM will take place on 15th May and the next DALC meeting takes place on 14th February. At TDC he had attended Full Council meetings, Overview and Scrutiny, Planning and Budget meetings. Locally he had attended regular meetings, budget meetings, Carnival Committee AGM, Civic Carol Service and the funeral of Fernley Holmes, a former Councillor.

TDC Cllr Mrs Kerswell noted that she had attended the funeral of Fernley Holmes. She referred to the Public Space Protection Order (PSPO) and advised that providing a dog

walker has relevant insurance they can walk up to six dogs in PSPO areas. She noted that a PSPO review group commences in March. She referred to development on the Wolborough Hill site and confirmed that this will go ahead.

Cllr Gribble thanked Cllrs Mrs Kerswell and Mrs Morgan for their support regarding local issues.

TDC Cllr Mrs Morgan noted that the bench at Bullands Field had again been vandalised. She had also attended the funeral of Fernley Holmes. She advised that she had assisted at HITS (Homeless in Teignbridge Support) and noted that local families were in need of support. She stated that HITS is always looking for goods and volunteers to assist. She advised that she had supported the Swimming Pool Association (SPA) with a grant from her Community Fund. She noted that the swimming pool fundraising event over Christmas had been successful. She advised the SPA are currently fundraising for a mosaic to commemorate its 50th anniversary.

Cllr Elphick attended meetings with representatives of the Football Club regarding the changing rooms. He had also attended a Heathfield Community Centre meeting and noted that the Centre is regularly used.

Cllr Bray attended Community Centre meetings, a Regeneration Committee meeting and the Civic Carol Service.

Cllr Robillard advised that new companies have joined the Fairtrade Group and it is hoped that some events will take place during Fairtrade Fortnight.

Cllr Ashby noted recent correspondence from the Town Council's agent concerning Brimley Field. This correspondence will be considered at a forthcoming Committee meeting. He advised that he had attended meetings of the Community Centre Steering Group.

Cllr Allen advised that he had chaired two Community Centre Steering Group meetings. He noted the success of the Christmas Fayre. Plastic Free Bovey has now set up a Steering Group. He noted a meeting with representatives of Bovey Futures regarding the covenanted land. He attended the Carol Service. He noted that the Information Centre has now relocated to a temporary building in Station Road Car Park and advised that the delay with the Community Centre building will result in additional monthly expenditure for the Information Centre. The Information Centre will open the last week of January. He commented favourably on the Councillor Induction Pack.

FC.19/08

Reports of any outside bodies

Cllr Gribble (Devon Association of Local Councils) advised that the next meeting will take place on 14th February.

Cllr Gribble (Teignbridge Rural Aid Committee) advised that the AGM will take place on 15th May.

Cllrs Evans & Leigh (Teignbridge Association of Local Councils). Cllr Leigh advised that Cllr Evans had attended a recent meeting. As Cllr Evans was absent no report was given.

Cllrs Ashby & Elphick (Bovey Tracey Heritage Trust). Cllr Ashby advised that a meeting will take place on 12th February.

Cllrs Ashby, Bray & Kerswell (Bovey Tracey Exhibition Foundation Trust). Cllr Mrs Kerswell advised that no recent meetings have been held.

Cllr Allen (Bovey Tracey Information Centre Trust). Cllr Allen advised that the Trust has re-located to a temporary building in Station Road Car Park.

Cllr Allen (Plastic Free Bovey). Cllr Allen advised that a Steering Group has been set up.

Vacant (Police & Crime Commissioner Council Advocate Scheme)

The meeting returned to session

FC.19/09 Recreation, Parks & Property (RP&P) Committee:

i) The minutes of the meeting held on 10.12.18 (**draft copy previously circulated*) were received and adopted.

Members considered the following:

ii) Approval of the draft Heads of Terms relating to Station Road Car Park (RP&P.18/76) (**copy previously circulated*) and appoint the Town Council's Legal Advice Service as the Council's legal representatives. The Town Clerk outlined the detail of the documents.

Resolved:

To approve the draft Heads of Terms relating to Station Road Car Park and appoint the Town Council's Legal Advice Service as the Council's legal representatives.

FC.19/10 Finance, Resources & General Purposes (FR&GP) Committee:

i) The minutes of the meeting held on 7.1.19 (**draft copy previously circulated*) were received and adopted.

Members considered the following:

ii) Adoption of the draft budget for 2019/20 (**copy previously circulated*). Cllr Leigh outlined the draft budget.

Resolved:

To adopt the draft budget for 2019/20.

iii) Approval of the setting of the precept at £232,850.00 for 2019/20. Cllr Leigh outlined the precept figure.

Resolved:

To approve the setting of the precept at £232,850.00 for 2019/20.

iv) Adoption of a Councillor Induction Pack (**copy previously circulated*)

Resolved:

To adopt a Councillor Induction Pack.

v) Review the Treasury and Investment Policy (**copy previously circulated*). Cllr Leigh provided an update.

Resolved:

To request the Town Clerk to obtain the cost of external financial advice and report back to the FR&GP Committee.

vi) Members received and noted NALC's Legal Briefing (L04-11) (**copy previously circulated*) following the GDPR Audit.

vii) Approval of revised Terms of Reference for the FR&GP Committee (**copy previously circulated*).

Resolved:

To approve the revised Terms of Reference for the FR&GP Committee.

viii) Adoption of a Data Breach Policy (**copy previously circulated*)

Resolved:

To adopt a Data Breach Policy.

District Cllr Mrs Morgan left the meeting at 8pm.

FC.19/11

Planning Committee:

i) The minutes of the meetings held on 26.11.18, 10.12.18 (**copies previously circulated*) & 7.1.19 (**draft copy previously circulated*) were received and adopted.

FC.19/12

The Town Mayor's Interests:

A copy of the Town Mayor's engagements/announcements (**copy previously circulated*) was noted.

13 th November	Neighbourhood Plan Consultation Event – Heathfield Community Centre
29 th November	Bovey Future AGM – Dartmoor Whisky Distillery
1 st December	Christmas Lights Switch-on & Street Fayre – Fore Street
6 th December	Rowcroft Light up a Life Service – PPT Church
12 th December	Nativity Play – St Catherine's Primary School, Heathfield
16 th December	Celebration of Christmas (Rowcroft) – Buckfast Abbey
17 th December	Bovey Tracey Carol Service – PPT Church
18 th December	Bovey Tracey Primary School Concert – Bovey Tracey Primary School

FC.19/13 **Honorary Representative of the Lord of the Manor 2019/20:**

Members considered advertising the role of Honorary Representative of the Lord of the Manor for 2019/20 inviting nominations for consideration.

Resolved:

To advertise the role and invite nominations for consideration.

FC.19/14 **Nominations – Royal Garden Party – 29th May 2019:**

Members considered a nomination from Bovey Tracey Town Council.

Resolved:

To nominate the Town Mayor, Cllr Ms Blair.

FC.19/15 **Young Citizen of the Year Award 2019:**

Members considered holding the Young Citizen of the Year Award for 2019. If agreed, appointing a lead Councillor to undertake the process. Cllr Allen explained that he and Cllr Ms Blair were prepared to jointly undertake the lead process.

Resolved:

To hold the Young Citizen of the Year Award 2019 and appoint Cllrs Ms Blair and Allen to manage the process.

FC.19/16 **Police and Crime Commissioner – Council Advocate Scheme:**

Members considered appointing a Councillor Advocate (**copy of Role Profile previously circulated*). Cllr Robillard stated his interest in taking on the role.

Resolved:

To appoint Cllr Robillard.

FC.19/17 **Bovey Parish Neighbourhood Plan:**

Cllr Leigh provided an update and advised that the consultation objectives are being formulated into policies. It was resolved to suspend Standing Orders to receive a further update from the NDP Steering Group Vice Chair, Mr Tom Wilson.

FC.19/18 **Community Centre Development:**

Cllr Allen provided a progress update. He noted that two Steering Group meetings had taken place. The partial land transfer was progressing. The archaeological survey has been completed with no further finds.

FC.19/19 **Annual Town Meeting:**

Members considered changing the date for the Annual Town Meeting due to the forthcoming elections and subsequent purdah period.

Resolved:

To re-schedule the Annual Town Meeting to take place on 13th March 2019.

Cllr Gribble thanked the public and Town Councillors for attending the meeting.

The meeting closed at 8.15pm.

Reminder for Members:

- You must declare the nature of any disclosable pecuniary interests (under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners). You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.
- Make sure you say what your interest is, as this has to be included in the minutes. (For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer').
- If your interest is a disclosable pecuniary interest, you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 4TH FEBRUARY 2019 AT 6.30PM

Present:

The Town Mayor, Cllr Ms J H Blair

Cllr U Arnold
Cllr R J Bray
Cllr M J Evans

Cllr E Kelly
Cllr Mrs A J Kerswell*

In attendance:

Cllr G J Gribble**/*
Mr M Wells - Town Clerk

**County Cllr
*District Cllr

The meeting was chaired by Cllr Evans

Interests declared: Cllr Kelly declared a personal interest in PL.19/09 (b) - 1 The Gateways, Mary Street.

PL.19/07 Apologies for absence:

Cllr R J Ashby - Unwell

**Public Participation: None

PL.19/08 Minutes:

The minutes of the meeting of 7th January 2019 (**copy previously circulated*) were confirmed as a correct record and were approved.

PL.19/09 Consideration of Planning Applications:

DNPA Applications listed to 21.12.18:

- a) Appeal lodged with the Secretary of State
W/18/321776 Refusal of Full Planning Permission for alterations and change of use of former threshing barn and linyhay into two tourism units ancillary to Bullaton Farmhouse at Bullaton Farm. Noted

TDC Applications listed to 4.1.19:

- b) 18/02567/FUL Installation of balcony and external stairs on south elevation at 1 The Gateways, Mary Street.
Observations: No objection.

DNPA Applications listed to 4.1.19: None

TDC Applications listed to 11.1.19:

- c) 18/02574/FUL Single storey rear extension and loft conversion and remove existing garage at 2 Fairfield Close.
Observations: No objection.

DNPA Applications listed to 11.1.19: None

TDC Applications listed to 18.1.19:

- d) Confirmation of Tree Preservation Order
E2/08/63 13 Fore Street (South View). Noted

DNPA Applications listed to 18.1.19:

- e) 0030/19 Raised patio extension and cladding at Brocks Way, Green Lane.
Observations: No objection.

- Withdrawn application:
f) 0668/18 & 0669/18 Replacement rear extension and erection of garden studio/home office at Byways, Lower Brimley. Noted

TDC Applications listed to 25.1.19: None

PL.19/10 Planning Decisions: Noted

Approvals:

a) TDC:

- i) Removal of one self-seeded silver birch at The Old Manse, Mary Street (Ref'd)
- ii) Crown reduce one oak in Area A2 by 2m at Footlands, Chapple Road. (Ref'd)
- iii) Alteration to roof to form new gable to rear with windows and conversion of roof space to provide accommodation at 1 The Anchorage, Mary Street. (N/O)
- iv) Crown reduce one oak (T1) by 2m and remove epicormic growth at 11 Ashburton Road. (Referred)

b) DNPA:

- i) Erection of single storey porch extension and conversion of garage to annexe at Spring Gardens, Lowerdown. (N/O)

Refusals:

- c) i) Change of use of former Gospel Hall to two dwellings. (N/O)

The Town Council's submitted observations: No objections - N/O. Objection - O. Referred - Ref'd. Not consulted - N/C.

PL.19/11 Off-Street Parking:

Item brought forward by Cllr Arnold (on behalf of the Regeneration Committee). A discussion took place regarding off-street parking charges during the winter period. It was noted that within the TDC district there are varying categories of charging for car parking.

Resolved:

To invite the TDC Portfolio Holder for car parking to a Planning Meeting to explain the rationale and further discuss the matter.

PL.19/12 General Planning Matters brought forward by Councillors:

(For information only).

Cllr Arnold enquired about the archaeological assessment carried out on the Community Centre site. The Town Clerk provided an update.

The meeting closed at 6.54pm

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 18TH FEBRUARY 2019 AT 6.30PM

Present:

The Town Mayor, Cllr Ms J H Blair

Cllr U Arnold
Cllr R J Ashby
Cllr R A Bray

Cllr M J Evans
Cllr E Kelly
Cllr Mrs A J Kerswell*

In attendance:

Cllr G J Gribble**/*
Mr M Wells - Town Clerk
Mr W Allen - Dartmoor National Park Area Ranger
Four members of the public

**County Cllr
*District Cllr

The meeting was chaired by Cllr Evans

Interests declared: None

Prior to the commencement of the meeting Mr W Allen (Dartmoor National Park Area Ranger) presented an update to Members on current works and activities within the Park. He noted that regular volunteer groups work in the Park on a monthly basis. Rangers Clubs have been set up for children and a Youth Ranger group is due to commence which could lead to apprenticeship opportunities. The Public Rights of Way are well used. Mr Allen then answered questions raised by Councillors.

PL.19/13 Apologies for absence: None

**Public Participation: None

PL.19/14 Minutes:

The minutes of the meeting of 4th February 2019 (*copy previously circulated) were confirmed as a correct record and were approved.

PL.19/15 Consideration of Planning Applications:

DNPA Applications listed to 25.1.19: None

TDC Applications listed to 1.2.19:

- a) 19/00175/TPO Remove hanging dead branches from one Monterey cypress and reduce lower limbs of one Monterey cypress by up to 3m (T1 & T2 respectively on submitted plan) at Hilary House, Ashburton Road.
Observations: Referred to TDC's Arboricultural Officer.

DNPA Applications listed to 1.2.19: None

TDC Applications listed to 8.2.19: None

PL.19/16 Planning Decisions: Noted.

Approvals:

a) TDC:

- i) Remove one fallen tree at Cross Cottage, Mary Street. (N/C)
ii) Change of use from A2 (Solicitors Office to D1 (Chiropractic Clinic) at 46A Fore Street. (N/O)

b) DNPA: None

Refusals: None

c)

The Town Council's submitted observations: No objections - N/O. Objection - O. Referred - Ref'd. Not consulted - N/C.

Cllr Allen joined the meeting at 6.45pm.

PL.19/17 Teignbridge Street Naming Request - Heathfield:

Members considered the naming of an un-named road in Heathfield (**copy plan previously circulated*). Following a discussion it was

Resolved:

To respond advising that the Town Council does not support the suggested name and would prefer a name more in keeping with the history of the Heathfield area.

PL.19/18 General Planning Matters brought forward by Councillors: None
(*For information only*).

The meeting closed at 6.58pm.

RECREATION, PARKS & PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
MONDAY 18TH FEBRUARY 2019 AT 7.00PM

Present:

The Town Mayor, Cllr Ms J H Blair

Cllr Allen Cllr E Kelly
Cllr U Arnold Cllr C W Robillard
Cllr R A Bray

In attendance:

Cllr R J Ashby
Cllr M J Evans
Cllr G J Gribble**/*
Cllr Mrs A J Kerswell*
Cllr S P Leigh
Mr M Wells - Town Clerk
Mrs L Warren
Five members of the public

**County Cllr
*District Cllr

The meeting was chaired by Cllr Kelly

Interest declared: None

RP&P.19/01 Apologies for Absence: None

**Public Participation:

Mr Tom Wilson (Committee member of the Neighbourhood Development Plan Steering Group) referred to a response from TDC's Neighbourhood Planning Officer following the first draft of some policies for the NDP. Mr Wilson requested the Town Council to provide a clear position statement regarding the use of the covenanted land on Le Molay-Littry Way for the building of a new primary school.

RP&P.19/02 Minutes:

The minutes of the meeting of 10th December 2018 (**copy previously circulated*) were confirmed as a correct record.

RP&P.19/03 Bovey Tracey Carnival Activities - Mill Marsh Park:

Members considered a request from the Carnival Committee secretary to use Mill Marsh Park on 27th July (Picnic in the Park) and 4th August (Sunday Funday).

Resolved:

To grant the request.

RP&P.19/04 Funlands Funfair - Mill Marsh Park:

Members considered a request from Funlands Funfair to bring their fair to Mill Marsh Park to coincide with Bovey Tracey Carnival from 21st July to 4th August 2019 (operating 26th, 27th and 28th July and 1st, 2nd, 3rd, and 4th August). Funlands Funfair wish to stay on the park for a further one week (non-operational) following Carnival Week for a suggested fee of £100.00.

Resolved:

To grant the request.

RP&P.19/05 Community Centre Development - Site of The Old Thatched Inn:

Members considered revised plans (**copy previously circulated*). The Town Clerk outlined the amendments. Following discussion it was

Resolved:

To recommend to Full Council approval of the revised plans.

RP&P.19/06 Erosion - Mill Marsh Park:

Members noted correspondence on behalf of the Environment Agency (**copy previously circulated*) advising that a section of erosion is getting worse. The Town Clerk provided an update.

Members considered:

- i) the partial removal of an overhanging tree
- ii) Possible soft engineering techniques.

Resolved:

- i) To undertake the partial removal of the tree to protect the root ball.
- ii) To request the Town Clerk to enquire about the costs of suitable engineering techniques and also to establish if any grant funding may be available.

To further consider the item at the next Committee meeting.

RP&P.19/07 Regeneration Committee:

i) Members received and noted the previous draft minutes of the Regeneration Committee meeting of 16th January 2019 (**copy previously circulated*).

ii) Cllr Arnold (Committee Chairman) provided an update around the proposed formation of a Business Association. He advised that there has been a good response from local business owners. A meeting will take place on 5th March when it is hoped that the Business Association will be formally set up.

RP&P.19/08 Community Centre Building:

Members received and noted the previous draft minutes of the Community Centre Steering Group meeting of 7th February 2019 (**copy previously circulated*). Cllr Allen provided an update.

RP&P.19/09 Highways Verges - Grass Cutting 2019/20:

Members considered the following quotations to undertake the cutting of the parish verges.

Quotation A	£400.00 per cut
Quotation B	£469.00 per cut

Resolved:

To accept Quotation A in the sum of £400.00 per cut.

RP&P.19/10 Football Pavilion - Recreation Ground:

Members considered a request on behalf of Bovey Tracey Football Club (BTFC) to sublet the Recreation Ground pavilion (**"Inspire Interventions" previously circulated*). Following discussion it was

Resolved:

To refer to Full Council for further consideration. To request the Town Clerk to seek further information regarding leasing arrangements.

RP&P.19/11 Bovey Tracey Swimming Pool Trust - Opening Day Celebration:

Members considered a request on behalf of Bovey Tracey Swimming Pool Trust (BTSPT) to use an area of the Recreation Ground as part of the pool opening day on Saturday 13th April 2019 (**copy previously circulated*).

Resolved:

To grant the request.

RP&P.19/12 Neighbourhood Development Plan (NDP) - Referred Correspondence:

Members received and considered correspondence from TDC's Neighbourhood Planning Officer, referred by the NDP Steering Group (**copy previously circulated*). Cllr Kelly provided an update regarding communications between the NDP Steering Group and TDC's Neighbourhood Planning Officer. Cllr Ms Blair clarified the comment on the foot of the Services and Facilities Working Group Draft Policies (*copy previously circulated*). Members made favourable comments regarding support for future education needs. Following discussion it was

Resolved:

To request the Town Clerk, in conjunction with Committee Members, to produce a Draft Position Statement to be considered by Full Council on 18th March 2019.

RP&P.19/13 Matters brought forward by the Town Clerk & Councillors: (*for information*)

Cllr Robillard advised that a Fairtrade event will take place at Wildmoor on 22nd February at 5.40pm.

Five members of the public left the meeting at 7.50pm.

RP&P.19/14 Exclusion of the Public including the Press:

The following was resolved:

That under Section 100(A) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description as set out on the agenda, is likely to be disclosed and on the balance of the public interest is in discussing this item in private session (part II) for the following confidential/exempt items which the Town Clerk recommends should be dealt with in this way.

Item RP&P.19/15 Brimley Field, Bovey Tracey

RP&P.19/15 Brimley Field:

Members received "Heads of Terms" (**copy previously circulated*) and considered further action as appropriate. Following discussion it was

Resolved:

To request the Town Clerk to:

- i) investigate the matters raised in relation to the draft overage provision and option agreement timeframe
- ii) obtain an independent valuation.
- iii) discuss with the Council's appointed agent possible communication with adjoining landowners.

The meeting closed at 8.05pm

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 4TH MARCH 2019 AT 6.30PM

Present:

The Town Mayor, Cllr Ms J H Blair

Cllr U Arnold	Cllr M J Evans
Cllr R J Ashby	Cllr E Kelly
Cllr R A Bray	Cllr Mrs A J Kerswell*

In attendance:

Cllr D K Elphick
Cllr G J Gribble**/*
Cllr M Tregoning
Mr M Wells - Town Clerk
One member of the press
Two members of the public

**County Cllr
*District Cllr

The meeting was chaired by Cllr Evans

Interests declared: None

PL.19/19 Apologies for absence: None

**Public Participation: None

PL.19/20 Minutes:

The minutes of the meeting of 18th February 2019 (*copy previously circulated) were confirmed as a correct record and were approved.

PL.19/21 Consideration of Planning Applications:

DNPA Applications listed to 8.2.19: None

TDC Applications listed to 15.2.19:

- a) 19/00137/MAJ Erection of 67 dwellings at land at Moretonhampstead Road Monks Way.
Observations: The Town Council objects to the proposal on the following grounds;
- i) Highway safety - Concerns around access to phase 1 from Monks Way, turning across the traffic on an already narrow section of road. In addition, the generation of increased traffic along Mary Street (narrow with very few passing points).
 - ii) Private highways - Concerns were expressed with the amount of private highways proposed (e.g. non County Council adopted highways) and the numbers of housing served from these private highways requiring residents to take their refuse to and from the public highway for collection.
 - iii) Inadequate infrastructure - The Planning Statement makes reference to available facilities such as banks (none in Bovey), primary school and doctors' surgery (both already at capacity).
 - iv) Public transport - Reference is made to easy access to public transport. There is a lack of public transport serving this particular area of the parish.
 - v) Loss of trees - Concerns raised over the amount of trees affected, either being pruned or removed.
 - vi) Effect on listed building - The development will have a negative impact on the neighbouring listed buildings (Atway Farm and Cottages).
 - vii) Affordable housing - The application refers to a target of 30% to be delivered. Councillors are concerned that as this is only a target, it may well not be achieved.

If Teignbridge is minded to approve the application, Town Councillors would like to see rigorous conditions protecting remaining trees etc. on

site, in addition to appropriate conditions to ensure the deliverability of affordable housing.

Cllrs Tregoning & Leigh joined the meeting.

DNPA Applications listed to 15.2.19: None

TDC Applications listed to 22.2.19:

- b) 19/00344/FUL Erection of a porch at 32 Five Acres, New Park.
Observations: No objection.

PL.19/22 Planning Decisions: Noted.

Approvals:

a) TDC:

i) Single storey rear extension and loft conversion and remove existing garage at 2 Fairfield Close. (N/O)

b) DNPA: None

Refusals: None

c)

The Town Council's submitted observations: No objections - N/O. Objection - O. Referred - Ref'd. Not consulted - N/C.

Cllr Robillard & one member of the public joined the meeting.

PL.19/23 The Planning Cafe:

Members considered interest in attending the choice of two events (*copy previously circulated).

Resolved:

To nominate Cllr Evans to attend the event taking place on 13th March 2019.

PL.19/24 General Planning Matters brought forward by Councillors: None.
(For information only).

The meeting closed at 7.04pm.

Present:

The Deputy Town Mayor, Cllr G J Gribble**/*

Cllr A Allen	Cllr Ms C O Richardson
Cllr M J Evans	Cllr C W Robillard
Cllr S P Leigh	Cllr M Tregoning

In attendance:

Cllr D K Elphick
Cllr Mrs A J Kerswell*
Mr M Wells - Town Clerk
One member of the press
Three members of the public

**County Cllr
*District Cllr

The meeting was chaired by Cllr Leigh.

Interests Declared: Mr M Wells (Town Clerk) declared an interest in FR&GP.19/24 (2019/20 National Salary Award).

FR&GP.19/13 Apologies for absence: None

**Public Participation:

Mr M Sugden (Bovey Tracey Youth Action). Mr Sugden spoke in support of item FR&GP.19/18 - Grant for Bovey Tracey Youth Action. A report summarising the current position was circulated to Councillors. Mr Sugden verbally outlined key aspects of the report. Councillors congratulated Mr Sugden on the success of the Youth Café and the support it provides to young people.

Mr Sugden then left the meeting at 7.20pm.

FR&GP.19/14 Minutes:

The minutes of the meeting of 7th January 2019 (**copy previously circulated*) were confirmed as a correct record and were approved.

FR&GP.19/15 Accounts & Financial Statement:

Members received and approved the following:

- i) payment and receipt transactions between 11th December 2018 and 18th February 2019 (**copy previously circulated*).
- ii) bank reconciliation between 11th December 2018 and 18th February 2019 (**copy previously circulated*).
- iii) noted the bank balances as below:

General Account:	£ 15,414.73	(Statement dated 18.2.19)
Business Bank Instant A/C:	£219,423.31	(Statement dated 1.2.19)
Business Bank Instant A/C:	£350,438.19	(Statement dated 1.2.19)
Business Bank Instant A/C:	£ 18,480.98	(Statement dated 1.2.19)

FR&GP.19/16 Fees & Charges 2019/20:

Consideration was given to a review of the current fees and charges (**copy previously circulated*). The Town Clerk outlined the proposed charges.

Resolved:

To approve the proposed fees and charges (**copy attached*).

FR&GP.19/17 Dartmoor Demon:

Members noted that the Dartmoor Demon cycle ride will take place on Saturday 4th May, passing through Bovey Tracey.

FR&GP.19/18 Grant - Bovey Tracey Youth Action:

Consideration was given to a review of the current grant - £7,500.00 to Bovey Tracey Youth Action.

Resolved:

To renew the grant of £7500.00 for 2019/20. Future applications will be considered on receipt of a formal grant application form.

FR&GP.19/19 Fly a Flag for the Commonwealth - 11th March 2019:

Consideration was given to an invitation from Bruno Peek (Commonwealth Pageantmaster) to take part in the "Fly a Flag for the Commonwealth" celebrations, by flying the Commonwealth Flag from the Town Hall on Monday 11th March 2019.

Resolved:

To take part, as set out above.

FR&GP.19/20 Communities Together Fund (CTF):

Members noted that the application to the CTF for the purchase of a sliding acoustic partition for the new Community Centre was partially successful (£5,299). Cllr Allen congratulated the Town Clerk on making a successful application at short notice.

FR&GP.19/21 Risk Management Policy:

Consideration was given to a review of the Council's Risk Management Policy (**copy previously circulated*).

Resolved:

To recommend to Full Council adoption of the document.

FR&GP.19/22 Electronic Banking:

Members received and considered a report from the Town Clerk (**copy previously circulated*). The Town Clerk provided an update.

Resolved:

To progress arrangements to set up electronic banking arrangements and future authorisations for online payment controls (OPC) will be members of the FR&GP Committee.

FR&GP.19/23 Community Centre - Stage II Tender:

The Town Clerk explained that a final tender is still awaited and therefore the following item was deferred:
To receive and consider the final tender submission (**copy to be circulated*) for the construction of the Community Centre building.

The Town Clerk left the Council Chamber at 7.37pm and returned at 7.41pm.

FR&GP.19/24 2019/20 National Salary Award:

Members considered a recommendation from the Personnel Committee to implement the following salary awards (**copy previously circulated*) from 1st April 2019.

	Current SCP	New SCP
Grounds Maintenance Operatives (x2)	11	4
Town Clerk	47	41
Assistant to the Town Clerk	N/A	+2%

Resolved:

To approve the salary awards as set out above.

FR&GP.19/25 Investment Opportunities:

Members received a deferred item from Full Council (FC.18/75 iv). The Town Clerk provided an update.

Resolved:

To invest half (capped at £85,000) of the operating reserves into a 12 month fixed rate bond.

FR&GP.19/26 Legal Advice Service:

Members considered renewing the current agreement (**copy correspondence previously circulated*).

Resolved:

To renew the current agreement at a cost of £1250.00+VAT.

FR&GP.19/27 Matters brought forward by Councillors: (*for information only*).

Cllr Robillard:

i) Referred to the bollard at St. Pauls Close/College where recently a minor accident had occurred. DCC Cllr Gribble advised that approval had been given for the bollard to be painted.

ii) Advised that he had attended his first event as the Council's representative on the Police & Crime Commissioner Council Advocate Scheme and will provide a report at the Full Council meeting.

iii) Advised that the recent Fair Trade event had been successful and new businesses have joined. Cllr Leigh congratulated Cllr Robillard on his achievement.

Cllr Allen:

i) Advised that Mill Marsh Park has been awarded a 4 star award in the Best Park Category in the Pride In Parks, South West in Bloom event.

ii) Noted that Bovey Tracey has achieved Plastic Free Status. Cllr Leigh congratulated Cllr Allen and all involved.

The meeting closed at 7.50pm.

Current Account

Payments made between 11/12/2018 and 18/02/2019

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
17/12/2018	EDF Energy	D/D	19.19		0.91	4190	200	18.28	Electricity supply - CCTV
17/12/2018	Premium Credit Ltd	D/D	299.83			4190	200	299.83	Insurance
17/12/2018	Premium Credit Ltd	D/D	299.83			4190	200	299.83	Inurance
18/12/2018	British Gas	D/D	32.43		1.54	4500	400	30.89	Electricity supply - Cemetery
20/12/2018	Mr N Brock	592	335.00			4500	400	335.00	Gravedigging
20/12/2018	Mr N Hutchings	593	50.00			4300	300	50.00	Allotment deposit refund
20/12/2018	Bovey Tracey Youth Action	594	1,250.00			4600	600	1,250.00	Nov & Dec 18 payts
20/12/2018	Torbay Display	595	6,792.00		1,132.00	4460	350	5,660.00	Christmas lights & trees
20/12/2018	Equiptest Ltd	596	388.80		64.80	4190	200	324.00	Portable appliance testing
20/12/2018	M I Davey	597	320.00			4190	200	320.00	Catering for Carol Service
21/12/2018	EE Phone	D/D	34.72		5.79	4190	200	28.93	Plan charge
28/12/2018	Elitegroup	D/D	59.79		9.96	4190	200	49.83	Telecom service
02/01/2019	Pulse8Communications	D/D	22.00		3.67	4190	200	18.33	Broadband
02/01/2019	Premium Credit Ltd	D/D	299.83			4190	200	299.83	Insurance
08/01/2019	Heathfield Leisure Pursuits	598	30.00			4910	350	30.00	Hire of hall NDP event
08/01/2019	PHS Group	599	184.86		30.81	4540	500	154.05	Waste collection
08/01/2019	Mrs R Darnell	600	50.00			4300	300	50.00	Refund allot deposit
08/01/2019	Mole Valley Farmers	601	21.84		3.64	4540	500	18.20	Goods
08/01/2019	Community Heartbeat Trust	602	81.54		13.59	4190	200	67.95	Goods
08/01/2019	Teignbridge District Council	603	7,385.83			4000	150	7,385.83	Payroll
08/01/2019	Devon Contract Waste Ltd	604	83.04		13.84	4540	500	69.20	Waste collection
08/01/2019	Mr M Wells	605	176.50			4190	200	176.50	Carol service refreshments
08/01/2019	Specialist Hygiene Services Lt	606	283.64		47.27	4360	300	236.37	Cleaning
09/01/2019	UK Fuels Ltd	D/D	114.11		19.02	4540	500	95.09	Fuel
14/01/2019	Mrs B Fletcher	607	48.00			4190	200	48.00	Cleaning
14/01/2019	Viking	608	120.60		17.78	4190	200	102.82	Goods
14/01/2019	Mr M Wells	609	11.88			4540	500	11.88	Purchase of chain link
14/01/2019	Lisa Robillard Webb	610	52.50			4910	350	52.50	Admin support
16/01/2019	EDF Energy	D/D	19.58		0.93	4190	200	18.65	Supply - CCTV cameras
21/01/2019	Mr N Brock	611	335.00			4500	400	335.00	Gravedigging
21/01/2019	Glasdon UK Ltd	612	376.58		62.76	4540	500	313.82	Play equipment goods
21/01/2019	Diversified Business Comms.	613	192.00		32.00	4190	200	160.00	CDC Yearbook listing
21/01/2019	Devon Contract Waste Ltd	614	40.90		6.82	4540	500	34.08	Waste collection
Subtotal Carried Forward:			19,811.82	0.00	1,467.13			18,344.69	

Current Account

Payments made between 11/12/2018 and 18/02/2019

Nominal Ledger Analysis

ate	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
1/01/2019	P J Bevans	615	58.00			4190	200	58.00	Heating repair
1/01/2019	Mole Valley Farmers Ltd	616	128.72		21.45	4540	500	107.27	Goods
1/01/2019	EE Phone	D/D	34.72		5.79	4190	200	28.93	Plan charge
5/01/2019	British Gas	D/D	21.93		1.04	4360	300	20.89	Electricity supply
3/01/2019	Daniel Curtis	617	980.00			4710	700	980.00	Repairs Heathfield Youth Club
3/01/2019	Teignbridge District Council	618	2,085.83			4000	150	2,085.83	Payroll
3/01/2019	Teignbridge District Council	619	64.80		10.80	4190	200	54.00	Payroll services
3/01/2019	Specialist Hygiene Services Lt	620	283.64		47.27	4360	300	236.37	Cleaning
3/01/2019	British Gas	D/D	0.29		0.01	4360	300	0.28	Electricity supply
1/01/2019	Elite Group	D/D	54.60		9.10	4190	200	45.50	Telecom
1/02/2019	Pulse8Communications	D/D	22.00		3.67	4190	200	18.33	Broadband
1/02/2019	Premium Credit	D/D	299.83			4190	200	299.83	Insurance
1/02/2019	Dartmoor Whisky Distillery Ltd	621	2,270.54			4190	200	2,270.54	Rent & utilities
1/02/2019	1st Office Equipment Ltd	622	369.41		61.57	4190	200	307.84	Copier charge
1/02/2019	Bridge Civil Engineering Ltd	623	3,840.00		640.00	4500	400	3,200.00	Footpath at Cemetery
1/02/2019	Sound & Visual Systems Ltd	624	1,088.64		181.44	4190	200	907.20	CCTV camera
1/02/2019	S W Water Ltd	625	28.81			4300	300	28.81	Supply - allotments
1/02/2019	Mole Valley Farmers	626	250.50		41.75	4540	500	208.75	Goods
1/02/2019	UK Fuels Ltd	D/D	123.99		20.67	4540	500	103.32	Fuel
1/02/2019	British Gas	D/D	275.42		13.11	4190	200	262.31	Electricity supply
1/02/2019	Mrs B Fletcher	627	48.00			4190	200	48.00	Cleaning
1/02/2019	PHS Group	628	383.98		64.00	4540	500	319.98	Waste collection
1/02/2019	Horizon Consulting Engineers L	629	1,380.00		230.00	4250	250	1,150.00	Safety audit
1/02/2019	S West Grounds Maintenance	630	420.00		70.00	4500	400	350.00	Grass cutting
1/02/2019	Teignbridge District Council	631	5,300.00			4000	150	5,300.00	Payroll
1/02/2019	Arnolds	632	20.62		3.44	4540	500	17.18	Goods
1/02/2019	Devon Contract Waste Ltd	633	33.22		5.54	4540	500	27.68	Waste collection
1/02/2019	WPS Ltd	634	495.00			4190	200	495.00	H & S Audit
1/02/2019	EDF Energy	D/D	19.58		0.93	4190	200	18.65	Supply - CCTV
Total Payments:			40,193.89	0.00	2,898.71			37,295.18	

Current Account

Receipts received between 11/12/2018 and 18/02/2019

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Banked: 14/12/2018	9.00						
	BACS Addaction	9.00		1.50	1900	100	7.50	Hire Council Chamber
	BACS Banked: 17/12/2018	50.00						
	BACS Ms A Traffod	50.00			1200	100	50.00	Allot 36 rent
	BACS Banked: 17/12/2018	20.00						
	BACS Mr M Harvey	20.00			1200	100	20.00	Allot 26 rent
	382 Banked: 20/12/2018	499.00						
	158 Mr R Clark & Ms C Nakatani	40.00			1200	100	40.00	Allots 19B & 23 rent
159382	Mr T Scurfield	20.00			1200	100	20.00	Allot 32 rent
160	Ms E Steer	30.00			1200	100	30.00	Allot 16 rent
161	Mr S Williams	50.00			1200	100	50.00	Allot 40 rent
162	Mr S Goodhew	20.00			1200	100	20.00	Allot 20 rent
163	Lord A Vizor	20.00			1200	100	20.00	Allot 28A rent
164	Mrs S Watson	20.00			1200	100	20.00	Allot 11A rent
165	Mr R Freeman	20.00			1200	100	20.00	Allot 30 rent
166	Mr R F Rendell	20.00			1200	100	20.00	Allot 21 rent
167	B T Information Centre Trust	149.00			1900	100	149.00	Telecom line transfer
168	Mr W Sanders	30.00			1200	100	30.00	Allot 6 rent
169	Ms M Sussex & Mr A Blundell	20.00			1200	100	20.00	Allot 15B rent
170	Ms S Hewett	20.00			1200	100	20.00	Allot 9A rent
171	Mrs B Hawkins	20.00			1200	100	20.00	Allot 14B rent
172	Mr P Wielgosz	20.00			1200	100	20.00	Allot 4B rent
	BACS Banked: 21/12/2018	20.00						
	BACS Mr B Alton	20.00			1200	100	20.00	Allot 8A rent
	BACS Banked: 24/12/2018	20.00						
	BACS Mr S Moseley	20.00			1200	100	20.00	Allot 19A rent
	BACS Banked: 28/12/2018	45.00						
	BACS Dolphin Hotel	45.00			1110	100	45.00	Christmas tree
	BACS Banked: 31/12/2018	20.00						
	BACS P Gooding	20.00			1200	100	20.00	Allot 5B - rent
	BACS Banked: 31/12/2018	20.00						
	BACS C Spain	20.00			1200	100	20.00	Allot 13A - rent
	BACS Banked: 02/01/2019	50.00						
	BACS C & J Eames	50.00			1200	100	50.00	Allot 37 - rent
	BACS Banked: 02/01/2019	50.00						
	BACS P Kennedy-Bruyneels	50.00			1200	100	50.00	Allot 38 - rent
	BACS Banked: 02/01/2019	20.00						
	BACS Mrs H Jewell	20.00			1200	100	20.00	Allot 4A - rent
	383 Banked: 08/01/2019	842.46						
	173 Angel Home Care	94.00			1900	100	94.00	Portable appliance testing
Subtotal Carried Forward:		1,665.46	0.00	1.50			915.50	

Current Account

Receipts received between 11/12/2018 and 18/02/2019

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
174	Heritage Trust	86.01			1900	100	86.01	Telecom & PA testing
175	Bowling Club	10.00			1900	100	10.00	Annual lease
176	Information Centre Trust	52.45			1900	100	52.45	Telecom & P A testing
177	Mrs A Taylor	50.00			1200	100	50.00	Allot 39 - rent
178	Miss J Tregoning	20.00			1200	100	20.00	Allot 1A - rent
179	Mrs R Hewings	20.00			1200	100	20.00	Allot 27 - rent
180	Mr & Mrs P Wells	20.00			1200	100	20.00	Allot 2A - rent
181	Mrs J Stevens	20.00			1200	100	20.00	Allot 2B - rent
182	Mr A Lockwood	50.00			1200	100	50.00	Allot 41 - rent
183	Mrs D Hamilton	50.00			1200	100	50.00	Allot 45 - rent
184	Mr & Mrs R Griffiths	50.00			1200	100	50.00	Allot 47 - rent
185	Mr S Goodman	30.00			1200	100	30.00	Allot 12 - rent
186	Mrs D Belton	20.00			1200	100	20.00	Allot 29 - rent
187	Mr S Powlesland	20.00			1200	100	20.00	Allot 18 - rent
188	Mr T Heale	20.00			1200	100	20.00	Allot 25 - rent
189	Mrs A Overzee	50.00			1200	100	50.00	Allot 49 - rent
190	Mr & Mrs P Field	50.00			1200	100	50.00	Allot 44 - rent
191	Ms K Gardner	50.00			1200	100	50.00	Allot 36 - rent
192	Mrs S Oxtan	50.00			1200	100	50.00	Allot 46 - rent
193	Mr M Corps	30.00			1200	100	30.00	Allot 10 - rent
	Banked: 08/01/2019	15,000.00						
Virement	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Virement
BACS	Banked: 14/01/2019	50.00						
BACS	Mrs J Connelly	50.00			1200	100	50.00	Allot 48 - rent
384	Banked: 15/01/2019	1,693.00						
0553	Coombes & Sons	1,106.00			1400	400	1,106.00	Burial
0554	Parkers Funeral Directors	189.00			1400	400	189.00	Headstone
0555	Ms T Preston	378.00			1400	400	378.00	Headstone
194	Mrs D Finch	20.00			1200	100	20.00	Allot 9B - rent
BACS	Banked: 23/01/2019	70.00						
BACS	Mrs D Tandy	70.00			1200	100	70.00	Allot 14A - Rent & deposit
BACS	Banked: 24/01/2019	20.00						
BACS	Mr P Todd	20.00			1200	100	20.00	Allot 28B - rent
BACS	Banked: 28/01/2019	20.00						
BACS	Mr A Watson	20.00			1200	100	20.00	Allot 31 - rent
385	Banked: 31/01/2019	521.00						
0556	Coombes & Sons	401.00			1400	400	401.00	Interment of ashes
195	Mr R Brimicombe	30.00			1200	100	30.00	Allot 7 - rent
196	Mr B Reynolds	50.00			1200	100	50.00	Allot 33 - rent
197	Ms A Belben	20.00			1200	100	20.00	Allot 15A - rent
198	Mr & Mrs G Johnson	20.00			1200	100	20.00	Allot 1B - rent
BACS	Banked: 31/01/2019	70.00						
BACS	Mr D & Mrs C Nicholls	70.00			1200	100	70.00	Allot 5A - rent & deposit
Subtotal Carried Forward:		19,109.46	0.00	1.50			19,107.96	

25/02/2019

Bovey Tracey Town Council

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10:38

Cashbook 1

User: LINDA

Current Account

Receipts received between 11/12/2018 and 18/02/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
BACS	Banked: 11/02/2019	15.00						
BACS	A Thain	15.00			1500	100	15.00	Green Man Festival
BACS	Banked: 11/02/2019	20.00						
BACS	S Spencer Fuller	20.00			1200	100	20.00	Allot 24 - rent
	Banked: 11/02/2019	15,000.00						
Virement	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Virement
BACS	Banked: 18/02/2019	15.00						
BACS	S Ford	15.00			1500	100	15.00	Green Man Festival
Total Receipts:		34,159.46	0.00	1.50			34,157.96	

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Interest	Banked: 09/01/2019	9.73						
Interest	Lloyds Bank	9.73			1090	100	9.73	Interest
BACS	Banked: 10/01/2019	780.00						
BACS	DCC	780.00			1100	100	780.00	Grant
BACS	Banked: 17/01/2019	6,565.96						
BACS	HMRC	6,565.96			105		6,565.96	VAT repayt.
BACS	Banked: 30/01/2019	7,545.23						
BACS	HMRC	7,545.23			105		7,545.23	VAT repayt
BACS	Banked: 31/01/2019	228.00						
BACS	Devon Air Ambulance	228.00			1900	100	228.00	Contribution to works
Total Receipts:		15,128.92	0.00	0.00			15,128.92	

Bovey Tracey Town Council

Bank - Cash and Investment Reconciliation as at 18 February 2019

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	18/02/2019 Current Account	15,414.73
2	01/02/2019 Bus Bank Instant	219,423.31
3	01/02/2019 Lloyds Deposit 07214996	350,438.19
		585,276.23
<u>Unpresented Payments</u>		
1	26/11/2018 571	17.96
1	10/12/2018 588	149.00
1	10/12/2018 588	-149.00
1	08/01/2019 598	30.00
1	08/01/2019 602	81.54
1	28/01/2019 618	2,085.83
1	28/01/2019 619	64.80
1	28/01/2019 620	283.64
1	04/02/2019 621	2,270.54
1	04/02/2019 622	369.41
1	11/02/2019 627	48.00
1	11/02/2019 628	383.98
1	11/02/2019 632	20.62
1	11/02/2019 633	33.22
1	19/02/2019 635	272.75
1	19/02/2019 636	25.29
1	19/02/2019 637	12.53
1	19/02/2019 638	118.80
1	19/02/2019 639	283.64
		6,402.55
		578,873.68
<u>Receipts not on Bank Statement</u>		
0	18/02/2019 All Receipts Cleared	0.00
		0.00
<u>Closing Balance</u>		
		578,873.68
<u>All Cash & Bank Accounts</u>		
	Current Account	9,012.18
	Lloyds Deposit (CiL) 66934760	18,480.98
	Lloyds Deposit - 00711234	204,423.31
	Lloyds Deposit - 07214996	350,438.19
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	582,354.66

Bovey Tracey Town Council

Fees & Charges - Review (2019/2020)

- Section 1 - Cemetery Fees (Parts 1 - 5)
- Section 2 - Allotment Fees
- Section 3 - Christmas Lights
- Section 4 - Town Centre Baskets/Boxes
- Section 5 - Gravedigger Fees

Section 1 - Cemetery Fees

PART 1 - INTERMENTS

	2018/19 fees	2019/20 Proposed (Parishioner)	2019/20 Proposed (Non- Parishioner)
For the interment in a grave for which no exclusive right of burial or exclusive grant of burial has been granted:			
(a) A stillborn or a child whose age did not exceed FIVE years at the time of death.	No Charge	No Charge	No Charge
(b) A child whose age at the time of death did exceed FIVE years but did not exceed TWELVE years.	£245 (£490)	£250	£500
(c) A person whose age at the time of death exceeded TWELVE years:			
Single - 4ft (1.22m Depth)	£553 (£1106)	£564	£1128
Double - 6ft (1.83m Depth)	£654 (£1308)	£667	£1334
Treble - 8ft (2.44m Depth)	£780 (£1560)	£796	£1592
For any interment in a walled grave in respect of which an exclusive right of burial has been granted.	A quotation will be given	A quotation will be given	A quotation will be given
For any interment of cremated remains.	£168 (£336)	£171	£342

**PART 2 - EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES
(PURCHASE)**

For the right of burial for a period not exceeding 100 years.			
(a) In an earthen grave 8 feet by 3 feet	£620 (£1240)	£632	£1264
(b) In an earthen grave 8 feet by 6 feet	£1233 (£2466)	£1258	£2516
For exclusive right of burial in a child's grave not exceeding 3ft 6" by 1ft 6"	£233 (£466)	£238	£476
Cremation Plot	£233 (£466)	£238	£476

PART 3 - WALLED GRAVES

For the right to construct and for the exclusive right of burial for a period not exceeding 100 years.			
(a) In a grave 8 feet by 4 feet	£880 (£1760)	£898	£1796
(b) In a grave 8 feet by 8 feet	£1767 (£3534)	£1802	£3604

THE FEES INDICATED FOR PARTS 2 AND 3 INCLUDE THE DEED OF GRANT

PART 4 - MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS

For the right to erect or place on a grave for which exclusive right of burial has been granted:			
(a) A headstone or cross not exceeding 4 feet in height or 2 feet 6" in width incorporating or not a vase.	£189 (£378)	No change	No change
(b) A granite, marble or other stone constructed vase alternative to a memorial.	£62 (£124)	No change	No change
(c) A tablet on any grave where a memorial existed before 1 st April 1976.	£92 (£184)	No change	No change
(d) A kerb-set, (including headstone) size not to exceed 8" in height, 2.160m (7'1" in length and 0.940m (3'1" wide)	£245 (£490)	No change	No change
(e) A kerb-set as an addition to an existing headstone.	£129 (£258)	No change	No change

For the right to place on a child's grave for which the exclusive right of burial has been granted, a headstone, cross or similar not exceeding 3 feet in height and 1 foot 3" in width incorporating or not a vase	£95 (£190)	No change	No change
A tablet or vase-tablet on a cremation plot or a small headstone.	£102 (£204)	No change	No change
Additional inscription after the first.	£62 (£124)	No change	No change

PART 5

Search Fee	£28	No change	N/A
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Section 2 - Allotment Fees

Allotment Plots Rental (Older Plots)	£20 pa	No change	N/A
Allotment Plots Rental (Newer Plots)	£50 pa	No change	N/A
Allotment Deposits	£50	No change	N/A

Section 3 - Christmas Lights

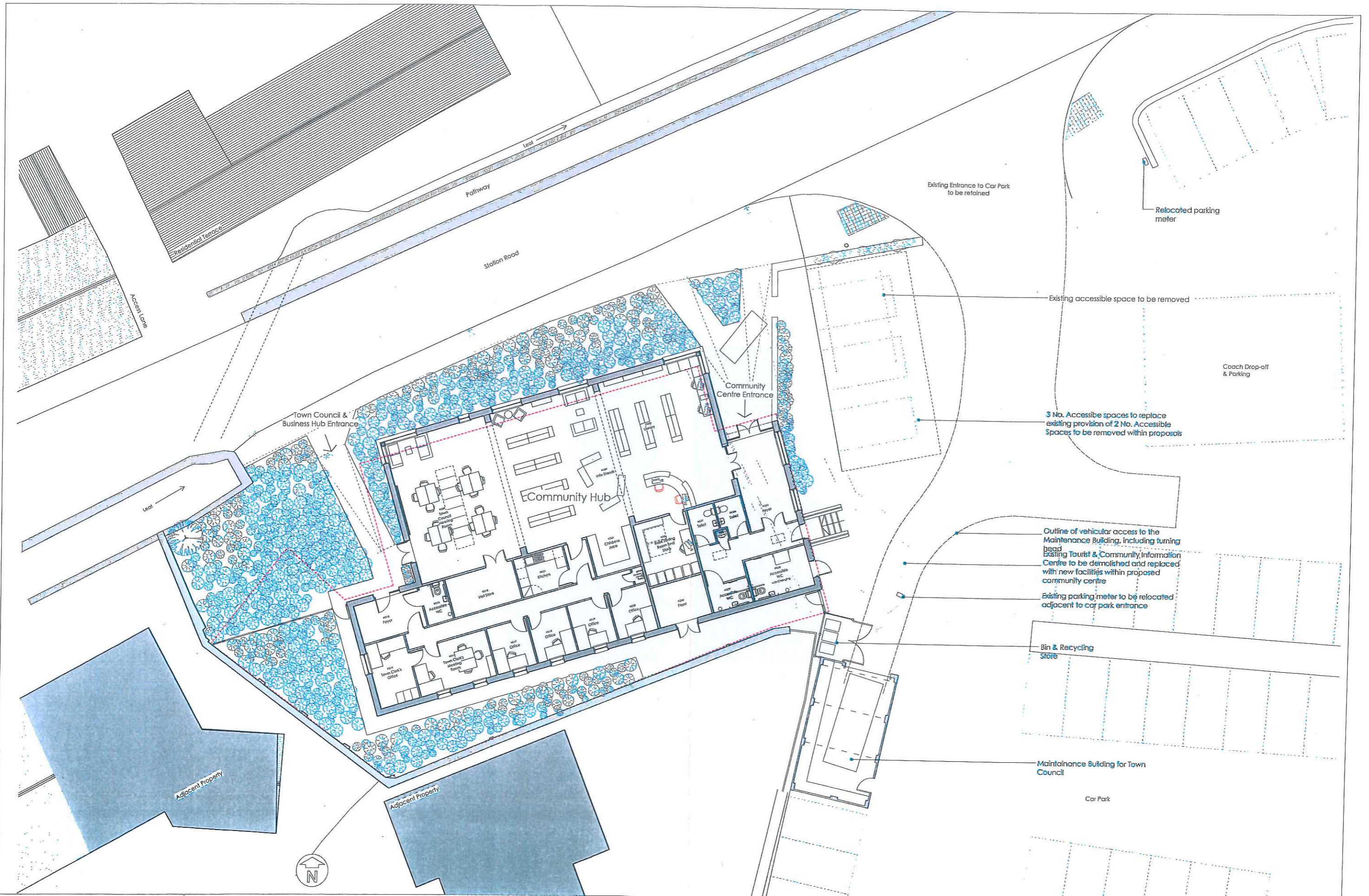
Supply and fit Christmas Tree	£45	No change	N/A
Business Contribution towards Town Centre Lights	£30	No change	N/A

Section 4 - Town Centre Baskets/Boxes

Purchase of a serviced basket/box	£25	No change	N/A
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Section 5 - Gravedigger Fees

Preparation of a Single Depth Plot	£335	£385	N/A
Re-opening a Plot	£335	£385	N/A
Preparation of a Double Depth Plot	£430	£470	N/A



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This is a PLANNING APPLICATION drawing only.


Do not scale from this drawing.

Notes:



Scale 1:100 @ A1

Project Title	Bovey Tracey Community Centre Station Road, Bovey Tracey for: Bovey Tracey Town Council	
Scale	1:100 @ A1	
Drawn By	PC	
Date	30/10/18	
Drawing No.	1000 0 15	
Project No.	10121 37776	
Rev No.	1	



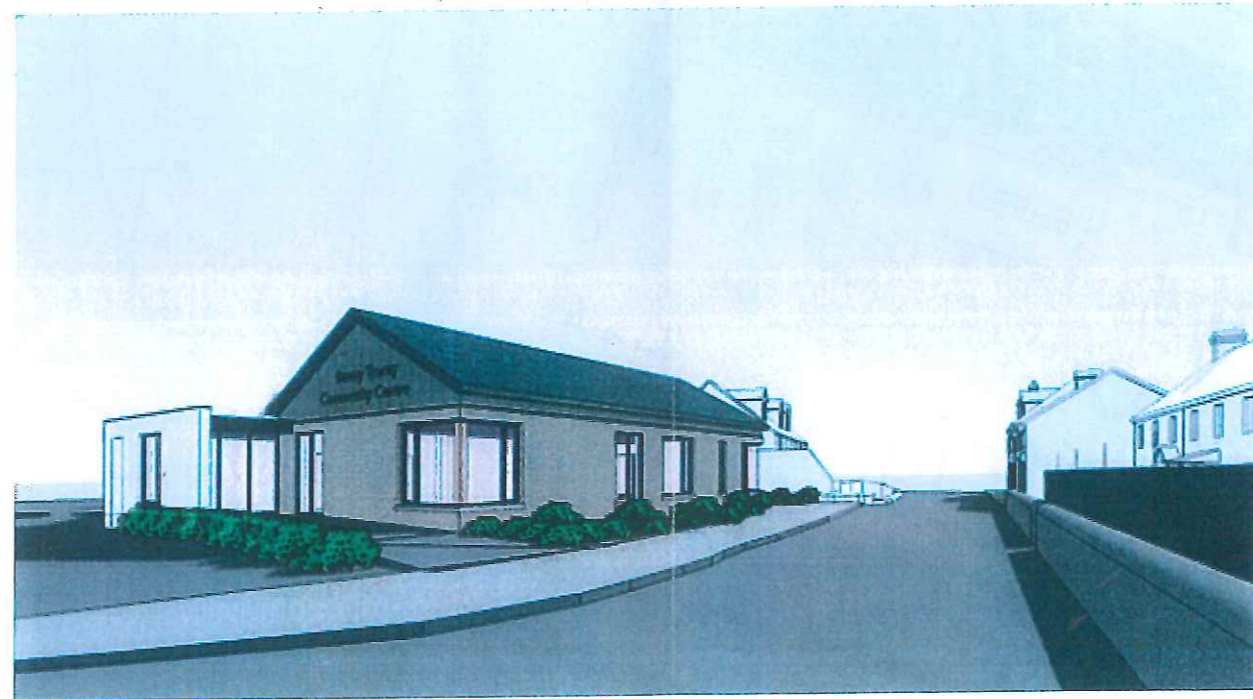
Peregrine Mears
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The Studio
Sturminster Newton
Dorset
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Contact us:

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Matt Hatchell-07538791780

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POSITION STATEMENT – Covenanted Land off The Le Molay-Littry Way

This statement is being issued to clarify the position relating to the covenanted land held by Bovey Tracey Town Council off The Le Molay-Littry Way, as a result of queries from members of the public

Background

In the 1990s the freehold of this land (approximately 3 hectares) was transferred to the Town Council by developers of adjoining new estates with a covenant attached restricting the area in question for future community use (i.e. no further residential development on it).

Two unsuccessful attempts were made in the mid-1990s to early 2000s period by a community group to establish firstly a new community & multi-purpose sports facility on the land, and then a multi-use single storey community facility. Despite setting up a Community Centre Trust and gaining conditional planning permissions, the projects collapsed due to the inability to raise sufficient funding, and the Centre Trust was dissolved, with the land being returned to Bovey Tracey Town Council.

More recently

Many will remember that around 2011, there was an attempt by a well-known supermarket group to build a new store on the land. This was opposed by many in the town, which led to a community consultation being undertaken by the Town Council concerning the future use of the land. The consultation exercise received 1,981 responses, with 94.63% of respondents supporting the use of the site for a replacement primary school, with additional community facilities. This remains the position for the Town Council today.

Teignbridge District Council, as Planning Authority, established its Local Plan for 2013-2033, which was officially adopted in 2012. In the Plan, Policy BT4 (relating to Bovey Tracey) states that the District Council would support the provision of community related facilities on this site, including a replacement primary school, multi-use community buildings and public open space such as allotments, orchards, sports and recreation facilities.

It is clear from the current situation the Primary School finds itself in today, with the amount of new housing development taking place within the town, that the need for a larger school on a new site is greater than ever. The covenanted land being discussed here is seen presently as the only realistic and available site for such a new school to be situated. Discussions between Devon County Council, the school, and the Town Council continue around this today.

In 2017, an approach was made to the Town Council by a Community Interest Organisation to seek support in progressing a Community facility on the land. While the Town Council's view at the time was in principle to support progressing such a facility, this could not be taken further until a firm decision about a new school is arrived at.

Current Position

The completion of a Neighbourhood Development Plan (NDP) for Bovey Tracey parish is currently being undertaken after a Community Questionnaire on the issues affecting the town and the facilities the Community would like to see in Bovey Tracey for the foreseeable future. This is a Plan that the community will be asked to vote on in a referendum before adoption by Teignbridge Council, which would provide legal force in planning matters to the wishes of the local community. The two issues

which are considered most essential by the greatest number of participants to be addressed are medical capacity (97%) and school capacity (94%).

Funding for a new school is a major hurdle at present due to Government restrictions on local government spending. The figure given for a new 420 place school is estimated at £6.5 to £7 million. At present £2.0 to £2.5 million is available for increasing school capacity. This is leading to considerations of expanding the existing site or splitting the school between the existing site and the covenanted land, with a hope that the school will be able to transfer across later when additional funding is available.

Although uncertainty still remains around the future deliverability of a replacement school, previous consultation highlights how important this land is for the community either for a school on its own or combined with the provision of additional facilities for community use.

The view of the current Town Council is that until the NDP is agreed, it would not be appropriate at this time to change Teignbridge's existing BT4 Local Plan Policy. However, if additional funding becomes available for a new school in the meantime, this would be considered, along with the possibility of incorporating community facilities (e.g. sports, arts, education, welfare) that the NDP is likely to highlight as desirable by the community, for which funding would also be needed. At this point, the council would want to engage Legal Counsel to ensure any restrictions from the covenant on the land would be met, and how the responsibility for the land would best be managed for the benefit of the town.

DRAFT

BOVEY TRACEY TOWN COUNCIL RISK MANAGEMENT POLICY

The following are the Town Council's current internal controls for risk management of all areas of the Town Council's activities.

1. Plays Areas – Mill Marsh Park & Recreation Ground

Weekly recorded inspection of the play equipment of the two play areas. The Town Council undertakes an annual inspection of play areas in January with The Play Inspection Company. Any recommendations are reported to the Town Council and subsequently minuted.

2. Town Hall

Annual maintenance contracts are in place for the servicing of:

- i. Emergency lighting
- ii. Fire extinguishers

Since the Town Council disposed of the Town Hall in January 2016, responsibility for the safety inspections, fire alarm testing and emergency lighting system is undertaken by Dartmoor Whisky Distillery.

3. Cemetery

- i. Annual written recorded inspection of headstones to check stability.
- ii. Contractor employed to undertake interments on behalf of the Town Council. £5,000,000 Public Liability insurance required.

4. Old Railway Station

The Town Council owns this building, under the terms of the lease the Heritage Trust are recharged for the building insurance. Adequacy of cover is reviewed annually.

5. Vehicles, Machinery & Electric Tools/Appliances

- i. The Town Council Mitsubishi vehicle is serviced annually with an authorised dealership.
- ii. All grounds maintenance equipment is serviced by an authorised dealership.
- iii. Contractors are employed to undertake the grass cutting, tree works and hedge cutting for the Town Council's open spaces. Method statements and H&S policies are submitted and a minimum of £5,000,000 Public Liability insurance is required.
- iv. Contract prices, contract performance and conditions are reviewed annually in October, prior to budget setting.
- v. All electric tools/appliances are PAT tested on an annual cycle (last test December 2018)

6. Open Spaces, Seats & Bus Shelters

- i. All open spaces under the ownership of the Town Council are checked daily. Club and Organisations using the Recreation Ground are required to submit copies of their Public Liability insurance annually. Members of staff are qualified to undertake herbicide application.
- ii. Quantified Tree Risk Assessments are undertaken bi-annually on Town Council assets
- iii. Seats owned by the Town Council are checked annually and follow a three-year maintenance/repainting programme.
- iv. Bus shelters are checked and cleaned regularly.

7. Health & Safety Review

The Town Council undertakes an annual H & S Review in January with their insurers WPS. Any recommendations and required actions are reported to the Town Council and subsequently minuted.

8. Fixed Asset Management

- i. Clear statements of management responsibility are delegated for each area of service within the organisation
- ii. Up to date register of fixed assets is maintained
- iii. Asset insurance valuations agree to those listed in the asset register
- iv. Annual review of insurance risk and adequacy of cover is undertaken and minuted.

9. Office Equipment & CCTV Equipment

- i. Annual service and maintenance contracts in place.
- ii. Training is provided for safe use of these items of equipment

10. Internal Controls for Financial Risk Management

A comprehensive Risk Assessment of Financial and Non-Financial Internal Controls is undertaken annually.

11. Members Code of Conduct

Pursuant to Section 27 of the Localism Act 2011, Bovey Tracey Town Council has revised its adopted Code of Conduct on 18th September 2017.

12. Risk Management Controls

It will be a duty of the Town Council to review the Risk Management Controls of the council's activities on an annual basis.

TOWN MAYOR'S ENGAGEMENTS FOR THE PERIOD 22ND JANUARY 2019 – 18TH MARCH 2019

DATE & TIME	EVENT	VENUE	ATTENDED BY
Monday 4 th February	Dementia Presentation	Council Chamber Town Hall	Mayor, Councillors & Staff
Wednesday 6 th February	Meeting to discuss the formation of a Business Association	Dartmoor Whisky Distillery Old Town Hall	Mayor
Sunday 10 th February	Teignbridge District Council Civic Service	St Peter, Paul & Thomas of Canterbury Church Bovey Tracey	Mayor
Tuesday 19 th February	Exhibition Foundation Trust	Council Chamber Town Hall	Mayor
Monday 11 th March	Raising of Commonwealth Flag	Old Forde House Newton Abbot	Mayor

Note: The Town Mayor as Ex Officio, has also attended 7 Council meetings and 6 Neighbourhood Plan meetings in this period.

BOVEY TRACEY TOWN COUNCIL

PROGRAMME OF MEETINGS FOR 2019/2020

	Planning Committee Starting time: 6:30 pm	Planning Committee Starting time: 6:30 pm	Planning Committee Starting time: 6:30 pm
Council Meeting Starting Time: 7:00 pm		Recreation, Parks & Property Committee Starting Time: 7.00pm <i>(please note start time may be delayed, pending finish time of any meeting prior)</i>	Finance, Resources & General Purposes Committee. Starting Time: 7.00pm <i>(please note start time may be delayed, pending finish time of any meeting prior)</i>
13th May 2019 Annual Meeting	20th May 2019	3rd June 2019	17th June 2019
1st July 2019		15th July 2019	2nd September 2019
16th September 2019	30th September 2019	14th October 2019	28th October 2019
11th November 2019	25th November 2019	9th December 2019	13th January 2020
27th January 2020 Heathfield Community Centre	10th February 2020	24th February 2020	9th March 2020
23rd March 2020		6th April 2020	20th April 2020
Tuesday 5th May 2020 Annual Meeting			

The **Annual Town Meeting** will be held on **Wednesday 25th March 2020**

Normally all meetings will be held on Monday evenings in the Council Chamber except for the meetings of Full Council, which will be held at either the Baptist Church Hall (Hind Street) or Heathfield Community Centre. Additional meetings may be arranged in the summer recess to deal with planning and any urgent Town Council business.

Bank & Public Holidays 2019/20

6th & 27th May 2019
 26th August 2019
 25th & 26th December 2019
 1st January 2020
 10th & 13th April 2020 – Easter
 4th May 2020