**MEETING OF BOVEY TRACEY TOWN COUNCIL**

**HELD AT THE RIVERSIDE COMMUNITY CENTRE ON MONDAY 20TH SEPTEMBER 2021 AT 7.00PM**

**Present:**

The Town Mayor, Cllr S Brooke

Cllr A Allen Cllr S Light

Cllr J Arnold Cllr E Kelly

Cllr U Arnold Cllr D Fletcher

Cllr A Kerswell\* Cllr E Kelly

Cllr K Morgan-West Cllr G Gribble\*\*/\*

\*\*County Cllr

\*District Cllr

**In attendance:**

Mr M Wells – Town Clerk

Ms A Christie – Assistant Town Clerk

A committee member of the Neighbourhood Watch

A committee member of the Residents’ Association   
1 member of the public

Rev K Hooke

The meeting was chaired by the Town Mayor, Cllr S Brooke.

*Prior to the meeting the Town Mayor held a 1-minute silence in memory of serving Cllr D Elphick who recently passed away. The Town Mayor also passed condolences to Cllr Mrs Kerswell following the recent passing of her partner.*

**FC.21/52 Apologies for absence**

Cllr R Bradshaw – Personal commitment

Cllr J Cole – Personal commitment

Cllr O Mills – Work commitment

**FC*.*21/53Declarations of Interest and Requests for Dispensations**

Cllr A Allen declared a pecuniary interest in Item FC.21/59 ii and agreed to leave the meeting.

**FC.21/54Minutes**

i) The minutes of the Council Meeting held on 28.06.21 *(\*copy previously circulated)* were confirmed as a true record and were duly signed by the Town Mayor.

ii) Members were advised that the residents leaflet detailing the responsibilities of the Town, District and County Council had been designed and circulated with a previous edition of the Quality Update. Cllr Gribble highlighted that he is having ongoing discussions in relation to the uneven pathway connecting Churchfields Drive and Coombe Close as well as awaiting a meeting with the Head of Highways regarding Electronic Vehicle Charging Points.

**FC.21/55Standing Item – Climate Emergency:**

Members noted the Council Declaration and agreed to embed the Climate Emergency Declaration across all Council services, activities, plans and other relevant work, considering the environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

**FC.21/56Reports from Key Bodies on Parish related matters:**

**i) Rev K Hooke (Chaplain to the Council)** A written report was provided by Rev Hooke *(\*copy previously circulated)* which outlined the ongoing work of the churches within the community. Church buildings are now all open for public worship, with both the groups for discipleship and the community-focused activities for social contact and support now also restarting. The families and children’s workers continue to be effective workers within the town, alongside other volunteers and staff. In August, a successful united service was arranged, attended by somewhere between 150 and 200 people, in the marquee following the Flower Society’s annual summer show, and Church leaders shall be meeting later this month to start considering joint arrangements for Remembrance and in the run up to Christmas. Rev Hooke, on behalf of the Churches, thanked the Councillors for their hard work in serving and representing our town.

**ii)** **Police** A written report was provided by PCSO Paul Wilson *(\*copy previously circulated).* In the period 1st June – 31st August 2021 there were 83 recorded crimes across the Bovey Tracey area. Figures for the period show that the most recorded crimes were linked to Assaults (24), Harassment offences (18), Criminal Damage (12), Public Order offences (11). Police responded to approximately 192 other incidents in the same period. The Police have held virtual meetings through the Town Council and have also held a public meeting at the new Riverside Community Centre and continue to work with all parts of the community to find innovative ways to ease some of the issues that affect daily lives.

**iii) County, District and Town Councillors**

DCC, TDC and Town Cllr Gribble advised members that he has been working on numerous highway related matters, Public Rights of Way enquiries and parking issues. He is currently awaiting a meeting with the Head of Highways and Cabinet Member in relation to vehicle charging points in the parish and has also been involved in defibrillator provision and responding to funding applications from local groups and organisations.

**TDC Cllr Kerswell** nothing significant to report due to recent bereavement and personal circumstances.

**Cllr U Arnold** thanked the Bovey Tracey Carnival Committee for organising such great events during the summer season. This was echoed by all.

**Cllr Kelly** updated members following a recent remote meeting with the Town Clerk, County Councillor and two DCC Engineers in relation to the proposed work to replace the road affected by the landslip at Newpark.

**Cllr U Arnold** requested an update on the submission of a Road Closure application for the Christmas Lights switch-on event. The Town Clerk advised that a reply was awaited from Cllr Cole who had previously led on this event.

**iv) Town Mayors Interests**

**Cllr Brooke** praised the organisation of the Town’s events, enjoyed by residents and visitors over the summer period following difficult times as well as the unknown risk of cancellation due to the pandemic. There was good attendance, and it was noted how fortunate the town is to have these events in these current times.

**Cllr Brooke** referred to ongoing work in relation to the Parish Emergency Plan, Britain in Bloom judging and the work of the Capital Expenditure Task & Finish Group who meet again later this week.

**Cllr Brooke** invited all residents who wish to get involved in the management, enhancement and future development of the park, to attend the event scheduled for 1.00pm on Saturday 25th September in Mill Marsh Park for the launch of the tree trail by the Friends of Mill Marsh Park.

**Cllr Brooke** gave thanks to Rev Kevin Hooke & Erica Steer from the Information Centre for arranging the Bovey Tracey Help Hub fortnightly events in the community.

**v) Other outside bodies**

Nothing to report

**FC.21/57Questions and Statements by the Public**

**i) A member of the Residents Association** congratulated the local organisations for arranging such wonderful events over the summer and thanked the Town Council for supporting these events and allowing the use of Mill Marsh Park etc.

**ii) Cllr Brooke** referred members of the public to the item FC.21/62 (Resumption of In-Person Meeting Protocol) and invited feedback from those members of the public in attendance ahead of this item as to their views ahead of the item being considered by members. The consensus from those who provided feedback, were of the view that having the option to attend in person or join remotely would be preferable.

***The meeting went back into session.***

**FC.21/58 Business Raised by the Public:**No matters were raised that required further action.

**FC.21/59Recreation, Parks & Property Committee (RP&P) Committee:**

i) The minutes of the meeting held on 12.07.21 *(\*draft copy previously circulated)* were received and adopted. Cllr Kelly provided a verbal summary of the significant items discussed.

*Cllr Allen left the meeting at 7.41pm*

ii) Members considered a recommendation to approve progressing a Deed of Surrender with Bovey Tracey Football Club in relation to the Football Pavilion at the Recreation Ground. Cllr Kelly and the Town Clerk provided a verbal summary of the Committee’s discussions to date.

**Resolved:**

To approve a Deed of Surrender with Bovey Tracey Football Club and for the Town Clerk to progress the matter, to update the asset register and to insure the premises at the appropriate time.

*Cllr Allen returned to the meeting at 7.49pm*

**FC.21/60 Finance, Resources & General Purposes (FR&GP) Committee:**

i) The minutes of the meeting held on 06.09.21 *(\*draft copy previously circulated)* were received and adopted. Cllr Fletcher provided a verbal summary of the significant items discussed. Cllr Fletched congratulated the Town Clerk on the external audit and welcomed Amy Christie as the recently appointed Assistant Town Clerk.

**FC.21/61 Planning & Environment Committee:**

i) The minutes of the meetings held on 12.07.21 and 06.09.21 *(\*copies previously circulated)* were received and adopted.

ii) Members considered a response to the DCC Disabled Parking and Control of Waiting Amendment Order relating to the parish. Cllr Kelly and the Town Clerk provided an update following a response from DCC to questions raised.

**Resolved:**

To formally respond to the consultation supporting the application for a Disabled Parking Bay in Fore Street in principle, however recommending that this should not be at the detriment of a limited parking bay and therefore an alternative location to the proposal should be sought.

**FC.21/62 Resumption of In-Person Meeting Protocol.**

Members reviewed the current risk assessment in relation to ongoing meeting arrangements.

**Resolved:**  
Following discussion it was agreed to defer consideration of any change to the current protocol/arrangements and review again at the next meeting in November.

**FC.21/63 Asset Register**

Members reviewed the Town Council’s Asset Register *(\*copy previously circulated).*

**Resolved:**  
Following discussion, members approved the current Asset Register as an accurate current record of the Town Council’s assets. The Town Clerk to add acquisitions when appropriate (e.g. Football Pavilion). Cllr Mrs Kerswell requested that a future home is identified for the Town Council’s Bier.

**FC.21/64 Financial & Non-Financial Internal Controls**

Members reviewed the current Financial and Non-Financial Internal Control document *(\*copy previously circulated).* The Town Clerk highlighted areas of action.

**Resolved:**

To approve the Financial and Non-Financial Internal Control document.

**FC.21/65 Councillor Co-Option Policy**

Members considered adopting the draft Co-Option Policy *(\*copy previously circulated).* Members discussed the content and raised questions in relation to the process.

**Resolved:**  
To adopt the Policy as drafted, with an amendment highlighting that Councillors should not be lobbied and equally Councillors should not lobby applicants.

**FC.21/66 Bovey Parish Emergency Plan**

Members considered adopting the Draft Emergency Plan *(\*copy previously circulated).* Cllr Brooke invited comments and discussion around the content.

**Resolved:**

To adopt the plan in its current format and publicise the production of the plan within the next Quality Update, inviting feedback from the community to feed into a first review.

**FC.21/67 Bovey Parish Neighbourhood Plan**

In the absence of the Steering Group Chairman, the Town Clerk provided a verbal update. The Regulation 16 Consultation exercise closes on 27th September at 12 noon. An Independent Examiner has now been appointed and consultation responses will be provided to the examiner as part of the examination process. The Referendum date will then be set by Teignbridge DC.

**FC.21/68 Climate Emergency**

In the absence of the Working Group Chairman, Cllr Fletcher provided a verbal update. The Wildlife Wardens are surveying graveyards and have collated a species list. A public event is being scheduled to highlight how people can compost at home. Secure bicycle parking is being examined further. A report is being prepared in relation to Solar PV Panels for the Riverside Community Centre.

*Meeting closed at 8.28pm*