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# DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS

# MONDAY 13TH JULY 2020 AT 7PM – HELD REMOTELY USING ZOOM

**Present:** Councillors E Price (Chair), M Adams (Deputy Chair), C Allford, J Hodgson, C Luker, P Paine and B Piper.

## In Attendance: Cllrs G Allen, S Collinson and L Webberley, C Marlton (Town Clerk), member of the public

## 1. APOLOGIES FOR ABSENCE

**To receive apologies and to confirm that any absence has the approval of the Committee.**

*The Committee will adjourn for the following items:*

PUBLIC QUESTION TIME

A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.

It was agreed that the member of the public would speak under item 6.

*The Committee reconvened.*

## 2. CONFIRMATION OF MINUTES

**To update on any matters arising from the minutes of 8th June 2020. (Note: already agreed through Full Council.)**

No matters arising. Minutes already ratified.

## 3. ALCOHOL LICENSE

**To consider a variation to the premises licence of Morrisons Service Station, Station Road, Totnes, TQ9 5JR from Wm Morrison Supermarkets PLC. The application is to extend the hours for sale of alcohol for consumption off the premises to 24hrs. The hours currently licensed for the sale of alcohol is Monday to Sunday from 6am to midnight.**

Object to the variation for the following reasons:

* Public Safety – concern that the location could attract those driving under the influence of alcohol.
* Prevention of Public Nuisance – the service station sits in a residential area.
* Prevention of Crime and Disorder – 24 hour sale of alcohol could see this location become a magnet for the homeless, drug and alcohol addicts.
* Safeguarding – for the staff in the store and for young people given the close proximity to KEVICC, the Skate Park and Vire Island.

## 4. BUDGET MONITOR

**To consider the current year’s budget allocations, budget monitor, balances and forecast.**

Noted and agreed.

## 5. GREEN TRAVEL COORDINATOR

**To note receipt of the S106 funding and to consider a recruitment timeline.**

Noted. Funding has been received from TQ9 for the position. An update will go onto the Totnes Town Council website setting out the position, that the recruitment campaign will formally go out mid-August with interviews to be held in September.

## 6. PUBLIC REALM WORKING GROUP

***T*o consider any action points and proposed expenditure, including how to progress the Shared Space project.**

It was **RECOMMENDED** to Full Council to approve the amended Public Realm budget for 2021 – attached.

It was **RECOMMENDED** to Full Council to approve up to £20000 (and give Council Matters delegated authority to finalise a specification) for an electric vehicle for the Town Maintenance Officer, with the Clerk to investigate various options and report back to the Council Matters committee with costed options.

It was **RECOMMENDED** to Full Council to place planters at Bank Lane and outside the Guildhall and apply to place planters at the locations identified by STAG/Cllr Luker as part of shared space measures.

It was **RECOMMENDED** to Full Council that Cllr Collinson be Deputy Chair of the Public Realm Working Group.

It was **RECOMMENDED** to Full Council a policy position from the Town Council that prohibits the permanent placement of commercial bins on Fore and High Street for the storage of rubbish. The policy would not affect the placement of soft bags or bins left on the pavements overnight.

It was **RECOMMENDED** to Full Council that the draft letter from Cllr Luker is reviewed and is widened out to the neighbouring villages in terms of circulation.

Standing Orders were suspended to enable a member of the public to speak. The member of the public explained a proposal to prevent a right turn onto Plymouth Road from The Narrows, and left turn by the Bay Horse Inn to prevent rat run behaviour. The item will be included on the Full Council agenda

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Standing Orders resumed.

It was **RECOMMENDED** to Full Council that the Council does not move the notice board outside the Town Mill to the bus stop as requested, as the Town Council already has advertising space on the bus shelter. It was noted that the request is from the Totnes Trust, not Bridgetown Alive. Notice board outside the Town Mill.

## 7. NEIGHBOURHOOD PLAN

**To receive an update on the Neighbourhood Plan (standing item).**

Noted. Revisions to the plan were agreed at the meeting last week. The next Working Group is planned for 27th August to review the final document with the aim of sending it to Full Council in September for endorsement.

## 8. CEMETERY WORKING GROUP

**To consider any action points and proposed expenditure.**It was **RESOLVED** that the grounds maintenance contract is unchanged in the current year, but that the maintenance specification is reviewed in good time prior to budget setting and contract tendering, to allow for any changes to be properly costed.

It was **RESOLVED** that the six cherry trees can be planted as long as they are on a dwarfing rootstock, with the TMO and Administrator having input on the planting locations.

## 9. TOTNES MUSEUM

**To note a proposed change in the governance of Totnes Museum and the landlord responsibilities**

**associated.**

Noted. It was **AGREED** that the Museum Trustees will be asked to pay for the rewrite of the lease given their change of organisational status.

## 10. TRANSITION TOWN FUNDING AMENDMENT

**To consider a minor alteration to previously agreed S137 funding.**

Cllr Hodgson declare a personal interest.

It was **AGREED** to allow the remainder of the funding allocated (£1452) to be used on the Transition Streets project.

T*he Committee* ***RESOLVED*** *to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

## 11. COMMERCIAL CONTRACT

**To consider how to proceed with a commercial contract given liquidation of the company.**

It was **RECOMMENDED** to Full Council that Perch and Ponder be appointed to undertake the continued wayfinding project to allow continuity of design team.

## 12. LEGAL MATTER

**To consider an update and actions required.**

It was **RECOMMENDED** to Full Council that the clerk action a solicitor’s letter and application to SHDC for an Asset of Community Value.

## 13. CLERK CONTRACT

**To consider a reviewed employment contract for the Town Clerk.**

It was **RECOMMENDED** to Full Council that amendments were made to the employment contract as follows:

  a) That full time should be 35 hours a week for all staff (budget calculations needed).

  b) That the holiday entitlement for all staff be reviewed.

  c) That the notice period in the Clerk's contract should be increased to three months on both sides.

## 14. STAFF UPDATE

**To note a general staff update.**

Noted.

## 15. BANK RECONCILLATION

**To consider and agree the bank and petty cash reconciliations.**

Noted.

## 16. DATE OF NEXT MEETING

**To note the date of the next meeting of the Council Matters Committee – Monday 14th September at 7.00pm.**

Noted.

Catherine Marlton

Town Clerk