

MINUTES OF THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 2ND MARCH 2015 AT THE GUILDHALL TOTNES

Present: Councillors Hodgson (Chairman), Harper, Westacott MBE, Vint, Horsburgh, Boswell, Marion Adams, Greenway, Cohen, Wellwood, Rosie Adams, Whitty and Harvey

Apologies: Councillors Finn, Gorman and Craddock

In Attendance: Helen Nathanson (Town Clerk), Peter Bethel (Town Sergeant), 9 members of the public and 1 member of the press

No	Subject	Comments
1	The Mayor will open the Meeting and receive apologies.	It was RESOLVED to approve the apologies.
2	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate. Please note that if any Councillor is a member of any Town organisation by enrolment and/or paid subscription this must be declared and these declarations of interest also made known at the time of discussing such items.	There were no amendments.
	<i>The Council will adjourn to conduct the following business:</i>	<i>The Council adjourned to conduct the following business:</i>
3	<p><u>Public Question Time:</u> A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Council or other items that affect Totnes.</p> <p><u>Reports from County and District Councillors</u></p> <p><u>Report from Inspector Tomlinson, Devon and Cornwall Police</u></p>	<p>Members of the public spoke about the following matters: A resident has been in touch with the Post Office about the size of the letter aperture in the post boxes at the top of town. He pursued this via the PO complaints procedure and then via his MP but the PO maintains that you can post an A4 letter. He would like the Council to take this up on his behalf and it was agreed that it would go to the Place Committee.</p> <p>There is a strip of land near Victoria Court where a large Leylandii tree stands. DCH wants to cut it down because it may be in danger of falling over and a resident would like this to be stopped because he is concerned that DCH is removing too many trees around the immediate area. The resident was invited to the next Place meeting to discuss this in more detail. The Deputy Clerk was asked to inform DCH about the Council's interest in this matter.</p> <p>It was RESOLVED to write to the Government to challenge the new regulation which states that developments of 10 houses or fewer do not need to include affordable housing. This was noted.</p>
	<i>The Council will convene to conduct the following business:</i>	<i>The Council convened to conduct the following business:</i>
4	<p>To approve and sign the Minutes of the following Meetings :</p> <ol style="list-style-type: none"> a. Full Council 2nd February 2015 b. Operations Committee 16th February 2015 c. Place Committee 3rd February 2015 d. Personnel Committee 23rd February 2015 – Confidential 	It was RESOLVED to approve and sign the Minutes of the meetings detailed.

5	To consider any matters arising from the Minutes.	<p>The following matters arose:</p> <p><u>Full Council</u></p> <p>Item 5 The Case Officer has requested that the decision on the Riverside Care Home is dealt with by delegated authority; however Town Councillors expressed their dissatisfaction with this and asked the District Councillors for Bridgetown to reconsider their agreement to provide delegated authority and instead refer the decision to SHDC Development Management Committee.</p> <p>The People Committee will not be able to produce a plan for Participatory Budgeting in time for the April grants so these will be dealt with in the usual manner.</p> <p>Item 7 The proposed reduction to the Stagecoach routes has been challenged by County Councillor Vint. DCC does not subsidise this route and is therefore not in a position to influence the decision.</p> <p><u>Operations Committee</u></p> <p>Item 4 It was RESOLVED to approve the accounts for payment as detailed in the Minutes of this Committee.</p> <p>Item 6 The Terms of Reference for the Totnes Heritage Partnership were discussed and it was RESOLVED to approve the Terms of Reference with the proviso that the Town Council representative on the Partnership must consult with the Full Council at every stage. It was agreed that the members of the Trusts WG should take this forward for action and that the Link Councillor for Heritage should continue to be one of the representatives after the elections.</p> <p>Item 8 It was RESOLVED to approve the Statement of Internal Control.</p> <p>Item 9 It was RESOLVED to approve the Policy with the addition of the following amendments: “Town Councillors who are members of another local authority and who are entitled to an allowance from that authority should be guided by the Declaration of Interest Guidance in the Council’s Code of Conduct.” “Councillors must attend 75% of meetings in order to qualify for this allowance.” “cllrs can claim a paid basic allowance....remove the “reflects the need” to end of sentence.</p> <p>Item 10 It was RESOLVED to accept the amendment to Standing Orders.</p> <p><u>Place Committee</u></p> <p>Item 9 Councillors have been sent a link to the consultation document and were asked to read it in order to inform a Town Council response. This will be on the agenda for the next Place Committee, who will also be asked to consult with the Traffic and Transport Forum.</p> <p><u>Personnel Committee</u> This was discussed at the end of the meeting because of the</p>
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		confidential nature of the discussion.
6	To receive an update about Great Court Farm.	The Town Clerk explained that the National Planning Casework Unit had acknowledged receipt of the letter from the Town Council to request that the Secretary of State call in the Great Court Farm Planning Application. Sarah Wollaston MP has intervened on our behalf and the case is therefore more complicated and will take longer. There is a possibility that the NPCU will issue a Holding Notice to SHDC to prevent them issuing the Decision Notice until the decision has been made. It was RESOLVED to suspend Standing Orders at 9.50pm to allow a member of the public to speak at this point. The meeting was reconvened at 9.51pm.
7	To agree the following key dates: Annual Town Meeting – Thursday 19 th or Tuesday 31 st March at 7pm in the Civic Hall. Town Council AGM and May meeting- Monday 18 th May Mayor Choosing - Thursday 21 st May Honorary Citizen Presentation to Mrs Bowhay	The dates were agreed as follows: Annual Town Meeting – 31 st March at 7pm Town Council AGM and May meeting – Monday 18 th May at 7pm Mayor Choosing – Thursday 21 st May at 11am followed by a lunch The Honorary Freeman presentation - Sunday 19 th April at approximately 3pm It was also noted that the new Mayor of Vire will attend a reception in the Guildhall on Friday 1 st May at 7pm.
8	To note the Minutes of the Mansion Steering Group on 20 th January 2015.	These were noted and the Information Morning on Saturday 7 th March was highlighted to all councillors.
9	To note the TAP Fund offer from SHDC.	This was noted.
10	To receive a request to allow the Paige Adams Investments WG to meet with Charles Stanley as soon as possible in order to draft the new financial forms for the Trust and present them at the April meeting.	The request was received and was approved.
11	To receive a request and an invitation from St Mary's Church PCC.	The request from the Church to use the Guildhall on the evening of Tuesday 24 th March was approved. The Council thanked the church for the invitation and those councillors who are able to attend will do so.
12	To note the Minutes of the DALC Larger Councils Sub-Committee.	These were noted.
		<i>The Council 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.</i>
	Matters arising from the Personnel Committee	The following matters arose: Item 3 It was RESOLVED to form a Task and Finish WG to review the requirement for the Project Officer post and to provide a recommendation to the April Council meeting about the future of the post. It was agreed that Councillors Craddock, Boswell and Whitty

		<p>will be on the WG.</p> <p>Item 4 It was RESOLVED to alter the Mayor’s PA Role Description to reflect that we will ask permission to wear the chain when appropriate. This will be referred back to the Personnel Committee.</p> <p>Item 5 It was RESOLVED to approve the Recruitment and Retention Policy with the following amendments: The Decision: amend to read “employees and councillors” rather than just “employees”. Staff retention: amend to include that all staff are offered full line management support.</p> <p>Item 6 It was RESOLVED to approve the renewed staff contracts in the TIC in accordance with the recommendation from the Personnel Committee.</p>
13	To note the date of the next meeting: Monday 2nd March 2015 at 7pm.	The meeting will be on Monday 13th April at the earlier time of 6pm to allow for the meeting of the Paige Adams Trust beforehand. The meeting closed at 9.45pm.

END

MAYOR