



DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 14TH DECEMBER 2020 AT 7.30PM – HELD REMOTELY USING ZOOM

Present: Councillors E Price (Chair), M Adams, C Allford, J Hodgson, C Luker, P Paine, V Trow and B Piper (joined the meeting at 7.35).

Apologies: None

In Attendance: C Marlton (Town Clerk).

1. APOLOGIES FOR ABSENCE

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

There were no apologies.

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.

There were no members of the public who wished to speak.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To update on any matters arising from the minutes of 9th November 2020.

The minutes have already been ratified by Full Council. There were no matters arising.

3. 2021/2022 DRAFT BUDGET

To consider the draft annual budget for 2021/2022 and make a recommendation to Full Council.

Noted. As some Councillors have raised questions about the detail contained within some of the budget lines, it was **AGREED** that the full budget will be considered at the January Council Matters Committee, with an extraordinary Full Council to be called to ratify the recommendations (subsequently set for 7pm Thursday 28th January 2021). Councillors are requested to email the Clerk and Deputy Clerk with any specific questions that they have on the individual budget lines.

4. STANDING ORDERS REVIEW

To review:

a. the start time of Committees from 5.30pm to 6.00pm at the request of Cllrs C Allford, P Allford and Webberley;

To **RECOMMEND** to Full Council that the start time for Committee meetings is changed to 6.30pm for a maximum duration of 90 minutes, concluding at 8.00pm.

b. the draft terms of reference for the Totnes Future Forum;

It was **AGREED** that the structure of the two forums should be the same. The detail of the draft Terms of Reference can be agreed at a future meeting.

and

c. the draft terms of reference for the Traffic and Transport Forum.

To **RECOMMEND** that the draft Terms of Reference includes the establishment of a Steering Group, which is mirrored in the structure of the Totnes Future Forum. The Planning Committee will review the detail of the Terms of Reference.

5. FREE WEEKEND CAR PARKING

To consider paying to make South Hams District Council car parks free of charge for the weekend before Christmas.

It was **AGREED** that the Town does not accept the offer of free weekend car parking in the town due to the level of cost involved.

6. NEIGHBOURHOOD PLAN

To update on the Neighbourhood Plan submitted to South Hams District Council in September 2020.

Noted. South Hams District Council has confirmed that a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) are required. Locality grant funding is available to cover the costs of this work. To **RECOMMEND** to Full Council that the Town Council pursues the production of these documents in order to address the concerns of Natural England and enable the Neighbourhood Plan to progress to further public consultation and external examination.

7. DATES OF NEXT MEETINGS

To note the date of the next meeting of the Council Matters Committee – Monday 18th January 2021 at 5.30/6.00pm (please note the meeting time change).

Noted. The time will be confirmed as either 5.30 or 6.30pm following Full Council on Monday 11th January 2021.

Catherine Marlton
Town Clerk