

**MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL**

**MONDAY 7TH JUNE 2021 HELD IN THE CIVIC HALL**

## Present: Councillors B Piper (Chair), M Adams, G Allen, C Allford, P Allford, S Collinson, R Hendriksen, J Hodgson, D Matthews, P Paine, E Price, V Trow and L Webberley.

Apologies: Cllrs A Galvin, C Luker and S Skinner.

## In Attendance: District Councillor Birch, S Branch (Marketing & Communications Manager), S Halliday (Governance & Projects Manager) and P Bethel (Town Sergeant).

### **WELCOME TO ALL ATTENDING AND OBSERVING**

### **APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS**

**To receive apologies and to confirm that any absence has the approval of the Council. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.**

Apologies were received from Councillors A Galvin, C Luker and S Skinner and were accepted by the Council.

***The Committee will adjourn for the following items:***

**Reports from County and District Councillors.**

1. **County Cllr Hodgson**
2. **District Cllr Birch**
3. **District Cllr Rose**
4. **District Cllr Sweett**

*It was* ***RESOLVED*** *to suspend standing orders.*

a. County Cllr (C Cllr) Hodgson had circulated a report after the papers were issued. She gave an update of the changes at Devon County Council following the election on 6th May, pressing for a 20mph speed limit in towns, and confirmation of the duration of the roadworks on the Western Bypass and the hope to get an additional pedestrian crossing installed. Cllrs asked questions about the mowing of verges and the use of sprays.

b. District Cllr (D Cllr) Birch updated that the Overview and Scrutiny Committee will meet on Thursday to discuss the issues with the new waste collection contract, what has gone wrong and an action plan to take forward. Cllrs asked questions about the new waste collections: food caddies being too small, the food caddies being replaced when they already existed, the size and number of the recycling boxes for people to store in small homes, and the number of them on the street; the advertising of Baker Estates properties by South Hams District Council (D Cllr Birch confirmed that this was for shared or affordable housing); the ATMOS for Totnes campaign.

c. Cllr Rose was not present and no report was submitted.

d. Cllr Sweett was not present and no report was submitted.

*The Council reconvened.*

### **CONFIRMATION OF MINUTES**

**To approve and sign the minutes of the following Meetings:**

***(Please note confidential minutes can be agreed but any discussion must be held in Part 2)***

1. **Full Council 5th May 2021**

The following minutes were considered:

1. Full Council 5th May 2021. It was **RESOLVED** unanimously to approve and sign the Minutes.

**To note the following minutes:**

1. **Council Matters Committee 17th May 2021.**
2. **Planning Committee 24th May 2021.**

The following minutes were noted:

1. Council Matters Committee 17th May 2021.
2. Planning Committee 24th May 2021.

### **CONSIDERATION OF ANY MATTERS ARISING**

**To consider any matters arising from the Minutes and to approve any recommendations from Committees:**

***(Please note confidential minutes can be agreed but any discussion must be held in Part 2)***

1. **Full Council 5th May 2021.**
2. **Council Matters Committee 17h May 2021.**
3. **Planning Committee 24th May 2021.**
4. Full Council 5th May 2021.

No matters arising.

1. Council Matters Committee 17th May 2021.

Item 4 Supporting Our Town Fund - it was **RESOLVED** unanimously that the proposed ideas are supported and shared with the local business community to gauge and evidence support for the various schemes to take forward.

Item 5 Community Grant Scheme Applications – Cllrs Allen and Price declared a personal interest. It was **RESOLVED** by majority to approve the recommendation to fund the following awards totalling £8475 from the general reserve:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant | Project | Amount Request | Project Cost | Grant Awarded |
| Totnes Heritage trust | St Mary’s churchyard design & consultation | £4000 | £4000 | £4000 - general reserve |
| Sea Scouts | Building refurb for reopening | £2000 | £20000 | £2000 - general reserve |
| Totnes Bike Hub | Dr Bike workshops | £1950 | £1950 | £975 – general reserve |
| Warmheart Community Projects | A Totnes Tale | £2000 | £16400 | £1500 - general reserve |

Item 7 Council Meeting Venue - It was **RESOLVED** unanimously that: Council meetings will return to the Guildhall subject to social distancing requirements and will be held in the lower hall to improve accessibility; and that the Council empowers the Clerk to use her judgement in deciding where it is most suitable for meetings to be held.

Item 9 Code of Conduct - It was **RESOLVED** unanimously to approve the recommendation.

1. Planning Committee 24th May 2021.

No matters arising.

### **SPEND FROM THE GENERAL RESERVE**

**To consider funding four projects that came through the Community Grant process through the general reserve.**

Noted. The funding of these four projects was discussed and resolved under item 4, Council Matters Committee item 5.

### **TOWN FUND GRANT**

**To consider giving the Clerk delegated authority to submit an application to South Hams District Council under the Town Fund grant which would see various business renewal initiatives match funded up to £50000.**

The Chair updated on three proposals that have emerged:

* Checking the numerous rigging points throughout the town for future use for bunting and the Christmas lights, the purchase of replacement Christmas lights, and the installation and insurance for the Christmas tree and lights in 2021.
* A Park and Ride service free for users running from KEVICC into the town provided by Bob the Bus (payments to KEVICC and Bob the Bus).
* Setting up a Totnes Events Collective.

It was **RESOLVED** unanimously to give the Clerk delegated authority to submit an application to South Hams District Council under the Town Fund Grant.

### **INTERNAL AUDIT REPORT**

**To consider and approve the Internal Audit Report for 2020/21 and action plan.**

It was **RESOLVED** unanimously to approve the Internal Audit Report for 2020/21.

### **ANNUAL GOVERNANCE STATEMENT**

**To consider and approve the Annual Governance Statement for 2020/21 [Chair to sign the hardcopy].**

It was **RESOLVED** unanimously to approve the Annual Governance Statement for 2020/21, which was then duly signed by the Chair.

### **ACCOUNTING STATMENT**

**To consider and approve the Accounting Statement for 2020/21 [Chair to sign the hardcopy].**

It was **RESOLVED** unanimously to approve the Accounting Statement for 2020/21, which was then duly signed by the Chair.

### **VISIT TOTNES REPORT**

**To consider a Visit Totnes report covering January-April 2021.**

Cllrs commended the report and **AGREED** that is should be placed on the Town Council website and shared more widely with the Chamber of Commerce and District Councillors.

### **NEIGHBOURHOOD PLAN**

**To note an update on the Neighbourhood Plan.**

Noted. The Habitats Regulations Assessment is now with South Hams District Council to commence the Regulation 15 statutory and public consultations. It was **AGREED** that if South Hams District Council raise any matters a meeting will be called.

### **LIST OF MEETING DATES**

**To note a list of upcoming meeting dates.**

Noted.

### **NEXT MEETING**

**To note the next meeting date of Monday 5th July 2021, 6.30pm public session, 7.00pm formal meeting - venue to be confirmed (dependent on social distancing advice).**

Noted.

*The Council will be asked to RESOLVE 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 ITEMS FROM COMMITTEE (Standing Item)**

**To consider any recommendations or matters arising that are considered confidential in nature.**

No matters arising.

### **COMMERCIAL MATTER**

**To consider a request from the Seachange Festival 2022.**

Councillors **AGREED** that the matter should be discussed at the Arts Working Group and widespread consultation would be needed before reaching an agreed view.

Ben Piper

Mayor