

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

**MONDAY 6TH JUNE 2022 IN THE GUILDHALL**

## Present: Councillors E Price (Chair), M Adams, G Allen, T Bennett, S Collinson, J Cummings, J Hannam, J Hodgson, P Paine, B Piper, V Trow and L Webberley.

Apologies: Cllrs Hendriksen, Oliver and Skinner, and District Cllrs Birch, Rose and Sweett.

Not present: Cllr Stopp.

## In Attendance: Members of the press and public, C Marlton (Town Clerk) and S Halliday (Governance and Projects Manager).

### **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.**

The apologies were received and accepted.

### **3. CHAIRS OF COMMITTEES**

**To ratify the election of Chairs to Committees and note deputies.**

The following elections were **RESOLVED** unanimously:

Council Matters Committee – Chair: Cllr Piper, Deputy: to be confirmed.

Planning Committee – Chair: Cllr Allen, Deputy: Cllr Paine.

Town Matters Committee – election postponed until July.

***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 updated on: the Devon County Council (DCC) annual meeting; a request to DCC Education Services to support the Town Council’s bid to purchase the KEVICC lower field site; the effect of COVID restrictions on the mental health of young people; distance problems between Gold buses passing on Higher Westonfields which should result in a review of the timetable; and the use of flooding data.

b. District Cllr Birch was not present and no report had been received.

c. District Cllr Rose was not present and no report had been received.

d. District Cllr Sweett was not present and no report had been received.

*The Council reconvened.*

### **4. CONFIRMATION OF MINUTES**

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

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

1. **Full Council 9th May 2022.**

It was **RESOLVED** to approve and sign the Minutes.

**To note the following minutes:**

**b. Council Matters 16th May 2022.**

Noted.

1. **Planning Committee 23rd May 2022.**

Noted.

1. **Town Matters Committee 30th May 2022.**

Noted.

### **5. 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 9th May 2022.**

No matters arising.

**b. Council Matters 16th May 2022.**

No matters arising.

**c. Planning Committee 23rd May 2022.**

6 - Traffic Calming Survey. It was **RESOLVED** that:

a. An independently facilitated stakeholder meeting is held to create a prioritised list of options (as has been requested by Devon County Council);

b. More affordable and less drastic options are considered first (for example, improved signage, clearer road markings, better enforcement of access only and improving travel infrastructure); and

c. Impacts on accessibility need to be fully considered before taking any action.

7 - Restrictions of vehicle access on Kingsbridge Hill. Cllr Collinson declared a personal interest. It was **RESOLVED** that the Council supports the proposal from the Kingsbridge Hill Residents’ Association that Kingsbridge Hill be made into a ‘No Through Road’ by the inclusion of a ‘No Entry’ sign southbound above “Windrush” (the final dwelling on the top of the hill) and that County Cllr Hodgson takes this proposal to the HATOC committee.

11 - Totnes Neighbourhood Plan. To be consider under item 15 in Part 2.

**d. Town Matters Committee 30th May 2022.**

### 4 - Buskers Code of Practice. It was **RESOLVED** unanimously that:

a. Part 1 of the ‘Buskers’ Code of Practice’ is amended as follows (new text underlined): ‘Music or voice shall not be at a level or be so loud, that it can be heard at a distance of 50 metres. ~~No~~ Considerate amplification - ~~mains or generator powered~~ - is permitted but we ask that you are considerate of residents and local businesses. Busking must not be intrusive or a nuisance in nearby premises (commercial or residential), or affect the use of the public telephones. If asked by a shop trader to stop busking in front of their premises, entertainers should do so.’

b. The Council writes to South Hams District Council to request that signage is put up in the Shady Garden that says ‘no amplification from Sunday-Thursday’ and to ask when the next Public Space Protection Order review is due.

c. The Council produces cards detailing the Buskers’ Code that can be handed out and displays the information clearly on the website.

### 6 - A-Boards in Fore Street and High Street. It was noted that Cllr Paine had an innovative idea to address the signage problem on pavements. It was **RESOLVED** unanimously that the Council requests a meeting with Devon County Council (DCC) and that a DCC officer visits and meets with Cllrs Adams and Price and Inclusive Totnes to address the problem areas.

### 7 – Brown Bin Collection. It was **RESOLVED** unanimously that the Council writes to South Hams District Council to express its and residents’ frustrations with the new refuse collection system, particularly brown garden waste bins.

### 8 – Rural Services Network. It was **RESOLVED** that the Council renews its membership for the coming year.

### **6. ST MARY’S CHURCHYARD PROJECT**

**To confirm the Council’s support in principle for the St Mary’s Churchyard project.**

It was **RESOLVED** that the Council supports in principle the St Mary’s churchyard project.

### **7. CHANGES TO BANK MANDATE**

**To consider changes to the bank mandate – removal for former Cllr David Matthews and the addition of Cllr Tim Bennett.**

It was **RESOLVED** to change the bank mandate to remove former Cllr Matthews and to add Cllr Bennett.

### **8. INTERNAL AUDIT REPORT**

**To receive the Internal Audit Report for 2021/22, consider the findings and action plan.**

It was **RESOLVED** unanimously to approve the Internal Audit Report for 2021/22.

**9. ANNUAL GOVERNANCE STATEMENT**

**To:**

**a. Approve the Annual Governance Statement for 2021/22 by resolution (document to follow); and**

**b. Chair to sign the Governance Statement.**

It was **RESOLVED** unanimously to approve the Annual Governance Statement for 2021/22, which was then duly signed by the Chair.

**10. ACCOUNTING STATEMENT**

**To:**

**a. Consider the Accounting Statement for 2021/22 (document to follow);**

**b. Approve the Accounting Statement for 2021/22 by resolution; and**

**c. Chair to sign the Accounting Statement for 2021/22.**

It was **RESOLVED** unanimously to approve the Accounting Statement for 2021/22, which was then duly signed by the Chair.

**11. E-BIKE TRIAL FUNDING**

**To consider allocating £2500 from the Climate Change budget towards an E-bike trial to assist in grant funding applications for the scheme.**

It was **RESOLVED** unanimously to allocate £2500 from the Climate Change budget in pursuing grant funding for the trial scheme.

### **12. LIST OF MEETING DATES**

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

Noted.

### **13. NEXT MEETING**

**To note the next meeting date of Monday 4th July 2022, 6.30pm public session, 7.00pm formal meeting in the Guildhall.**

Noted. It was **RESOLVED** to return to holding Full Council in the Council Chamber, with information being put onto the website to say that the meeting can be relocated downstairs if people have mobility issues.

*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.*

### **14. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)**

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

No matters arising.

### **15. NEIGHBOURHOOD PLAN**

**To consider the recommendation from the Planning Committee further to the legal advice received in relation to the Totnes Neighbourhood Plan (legal).**

The officer: gave an update of a conversation with the examiner which had taken place after the Planning Committee recommendation; clarified that Policy C12 ‘Former Dairy Crest Site’ makes no mention of a community right to build on the site; and highlighted the key points from the legal advice received in relation to comments on Policy C12 and the potential risks of proceeding the with examination with the inclusion of Policy C12.

It was **RESOLVED** that the Council proceeds with the Neighbourhood Plan examination and retains policy C12 Former Dairy Crest Site in the draft plan.

### **16. ELMHIRST PROJECT**

**To consider an update on the Elmhirst project and the delegation of costs associated with the bid process (commercially sensitive).**

Councillors noted the balances spent to date on the legal advice, scoping and project management. The Clerk's delegated authority to spend on this professional support was increased from £55k to £60k.

Cllr Emily Price

Mayor