

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

**MONDAY 6TH DECEMBER 2021 IN THE GUILDHALL**

## Present: Councillors B Piper (Chair), G Allen, S Collinson, J Cummings, J Hannam, R Hendriksen, J Hodgson (left at 18.50), D Matthews, A Oliver, P Paine, E Price, N Stopp and V Trow.

Apologies: Cllrs Adams, Skinner and Webberley, District Cllrs Birch and Sweett.

## In Attendance: District Councillor Rose, members of the press and public, C Marlton (Town Clerk) and P Bethel (Town Sergeant).

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

### **WELCOME TO NEW COUNCILLORS**

* **Cllr Cummings – Totnes Town**
* **Cllr Hannam – Totnes Town**

The Mayor welcomed new Totnes Town Ward Councillors Cummings and Hannam.

### **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.

***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 was not present at this time and no report was submitted.

b. District Cllr (D Cllr) Birch was not present but had submitted a report.

c. Cllr Rose was asked about community composting and whether there will be a refund to council tax payers for the suspension of the garden waste collection service.

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

*The Council reconvened.*

### **WAYFINDING PROJECT**

**To consider the report of the wayfinding public consultation and the next steps required to progress the project.**

Full Council RESOLVED to agree to proceed with family 2 as per the public consultation results and gave the Clerk delegated authority

### **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 1st November 2021.**

The following minutes were considered:

1. Full Council 1st November 2021. It was **RESOLVED** unanimously to approve and sign the Minutes.

**To note the following minutes:**

**b. Council Matters 8th November 2021.**

Noted.

**c. Planning Committee 15th November 2021.**

Noted.

**d. Town Matters Committee 22nd November 2021.**

Noted.

### **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 1st November 2021.**

No matters arising.

**b. Council Matters 8th November 2021.**

Item 4 – Full Council will consider the draft budget for financial year 2022/23 under item 8.

**c. Planning Committee 15th November 2021.**

Item 6 – It was **RESOLVED** unanimously that the Town Council requests a formal meeting with South Hams District Council and Devon Highways regarding pedestrian accessibility and air quality in the town.

**d. Town Matters 22nd November 2021.**

Item 5 – It was **RESOLVED** by majority that:

* it organises a beacon lighting for the town as part of the national event on 2nd June;
* it promotes ‘The Big Lunch’ initiative with community organisations and through the Totnes Matters pages in the Totnes Directory; and
* the Trees for Totnes Group looks at areas where trees could be planted (industrial estate, schools) as part of the Queen’s Green Canopy project.

Item 6 – It was **RESOLVED** unanimously that the revised emergency plan is adopted.

Item 7 – It was **RESOLVED** unanimously that:

* meeting dates are included in the Totnes Matters pages of the Totnes Directory; and
* Councillors hold a session in the Market Square once a month between April and October to engage with the public.

Item 8 – It was **RESOLVED** unanimously that the revised budget increase of approximately £300 is approved to cover the cost of childcare activities at the consultation event, noting that this is now likely to take place in late March 2022.

### **MEMBERSHIP OF COMMITTEES AND WORKING GROUPS**

**To ratifying which committees and groups the new Councillors will sit on [Cllr Hannam – Town Matters Committee].**

It was **RESOLVED** unanimously that Cllr Cummings becomes a member of the Planning and Town Matters Committees, and Cllr Hannam becomes a member of the Town Matters Committees.

### **DRAFT 2022/23 BUDGET**

**To consider a draft budget for 2022/23.**

Councillors reviewed the budget provided and were given the opportunity to ask any questions or suggest amendments.

It was **RESOLVED** unanimously to adopt the Option B budget with no increase to the precept for residents for financial year 2022/23. Totnes Town Council will therefore request an annual precept amount of £545986 from South Hams District Council for the 2022/23 financial year.

### **ELMHIRST PROJECT**

**To:**

**a. Note the project update.**

The Clerk explained that due to the report containing commercially sensitive information about negotiating with KEVICC that any discussion will need to happen in Part 1 of the meeting.

**b. Consider whether the Council writes to express an interest formally in being a potential bidder for the KEVICC asset of community value (deadline of 17th December 2021).**

It was **RESOLVED** unanimously to write an expression of interest to South Hams District Council under the asset of community value process indicating the Council’s intent to be considered as a potential bidder for the KEVICC land and building listed as such.

### **COUNCILLOR TRAINING**

**To confirm that a training session for all Councillors will be held on 22nd January 2022 at 10am-12.30pm in the Guildhall to be delivered by DALC based on their ‘Being a Good Councillor’ course.**

The Mayor explained the training and its benefits for all Councillors and asked everyone to attend regardless of length of service.

### **LIST OF MEETING DATES**

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

Noted.

### **NEXT MEETING**

**To note the next meeting date of Monday 10th January 2022, 6.30pm public session, 7.00pm formal meeting in the Guildhall.**

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.

### **STAFF APPOINTMENT**

**To ratify the appointment of the Civic Hall Caretaker vacancy.**

It was unanimously **RESOLVED** to ratify the appointment subject to the normal checks and with the usual 6 month probationary period.

### **ELMHIRST PROJECT**

**To consider an update on the Elmhirst project (commercially sensitive):**

It was unanimously **RESOLVED** to reconfirm delegated authority to the Town Clerk to administer the process going forward, including:

* 1. Further professional reports, continued professional project management, legal advice and community consultation exercises. This will likely take the money spent in this current financial year to around £55,000 (currently agreed as £42,000).
  2. Negotiations around a potential purchase price – but noting that the decision on the purchase price will be a decision of Full Council given the long-term financial implications/risk and level of resources needed.
  3. Submission of an application for a Public Works Loan. Only to be drawn down if the purchase completes.

Cllr Ben Piper

Mayor