

THE ANNUAL MEETING OF THE TOWN COUNCIL HELD IN THE COUNCIL CHAMBER
ON MONDAY 11th MAY 2009 at 6.45pm

Present:

The Town Mayor, Cllr Mrs D E M Black
The Deputy Town Mayor, Cllr Mrs M Y Davey

Cllr A Allen	Cllr F W Holmes*
Cllr R A Bray	Cllr Mrs A J Kerswell
Cllr D K Elphick	Cllr Mrs A M Klinkenberg*
Cllr G J Gribble	Cllr Mrs S A Morgan**/*
Cllr A C Griesiell	Cllr Ms C O Richardson
Cllr M W Harper	Cllr Mrs K J Westbury

**County Cllr
District Cllrs

In attendance:

Rev K Hooke - Chaplain to the Council
Mrs V Brewster - Retiring Representative of the Lord of the Manor of Bovey Tracey
Mr I Hutchings - Newly elected Representative of the Lord of the Manor of Bovey Tracey
PCSO Paul Wilson
10 members of the public
2 members of the press

Mr T J Westwood - Town Clerk
Mrs E Gedge - Secretary

The first part of the meeting was chaired by the retiring Town Mayor, Cllr Mrs Black who welcomed everyone to the meeting, in particular the retiring Representative of the Lord of the Manor, Mrs Brewster.

Presentation to the Representative of the Lord of the Manor of Bovey Tracey 2009/10:

At the commencement of the Annual Meeting of the Town Council, the retiring Town Mayor, Cllr Mrs Black presented the award of the Chain of Office and a framed Certificate to Mr I Hutchings, the newly elected Representative of the Lord of the Manor of Bovey Tracey for 2009/10. She congratulated Mr Hutchings on being elected, stating that the award recognised his work at the Bovey Tracey Swimming Pool where he had started the Life Saving Club in 1998, which has trained people in life saving skills. Many of the young people have since become lifeguards at the pool and have represented Bovey Tracey in the National Lifesaving Championships. Mr Hutchings was Chairman of the Carnival Committee for five years. He helped to raise money for the provision of two defibrillators for use in the town and was instrumental in training over 50 people to operate them.

In accepting the award, Mr Hutchings thanked the Town Council for electing him and expressed his pleasure at being asked.

Cllr Mrs Black also presented Certificates of Achievement to Mrs E Westwood, for her work in promoting and gaining Fairtrade Town Status for Bovey Tracey; to Mr R Arnold, for his work with the Bovey Tracey Players; and to Dr P Stanley in recognition of his many years service to Bovey Tracey as the local GP.

At 6.55pm Cllr Mrs Black invited Rev Hooke to open the second part of the meeting with prayer.

09.AGM/01. Apologies for Absence: None.

09.AGM/02. Election of the Town Mayor & Chairman of the Council 2009/2010:

Cllr Mrs Black thanked Councillors and staff for their help and support during her term of office as Town Mayor. She then nominated Cllr Mrs Davey as Town Mayor for 2009/10 and Cllr Davey accepted the nomination.

Resolved:

As there were no other nominations, Cllr Mrs Davey was duly elected to serve as Town Mayor and Chairman of the Council.

Cllr Mrs Black then presented Mr M Lang (Representative of Bovey Tracey Heritage Trust) with a donation from her Mayoral Allowance of £250.00 for the work of the Heritage Centre.

09.AGM/03. Town Mayor's Declaration of Acceptance of Office:

Cllr Mrs Davey was installed as the Town Mayor and Chairman of the Council for 2009/10.

Cllr Mrs Davey chaired the remainder of the meeting and thanked Councillors for electing her to office.

09.AGM/04. Election of Deputy Town Mayor for 2009/10:

Cllr Mrs Davey nominated Cllr Mrs Kerswell as Deputy Town Mayor, and Cllr Mrs Kerswell accepted the nomination.

Resolved:

As there were no other nominations, Cllr Mrs Kerswell was duly elected as Deputy Town Mayor.

09.AGM/05. Election of Committees:

It was noted that the Town Mayor is ex officio to all Committees and all Town Councillors are members of the Planning Committee.

a) **Recreation, Parks and Property (RP&P) Committee**

All Councillors present expressed the wish to be members of this committee and were duly elected.

b) **Finance, Resources and General Purposes (FR&GP) Committee:**

All Councillors present expressed the wish to be members of this committee and were duly elected.

09.AGM/06. Representatives to Outside Bodies:

Councillors were confirmed as representing the Town Council on the following Outside Bodies:

- a) Devon Association of Larger Councils (DALC)- Cllr Gribble
- b) Teignbridge Association of Local Councils (TALC) -
Cllr Mrs Kerswell & Cllr Ms Richardson
- c) Teignbridge Rural Aid Committee - Cllr Gribble
- d) Bovey Tracey in Bloom - Cllr Mrs Black
- e) Heathfield Leisure Pursuits - One member - post to be confirmed
- f) Bovey Tracey Heritage Trust - Cllr Mrs Black.
- g) Bovey Tracey Exhibition Foundation Trust -
Cllr Bray, Cllr Gribble & Cllr Holmes.
- h) Appointment of Tree Warden - Cllr Mrs Black
- i) Bovey Tracey Youth Action (Youth Café) - Cllr Harper
- j) Bovey Tracey Climate Action - Cllr Bray
- k) Bovey Tracey Fairtrade Steering Group - Cllr Harper
- l) Bovey Tracey Neighbourhood Watch - Cllr Allen
- m) Bovey Tracey Information Centre - Cllr Griesiell

It was noted that under the constitution of the Bovey Tracey Heritage Trust, the Town Council is permitted to have two nominated representatives from the Town Council. It was agreed to discuss this matter at the next meeting of the RP&P Committee.

The meeting closed at 7.05pm.

BOVEY TRACEY TOWN COUNCIL MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 11th MAY 2009 at 7.07pm

Present:

The Town Mayor, Cllr Mrs M Y Davey
The Deputy Town Mayor, Cllr Mrs A J Kerswell

Cllr A Allen	Cllr M W Harper
Cllr Mrs D E M Black	Cllr F W Holmes*
Cllr R A Bray	Cllr Mrs A M Klinkenberg*
Cllr D K Elphick	Cllr Mrs S A Morgan**/*
Cllr G J Gribble	Cllr Ms C O Richardson
Cllr A C Griesiell	Cllr Mrs K J Westbury

**County Cllr
*District Cllrs

In attendance:

Rev K Hooke - Chaplain to the Council
PCSO Paul Wilson
Two members of the press
6 members of the public

Mr T J Westwood - Town Clerk
Mrs E Gedge - Secretary

The meeting was chaired by the Town Mayor, Cllr Mrs Davey.

FC.09/22. Apologies for absence: None.

****Public Participation Session:**

Commenced at 7.06pm and finished at 7.10pm (Report enclosed).

FC.09/23. Minutes:

The Minutes of the previous Full Council Meeting of the Town Council held on 23.3.09 were confirmed as a true record and duly signed by the Town Mayor, Cllr Mrs Davey (**copy previously circulated*).

FC.09/24. Recreation, Parks & Property (RP&P) Committee:

i) Cllr Mrs Morgan stated that she had tendered her apologies for the meeting.

ii) Ref: minute RP&P.09/04 (**Representative of the Lord of the Manor of Bovey Tracey**). It was noted that Mr Hutchings had been elected.

iii) Ref: minute FR&GP.09/05 (**Rural Aid**). Cllr Gribble reported that the Rural Aid committee meeting had been held on 12th May and not as stated.

The Report of the meeting held on 6.4.09 was received and adopted (**copy previously circulated*).

FC.09/25. Finance, Resources & General Purposes (FR&GP) Committee:

The Report of the meeting held on 27.4.09, the Financial Statement dated 23.4.09 and the Accounts paid up to 24.4.09 were received and adopted (**copies previously circulated*).

FC.09/26. Planning Committee:

The Reports of the meetings held on 6.4.09, & 27.4.09 were received and adopted (**copies previously circulated*).

FC.09/27. Charter Celebrations Committee:

The Report of the meeting held on 16.3.09 was received and adopted (**copy previously adopted*).

FC.09/28. The Town Mayor's Interests:

A list of functions and activities attended by the retiring Town Mayor since the last meeting was received and adopted (**Report enclosed*).

****A short adjournment took place from 7.15pm to 7.28pm to allow for questions, reports and representations from the County, District and Town Councillors (**Report enclosed*).**

FC.09/29. Bovey Youth Action (BYA):

Ref minute no: FR&GP.09/44 (**Partnership Agreement**).

Consideration was given to formally agreeing to and signing the Partnership Agreement (**copy previously circulated*) between Bovey Tracey Town Council and Bovey Youth Action (BYA).

It was noted that:

- i) A draft agreement had been circulated on 1.5.09 together with a cash flow forecast for BYA and a proposed time scale for youth projects at Heathfield.
- ii) Councillors had been requested to contact the Town Clerk prior to the meeting if there were any amendments to the proposed Partnership Agreement which needed to be considered.
- iii) Cllr Allen expressed his concern regarding how the money was to be spent by BYA.
- iv) The Town Council's Auditor was satisfied with the proposed arrangements.
- v) The Town Council's representative on the BYA committee (Cllr Harper) would make report on a regular basis.
- vi) Other Town Councils had entered into or were considering similar agreements.
- vii) There was currently a lack of support from the Devon Youth Service for youth provision in the parish.

Resolved:

To sign the Partnership Agreement between the Town Council and Bovey Tracey Youth Action, agreeing to allocate £1250.00 per month (payable monthly in advance starting on 1st April 2009) to BYA for one year. This arrangement will be reviewed in November 2009 (**power to spend under Local Gvt (Miscellaneous Provision) Act 1976 s19*).

The Partnership Agreement was then signed by the Town Mayor, Cllr Mrs Davey and Mr J Midgley (Chairman of BYA). Mr Midgley thanked the Town Council for its support and assured Councillors that the money would be spent wisely within the terms of the Agreement. Mr Cadoux-Hudson was also thanked for the work he and the Clerk had undertaken in drawing up the Agreement.

The press photographer left the meeting at 7.39pm

FC.09/30. Bovey Tracey Swimming Pool Association (BTSPA) - Emergency Grant:

Consideration was given to a request from BTSPA (**copy of letter previously circulated*) for emergency financial assistance from the Town Council towards the cost of replacing the boiler used for heating the swimming pool water. After clarification it was

Resolved:

To grant £750.00 to the Swimming Pool Association towards the cost of the replacement boiler (**power to spend under Public Health Act 1875 s164*).

FC.09/31. Boundary Committee Review:

Consideration was given to an updated response forwarding the Town Council's views on the draft proposals for a Devon County Unitary Authority (**copy of suggested response was circulated prior to the meeting*). Councillors studied the contents of the letter and the Clerk explained the options available. After discussion and clarification it was

Proposed:

- i) To send the letter as presented.
- ii) The Town Clerk was thanked for the work he had undertaken in the preparation of the response.

FC.09/32. Information:

Mr Westwood reminded Councillors that both the French Market and Produce Market would be taking place in Fore Street on Saturday 6th June 2009.

The meeting closed at 7.50pm.

BOVEY TRACEY TOWN COUNCIL

Report of the discussions which took place during the adjournments of the Town Council Meeting on Monday 11th May 2009.

Reports and comments from members of the public:7.06pm to 7.10pm:

PCSO Paul Wilson reported that:

- i) 26 crimes had been reported in the parish during April 2009, and of those listed, there were 12 incidents of misbehaviour by young people (7 in Heathfield and 5 in Bovey Tracey).
- ii) A meeting has been arranged between youth groups and local police officers on Tuesday 12th May 09 in the Town Hall, to discuss matters of mutual concern.

PCSO Wilson left the meeting at 7.08pm.

Rev K Hooke reported that:

- i) Volunteers were working with young people in Heathfield every Tuesday.
- ii) The Bishop of Plymouth was attending a United Service at 10am on 14th June 09 in Mill Marsh Park as part of the celebrations for the 1100th Anniversary of the Dioceses of Exeter.
- iii) 2 house groups had been formed for children as a result of meetings held with them exploring issues relating to the Christian faith.
- iv) A meeting for members of the public to ask questions of all candidates standing for election in June had been arranged on 21st May 09 at PPT church.

County, District and Town Councillors' Reports: 7.15pm to 7.28pm:

County & District Cllr Mrs Morgan reported that:

- i) She had attended the opening of the refurbished Bovey Tracey Swimming Pool.
- ii) An extra £2m had been allocated by DCC for the repair and maintenance of the extensive road system in the county.
- iii) DCC had borrowed £555m as a "corporate mortgage" for capital expenses.
- iv) Torbay and Plymouth Unitary Authorities had not yet paid their debts to DCC which had been incurred due to local government re-organisation.

District Cllr Holmes reported that:

- i) He had attended Bovey Tracey Cricket Club at the start of the season, and had met Mr Mike Gating, who was visiting the club in order to raise money for the promotion of cricket.
- ii) He had awarded £1500.00 to the Football Club and £500.00 to the Cricket Club, from his £2,000.00 Allowance Fund.

District Cllr Mrs Klinkenberg reported that she had attended various committees at TDC, had attended the opening of the newly refurbished swimming pool and offered her appreciation to Cllr Mrs Black and her apologies for having to leave the Town Mayor's dinner early.

Cllr Mrs Westbury reported that:

- i) The Youth Club in Heathfield had been restarted and was negotiating with the Community Centre Committee for the use of the Centre.
- ii) The Friends of St Catherine's School in Heathfield had raised £1,800.00 in order to provide 13 new computers for the school.

Cllr Bray had attended the opening of the Swimming Pool.

Cllr Harper had attended the Youth Café and helped Mrs Westwood on the Fairtrade Stall.

Cllr Gribble had attended the following:

- i) A site meeting at BCT with the Clerk.
- ii) A meeting with Nicola Bulbeck regarding the proposed bridge.
- iii) The TDC Rural Aid Committee meeting.
- iv) The Bovey Tracey Cricket Club nets opening.
- v) A meeting with TDC regarding the Boundary Review.
- vi) The AGM of the New Park Residents Association.

Cllr Griesiell had addressed the Amenities Society on behalf of the Town Mayor.

Cllr Allen reported that he was hoping to start another Neighbourhood Watch Group in the town, had spoken about the Victims Support Group to the Amenities Society and reminded members of the meeting to be held on 19.5.09 in the Town Hall at 7.30pm regarding Devon Trading Standards.

Cllr Mrs Kerswell had attended various events in the town and the AGM of the New Park Residents Association.

Cllr Mrs Davey had attended a meeting of the Heathfield Youth Club committee.

Present:

The Town Mayor, Cllr Mrs M Y Davey
The Deputy Town Mayor, Cllr Mrs A J Kerswell

Cllr Mrs D E M Black	Cllr M Harper
Cllr R A Bray	Cllr F W Holmes*
Cllr D K Elphick	Cllr Mrs A M Klinkenberg*
Cllr G J Gribble	Cllr Ms C O Richardson
Cllr A C Griesiell	Cllr Mrs K J Westbury

**County Cllr
*District Cllr

In attendance:

Mr T J Westwood - Town Clerk
Mrs E Gedge - Secretary

The first part of the meeting was chaired by the Town Mayor, Cllr Mrs Davey.

PL.09/29. Apologies for absence:

Cllr A Allen (away from home)
Cllr Mrs S A Morgan**/* (attending a meeting)

PL.09/30. Election of Chairman of the Planning Committee 2009/10:

Cllr R Bray was proposed by Cllr Mrs Davey and accepted the nomination.

Resolved:

As there were no other nominations, Cllr Bray was duly elected.

Cllr Bray chaired the remainder of the meeting.

PL.09/31. Election of Vice-Chairman of the Planning Committee 2009/10

Cllr Mrs Klinkenberg was proposed by Cllr Bray and she accepted the nomination.

Resolved:

As there were no other nominations, Cllr Mrs Klinkenberg was duly elected.

PL.09/32. Consideration of Planning Applications:

TDC Applications listed to 17.4.09:

- a) **09/01203/FUL** Proposed single storey extension at rear to form bedroom and bathroom at 6 Drake Road for Mr D Mountain.
Observations: No objections.

DNPA Applications listed to 17.4.09: None

TDC Applications listed to 24.4.09: None

DNPA Applications listed to 24.4.09: None

TDC Planning Applications listed to 1.5.09:

- b) **09/01339/FUL** First floor extension over garage and kitchen extension at 5 St Paul's Close for Mr P Johnson.
Observations: No objections

DNPA Planning applications listed to 1.5.09: None

TDC Applications listed to 8.5.09:

c) **09/01407/FUL** Extensions to enlarge kitchen and form utility room at 8 Chapple Cross for Miss Schutte & Mr Burningham.
Observations: No objections.

d) **TPO E2/08/49** Provisional TPO at Heathfield N5
Observations: Noted.

TDC Planning Application listed to 15.5.09:

e) **09/01254/COU** Change of use of car parking area to a temporary secure facility for youths including provision of two portacabins at "Sparkworld", Cannon Road, Heathfield for Bovey Tracey Town Council.
Observations: No objections.

PL.09/33. Planning Decisions: Noted.

a) Approvals:

TDC:

- i) Extension to rear & porch to side at 95 Churchfields Drive (O)
- ii) Extension to form double garage at Fairways, 9 Chapple Cross (N/O)
- iii) Extension to provide enlarged kitchen & utility room at 58 De Tracey Park (O)
- iv) Replacement flat roofed rear extension, garage & screening wall & side extension at 11 Heathfield Close ((N/O)
- v) Two, 2-storey office units with parking at Leaf Mill, Pottery Road (N/O)
- vi) Certificate of lawfulness for replacement ground floor window to front at Sunnyview, 11 Becket Road (N/O)
- vii) Bedroom & bathroom extension to rear at Spero House, Avenue Road (N/O)
- viii) Porch, lounge, kitchen & bathroom extension to replace conservatory at 12 Chapple Cross (N/O)
- ix) Porch extension at Ridgeway House, Avenue Road (N/O)

DNPA:

- x) Convert games room to holiday Cottage & extension to swimming pool building to form new games room at Lower Elsford Farm (N/O)
- xi) Rebuild side extension & garage/workshop at The Brook, Haytor Road (N/O)

b) Refusals:

TDC:

- i) First floor roof terrace to rear over existing flat roof and new pitched roof over existing flat roofed dormer to rear at 26 Pottery Road (DD pending further information)
- ii) TPO E2/08/36/A Oak - crown reduction by 25% at Ashlea, Ashburton Road (N/O)

The Town Council's submitted observations (No objections- N/O: Objections- O: Deferred Decision-DD).

PL.09/34. Town Council Material Damage Insurance Renewal 2009

Consideration was given to transferring the present Town Council Material Damage Cover, currently under separate policies with Axa Insurance UK PLC and Allianz, to a combined policy with Norwich Union offering a premium of £4,227.04, including all taxes and fees (*A copy of the letter from WPS Insurance Brokers outlining details of the quotation was previously circulated).

It was noted that the total premium due of £5,086.28, plus any relevant administration charges.

The total premium for 2008/9 under an agreed Long Term Agreement with Axa Insurance UK PLC was £2717.21. The premium quoted for 2009/10 is £3736.38.

The total premium for 2008/09 quoted by Allianz was £1130.48. The premium quoted for 2009/10 is £1349.90.

After clarification it was

Resolved:

- i) To accept the quotation from Norwich Union of £1349.90.
- ii) To pay this amount by Interest Free Direct Debit payments over 12 months.

PL.09/35. General Planning Matters brought forward by Councillors & Clerk:

- 26) a) Councillors studied the draft copy of the next "Quality Update" (Issue and agreed with the draft text as submitted.
- b) **The Clerk** informed those present that Mr P Clark (Officer at TDC) had arranged meetings with two of the Architects' Practices which had submitted tenders for a Feasibility Study for alterations and extensions to the Town Hall. The meetings would take place in Plymouth and Tiverton on Wednesday 17th June and would provide Councillors with an opportunity to inspect completed projects already undertaken. Councillors were asked to notify the Clerk as soon as possible if they intended to attend.
- c) **Cllr Gribble** informed Councillors that the Internal Audit Sub-committee had met on 15th May 2009 to inspect the Town Council's procedures and he would be producing a paper for the auditor, copied to all Councillors for their information.
- d) Councillors were reminded of the "European Forum" being held in the Parish Church on 21st May 2009 giving an opportunity to electors to question those standing for election in June.
- e) **Cllr Mrs Kerswell:**
 - i) Reported that the wall at Buck's Close was covered in ragwort. This was DCC's responsibility.
 - ii) Expressed her pleasure on seeing the immaculate condition of the Recreation Ground and requested that an item be included on the next agenda of the RP&P committee meeting to discuss the maintenance of the public seats at the entrance.
- f) **Cllr Ms Richardson** reported that the passageway between Le Molay-Littry Way and De Tracey Park was clogged with litter, weeds and nettles. This was the responsibility of West Country Housing.
- g) **Cllr Harper** reported that the footpath between De Tracey Park and Churchfields Drive was overgrown and needed resurfacing.

The meeting closed at 7.25pm.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 1ST JUNE 2009 AT 7pm

Present:

The Town Mayor, Cllr Mrs M Y Davey
The Deputy Town Mayor, Cllr Mrs A J Kerswell

Cllr A Allen	Cllr A C Griesiell
Cllr Mrs D E M Black	Cllr F W Holmes*
Cllr R A Bray	Cllr Mrs A M Klinkenberg*
Cllr D K Elphick	Cllr Ms C O Richardson

**County Cllr
*District Cllr

In attendance:

One member of the public

Mr T J Westwood - Town Clerk
Mrs L M Warren - Secretary

The Town Mayor, Cllr Mrs Davey opened the meeting and it was agreed to hold the Planning Committee Meeting before the Recreation, Parks & Property Meeting.

Cllr Bray chaired the remainder of the meeting.

PL.09/36. Apologies for absence:

Cllr G J Gribble (attending meeting at Lustleigh).
Cllr M Harper (business commitment).
Cllr Mrs S A Morgan**/* (family commitments).
Cllr Mrs K J Westbury (on holiday).

PL.09/37. Consideration of Planning Applications:

TDC Applications listed to 15.5.09: None

DNPA Applications listed to 15.5.09: None

TDC Applications listed to 22.5.09:

09/01503/COU Temporary use for 3 years of 450sqm of mezzanine storage floor space to display/retail use (Use Class A1) at Prestige Pine Furniture (Devon) Ltd, Heathfield.
Observations: No objections.

The member of the public left the meeting at 7.04pm.

PL.09/38. Planning Decisions: Noted.

- a) Approvals:
TDC:
Directional sign at Old Newton Road for BCT (N/O)
- b) Refusals: None

The Town Council's submitted observations (No objections- N/O: Objections- O).

PL.09/39. General Planning Matters brought forward by Councillors:

Cllr Ms Richardson reported on a recent TALC meeting she had attended.
The meeting closed at 7.05pm

RECREATION, PARKS & PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 1ST JUNE 2009 AT 7.06PM

Present:

The Town Mayor, Cllr Mrs M Y Davey
The Deputy Town Mayor, Cllr Mrs A J Kerswell

Cllr A Allen	Cllr A C Griesiell
Cllr Mrs D E M Black	Cllr F W Holmes*
Cllr R A Bray	Cllr Mrs A M Klinkenberg*
Cllr D K Elphick	Cllr Ms C O Richardson

**County Cllr
*District Cllr

In attendance:

Mr T J Westwood - Town Clerk
Mrs L M Warren - Secretary

The Town Mayor, Cllr Mrs Davey opened the meeting.

The Town Clerk, Mr Westwood, circulated a copy of an e-mail he had received from Cllr Mrs Morgan regarding an item which had been published in the latest edition of Quality Update (the Town Council's newsletter). Cllr Mrs Morgan considered the article to be inappropriate. The Town Councillors noted Cllr Mrs Morgan's comments. Mr Westwood advised that he had recently discussed the matter with Mrs N Bulbeck, Chief Executive of Teignbridge District Council.

RP&P.09/14. Apologies for Absence:

Cllr G J Gribble (attending meeting at Lustleigh).
Cllr M Harper (business commitment).
Cllr Mrs S A Morgan**/* (family commitments).
Cllr Mrs K J Westbury (on holiday).

RP&P.09/15. Election of Chairman of the Recreation, Parks & Property Committee 2009/10:

Cllr Griesiell was proposed by Cllr Mrs Kerswell and accepted nomination.

Resolved:

As there were no other nominations, Cllr Griesiell was duly elected.

Cllr Griesiell chaired the remainder of the meeting.

RP&P.09/16. Election of Vice-Chairman of the Recreation, Parks & Property Committee 2009/10

Cllr Mrs Westbury, who had previously accepted nomination, was proposed by the Town Mayor, Cllr Mrs Davey.

Resolved:

As there were no other nominations, Cllr Mrs Westbury was duly elected.

RP&P.09/17. Consideration of minutes of previous meeting held on 6.4.09: Noted.

RP&P.09/18. Accounts:

The Financial Accounts paid up to 29.5.09 were received and accepted
(*copies previously circulated at the meeting).

RP&P.09/19. Open Space at Haytor View, Heathfield:

Consideration was given to an appropriate reply to Mr Plackett's letter (*copy previously circulated) dated 18th May 2009 in relation to the Open Space at Haytor View, Heathfield.
The Town Clerk, Mr Westwood outlined the history of the area of land.
After discussion it was

Resolved:

To inform Mr Plackett that the Town Council does not have any interest in this piece of land and would be acting beyond its legal powers to become involved in this dispute. To also advise Mr Plackett that Teign Housing had approached the Town Council about registering an interest in the open space and not vice versa as stated by Mr Plackett in his letter.

RP&P.09/20. Rural Aid Scheme 2009/10:

Ref minute No RP&P.09/05. It was noted that the Town Council's application to the 2009/10 Rural Aid Scheme for £5,000.00 has been approved by the Rural Aid Committee. Consideration was given to formally approving the full scheme for the works at the Allotments and Staddons Orchard for a total cost of £10,898.00+VAT (**power to spend under Public Health Act 1875 s164*).

Resolved:

To progress the scheme.

RP&P.09/21. New Allotments:

Consideration was given to the appropriate procedure for the allocation of the new allotments.

Resolved:

The Town Council to allocate the new allotment plots in numerical order in relation to the current waiting list.

RP&P.09/22. Request for Assistance from New Park Community Association:

Pusuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of this item relating to a request from New Park Community Association, this item was considered in the absence of the public and press.

Consideration was given to a formal request from New Park Community Association for assistance from the Town Council. (*Full written details of the request for assistance were circulated prior to the commencement of the meeting*). The Town Clerk, Mr Westwood explained the situation regarding the request for a bus shelter at New Park.

Resolved:

To further consider the matter after the Devon County Council elections on 4.6.09.

RP&P.09/23. Matters brought forward by Councillors & Clerk: (for information only*).**

Mr Westwood (Town Clerk):

- i) Advised that the annual Council photograph will be taken on 15.6.09 prior to the FR&GP Committee Meeting.
- ii) Reported that a letter of thanks had been received from the Swimming Pool Association thanking the Town Council for a recent grant and for attendance at the opening ceremony of the new changing rooms.

Cllr Mrs Black noted that ferns were growing from the War Memorial.

Cllr Allen reported on the swarming of bees at the Recreation Ground and noted how promptly and efficiently the steward at the Football Club and the bee keepers had acted. It was agreed that the Clerk would write letters of thanks to those concerned.

Cllr Holmes:

- i) Reported that a tree stump was causing a blockage along the Templer Way.
- ii) Reported that he had received comments regarding the grounds maintenance at the Cemetery.

Cllr Mrs Klinkenberg reported that a hedge on the footpath from Cromwells Way to Bullands Field need cutting. It was noted that this was the responsibility of the householder.

Cllr Griesiell reported that Mrs C Phillips had resigned as Manager at the Information Centre.

Cllr Mrs Kerswell thanked the Clerk for arranging the painting of the benches at the Recreation Ground.

The meeting closed at 7.45pm

Accounts paid up to 29.5.2009

<u>General Account</u>		£
27.4.09	Max Bayles Professional Tree Care	402.50
“	P J Bevans	49.00
“	Mole Valley Farmers Ltd	19.03
“	S W Water Ltd	5.33
“	K J Thulborn Ltd	476.50
“	Teignbridge District Council (Rates)	1736.17
5.5.09	Biffa Waste Services Ltd	178.94
“	Inland Revenue	1165.06
“	Castles of Dawlish	104.42
“	K J Thulborn Ltd	543.79
“	Information Commissioner	35.00
7.5.09	S W Water Ltd	17.73
“	Teignbridge District Council	92.50
“	Arnolds	33.69
“	Castles of Dawlish	33.11
“	Dartmoor Gallery	87.60
“	Mrs D Black	250.00
“	Bovey Tracey Heritage Trust	250.00
“	EDF Energy 1 Ltd	22.28
“	E Bowden & Sons	12.48
“	Mole Valley Farmers Ltd	79.11
“	Teignbridge District Council	21.00
11.5.09	B T Youth Action	1250.00
15.5.09	N Brock	265.00
“	Max Bayles Professional Tree Care	345.00
“	C R Willcocks & Co Ltd	3.54
“	B T Swimming Pool Association	750.00
26.5.09	Castles of Dawlish	37.87
“	Teignbridge CVS	35.00
“	K J Thulborn Ltd	2018.42
“	Ecotricity	8.41
“	PVM Supplies Ltd	213.24
“	NALC	12.58
“	B T Youth Action	<u>1250.00</u>
		<u>11804.30</u>
<u>Direct Debits</u>		
5.5.09	Orange Payt. Proc.	38.28
6.5.09	Ecotricity	80.60
“	Ecotricity	197.61
“	UK Fuels Ltd	153.11
25.5.09	BOC Ltd	19.09
26.5.09	British Telecom	<u>161.98</u>
		<u>650.67</u>
<u>Salaries/Wages</u>		<u>7134.64</u>
<u>Imprest Account</u>		<u>2458.50</u>
<u>Salaries/Wages</u>		<u>9593.14</u>

FINANCE, RESOURCES AND GENERAL PURPOSES (FR&GP) COMMITTEE
HELD IN THE COUNCIL CHAMBER ON MONDAY 15th JUNE 2009 at 7pm

Present:

The Town Mayor, Cllr Mrs M Y Davey
The Deputy Town Mayor, Cllr Mrs A J Kerswell

Cllr A Allen	Cllr M Harper
Cllr Mrs D E M Black	Cllr F W Holmes*
Cllr R A Bray	Cllr Mrs A M Klinkenberg*
Cllr D K Elphick	Cllr Ms C O Richardson
Cllr G J Gribble**	Cllr Mrs K J Westbury
Cllr A C Griesiell	

**County Cllr
*District Cllr

In attendance:

Mr T J Westwood - Town Clerk
Mrs E Gedge - Secretary

The first part of the meeting was chaired by the Town Mayor, Cllr Mrs Davey.

It was noted that Cllr Mrs Morgan had tendered her resignation from the Town Council on Friday 5th June 2009.

FR&GP.09/48 Apologies for absence: None.

FR&GP.09/49 Election of Chairman of the Finance, Resources & General Purposes (FR&GP) Committee 2009/10:

Cllr G J Gribble was nominated and accepted the nomination.

Resolved:

As there were no other nominations, Cllr Gribble was duly elected.

Cllr Gribble chaired the remainder of the meeting.

FR&GP.09/50 Election of Vice-Chairman of the Finance, Resources & General Purposes (FR&GP) Committee 2009/10:

Cllr M Harper was nominated and accepted nomination.

Resolved:

As there were no other nominations, Cllr Harper was duly elected.

FR&GP.09/51 Consideration of minutes of previous FR&GP committee meeting held on 27.4.09:

Ref: minute no FR&GP.09/35 (**Maypole for St Catherine's School**). It was noted that a letter of thanks had been received from the Friends of St Catherine's School.

FR&GP.09/52 Accounts & Financial Statement:

The Accounts & Financial Statement dated 12.6.09 were received and adopted. The accounts were approved for payment. With reference to the payments to Boyce's and Lea Park Nurseries, it was noted that over 100 hanging baskets had been pre-planted for display in the town and plants had been delivered for the flower boxes.

FR&GP.09/53 2008/09 Annual Accounts:

Consideration was given to the approval of the Town Council's Accounts prepared by the Internal Auditor for the year ending 31.3.09.

It was noted that:

- i) The Accounts presented fairly the financial position of the Council at that date (**copy of 2008/09 accounts previously circulated*).
- ii) VAT input tax was the VAT which had been paid when settling accounts and because the Town Council was not liable to pay VAT, this had been recovered at a later date.

Resolved:

To accept the Town Council's Annual Accounts for the year ending 31.3.09 as presented.

FR&GP.09/54 Internal Audit Report:

Consideration was given to the Annual Audit Report. It was noted that the Internal Auditor had reported that the records were generally well documented with adequate audit trails, and all tests were satisfactory. The following points had been highlighted during the audit and will be in place for the next audit:

1. Bank Reconciliation:

The year end bank reconciliation was re-performed.

The bank reconciliation should incorporate all the accounts of the Council including the 30 day deposit account and money market account. The receipts and payments account should include all external receipts and payments including transactions through the 30 day deposit account and money market - Noted for 2009/10 accounts.

2. Fixed Assets:

Fixed assets should be recorded in a register of fixed assets. The Council's assets are currently recorded from the insurance schedule A separate register should be compiled to incorporate details such as where deeds are or land registry title. A number of Councils have incorporated a photographic record of items so that their condition is detailed and their description can be made available in the event of theft in the case of certain items - A register of fixed assets is currently being compiled.

3. General Fund:

The level of General Fund that is expected and regarded as normal for a parish or town council is set out in the July 2008 Governance & Accountability Guidance as being generally accepted as being between 3 and 12 months expenditure and therefore the Council should aim to keep the general fund within that range - Noted for 2009/10 accounting period.

Resolved:

To accept the Report as presented.

FR&GP.09/55 Governance & Accountability for Local Councils Risk Assessment 2008/09:

Consideration was given to the Review of the system of Internal Audit undertaken by designated Town Councillors (Cllrs Gribble, Griesiell, Bray, Elphick and Mrs Klinkenberg) on 15th May 2009 as ref minute no: FR&GP 09/10(**copy previously circulated*).

Resolved:

To accept the Report of the Bovey Tracey Town Council Review of the System of Internal Audit as presented.

FR&GP.09/56 Mill Marsh Park:

Consideration was given to the future use of Mill Marsh Park for events requiring a) car parking facilities for members of the public and b) excessive vehicle access needs to service large events.

It was noted that:

- i) This item was a priority due to the resulting ground conditions at Mill Marsh Park following the inclement weather during the Contemporary Craft Fair and the consequent need for re-instatement works caused by vehicle damage (**copies of photographs previously circulated*).
- ii) Members had been encouraged to visit Mill Marsh Park in order to inspect the damage prior to the meeting.
- iii) An e-mail had been received from Mr Ryan Reeve regarding the use of Mill Marsh Park for events and requesting information regarding any proposed re-instatement.
- iv) Arrangements for the use of Mill Marsh Park during the South Devon Football and Food Festival in July had been adequately researched.
- v) The Town Council allows the use of Mill Marsh Park free of charge.

The Town Clerk and Cllr Griesiell were thanked for the work they had undertaken on Sunday 7th June in trying to alleviate the problems relating to car parking caused by the torrential rain which occurred on Saturday afternoon.

After clarification and discussion it was

Resolved:

- a) To continue to allow car parking on Mill Marsh Park when it is being used for special events.
- b) To insist that users of the park provide the Town Council with a contingency plan in the event of inclement weather.
- c) To continue to include the clause regarding the re-instatement of the surface of the park should any damage occur.
- d) To consider alternatives to limit damage to the surface of the park due to car parking for large events (eg a Park & Ride Scheme from Heathfield). From 2010 the use of a man-made temporary road or matting to be in place for large events, provided at the organisers' expense.

FR&GP.09/57 Contemporary Craft Fair - 2010:

Consideration was given to a request to hold the Contemporary Craft Fair in Mill Marsh Park in June 2010. After discussion it was

Resolved:

To grant the request for either the weekend of 4 to 6 June or 11 or 13 June 2010 and invite Sarah James (Organiser of the Contemporary Craft Fair) and Erica Steer (Co Director of The Devon Guild of Craftsmen) to a Town Council committee meeting in September in order to discuss matters relating to the 2010 Contemporary Craft Fair.

FR&GP.09/58 Police Parish Liaison Meeting - 22.7.09:

Consideration was given to the nomination of a representative of the Town Council to attend a Police Parish Liaison meeting at Chudleigh Town Hall on Wednesday 22nd July 2009 commencing at 7.30pm (**copy of letter of invitation previously circulated*).

Resolved:

To nominate Cllr Allen, who accepted the nomination and agreed to attend on behalf of the Town Council.

FR&GP.09/59 Empowering Communities in Devon:

Consideration was given to the nomination of delegates to attend a free conference for Parish and Town Councils organised by the Devon Association of Parish Councils (DAPC) entitled "Empowering Communities

in Devon" on Wednesday 22nd July 2009 at Sandy Park, Exeter (*details previously circulated).

Resolved:

To nominate Cllrs Gribble and Mrs Klinkenberg who agreed to attend.

Under Standing Order 16, the following item was brought forward as Urgent Business:

FR&GP.09/60 Resignation of Cllr Mrs Morgan from the Town Council:

- a) Consideration was given to the various issues arising from the resignation of Cllr Mrs Morgan from the Town Council.
It was noted that:
- a) Cllr Mrs Morgan had not given the Town Council a reason for her resignation.
 - b) The Town Council needs to advertise the vacancy as soon as practicable.
 - c) If 10 or more electors requested an election within 14 days of the date of the notice of the vacancy, the District Council would need to arrange for an election to take place within 60 days.
 - d) If less than 10 electors responded, the Town Council would need to advertise for applicants to be considered for co-option for the vacancy.

Resolved:

- i) The Town Mayor will write to Cllr Mrs Morgan on behalf of the Town Council stating that her resignation had been regretfully accepted and thanking her for her contribution to the work of the Town Council.
 - ii) To advertise the vacancy in the Mid Devon Advertiser and on the Town Council's Web-site.
 - iii) To place notices around the town advertising the vacancy.
- b) Further consideration was given to a series of E-mails between Cllr Mrs Morgan and the Clerk (**circulated at the meeting*). It was noted that:
- a) Cllr Mrs Morgan had requested copies of agendas of Committee meetings.
 - b) The Clerk had advised that, as District Councillor, Cllr Mrs Morgan would automatically receive the agenda and minutes for Council meetings and be invited to give a verbal report as one of the town's District Councillors at those meetings.
 - c) Copies of all committee agendas are displayed on the Town Hall Notice Board and could be made available for the general public on the Town Council's web-site in future.

After discussion it was

Resolved:

To include agendas on the Town Council's web-site in future and not to forward committee agendas to members of the public who are not members of the Town Council.

FR&GP.09/60 Matters brought forward by the Clerk and Councillors:

- a) **Mr Westwood** reminded members that the next Council meeting would be held at the Heathfield Community Centre on 29th June at 7pm.
- b) **Cllr Elphick** reported that ice-cream was being sold from a van on the Recreation Ground and enquired if the owner had permission.
- c) **Cllr Ms Richardson** thanked the Clerk for the work he had undertaken to ensure that the French Market had been present in Fore Street on Saturday 6th June and how much his input had been appreciated.
- d) **Cllr Griesiell** congratulated Cllr Gribble on being elected as County Councillor.
- e) **Cllr Mrs Davey** reported that the footpath beside BCT in Heathfield needed repair. County Cllr Gribble agreed to investigate.

f) **Cllr Mrs Klinkenberg** noted that it was good to see so many visitors in the town during the Craft Fair, French Market and Local Produce Market.

The meeting closed at 8.13pm.

Accounts paid up to 12.6.09General Account

		£
26.5.09	Thomas Sports	180.56
1.6.09	G J Gribble	69.72
"	Ken Abraham	315.00
"	Firewatch SW Ltd	84.18
"	S Ripley	530.00
8.6.09	E Bowden & Sons	49.03
"	Mole Valley Farmers Ltd	4.37
"	Pulse8design Ltd	179.75
"	K J Thulborn Ltd	2079.90
"	Southern Electric	551.00
"	Arnolds	18.18
"	Biffa Waste Services Ltd	178.94
"	Firewatch SW Ltd	366.87
"	Inland Revenue	<u>1354.76</u>
		<u>5962.26</u>

Direct Debits

5.6.09	Orange Payt. Proc.	38.93
10.6.09	UK Fuels Ltd	<u>120.40</u>
		<u>159.33</u>

Wages/Salaries983.32FINANCIAL STATEMENT 12th JUNE 2009Accounts to be paid

	£
Boyces at Manstree	2512.29
Castles of Dawlish	43.69
Firewatch SW Ltd	417.48
Lea Park Nurseries	1516.16
" " "	75.90
S W Water Ltd	2.13
" " "	22.49
The Pluss Organisation	<u>24.32</u>
	<u>4614.46</u>

Current Account	4818.05
Accounts to be paid	<u>4614.46</u>
	203.59
Business Instant Access Account	<u>43294.34</u>
	<u>43497.93</u>

Imprest Account 533.48Capital Account 41,550.20Fixed Term Deposit 104,934.72

PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBER
ON MONDAY 15th JUNE 2009 at 8.15pm

Present:

The Town Mayor, Cllr Mrs M Y Davey
The Deputy Town Mayor, Cllr Mrs A J Kerswell

Cllr A Allen	Cllr A C Griesiell
Cllr Mrs D E M Black	Cllr M Harper
Cllr R A Bray	Cllr F W Holmes*
Cllr D K Elphick	Cllr Mrs A M Klinkenberg*
Cllr G J Gribble**	Cllr Mrs K J Westbury

**County Cllr
*District Cllr

In attendance:

Mr T J Westwood - Town Clerk
Mrs E Gedge - Secretary

The meeting was chaired by Cllr Bray.

PL.09/40. Apologies for absence:

Cllr Ms C O Richardson (unwell)

PL.09/41. Consideration of Planning Applications:

TDC Applications listed to 29.5.09:

- a) **09/01591/FUL** New uPVC porch at the side of the property at 17 Parklands Way for Mr & Mrs Gray.
Observations No objections.
- b) **09/01641/FUL** Conservatory to rear at 18 Naseby Drive, Heathfield for Mr Hope.
***Cllr Mrs Westbury declared a personal interest.**
Observations: No objections.

TDC Applications listed to 5.6.09:

- c) **09/01683/CLDP** Conservatory at 34 Rendells Meadow for Mr & Mrs Bowden.
Observations: No objections.
- d) **09/01652/CLDE** Certificate of Lawfulness for existing use of agricultural land as domestic garden at Oaklands, Challabrook Lane for Mr & Mrs D Christophers.
***Cllr Gribble declared a personal interest.**
Observations: No objections.
- e) **09/01468/FUL** Extension to the side of the property to form new MOT bay, office, workshop and toilet at Pottery Road Garage, Pottery Road for Mr P Douch.
Observations: No objections.

DNPA Applications listed to 13.6.09:

- f) **0250/09** Demolition of two single garages to rebuild with double garage at Rachel Cottage, Lustleigh Road for Mr D Mucklow.
Observations: No objections.

TDC Applications listed to 13.6.09:

- g) **09/01739/ADV** Company name sign at Millennium Works, Old Newton Road Heathfield for BCT.
Observations: No objections.
- h) **09/01792/FUL** Single storey extension and vehicle hard-standing at 27 Kiln Close for Mrs & Mrs Pearce.

Observations: No objections.

PL.09/42. Planning Decisions: Noted.

a) Approvals:

TDC:

- i) Storage unit for roofing materials at rear of site at Concorde House, Old Newton Road, Heathfield (N/O with conditions).
- ii) Single storey extension at 6 Drake Road (N/O).
- iii) Replacement rear extension at 81 Mary Street (N/O).
- iv) 12 building mounted name/information signs & 5 pole mounted signs (N/O).

b) Refusals:

- i) Wall mounted company name sign on east elevation tower at BCT, Old Newton Road, Heathfield ((N/O).

DNPA:

Appeal Decision: Appeal dismissed for the erection of a building for the storage of agricultural and forestry machinery, implements and produce at Aller Farm, Higher Aller Lane for Mr R Elliot.

The Town Council's submitted observations (No objections- N/O: Objections- O).

PL.09/43. General Planning Matters brought forward by Councillors:

Cllr Elphick reported that a swimming pool had been built at a property in Forbes Close, Heathfield and was informed that the Enforcement Officer at TDC was investigating the matter.

The meeting closed at 8.30pm.