

MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL HELD IN THE TOWN HALL, SOUTH MOLTON ON TUESDAY 14 MAY 2013 AT 7.00pm

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Present: In the Chair: Town Mayor Cllr D. J. Goodman  
Cllr M. Bushell Cllr Mrs C. Lock  
Cllr S. W. Lock Cllr Mrs R. McCool  
Cllr M. R. J. Smale Cllr M. F. Way  
Cllr D. Worden Cllr S. K. White

In Attendance: Town Clerk Mr M. G. Gingell  
Mr A. C. Coates – Deputy Town Clerk/RFO

1/13 **NOMINATION AND APPOINTMENT OF MAYOR FOR 2013/2014 MUNICIPAL YEAR**

It was RESOLVED that Cllr White be the Mayor of South Molton for the 2013/2014 Municipal Year.  
Cllr White took the chair.

2/13 **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN/MAYOR**

Cllr White read out the above and the document was signed and witnessed by the Clerk.

3/13 **NOMINATION AND APPOINTMENT OF DEPUTY MAYOR FOR THE 2013/2014 MUNICIPAL YEAR**

The Clerk reminded members that Cllr Mrs Lock was the Deputy Mayor Elect and a resolution was required to formally approve her appointment. It was RESOLVED that Cllr Mrs Lock be appointed Deputy Mayor of South Molton for the 2013/2014 Municipal Year.

4/13 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Kingdon, Moore and Parkinson.

5/13 **CHAIRMAN'S ANNOUNCEMENTS**

Nil.

6/13 **DECLARATIONS OF INTEREST**

Nil.

7/13 **APPOINTMENT OF COMMITTEES 2013-2014**

- a) (i) **Planning Committee** - RESOLVED that membership consist of Cllrs Bushell, C. Lock, S. Lock, McCool, Smale, Worden & Mayor ex-officio
- (ii) RESOLVED that Cllr Smale be elected as Chairman.
- (iii) RESOLVED that Cllr S. Lock be elected as Vice Chairman.

Continued ...

- b) (i) **Finance Committee** - RESOLVED that membership consist of Cllrs Goodman, Kingdon, C. Lock, S. Lock, McCool, Way & Mayor ex-officio
  - (ii) RESOLVED that Cllr Way be elected as Chairman.
  - (iii) RESOLVED that Cllr C. Lock be elected as Vice Chairman.
- c) (i) **Staff Committee** - RESOLVED that membership consist of Cllrs Bushell, Goodman, Kingdon, C. Lock, McCool, Way & Mayor ex-officio
  - (ii) RESOLVED that Cllr White be elected as Chairman
  - (iii) RESOLVED that Cllr C. Lock be elected as Vice Chairman
- d) (i) **Pannier Market Sub-Committee** RESOLVED that membership consist Cllrs Kingdon, Smale, Way, Worden & Mayor ex officio & two Market Trader Reps
- e) (i) **Town Hall Sub-Committee** – RESOLVED that this Sub-Committee be abolished.
- f) (i) **Parish Emergency Plan Working Party** RESOLVED that membership consist of Cllrs Goodman, S. Lock, McCool & Worden
- g) (i) **Youth Council Sub-Committee** RESOLVED that membership consist of Cllrs Bushell, C. Lock, S. Lock & Worden
- h) (i) **Central Park Working Group** RESOLVED that membership consist of Cllrs Bushell, S. Lock, McCool, Parkinson, Smale, White & Worden RFO (in advisory capacity)
- i) (i) **Traffic & Highways Working Group** RESOLVED that membership consist of Cllrs Bushell, Goodman, McCool, Way & Worden
- j) (i) **Strategic Planning Working Party** RESOLVED that membership consist of Cllrs Bushell, Goodman, White & Worden
- k) (i) **Community Woodland Extension & Recreational Working Party** RESOLVED that membership consist of Cllrs Bushell, Goodman, Kingdon & McCool
- l) (i) **Newsletter Sub-Committee** RESOLVED that membership consist of Cllrs Bushell, S. Lock, McCool, Way & Mayor ex officio
- m) (i) **Policy Committee** RESOLVED that membership consist of Cllrs Bushell, Goodman, McCool & White

Continued ...

8/13 **TO CONSIDER THE POWERS OF COMMITTEES**

It was RESOLVED that the Planning, Finance and Staff Committees should have full powers to act and that all other Sub-Committees and Working Parties should make recommendations to the full Town Council. Cllr Bushell wished to have it minuted that he voted against this decision.

9/13 **MEMBERS TO WHOM TOWN CLERK CAN REFER IN MATTERS OF URGENCY**

It was RESOLVED that in matters of urgency the Town Clerk refers to the Mayor, Deputy Mayor and the Chairman of the Finance Committee.

10/13 **APPOINTMENT OF REPRESENTATIVES**

RESOLVED that the following appointments be made:

South Molton Tourist Association	Cllr Worden	
South Molton Information Centre	Cllr McCool	
Devon Association of Local Councils – Larger Council Sub-Committee	Cllr Goodman	
South Molton Twinning Association	Cllr White	
South Molton Business Association	Cllrs Goodman & White	
Crime Prevention Panel	Cllrs Bushell, S Lock, Moore & Worden	
International Tree Foundation	Mrs J Foster	
South Molton Municipal Charities (Trustees)	Cllr Smale	(expires 15/05/2015)
	Cllr Way	(expires 15/05/2015)
	Cllr S. Lock	(expires )
	Cllr White	(expires 25/09/2015)
Pathfields Business Forum	Cllr Kingdon	
Friends of Community Woodland Group	Cllr McCool	
South Molton Community Sports & Physical Activity Network (SMCSPAN)	Cllrs Bushell, Goodman & Worden	
Royal British Legion – South Molton Branch	Cllr Moore	
South Molton and District Museum Management Group	Cllrs C Lock & Parkinson	
South Molton Cottage Homes Trustees	Cllr White & Mr C Squire	
The PIP Centre	Cllr Parkinson	
The South Molton & District Licensees Association	Cllr Moore	
South Molton & District Volunteer Bureau	Cllr Parkinson	

There being no further business the meeting closed at 7.20pm.

Chairman .....

Date .....



looked at the sewerage farm and had concluded that refurbishment of the existing plant at a cost of £1.5 million would be the preferred option. A valuation for putting in a new sewerage farm had been estimated at £6 million. Mr Gilpin advised that the upgrade had already taken place, although members had not been aware of this, and he stated that the upgrade would serve a population of up to 7500 which he said was consistent with the new Local Plan and was in his view satisfactory.

Regarding the sewer network leading from the proposed new estate he said that the developer (Linden Homes) will be evaluating its contribution to the upgrade of the sewer network with SWW. When asked how long it would be before SWW notifies Linden Homes of the costs involved, Mr Gilpin said he was not sure and that SWW had not yet received their build pattern. It was pointed out by members that it was imperative to sort this out quickly so that the developer could assess the viability of the project. Any delay could jeopardise the building of the new Medical Centre which had time limits imposed on it regarding availability of funds.

The Mayor then concluded the discussion by thanking Mr Gilpin for attending the meeting.

**49/13 SHEEP PENS – NORTH OF SOUTHLEY ROAD, SOUTH MOLTON**

Members noted copies of letters in respect of the above and it was RESOLVED that permission be granted to spend up to £500 for our own solicitor to produce a report and conclusion in the matter of ownership of the Sheep Pens.

**50/13 PROPOSED HOUSING DEVELOPMENT – NORTH ROAD, SOUTH MOLTON**

The Mayor reported on two meetings that had recently been held with Linden Homes regarding the Gunswell Lane development and the Section 106 monies. It was RESOLVED that Cllrs Moore and Worden report back to members in due course regarding the District Council and Linden Homes suggestions for prioritising the Section 106 monies and the percentage of affordable homes for further discussion by the Town Council.

**51/13 FINANCIAL ACCOUNTS FOR YEAR ENDED 31 MARCH 2013**

Members noted the RFO's summary in respect of the Annual Return Statement Section 1 Accounting Statements and Section 2 The Annual Governance Statement and it was RESOLVED that these be approved.

**52/13 GULLACOMBES HOUSING DEVELOPMENT**

Members noted a brief report compiled by the RFO which had been previously circulated to members. The RFO reported that progress was being made with this development and it was hoped that works would commence in September 2013.

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There being no further business the meeting closed at 8.29pm.

Chairman .....

Date .....



**15/13 DOCUMENT FOR EXECUTION**

It was RESOLVED that the following document be signed by the Mayor and Deputy Mayor and witnessed by the Town Clerk:

Exclusive Right of Burial – Plot M1608D – Ms Diane Baker, 37 Hugh Squier Avenue, South Molton, EX36 3DR

**16/13 ENVIRONMENT SCHOOL – SATURDAY 22 JUNE 2013**

The Clerk reported that he had received full details regarding the above event being arranged by Barnstaple Town Council for any interested member. Both Cllrs Bushell and McCool expressed an interest and the Clerk will forward details to them in due course.

**17/13 RENEWAL OF THE AGREEMENT FOR SOUTH MOLTON & DISTRICT MUSEUM**

The Clerk reported that he had received a letter from NDC's Legal Department suggesting that the current five year agreement which expires this month be extended for a further twelve months in order to clarify the potential transfer of ownership of the museum collection from NDC to SMTC. The Clerk read out the suggested wording of the Term of Agreement and it was RESOLVED to approve this request. The Clerk will liaise with NDC to finalise this agreement.

**18/13 SOUTH MOLTON SEWERAGE TREATMENT WORKS**

This item had been placed on the agenda at the request of members from a previous meeting. All members had received a further copy of a letter received from Mr R Gilpin, Head of Waste Water Services at SWW dated 23 April 2013. Members debated the content of this letter and it was RESOLVED that the Clerk invites Mr Gilpin to a future Town Council meeting as a matter of urgency.

**19/13 CONSULTATION ON THE DRAFT JOINT NORTHERN DEVON ECONOMIC STRATEGY**

All members had previously received a copy of the above detailed document for their perusal and comment. Reference to South Molton was very minimal and detailed under Objective 6c. It was RESOLVED to support the Objectives and Actions under 6c and also refer to the A361 North Devon Link Road which members are very keen to see upgraded to provide easy access to the whole of North Devon with the ultimate aim of it being dual carriageway. The Clerk will forward these comments to Ellen Vernon NDC prior to the closure of the consultation period.

**20/13 ESTATE ISSUES**

All members had previously received a land agent's briefing report on the following subjects and the Clerk reported on each issue to up date members.

a) **ROYAL MAIL PLC**

Members noted that as requested by members Mr Holtom had prepared a

Continued ...



Terminal Schedule of Dilapidations & Wants of Repair regarding the Old Cornmarket building leased to the above. Royal Mail have indicated that there are major plans for refurbishment and Mr Holtom has checked against the Works specification to ensure all items he noted have been covered. The Clerk reported that the works were due to commence on the 13 May but to date no preparation work had commenced. The Clerk will monitor.

b) **EXPANSION OF THE COMMUNITY WOODLAND**

The Clerk reported that Mr Holtom was working on the above and the final plans would soon be available for members to peruse. Various ideas had been put forward including the provision of allotments, which Cllr Bushell suggested should be considered as a matter of urgency in order to reduce the long waiting list. Members noted the information supplied within Mr Holtom's report including the details of The Forestry Commission Grant and Public Open Space monies from NDC.

At this juncture Cllr Way having earlier declared a DPI in the next item left the meeting.

c) **SOUTH MOLTON METALS**

Members noted details within Mr Holtom's report and the four issues raised for debate. The Clerk reported further on this subject and it was RESOLVED that the four points suggested by Mr Holtom be approved in order that progress can be made to produce a draft lease for consideration. Cllrs S Lock and Worden abstained during the voting process thereon.

Cllr Way rejoined the meeting.

d) **T & T COACHES**

The Clerk reported that following a previous meeting he had made the necessary enquiries to protect the authority in order for the above company to assign their lease. The solicitor had received a satisfactory reference and was recommending acceptance. It was RESOLVED that T & T Coaches be given the necessary permission to assign their lease to M & B Plant (Devon) Ltd. Cllr Way abstained during the voting process thereon.

e) **PATHFIEDS BUSINESS PARK**

Members noted the details contained within Mr Holtom's report including an update with the proposed Option Agreement for the relocation of the Livestock Market, which is still being prepared by the Legal section of NDC. Members noted that a meeting with Simon Hill Principal Engineer DCC had been arranged for Monday 20 May 2013, which the Mayor and Clerk hoped to attend. Mr Hill is the designated officer dealing with the adoption process.

21/13 It was RESOLVED that under the provision of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded because publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted.

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22/13 It was RESOLVED that the meeting return to open session.

There being no further business the meeting closed at 8.09pm.

Chairman .....

Date .....

**TOWN COUNCIL – 14 MAY 2013**

**CONFIDENTIAL**

**APPENDIX A**

**20/13 ESTATE ISSUES (Continued)**

**GULLACOMBES HOUSING DEVELOPMENT**

Members noted that the Section 106 Agreement had been signed by both the developers and relevant landowners. The Planning decision notice will then be released and this will enable the land purchase procedures within the Option Agreement. The District Valuer has provided a draft valuation of the first tranche of land to be purchased, which is being discussed by all parties. Mr Coates briefly explained the financial position with specific reference to the purchase note due imminently. The Clerk explained the difficulties with this subject due to the adjoining land owners being party to the Option Agreement.

MINUTES OF THE MEETING OF THE SOUTH MOLTON TOWN COUNCIL HELD  
IN THE TOWN HALL, SOUTH MOLTON ON TUESDAY 28 MAY 2013  
IMMEDIATELY FOLLOWING THE ANNUAL TOWN MEETING COMMENCING AT  
7.00PM

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Present:

In the Chair Town Mayor Cllr S. K. White  
Cllr M. Bushell                      Cllr M. J. Kingdon  
Cllr Mrs C. E. Lock                Cllr S. W. Lock  
Cllr E. J. Moore                    Cllr Mrs C. Parkinson  
Cllr M. R. J. Smale                Cllr M F Way  
Cllr D. J. Worden

In Attendance: Town Clerk Mr M. G. Gingell.  
DCC Cllr Mr J Yabsley

35/13 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Goodman.

36/13 **DECLARATIONS OF INTEREST**

The following declaration of interest was read out by the Town Clerk:  
Cllr Worden – Personal Interest – Item 8 – NDC Member  
Personal Interest – Item 7 – NDC Member

37/13 **CHAIRMAN'S ANNOUNCEMENTS AND MATTERS OF URGENCY  
BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

The Mayor reported on various issues as follows:

The possible purchase of the George Arcade at a recent property auction at which the Town Council was unsuccessful in its telephone bid.

Meeting held on 20 May 2013 at the land agent's office with Clerk and Simon Hill Principal Engineer DCC regarding the on-going adoption process. Issues are being resolved and progress is being made.

A meeting was held on Friday 24 May 2013 with the developers of the North Road/Gunswell Lane Housing Development attended by officers from NDC and several interested members. The main issue discussed was funding from the Section 106 Agreement with particular reference to Affordable Housing. This item will be placed on the agenda of the Town Council meeting on Tuesday 11 June 2013.

Progress is still being made with the Gullacombes Housing Development and the RFO Mr A. Coates has attended various meetings to discuss financial issues.

All members had received a copy of a letter received from Sarah Casey praising the staff at The Amory Centre following a recent booking. Members were pleased to learn of the comments in the communication.

Father Michael Clothier of the Anglican Catholic Church is having a special service with his Archbishop on Saturday 13 July 2013 at the Cemetery Chapel commencing at 12 noon and any member is invited to attend.

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Cllr Kingdon briefly reported on the planned expansion to the Community Woodlands including the area within the Gullacombes Housing Development. He had recently attended a meeting with Mr Holtom the Council's land agent who is preparing detailed plans to apply for funding from the Forestry Commission. A short question and answer session followed and any interested member can contact Mr Holtom for further information.

**38/13 APPROVAL OF MINUTES**

Annual Meeting of Town Council 14 May 2013

It was RESOLVED that these minutes be approved.

Town Council 14 May 2013

It was RESOLVED that these minutes be approved.

Town Council (Mayor Choosing) 15 May 2013

It was RESOLVED that these minutes be approved.

**39/13 MR P. STANFORD – MARKET & PROPERTY SERVICES SUPERVISOR**

The Mayor welcomed Mr Stanford to the meeting and members had previously received brief details of the work schedule compiled by himself. Members noted details of the work listed and a question and answer session followed. Cllr Moore proposed a Vote of Thanks to Mr Stanford and his staff for all their hard work and commitment and it was RESOLVED to approve Cllr Moore's request. Mr Stanford was thanked for attending this meeting and wished continual success in his role as an employee of this authority.

**40/13 PUBLIC PARTICIPATION**

Mr Mark Cornelius of Crown Hill, New Road requested to speak under this item. Mr Cornelius raised concerns regarding signage to and from the Central Car Park via the town centre which he considered inadequate. It was reported that the whole subject of signage in the town centre was being reviewed by the Town Team who were awarded the sum of £10000 from the Mary Portas Project. Cllr Yabsley briefly reported on this situation.

Mr Cornelius then reported on his continual concern with cars parking in New Road on double yellow lines. The Mayor responded with the Town Council's position regarding Civil Enforcement Officers employed by NDC.

Mr Cornelius reported on his concern regarding the property at 17 Gwythers which has been empty for months and in a bad state of repair. Cllr Moore responded with a brief resume of its history and current situation.

Cllr Yabsley gave a brief report on the situation regarding grass cutting in particular roadside verges, which all members are extremely concerned with and Devon County Council's complete lack of maintenance and responsibility. In connection with the budget for highway maintenance Cllr Yabsley reported on the financial situation for the total budget for DCC briefly detailing the funds from central government and its impact on local services.

**41/13 SOUTH MOLTON BUSINESS ASSOCIATION**

This item had been placed on the agenda at the request of Cllr Moore who

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reported further on the organisation's suggestion to allow free car parking in Central Car Park on the seven Summer Saturdays. Members discussed this suggestion and it was RESOLVED to forward a letter to the SMBA detailing the Town Council's support for these events but in this instance could not support the proposal to request to NDC that the Central Car Park be free on the designated seven Summer Saturdays.

42/13 **SHEEP PENS**

This item had been placed on the agenda in order for both NDC Cllrs Moore and Worden to give an update regarding the above. This matter is still being investigated by the legal section at NDC and no further news was available. Bearing this in mind members RESOLVED that the Clerk is to forward a further letter to Diana Hill NDC requesting that the proposed works to the above area be commenced as a matter of urgency in order to provide the extra car parking that South Molton so desperately needs.

43/13 **REPRESENTATIVES TO REPORT ON MEETINGS ATTENDED**

- a) Cllr Worden – Attended a recent meeting of the Sports Network group – not much to report but attended by members of the South Molton Strugglers. Cllr Moore – Royal British Legion – South Molton branch. Cllr Moore wished to remind members of the recent local book launch at a price of £9 99p.
- b) North Devon Councillors Moore and Worden did not have any issues they wished to report to members.
- c) No police were in attendance.

There being no further business the meeting closed at 8.27pm.

Chairman .....

Date .....

MINUTES OF THE MEETING OF THE SOUTH MOLTON TOWN COUNCIL HELD IN  
THE TOWN HALL, SOUTH MOLTON ON TUESDAY 25 JUNE 2013 AT 7.00PM

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Present:

In the Chair Town Mayor Cllr S. K. White  
Cllr M. Bushell                      Cllr D. J. Goodman  
Cllr M. J. Kingdon                  Cllr Mrs C. E. Lock  
Cllr S. W. Lock                      Cllr Mrs R. McCool  
Cllr E. J. Moore                      Cllr Mrs C. Parkinson  
Cllr M. R. J. Smale                  Cllr M. F. Way  
Cllr D. J. Worden

In Attendance: Town Clerk Mr M. G. Gingell

53/13 **APOLOGIES FOR ABSENCE**

Nil.

54/13 **DECLARATIONS OF INTEREST**

The following declaration of interest was read out by the Town Clerk:  
Cllr Goodman – Personal Interest – Item 4 – Son-in-law is a Firefighter  
Cllr Way – Personal Interest – Item 9 - Supplier

55/13 **CHAIRMAN'S ANNOUNCEMENTS AND MATTERS OF URGENCY  
BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

The Mayor Cllr White reported that the Royal British Legion Book launch is being held on Monday 1 July 2013 at The Old Coaching Inn at approx 7.40pm. Any interested member is invited to attend

The Mayor reported on a recent email received from Mr J. Mensah at the Sister City of Shama in Ghana. This email relates to the delegation that were hoping to travel to the UK for the Olde English Fayre this month.

The Clerk reported that all members are invited to attend a performance of Grease being held by Year 6 of the Junior School on Tuesday/Wednesday 9 and 10 of July commencing at 6pm. Please reply by phoning 572656 to confirm which evening they hope to attend.

Cllr Moore reported on the recent excellent Olde English Fayre weekend and wished to thank the Mayor and Mayoress for all their hard work and commitment to this event and proposed that a Vote of Thanks be given to Cllr White and his wife.

56/13 It was RESOLVED to suspend standing orders in order to put his proposal to the vote which was carried unanimously. The Clerk will forward the appropriate letter.

57/13 It was RESOLVED to re-instate standing orders.

58/13 **DEVON & SOMERSET FIRE & RESCUE SERVICE**

The Mayor welcomed Mr M. Davis, Station Manager, Group Support Team to

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the meeting. Mr Davis had been invited by the Clerk in order to address members on the economic situation that is affecting the service provided by DSFR. Mr Davis re-assured members that South Molton will continue to provide a service to protect the town's population and the surrounding area under the leadership of Watch Manager Mr D. Homewood. He explained the role and aims of DSFR with particular reference to the consultation document currently being considered due to cuts in funding from central government. These cuts will probably affect the role of the manned station at Ilfracombe but not South Molton, which has just taken delivery of two new appliances. Mr Davis also raised the possibility of securing land at Pathfields Business Park to relocate the station. Members supported this suggestion and the Clerk will refer this request to Mr Holtom the council's land agent. Members questioned Mr Davis on several related issues and concerns and the Mayor thanked him for attending this meeting and wished him and the retained fireman at South Molton all continued success in the future. Mr Davis then left the meeting.

**59/13 APPROVAL OF MINUTES**

Annual Town Meeting (Revised) 28 May 2013  
It was RESOLVED that these minutes be approved.  
Town Council 28 May 2013  
It was RESOLVED that these minutes be approved.

**60/13 ADOPTION OF COMMITTEE MINUTES**

Parish Emergency Plan Working Party 27 October 2011  
It was RESOLVED that these minutes be approved and their recommendations be adopted.  
Central Park Working Group 12 April 2012  
It was RESOLVED that these minutes be approved and their recommendations be adopted.  
Newsletter Sub-Committee 18 October 2012  
It was RESOLVED that these minutes be approved and their recommendations be adopted.

**61/13 PUBLIC PARTICIPATION**

Cllr Way in his capacity as a member of the public and resident of the town referred members to the reply received from NDC regarding the Central Car Park. Cllr Way was still concerned that the exits from this car park were not clearly shown to motorists and caused problems. The Clerk will refer this matter again to the officer at NDC for further investigation.  
At this juncture 7.51pm DCC Cllr J. Yabsley joined the meeting and gave his apologies to the Mayor as he was due at a meeting and then left.

**62/13 DOCUMENT FOR EXECUTION**

Exclusive Right of Burial – Plot N24 – Mrs Elizabeth Gail Little, 1 Raleigh Close, South Molton, EX36 4DS.

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The time being 7.55pm Cllr Moore left the meeting.

**63/13 HEALTH AND SAFETY**

Members had previously received two quotes to consider at this meeting regarding the appointment of a consultant for the above. The Clerk had obtained a quote from a local expert together with a quote from a national firm recommended by the Society of Local Council Clerks. Members debated these two quotes and it was RESOLVED to appoint Mr Richard Everitt from North Molton on a two year contract based on the costings provided.

Cllr McCool voted against this proposal during the voting process and Cllr Way abstained due to declaring a personal interest but did speak at the request of the Mayor while this subject was being discussed.

**64/13 MONTHLY ACTION SHEET**

Members noted details of the above and the Clerk explained further that several issues had now been resolved. Cllr Goodman expressed his concern regarding the tree survey report from Mr A. van Koutrik and the Clerk will chase again in the hope that it will be received.

**65/13 DEVON & CORNWALL POLICE – SPEEDING**

The Clerk reported that he had received a communication from PC Graham James regarding speed checks, which had been discussed at the last meeting of the Crime Prevention Panel. Devon and Cornwall Police have borrowed a Lotus Evora to highlight and spread road safety messages particularly to younger drivers. Cllrs Bushell, S Lock and Worden reported on this initiative and a suggestion had been raised that perhaps an awareness event could be held together with North Molton Parish Council. Members debated this proposal and various suggestions were discussed including the possible installation of flashing speed signs at main roads in to the town centre. It was RESOLVED to instruct the Clerk to discuss the situation with PC James including the possibility of purchasing flashing signs and report back to all members.

**66/13 REPRESENTATIVES TO REPORT ON MEETINGS ATTENDED**

- a) Cllr Worden – Crime Prevention Panel – recent meeting where it was reported that the crime figures for the South Molton area were down. Both PC James and PCSO Paul Whitehouse recently attended a major conference in Valencia, Spain on policing issues and there may be an opportunity to visit Bulgaria later in 2013.

Cllr McCool – Friends of the Community Woodland – attended a seminar in Exeter on tree disease – 2 areas in North Devon affected – concern over larch. Cyril Cole has been consulted regarding the wildlife pond and Martin Bragg has been suggested for remedial work. Still problem with dog walkers – dogs must be under control but not on a lead. Cllr Bushell reported on an incident in the Recreation Ground.

Continued ...

Cllr S Lock – attended recent church service regarding St John’s Ambulance which was well supported.

Cllr White – Twinning Association – recent successful barbecue held at his home.

- b) None.
- c) No police in attendance.

There being no further business the meeting closed at 8.49pm.

Chairman .....

Date .....

MINUTES OF THE MEETING OF THE SOUTH MOLTON TOWN COUNCIL HELD IN  
THE TOWN HALL, SOUTH MOLTON ON TUESDAY 23 JULY 2013 AT 7.00PM

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Present:

In the Chair Town Mayor Cllr S. K. White	
Cllr M. Bushell	Cllr D. J. Goodman
Cllr M. J. Kingdon	Cllr Mrs C. E. Lock
Cllr S. W. Lock	Cllr Mrs R. McCool
Cllr E. J. Moore	Cllr Mrs C. Parkinson
Cllr M. R. J. Smale	Cllr M. F. Way

In Attendance: Town Clerk Mr M. G. Gingell  
Deputy Town Clerk/RFO Mr A. C. Coates  
Cllr J Yabsley Devon County Council  
Land agent Mr J Holtom

The Mayor apologised for the late start of this meeting due to the overrun of the Planning Committee meeting called for 6.15pm.

**67/13 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Worden.

**68/13 DECLARATIONS OF INTEREST**

The following declaration of interest was read out by the Town Clerk:  
Cllr Bushell – Personal Interest – Item 5 – Highways Issues  
Cllr C. Lock – Personal Interest – Item 8 – Volunteer & Museum Rep  
Cllr Parkinson – Personal Interest - Item 8 - Volunteer

**69/13 CHAIRMAN'S ANNOUNCEMENTS AND MATTERS OF URGENCY  
BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

The Mayor reminded members that the Monitoring Officer NDC Mr Ken Miles was attending a meeting to be held in The Amory Centre on Wednesday 31 July 2013 at 6.45pm regarding the Code of Conduct. He stressed the need for members to attend if possible.

**70/13 APPROVAL OF MINUTES**

Town Council	11 June 2013
It was RESOLVED that these minutes be approved.	
Town Council	25 June 2013
It was RESOLVED that these minutes be approved.	

**71/13 HIGHWAY ISSUES**

The Mayor invited Mr Rhys Davies DCC to address members at this meeting in order to report on issues relating to highways and maintenance work and the financial constraints that DCC are experiencing at the current time. Mr Davies explained his role and the meeting he had previously with both Cllr Goodman and Cllr Worden. This meeting was very constructive and raised many issues. A traffic Management Plan was being compiled for South Molton as part of a

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major review in conjunction with South West Highways Ltd. One issue debated was the possibility of creating a residents parking scheme due to the number of people who work in the town but park in streets adjacent to the town centre. Mr Davies explained the benefits and the possible problems that this could create. Cllr Yabsley stressed that no scheme could go ahead without the full support of the Town Council.

Other issues raised included the maintenance of roads and the surface dressing that has been carried out recently on roads within the parish and the possible creation of a roundabout at Borners Bridge. Mr Davies was thanked by the Mayor for attending this meeting and then left the council chamber.

**72/13 PUBLIC PARTICIPATION**

Mr Mark Cornelius, New Road, South Molton – Mr Cornelius reported on his concern regarding the number of lorries being parked in the lorry park in Southley Road overnight and also the damage they do to road surfaces. Both Cllrs Smale and Way responded.

**73/13 DOCUMENT FOR EXECUTION**

It was RESOLVED that the following document be signed by the Mayor and Deputy Mayor and witnessed by the Town Clerk:

Exclusive Right of Burial – Plot N22 – Mr Ernest George Lewis, 26 Churchill Crescent, South Molton, EX36 4EL

**74/13 SOUTH MOLTON & DISTRICT MUSEUM**

This item had been placed on the agenda at the request of Cllr C Lock who reported further on the above. Alison Rix in the museum was requesting the sole use of the Old Assembly Room for the month of August 2014 in order to celebrate the 100<sup>th</sup> anniversary of the outbreak of World War 1. She also was requesting permission to place a small display case containing relevant items in the Court Room. Members are aware that if bookings for the OAR are required they must be honoured. It was RESOLVED to grant the necessary permission under the Clerk's direction.

**75/13 MAYOR'S CIVIC PARADE**

This item had been placed on the agenda at the request of Cllr Bushell who reported on his concern that the above parade should be re-instated and no longer continue in the format of combining both the OEF parade with the Mayor's parade in June of each year. Members debated this item and it was RESOLVED to continue as previously agreed in October 2011 with three parades per year. Following a request by Cllr Bushell it was RESOLVED to record the vote as follows:

Cllr Goodman - For

Cllr Bushell - Against

Cllr Kingdon - For

Cllr S Lock - Against

Cllr C Lock - For

Continued ...

Cllr Moore - Abstained  
Cllr McCool - For  
Cllr Parkinson - For  
Cllr Smale - For  
Cllr Way - For  
Cllr White - For  
Totals – 8 For, 2 Against, 1 Abstained

**7613 PROPOSED HEALTH CENTRE**

This item had been placed on the agenda at the request of Cllr Bushell who reported on the above item. The proposed new health centre will be built within Phase 1 of the new housing development at North Road/Gunswell Lane but Cllr Bushell was concerned that there should be an alternative site in case this development does not proceed. Members debated this item and it was RESOLVED that Cllr Goodman meets with the relevant practice manager to ascertain their position and report back to the Town Council in early September. The Clerk is also instructed to investigate any other options to purchase land that may be suitable including the possibility of compulsory purchase of any land within the parish if deemed necessary.

**77/13 MONTHLY ACTION SHEET**

Members noted details of the above including any updates where necessary. Cllr Moore enquired whether we had any more news regarding the sheep pens in Southley Road and further information from the town council's solicitors should be available soon.

**78/13 REPRESENTATIVES TO REPORT ON MEETINGS ATTENDED**

- a) Cllr Bushell – Attended meeting of DALC in Exeter – will attend Localism Seminar in Bristol – briefed on new Healthwatch Scheme.  
Cllr McCool – Friends of Community Woodland – recent meeting – new signs to be erected soon and works to improve wildlife pond.
- b) None.
- c) No police present.

79/13 It was RESOLVED that under the provision of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded because publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted.

82/13 It was RESOLVED that the meeting return to open session.

There being no further business the meeting closed at 9.02pm.

Chairman .....

Date .....

**TOWN COUNCIL – 23 JULY 2013**

**CONFIDENTIAL**

**APPENDIX A**

**80/13 GULLACOMBES HOUSING DEVELOPMENT**

Members had previously received a detailed report regarding the above compiled by Mr Coates and Mr Holtom. The Mayor invited Mr Coates to explain the content of this report and the implications of the current situation with specific reference to the adjacent landowner. The land has been valued at £2.369 million by the District Valuer and both Mr Coates and Mr Holtom were recommending a minimum project valuation of £2.25 million in order to comply with best value policy and that the planned project can proceed without any further delay. Following debate it was unanimously RESOLVED to accept the officers recommendation of a minimum project valuation of £2.25 million. All legal advisors will be notified.

**81/13 STAFFING ISSUE**

The Mayor reported on a recent staffing situation where a councillor had made a formal complaint regarding a member of the authority's staff. This complaint was referred to the Staff Committee who investigated fully the complaint and found no grounds for any further action. The employee had acted in good faith and a mediation exercise was carried out by South West Councils but this proved unsuccessful. The employee then submitted a formal grievance against the councillor with the conclusion that the councillor was at fault with his behaviour towards the employee considered unacceptable. The grievance interviews were carried out by staff from South West Council's with the total cost of their appointment in this matter in excess of £2300. Members agreed that this cost should be made available to any member of the public if a Freedom of Information request was received.

MINUTES OF THE MEETING OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE TOWN HALL, SOUTH MOLTON ON TUESDAY 10 SEPTEMBER 2013 AT 7.00PM

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Present:

In the Chair Town Mayor Cllr S. K. White  
Cllr M. Bushell Cllr D. J. Goodman  
Cllr Mrs C. E. Lock Cllr S. W. Lock  
Cllr Mrs R. McCool Cllr Mrs C. Parkinson  
Cllr D. J. Worden

In Attendance: Town Clerk Mr M. G. Gingell  
Land Agent Mr J. Holtom  
DCC Cllr J. Yabsley (for only part of the meeting)

83/13 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Kingdon, Moore, Smale and Way

84/13 **DECLARATIONS OF INTEREST**

The following declaration of interest was read out by the Town Clerk:  
Cllr Worden – Personal Interest – Item 10 – NDC Member

85/13 **CHAIRMAN'S ANNOUNCEMENTS AND MATTERS OF URGENCY BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

The Mayor reported that following a recent Finance Committee meeting it was reported that if any member has any items that they wish to be considered at the Budget meeting then the RFO must have the information by the 30 September 2013.

The Mayor also reported on the Code of Conduct training meeting held on the 31 July 2013 with NDC's Interim Joint Head of Legal and Monitoring Officer Mr K Miles. Many members attended and it was considered a worthwhile exercise.

86/13 **APPROVAL OF MINUTES**

Town Council 23 July 2013  
It was RESOLVED that these minutes be approved.

87/13 **RURAL SHARE PETITION**

This item had been placed on the agenda at the request of Cllr Worden who reported further on the subject. Cllr Worden explained the basis behind this petition and that rural areas are suffering due to central government constraints on funding. North Devon has a high percentage of people living in rural areas and this must be recognised by central government and therefore receive its fair share of the required funding. All parishes in the North Devon area are being asked to be involved and it is of paramount importance that as many

Continued ...

people sign the petition as possible which will be presented to Parliament in October 2013. Cllr Worden handed out the petition details to any interested member.

**88/13 NEW HEALTH CENTRE**

This item had been placed on the agenda at the request of members at the 23 July TC meeting. Cllr Goodman had offered to obtain an update regarding the above and reported to members following a discussion with the Practice Manager with particular reference to the timing and funding. Cllr Worden was pleased to report that Jean Watkins had confirmed that there was no problem with the sewerage situation and only the details of the Section 106 document required completion. Mr Holtom reported that he had requested sight of the viability assessment from Linden Homes and was awaiting receipt. He reported that members had previously identified three alternative sites should the planned housing development not proceed. It was RESOLVED that this item be placed on the TC agenda in two months time for further consideration. Members are keen for a new Heath Centre to be built and will support any scheme proposed. During discussion on this item Cllr Yabsley addressed members.

**89/13 CEMETERY EXTENSION**

Members had previously received an email regarding the above and the Clerk was seeking permission to investigate the costs of enhancing this area with trees, seats and possibly providing hard surface paths. It was RESOLVED that the Clerk is given the necessary permission in consultation with the Mayor and report back to the full council in due course.

**90/13 NO 1 EAST STREET**

The Clerk reported that the current tenant was vacating the above premises at the end of September 2013 and a new tenant wishes to commence as from the 1 October 2013. Both the Clerk and RFO were recommending that a rent of £4500 plus VAT be payable for the first year subject to internal redecoration of the premises and a rent of £6000 plus VAT thereafter. Mr Holtom explained that the agreement will be a Tenancy at Will in order to be exempt from the Landlord and Tenant Act 1954. It was RESOLVED that the Clerk's and RFO's recommendation be approved and the new tenant be advised in due course.

**91/13 HOLE IN HEDGE – CENTRAL PARK**

Members noted a brief report compiled by the Deputy Clerk/RFO on the above and the Clerk reported further for members information. The Clerk is in the process of applying for the necessary retrospective planning consent.

**92/13 SHEEP PENS – NORTH OF SOUTHLEY ROAD**

The Clerk reported further following receipt of correspondence from the Council's solicitor, which had been previously forwarded with this agenda to all members. Members discussed the current situation and it was RESOLVED not to proceed any further with our enquiries regarding history and ownership and

Continued ...



notify NDC Legal section in due course. The Clerk understands from the Legal section that the proposed Option Agreement can now be completed in draft form and the planned works to this area to enlarge the car park can be commenced as soon as possible.

Cllr Bushell voted against this resolution as he considered that it has not been proven neither for or against as far as ownership of this area is concerned which could be detrimental to the residents of the town.

### 93/13 **ESTATE ISSUES**

All members had previously received a briefing note from Mr Holtom on the following subjects:

#### **Pathfields Business Park – Future development Phase 4**

Mr Holtom explained further the future development of Phase 4 together with his recommendations. It was RESOLVED to approve the following:

SMTC to press NDC for completion of Option Agreement re Livestock Market.

SMTC to liaise with potential partners and adjoining Landowners.

SMTC to continue to liaise with potential end users, establishing requirements in respect of site size and position, connections with South Molton, jobs secured and created, power requirements etc.

SMTC to work with funders, planners and other stakeholders to identify critical path and milestones.

SMTC to approach suitable consultants as listed in his report, identify cost and commission reports.

#### **Adoption of roads and paths Phase 3**

Comments noted. All members are anxious to complete this process.

#### **Request to fell trees – M and B Transport Site (assigned from T & T Coaches)**

It was RESOLVED to approve the tenants request as detailed in Mr Holtom's report and stress the need for minimal removal to the identified trees on the stipulation that it would constitute a material improvement when considering their next rent review.

#### **South Molton Metals**

Mr Holtom was pleased to report that the new leasing terms had been completed and they are requesting to enlarge their premises and increase their staffing levels with 14 new positions. Mr Holtom is awaiting full details of their proposals.

#### **Easement for Mole Valley Farmers**

Members noted the comments within the report.

#### **Maclins Quarry Lease Renewal**

Mr Holtom updated members with his negotiations regarding the above and is awaiting further details from DCC. He is hoping to present a proposal at the next TC meeting.

#### **Community Woodlands**

Mr Holtom awaiting decision of the Woodland Creation Grant from The Forestry Commission. Members noted his comments within the report regarding tree planting and possibly a community day in co-operation of the Friends Group.

Members raised the question of possibly setting up a composting scheme similar

Continued ...

to the initiative at Bratton Fleming. This matter will be discussed at a later date following members enquiries.

Members thanked Mr Holtom for his clear and concise report.

There being no further business the meeting closed at 8.08pm.

Chairman .....

Date .....

**MINUTES OF THE MEETING OF THE SOUTH MOLTON TOWN COUNCIL HELD IN  
THE TOWN HALL, SOUTH MOLTON ON TUESDAY 24 SEPTEMBER 2013 AT 7.00PM**

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Present:

In the Chair Town Mayor Cllr S. K. White	
Cllr M. Bushell	Cllr D. J. Goodman
Cllr M. J. Kingdon	Cllr Mrs C. E. Lock
Cllr S. W. Lock	Cllr Mrs R. McCool
Cllr E. J. Moore	Cllr M. R. J. Smale
Cllr M. F. Way	Cllr D. J. Worden

In Attendance: Town Clerk Mr M. G. Gingell  
Deputy Town Clerk/RFO Mr A. C. Coates

**94/13 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Parkinson who was away on a family event in London.

**95/13 DECLARATIONS OF INTEREST**

The following declarations of interest was read out by the Town Clerk:  
Cllr Kingdon – DPI – Item 6 – Myself

**96/13 CHAIRMAN'S ANNOUNCEMENTS AND MATTERS OF URGENCY  
BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

The Mayor reported on the recent news that due to staff shortages bed numbers will be reduced from 20 to 10 at South Molton Community Hospital for a period of up to 6 to 8 weeks. Many members commented on this situation and their concerns that it may be for a longer period despite being informed it was a temporary measure. Members requested that a suitable letter be forwarded to the NHS Trust with a copy to the League of Friends and also discuss further in approximately one months time.

The Mayor reported on a recent meeting at NDC attended by NDC Cllrs Moore and Worden, himself and Mr Coates. This meeting was to discuss the draft version of Chapter 10 (South Molton) of the new Local Plan. All who attended considered it a worthwhile exercise.

The Mayor reported on an invitation received from the Royal British Legion for members to attend a brief remembrance service at the War Memorial on Monday 11<sup>th</sup> November 2013 at 10 45am.

The Mayor also reminded members of the Harvest Thanksgiving Parade which is on Sunday 29 September 2013 commencing at 10.55am from the Pannier Market.

The Clerk reported that he had received a letter of thanks from The Devon Air Ambulance Trust for being given permission to land in the Sheep Fair Field on Thursday 8 August 2013. The Clerk had sought permission from the Mayor. The Clerk also reported on the Planning/Environment School being held by Barnstaple Town Council on Saturday 12 October and if any member wishes to attend he has full details.

Continued ...

Cllr S Lock queried if invitations had been forwarded for the Mayor's Charity Dinner and Dance on Friday 1 November 2013 and the Mayor responded with full details.

The Mayor was pleased to report that he had received 2 letters of thanks to the Town Council for their recent works commissioned on the wildlife pond in the Community Woodlands.

**97/13 APPROVAL OF MINUTES**

Town Council

10 September 2013

It was RESOLVED that these minutes be approved.

**98/13 PUBLIC PARTICIPATION**

No members or members of the public present raised any issues for the Town Council's attention so the Mayor moved to the next item on the agenda.

Cllr Kingdon declared a DPI in the following item and as no discussion took place remained in the room under the Clerk's direction.

**99/13 DOCUMENT FOR EXECUTION**

It was RESOLVED that the following document be signed by the Mayor and Deputy Mayor and witnessed by the Town Clerk:

Exclusive Right of Burial – Plot N25 – Mr Martin Kingdon, Furzebray, George Nympton Road, South Molton, EX36 4ER

**100/13 DALC AGM & CONFERENCE 2013**

The Clerk reported on the above event, which is being held at The Westpoint Centre, Exeter on Saturday 12<sup>th</sup> October 2013 for any interested member. Cllr Bushell indicated his wish to attend as one of the nominated representatives for the North Devon area on DALC.

**101/13 FIRST WORLD WAR CENTENARY**

The Clerk reported on an email he had received from Graham West who was proposing to sow poppy seeds across community areas of land to celebrate the above and was requesting comments from members. The Clerk reminded members that they have already given permission to Alison Rix to have a display in the OAR during the month of August 2014. Much debate followed and various comments were raised either for or against the idea. Cllr Kingdon reported that the soil conditions in this area are not good for growing poppys. It was RESOLVED that the Clerk informs Mr West that members are concerned that the town must not be overwhelmed with this initiative but areas that may be considered are planters within the town centre, cemetery (designated area) and the Community Woodlands. The Clerk will report back in due course.

**102/13 MONTHLY ACTION SHEET**

Members noted the details of the above document and it was agreed that items that have now reached a satisfactory conclusion could be removed. Members

Continued ...

were pleased to learn of matters being concluded and Cllr Bushell requested an update on Health and Safety, which the Clerk will arrange.

103/13 **REPRESENTATIVES TO REPORT ON MEETINGS ATTENDED**

- a) Cllr McCool – Friends of the Community Woodland – report on pond with recommendations, which was circulated to members. Cllr McCool explained further the content of this report and the recent completed works. Dates of future events. Members were pleased that the FOCW take such an active part in the management of this area and must be congratulated on their efforts.  
Cllr S Lock – attended recent meeting regarding Devon’s Youth Service and gave a brief resume of points discussed.  
Cllr Bushell – DALC – attended recent regional conference at Bristol where Localism was discussed and other issues including ‘Right to Challenge’.  
Cllr Kingdon – Community Woodlands Extension – updated members with grant applications progress to date following recent informal meeting.  
Cllr Worden – attended the Community Council of Devon Annual Conference on 12<sup>th</sup> September 2013 and gave a brief resume on issues raised.  
Cllr Worden also attended the LGA Rural Conference at Warwick – spoke on the Fair Share Petition, which will be presented to parliament in October this year.
- b) Cllr Worden – recent meeting at NDC regarding responses received on Local Plan – constructive meeting with results expected in early 2014. Cllr Moore reported on his disappointment with the low number of responses received.
- c) No police present.

There being no further business the meeting closed at 7.55pm.

Chairman .....

Date .....

MINUTES OF THE MEETING OF THE SOUTH MOLTON TOWN COUNCIL HELD IN  
THE TOWN HALL, SOUTH MOLTON ON TUESDAY 22 OCTOBER 2013 AT 7.00PM

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Present:

In the Chair Town Mayor Cllr S. K. White	
Cllr M. Bushell	Cllr D. J. Goodman
Cllr M. J. Kingdon	Cllr Mrs C. E. Lock
Cllr S. W. Lock	Cllr Mrs R. McCool
Cllr E. J. Moore	Cllr M. R. J. Smale
Cllr M. F. Way	Cllr D. J. Worden

In Attendance: Town Clerk Mr M. G. Gingell  
DCC Cllr J Yabsley (part of meeting)  
Mayor's Chaplain Rev R Andrews

**107/13 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Parkinson.

**108/13 DECLARATIONS OF INTEREST**

The following declaration of interest was read out by the Town Clerk:  
Cllr Kingdon – C of E Junior School – Item 9 – Personal – Neighbour to land

**109/13 CHAIRMAN'S ANNOUNCEMENTS AND MATTERS OF URGENCY  
BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

The Mayor reported that Paul Henderson had requested marshals for the Fireworks Display on 9<sup>th</sup> November 2013, several councillors volunteered. The Mayor reported on the recent Finance Committee meeting where it was resolved to appoint an outside contractor to cut grass/verges from Spring 2014.

The time being 7.05pm Cllr S & Cllr Mrs C Lock joined the meeting.

The Mayor reminded members of the Remembrance Parade which is on Sunday 10 November 2013 commencing at 10 30am..

Also an invitation has been received from the Royal British Legion to join in the service at the War memorial on Monday, 11<sup>th</sup> November commencing at 10.45.

The Mayor also reminded members of the Mayor's Charity Dinner Dance on Friday, 1<sup>st</sup> November 2013.

An invitation has been received to attend a meeting re Flooding Issues at Filleigh Village Hall on Friday 1<sup>st</sup> November. Any interested member can attend.

**110/13 APPROVAL OF MINUTES**

Town Council 24 September 2013  
It was RESOLVED that these minutes be approved.

**111/13 PUBLIC PARTICIPATION**

Mr Mark Cornelius Crownhill, New Road requested that Cllr Way be thanked for his continual support regarding South Molton Carnival together with the Rotary

Continued.....

Club of South Molton for arranging such a splendid event on the 28<sup>th</sup> September. Mr Cornelius also asked why the Town Council had rejected the application for the Solar Farm at Kingsland Barton yet Cllrs Moore and Worden had approved the application when it was determined by North Devon Council Planning Committee. Both councillors responded and explained their decision.

Cllr Bushell raised the question of the hedge cutting at Mill-on-the-Mole, saying it was difficult to walk, as grass is growing onto the pavement. DCC will be informed again regarding this situation.

Cllr Mrs C Lock reported that a member of the public had approached her asking if a mirror could be sited opposite the entrance to Factory Row to improve visibility.

Cllr Yabsley explained that the County Council could not place a mirror on private property.

Cllr McCool raised the issue of the state of the road on North Street and Parsonage Lane, saying that because of the terrible state she fears an accident with a motor cycle. Cllr Yabsley responded.

Mr Herniman, 7E Queen Street suggested that the Council were burning £3,000 by holding the Firework Display on Saturday 9<sup>th</sup> November 2013 and felt that this sum of money could be spent more wisely on Town Council owned property. The Mayor together with the chair of the Finance Committee Cllr Way and Cllr Bushell responded.

At this juncture Cllr Yabsley left the meeting

#### **112/13 SOUTH MOLTON COMMUNITY HOSPITAL**

Members had requested that this item be placed on this agenda following receipt of a reply from the Chair of the Northern Devon Healthcare Trust Mr R French which had been forwarded with this agenda. Members noted its content and requested this situation be monitored and be discussed again at our statutory November 2013 meeting.

#### **113/13 COMMUNITY BUILDINGS – SOUTH MOLTON**

This item had been placed on the agenda at the request of both Cllr Bushell and Cllr Worden. Cllr Bushell had raised the above at a previous meeting and reported further on the 'Community Right to Bid' one of the new initiatives introduced in the Localism Act 2011. The Community Right to Bid allows parish and town councils to nominate buildings or land for listing by the local authority as an asset of community value which could include cultural, recreational and sporting interests. Members debated this subject and it was RESOLVED to form a sub-committee to investigate the options available and compile a list of appropriate Community buildings and land made up of Cllrs Bushell, S. Lock, Moore and Worden.

#### **114/13 FIRST WORLD WAR CENTENARY – 2014**

The Clerk reported that he had a recent meeting with Mr Graham West regarding the above and the initiative to plant poppy seeds was a national proposal led by The Imperial War Museum. Cllr McCool reported that the Friends of the

Continued ...

Community Woodland had expressed an interest and been given packets of seeds for that area. Other areas to be considered include the Community Garden in the Sheep Fair Field. Cemetery and planters in the town centre. Cllr Kingdon also suggested that perhaps they could be sown under the South Molton signs when entering the town. It was RESOLVED to request that the Clerk deals with this initiative in conjunction with any member or member of the public that wishes to be involved. The manual staff of the town council will also assist with planting where relevant and agreed.

**115/13 COE JUNIOR SCHOOL – SOUTH MOLTON**

Following a recent meeting at the school attended by the Mayor and other members this item had been placed on the agenda for further debate. The Mayor reported that this meeting was very constructive and the officer from the Diocese office informed those present that monies were now available to secure A suitable site off of Exeter Road with building work commencing September 2014. Both DCC and NDC are involved with this project and progress will be monitored. It was RESOLVED to forward a letter to DCC requesting that they consult with NDC as a matter of urgency in order to move forward as quickly as possible with the purchase of the land already identified as a site for the new school. Members will be informed of progress with this matter.

**116/13 DEVON COUNTY COUNCIL – EXTRA HOUSING CARE**

Members had previously received an email forwarded by the Clerk sent to him by a Mr Owen Chapman regarding the above. Members noted the content and debated this subject. Cllr Bushell reported that he had responded direct to Mr Chapman but had received no reply. It was RESOLVED that both the Clerk and Cllr Bushell are to forward a reply requesting further details.

**117/13 CENTRAL PARK WORKING GROUP**

It was RESOLVED to adopt the minutes of the above working group dated 6<sup>th</sup> June 2013.

**118/13 LINK ROAD SIGNAGE**

Members had previously received a copy letter from North Molton Parish Council indicating their wish to use the phrase 'Gateway to Exmoor' on signage on the A361 instead of South Molton. It was RESOLVED to inform North Molton Parish Council that the town council wish to continue using that phrase now and in the future on all signage on the A361 regarding South Molton.

**119/13 ST MARY MAGDALENE PARISH CHURCHYARD**

Members had previously received a copy letter from Mrs D Hodgson and noted its content. Members were pleased to learn of this situation and it was requested that Peter Stanford and the manual staff are made aware of this letter.

**120/13 MONTHLY ACTION SHEET**

At the Clerk's request it was RESOLVED to remove completed items from the Action Sheet. Members noted the updates where relevant.

Continued



Cllr Bushell requested that a note be made regarding the Town Council carrying out the immediate work required by Health & Safety on the barriers at Central Park adjacent to the Skateboard Park.

121/13 **REPRESENTATIVES TO REPORT ON MEETINGS ATTENDED**

- a) Cllr Goodman – DALLC – reported on Quality Status, Toilets, Tap Fund and requested that photos of local events be sent into the Web Site.  
 Cllr Bushell – DALC – attended AGM in Exeter on 12<sup>th</sup> October where he queried DCC spending on Highways and other related issues.  
 Cllr McCool – Friends of the Community Woodland – reported on recent meeting and the forthcoming Autumn Fest and the need for a temporary licence to sell alcohol. There is still work to do around the pond, but it is now filling up.  
 Cllr Worden – Parish Forum in Barnstaple – cuts were reported by DCC and ND Council – petition on Rural Funding – N Harvey MP addressed parliament.  
 Cllr Worden – Sports network – attended with Cllr Bushell – the Local Plan needs to be finally settled to ascertain an area suitable.  
 Cllr Worden – Crime Prevention Panel –reported on recent meeting and congratulated the local police on the reduction of crime in the area.
- b) No issues to report.
- c) PC Graham James was welcomed to the meeting - he reported on crime levels being at an all time low and added that there were no issues on Carnival night and that traffic flow worked well. Additional staff are to come to South Molton as it is now realised that the 'Hub' system did not work and they will be going back to the old system of officers in the outlying areas. He also referred members to the local policing web site. PC James briefly reported on officers that attended a conference in Bulgaria. A short question and answer session followed.

The Mayor thanked PC James for attending this meeting.

There being no further business the meeting closed at 8.40pm.

Chairman .....

Date .....

MINUTES OF THE MEETING OF THE SOUTH MOLTON TOWN COUNCIL HELD IN  
THE TOWN HALL, SOUTH MOLTON ON TUESDAY 12 NOVEMBER 2013 AT 7.00PM

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Present:

In the Chair Town Mayor Cllr S. K. White	
Cllr M. Bushell	Cllr D. J. Goodman
Cllr M. J. Kingdon	Cllr Mrs C. E. Lock
Cllr S. W. Lock	Cllr Mrs. C. Parkinson
Cllr E. J. Moore	Cllr M. R. J. Smale
Cllr M. F. Way	Cllr D. J. Worden

In Attendance: Deputy Town Clerk/RFO Mr A. C. Coates

**122/13 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr McCool

**123/13 DECLARATIONS OF INTEREST**

Nil.

**124/13 CHAIRMAN'S ANNOUNCEMENTS AND MATTERS OF URGENCY  
BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

The Mayor was pleased to report on the recent success of his Charity Dinner Dance held on Friday 1 November 2013 and thanked members who attended this event.

The Mayor was also very pleased to report on the success of the Firework Display held on Saturday 9 November and the many positive comments received. Special thanks must go to several members who acted as marshals and Paul Henderson and Mr Coates for their involvement. Many other people were involved with this event and their help made the evening such a memorable occasion. The Mayor read out many letters of thanks received.

The Mayor reported that Cllr Moore had informed him that a meeting was being held on Tuesday evening at the Rugby Club in connection with Drug Awareness. The Mayor briefly reported on his recent twinning visit to Livarot in France.

Cllr Worden requested to report on the recent promotion of Peter Brown from the North Devon Journal on his appointment as the reporter for Braunton and wished to thank him for his hard work regarding news coverage from South Molton.

**125/13 APPROVAL OF MINUTES**

Town Council 22 October 2013  
It was RESOLVED that these minutes be approved.

**126/13 PROPOSED NEW HEALTH CENTRE**

This item had been placed on the agenda at the request of members in order for Cllr Goodman to update members. Cllr Goodman and Cllr Worden reported that the proposal to build the new health centre as part of the North Road/Gunswell Lane Housing Development was still in its infancy but progress was being made.

Continued ...

**127/13 COMMITTEE PROCEDURES – POWERS TO ACT**

This item had been placed on the agenda at the request of Cllr Moore who reported on his concern that membership of all committees should be all members in order that major decisions such as financial can be discussed and approved. Much discussion followed and it was agreed that this matter be discussed at the Annual Meeting of the Town Council in May 2014 and in the meanwhile continue unaltered.

**128/13 DCC – TOUGH CHOICES WASTE SERVICE REVIEW CONSULTATION**

This item had been placed on the agenda at the request of the Mayor Cllr White and the Clerk had forwarded correspondence received from DCC. DCC are considering reducing the days of opening Maclins Quarry as from April 2014 due to financial constraints. It is recommended that instead of operating 4 days per week from Thursday to Sunday inclusive it only opens on a Saturday and Sunday. Members discussed these proposals and it was RESOLVED to forward a letter requesting that members do not wish to see the hours reduced but if there is no alternative then recommend to DCC that it opens 3 days per week on a Thursday, Saturday and Sunday. Members are also concerned that if the community facility's hours are reduced then fly tipping in the parish will increase. Both the Mayor, Cllr Bushell, Cllr Moore and Cllr Worden had previously had a meeting with Sarah Portsmouth Managing Director of South Molton Recycle to obtain her views and comments.

**129/13 LINDEN HOMES – NORTH ROAD HOUSING DEVELOPMENT**

This item had been placed on the agenda at the request of Cllrs Moore and Worden following a meeting between SMTC and the developers together with the Town Council's land agent, Mr J Holtom. Cllr Worden briefly outlined the current situation regarding the number of affordable homes to be built on the development and stressed the need for the new health centre to be sited within the housing scheme. Cllr Worden was seeking permission to approach NDC in order to reduce the percentage of affordable homes in order to make the project viable and also request that these properties are built at a later date and not within phase 1 of the development. It is an important scheme for the town and it was RESOLVED for both Cllr Moore and Cllr Worden to refer this situation to both the lead planning officer for South Molton Jean Watkins and the appropriate members of North Devon Executive.

Members are also concerned that this development has serious implications for the new planned school, which must be protected for all concerned and debate followed regarding details of the Section 106 agreement.

During the voting process 10 members voted for the proposition and Cllr S Lock voted against.

There being no further business the Mayor closed the meeting at 8.15pm

Chairman .....

Date .....

MINUTES OF THE MEETING OF THE SOUTH MOLTON TOWN COUNCIL HELD IN  
THE TOWN HALL, SOUTH MOLTON ON TUESDAY 26 NOVEMBER 2013 AT 7.00PM

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Present:

In the Chair Town Mayor Cllr S. K. White  
Cllr M. Bushell                      Cllr D. J. Goodman  
Cllr M. J. Kingdon                  Cllr Mrs C. E. Lock  
Cllr S. W. Lock                      Cllr Mrs R. McCool  
Cllr E. J. Moore                      Cllr Mrs C. Parkinson  
Cllr M. R. J. Smale                  Cllr M. F. Way  
Cllr D. J. Worden

In Attendance: Town Clerk Mr M. G. Gingell  
DCC Cllr J Yabsley (part of meeting)  
CPSO Mr Paul Whitehouse

130/13 **APOLOGIES FOR ABSENCE**

Nil.

131/13 **DECLARATIONS OF INTEREST**

Nil.

132/13 **CHAIRMAN'S ANNOUNCEMENTS AND MATTERS OF URGENCY  
BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

The Mayor reported on the installation of the 2013 Christmas lights in East Street and on the front of the Old Cornmarket which he considers look fantastic for the festive period. The staff are currently working on the enhancement to erect the Christmas tree and other lights which will further enhance this years display. Cllr Worden suggested that similar to Barnstaple the Town Council should consider either the Mayor or an invited celebrity to a ceremony to officially switch on the lights in future years.

Cllr S Lock was pleased to report on an article regarding South Molton that was in a recent copy of the Western Morning News which covered the forthcoming Christmas events. Cllr Lock wished to thank all the people for their input which makes these events such a success.

Cllr Moore reported on a recent TV programme regarding house purchase and South Molton was included.

133/13 **PUBLIC PARTICIPATION**

Paul Henderson, Editor of the South Molton and District News reminded members of the 2014 Centenary of the start of World War One and felt as a fitting tribute to this anniversary that the members should give consideration to re-siting the War Memorial in the cemetery to a site on the enhancement. This project must have the full support of the Royal British Legion who would be consulted at every stage. It was agreed that this suggestion be placed on the next appropriate agenda for members to consider. Cllr S Lock responded.

Cllr McCool reported on her concern regarding the hedge on the left hand side of Station Road which was growing out over the pavement. This hedge is owned

Continued ...

by the Long family and the Clerk reported that it has been reported to DCC on several occasions. The Clerk will chase this situation.

Cllr Bushell reported on the state of the hedges at the bottom of East Street towards the Mill on the Mole Park Home site. The Clerk will investigate.

Cllr Moore reported on a recent press cutting regarding a previous Mayor who only remained in office for two weeks.

**134/13 SOUTH MOLTON COMMUNITY HOSPITAL**

As requested by members Cllr Goodman gave a brief update regarding the above following a recent meeting with the chair of Northern Devon Healthcare Trust Mr Roger French and its Chief Executive Jac Kelly. He was pleased to report that the beds at South Molton Hospital were being restored to its full capacity. Community hospitals are currently being reviewed which may have implications in the future including more care at home. Cllr Worden responded that he had attended a NDC meeting together with Cllr Moore and Cllr Goodman where this subject was debated

**135/13 NALC - AGM**

All members had previously been forwarded a copy of a report regarding the above from Cllr Bushell who had attended the event in London. Cllr Bushell reported further on the subject and members noted his comments. Cllr Bushell stressed the need for the Clerk to use the services of Lesley Smith at DALC.

**136/13 DOCUMENTS FOR EXECUTION**

The Clerk reported that following recent burials in the new cemetery extension the grave diggers decided by themselves that the plots needed re-numbering. The Clerk was seeking permission to forward corrected documents to the relevant purchasers in a sympathetic and diplomatic manner. The Clerk stressed that this problem that had occurred was not his fault. It was RESOLVED that the Clerk deals with this situation as he had proposed.

**137/13 PROPOSED DIVERSION OF PUBLIC FOOTPATH NO 10 SOUTH MOLTON (GREAT HELE BARTON)**

The Clerk had forwarded details of the above received from DCC to members with their agendas. It was RESOLVED to advise DCC that there were no objections to this proposed diversion and recommend approval.

**138/13 PROPOSED REFURBISHMENT OF TOILETS IN TOWN HALL**

The Clerk handed out copies of two designs prepared by the David Wilson Partnership, one including a disabled portion and baby changing facilities. Members discussed both options, the basic refurbishment or the more complex overhaul to include a disabled access and parental needs. It was RESOLVED to obtain costings for both designs and report back to members in due course in order to approve the favoured option.

**139/13 MEMORIAL TREE – RECREATION GROUND/COMMUNITY WOODLANDS**

This item had been placed on the agenda following a request received by Cllr

Continued ...

Moore from a parishioner to plant a memorial tree in the above area. The Clerk reminded members that he has delegated powers to agree areas in central park and the cemetery but not in the above stated two areas. Cllr Moore reported that the family now wish to plant the tree in the cemetery. It was RESOLVED that the Clerk contacts the family concerned and arrange their request.

**140/13 MONTHLY ACTION SHEET**

Members noted details regarding the above and the Clerk explained that he had removed items that had now been completed. Recommendations from Cllr Bushell will be added. It was noted that the Newsletter Sub-Committee had not convened a meeting for some time but Cllr Lock reported that it would meet early in the New Year in order to publish an edition covering the Christmas festivities. The Clerk is aware that both the Policy Committee and the Community Buildings Sub-Committee had not met due to staffing levels in the office. This will be rectified as soon as possible.

**141/13 TOWN COUNCIL MEETING – DECEMBER 2013**

The Clerk was recommending that the Town Council meeting in December be held on Tuesday 10 December 2013 and the Mayor reported that he will provide refreshments following the meeting. The Clerk's recommendation was accepted.

**142/13 COMMUNITY WOODLAND EXTENSION**

The Mayor invited Cllr Kingdon to update members on the above following an informal meeting held at the office's of Landsense Professional on Monday 25 November 2013 and attended by himself and other relevant members. Cllr Kingdon reported on the figures submitted with the agenda for this meeting and answered members questions on both costings and the viability of the scheme. Cllr Kingdon detailed the grant monies available from the Forestry Commission and the possible funding required from Town Council funds. Cllr Worden reported that there may be Section 106 monies available from NDC and Cllr Moore suggested investigating any lottery funding that may be available for the project. Concern was expressed by several members on the possible monies required from the Town Council to support the initiative. Following discussion it was RESOLVED to authorise Mr Holtom to sign and accept the grants being offered and investigate other areas of possible funding as detailed previously. It was suggested by the Mayor that an informal meeting be arranged with the land agent to discuss the scheme and then re-agenda this item at the next appropriate meeting for the necessary approval.

Cllrs Mrs C Lock, S. Lock and Way voted against during the voting process thereon.

**143/13 REPRESENTATIVES TO REPORT ON MEETINGS ATTENDED**

- a) Cllr Moore – South Molton and District Licences Association – recent open meeting on drug awareness – certificates issued for those in attendance.  
Cllr Parkinson – AGM of PIP Centre – various issues including possible resignation of three trustees and future plans.

Continued ...

Cllr Worden – meeting at NDC with Jean Watkins regarding planned housing development at North Road/Gunswell Lane and the issue of affordable homes.  
Cllr Goodman – attended recent seminar at Filleigh regarding flooding and being prepared for winter and adverse weather conditions.

- b) Cllr Worden – Attended AGM of SPARSE and the Rural Network Group. Petition raised by MP at House of Commons. Cllr Worden is arranging a second Rural Conference at Bishops Nympton in March 2014.
- c) PCSO Paul Whitehouse in attendance – Crime figures still low – new staff being recruited – existing Sgt covering Braunton – A short question and answer session covered other subjects.

There being no further business the meeting closed at 8.56pm.

Chairman .....

Date .....

MINUTES OF THE MEETING OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE TOWN HALL, SOUTH MOLTON ON TUESDAY 10 DECEMBER 2013 IMMEDIATELY FOLLOWING THE PLANNING COMMITTEE MEETING COMMENCING AT 6.15PM

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Present:

In the Chair Town Mayor Cllr S. K. White	
Cllr M. Bushell	Cllr D. J. Goodman
Cllr M. J. Kingdon	Cllr Mrs C. E. Lock
Cllr S. W. Lock	Cllr Mrs R. McCool
Cllr E. J. Moore	Cllr Mrs C. Parkinson
Cllr M. R. J. Smale	Cllr D. J. Worden

In Attendance: Town Clerk Mr M. G. Gingell

**144/13 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Way and DCC Cllr Yabsley.

**145/13 DECLARATIONS OF INTEREST**

The following declaration of interest was read out by the Town Clerk:  
Cllr McCool – DPI – Item 6 – Treasurer

**146/13 CHAIRMAN'S ANNOUNCEMENTS AND MATTERS OF URGENCY BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

The Mayor reported on the recent Christmas events from Thursday 5 December 2013 to Sunday 8 December 2013 which everybody present considered a great success and a real boost for the town. The Mayor wished to thank everybody who were involved for all their hard work and effort.

Cllr Moore had recently attended a business forum meeting and reported that the Town Council be requested to join them at a meeting called for January 10 2014 commencing at 6pm regarding feedback from this year's Christmas events.

**147/13 APPROVAL OF MINUTES**

Town Council	12 November 2013
It was RESOLVED that these minutes be approved.	
Town Council	26 November 2013
It was RESOLVED that these minutes be approved.	

**148/13 CEMETERY WAR MEMORIAL**

This item had been placed on the agenda at members request following the comments made by Mr P Henderson at the last public participation period on Tuesday 26 November 2013. Mr Henderson had suggested that consideration be given to re-siting the town's war memorial from the cemetery to the enhancement in the town centre. The Mayor reported that he had spoken with Mr Paddy King-Fretts from the South Molton branch of the Royal British Legion on the subject and he intended to ballot his members for their comments/views. Once received he will report back to the Mayor. Several members present reported that the general opinion of this idea had produced a mixed reaction. It was suggested

Continued ...



that an item be inserted in the next edition of our Newsletter to be published in January 2014. Cllr S Lock reported that he considered that it could be moved to an area at the top of New Walk Steps for various reasons. Cllr Kingdon reported on his views for the proposal and it was agreed to review the situation early in the New Year following feedback from the general public and members of the Royal British Legion.

Cllr McCool declared a DPI in the following item and left the meeting.

**149/13 COMMUNITY WOODLAND EXTENSION**

Following a recent informal meeting regarding the above members had agreed the following and it was unanimously RESOLVED to approve these two proposals:

- 1) To fund the above project up to a maximum of £25000 over a two year period.
- 2) To purchase the necessary trees from Perrie Hale following a recommendation from Mr J Holtom the council's land agent.

Cllr S Lock reported on his concern that the formal management plan be updated as soon as possible.

**150/13 2014/2015 FINANCIAL YEAR**

Members noted that both the Clerk and RFO were recommending that the Budget Meeting for the above be held on Monday 20 January 2014 at the Amory Centre commencing at 6.30pm. Members noted details of this recommendation.

There being no further business the meeting closed at 7.45pm.

Chairman .....

Date .....

MINUTES OF THE MEETING OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON TUESDAY 14 JANUARY 2014 AT 7.00PM

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Present:

In the Chair Town Mayor Cllr S. K. White  
Cllr M. Bushell                      Cllr D. J. Goodman  
Cllr M. J. Kingdon                Cllr Mrs C. E. Lock  
Cllr S. W. Lock                    Cllr Mrs R. McCool  
Cllr E. J. Moore                   Cllr Mrs C. Parkinson  
Cllr M. R. J. Smale               Cllr M. F. Way  
Cllr D. J. Worden

In Attendance: Town Clerk Mr M. G. Gingell

151/13 **APOLOGIES FOR ABSENCE**

Nil.

152/13 **DECLARATIONS OF INTEREST**

The following declarations of interest was read out by the Town Clerk:  
Cllr Worden – Personal Interest – Item 8 – NDC Member  
                  Personal Interest – Item 9 – NDC Member  
                  Personal Interest – Item 10 – NDC Member

153/13 **CHAIRMAN'S ANNOUNCEMENTS AND MATTERS OF URGENCY  
BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

The Clerk reported that he had been advised that a meeting was taking place on Thursday 16 January 2014 regarding the new proposed school. This meeting will be attended by the planning authority, highways authority and the education authority. DCC. Cllr Yabsley will be in attendance. Following this pre-meeting a further meeting will be arranged with all stakeholders including members of the Town Council and the Clerk will forward details in due course when a date has been arranged.

Cllr Smale wished to report that he had received excellent comments regarding the Christmas events held in the town early in December and the festive lighting. All members had received congratulatory comments from the general public and the Clerk will inform and thank all the manual staff for their hard work and commitment to all the events during December 2013.

154/13 **APPROVAL OF MINUTES**

Town Council                      10 December 2013  
It was RESOLVED that these minutes be approved.

155/13 **PROPOSAL TO RELOCATE WAR MEMORIAL**

The Clerk reported that following a previous meeting where there was a suggestion to re-locate the above he had received numerous emails on the subject from members of the general public clearly stating their dissatisfaction over this

Continued ...

proposal. All members had previously received a copy letter from the Royal British Legion South Molton branch following an exercise to determine their views. This proposal was also mentioned in the January edition of the South Molton News and there will be an item in the Town Council newsletter to be published in February 2014 requesting public comments. The Clerk will report back to members in due course.

**156/13 PROPOSED DIVERSION OF PUBLIC FOOTPATH 10 SOUTH MOLTON**

The Clerk reported that he had received a further proposed amendment to the above and was requesting approval from members. Copy correspondence had been previously forwarded to all members and it was RESOLVED to approve the Clerk's request. DCC will be notified in due course.

**157/13 TREES IN CHURCHYARD**

The Clerk reported that a member of staff was recommending that a tree be removed within the above area as it continued to damage the wall and repair work was a constant problem. It was RESOLVED to grant permission to the Clerk in order for the member of staff to carry out the work as requested.

**158/13 SMR PHOENIX – REAR OF PANNIER MARKET**

This item had been placed on the agenda at the request of Cllr Moore. The Clerk had previously forwarded an email received from Diana Hill NDC to all members regarding the above. Cllr Moore had requested that the Clerk investigate when NDC intend to demolish the above buildings and garages. Cllr Moore reported on his concern regarding the removal of the old sheep pens to the rear of The Amory Centre and gave a brief history of the site together with the area stated above. It was RESOLVED that both NDC members Moore and Worden meet with the Leader NDC Cllr B. Greenslade and report back to the full council with their findings.

**159/13 NEW DESKTOP COMPUTER EQUIPMENT – THE AMORY CENTRE**

The Clerk had recently forwarded an email received from Arron Yates NDC to all members explaining that Microsoft were withdrawing their support for Windows XP as from April 2014. In order to meet with Government PSN guidelines all the Town Council's equipment will need to be replaced together with any respective licences. Initial costings for this exercise will be in the region of £3000 and be debited to the council's capital expenditure. The Clerk explained that for at least 18 years NDC have provided and supported the town council and its computer network with no major problems. A question and answer session followed and it was RESOLVED that officers from the ICT section at NDC be invited to a Town Council meeting to address members on the situation and their recommendations.

**160/13 ESTATE ISSUES**

The Clerk had previously forwarded a copy of the land agent's briefing document and members noted its content. The Clerk reported on each individual item and requested resolutions where applicable as follows:  
Livestock Market Option Agreement: Continue to chase up NDC Legal section

Continued ...

and act accordingly. It was agreed to inform Jeremy Holtom that prospective purchasers ie Mole Valley Farmers be advised to apply for outline planning consent.

Outline Planning Phase 4 – Pathfields Business Park. Combined with the above and Mr Holtom will continue to follow up draft heads of terms with potential consortium members. Members noted that the archaeological report had now been received with no adverse comments.

Adoption of roads and paths Phase 3 – Pathfields Business Park. Action required to complete adoption works without any further delay and wayleave agreements relating to Mole Valley Farmers and South Molton Metals nearing legal completion.

Request to fell trees – M and B Transport (assigned from TT Coaches). Land agent still chasing due to no works commenced.

Maclins Quarry lease renewal. Solicitor instructed to draft new leasing terms.

Land at Station Road – Registration of Un-registered land. The Clerk is Investigating all areas of land that are not registered at the land registry.

South Western Power Distribution – Transformer Station upgrade. Request received to work on new upgrade for windfarm. It was RESOLVED to grant permission for these works and ensure proper leasing terms are agreed and a market rental. Mr Holtom will be notified and members have requested clarification which windfarm application these works are for.

Crown Yealm flooding on SMTC access. Drainage pipe from Crown Yealm is discharging on to SMTC property and the adjoining DCC Highway Depot. It was RESOLVED to forward a solicitors letter in conjunction with DCC to stop this practice forthwith.

Gunswell Lane/North Road – Linden Homes. Linden Homes report that NDC have agreed to a 15% affordable housing element as well as a education contribution and Health Centre provision on Phase 1 with 25% AH on the second phase. Members wish to know when works will be commenced by the developers.

Land between Gunswell Lane and Nadder Lane. Interest in this land has been declared by 4 housing developers. It was RESOLVED to form a landowners consortium to promote equalisation under an option agreement.

Gullacombes. Members noted the comments within the report and the Mayor and Deputy Mayor have signed all legal documentation and it is hoped to commence works at the end of January 2014.

Community Woodlands Extension. Informal meeting held on Monday 13 January 2014. Cllr Kingdom reported that the meeting was very constructive and covered many issues. All schools to be involved with some tree planting/memorial tree area. A request to apply for planning consent to create new car park and allotments was recommended. It was RESOLVED that a planning application be completed in respect of this request. Cllr Kingdom also reported that Mr Holtom was investigating all options of funding to commission a new up to date Management Plan for the whole Community Woodland area when completed. Cllr Kingdom also reported on obtaining a list of contractors for the major works ie fencing etc. The Clerk reminded members that there was no need to arrange a formal tendering process due to the estimated costs but at least 4 quotes should be obtained from local contractors. It was RESOLVED that Mr Holtom be

Continued ...

instructed with the assistance of the Clerk and RFO to obtain the necessary quotes for these works and then be presented to members for their consideration.

There being no further business the meeting closed at 8.02pm.

Chairman .....

Date .....