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MINUTES OF A MEETING OF THE POLICY, PROCEDURES & STRATEGY SUB-COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON WEDNESDAY 26 OCTOBER 2016 AT 2.00PM

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Present: In the Chair Cllr Mrs C. E. Lock  
Town Mayor Cllr S. W. Lock  
Cllr Mrs J. Foster Cllr E. J. Moore

In Attendance: Town Clerk Mr A. C. Coates

PPS1/16 **ELECTION OF CHAIRMAN**

It was RESOLVED that Cllr Mrs C. Lock be elected as Chairman for the ensuing municipal year.

PPS2/16 **ELECTION OF VICE CHAIRMAN**

It was RESOLVED that Cllr Moore be elected as Vice-Chairman for the ensuing municipal year.

PPS3/16 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Cornelius

PPS4/16 **CHAIRMAN'S ANNOUNCEMENTS**

Nil.

PPS5/16 **DECLARATIONS OF INTEREST**

Nil.

PPS6/16 **APPROVAL OF MINUTES**

Policy, Procedures & Strategy Sub-Committee 18 November 2015  
It was RESOLVED that these minutes be unanimously approved.

PPS7/16 **TERMS OF REFERENCE**

Members noted a copy of the amended Terms of Reference for this Sub-Committee and it was unanimously RESOLVED that these be approved and adopted.

PPS8/15 **CONDITIONS FOR A STALL IN THE PANNIER MARKET**

Members noted a draft document compiled by the Market and Property Services Manager and following discussion it was unanimously RESOLVED that, with some minor amendments, this document be approved and adopted..

There being no further business the meeting closed at 3.16 pm.

Chairman .....

Date .....

MINUTES OF A MEETING OF THE AMENITY AREAS SUB-COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON THURSDAY 3 NOVEMBER 2016 AT 6.30PM

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Present: In the Chair: Cllr D. Worden  
Town Mayor Cllr S. W. Lock  
Cllr M. Bushell Cllr M. Cornelius  
Cllr Mrs J. Foster Cllr M. J. Kingdon  
Cllr E. J. Moore Cllr M. Way  
Cllr Mrs S. Yeo

In Attendance: Town Clerk Mr A. C. Coates

AA1/16 **ELECTION OF CHAIRMAN**

It was RESOLVED that Cllr Worden be elected Chairman for the ensuing municipal year.

AA2/16 **ELECTION OF VICE CHAIRMAN**

It was RESOLVED that Cllr Bushell be elected Vice Chairman for the ensuing municipal year.

AA3/16 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Lewis.

AA4/16 **CHAIRMAN'S ANNOUNCEMENTS**

. Nil.

AA5/16 **DECLARATIONS OF INTEREST**

The following declaration of interest was read out by the Town Clerk:  
Cllr Foster – Personal Interest – Item 8 – Chair Friends of SM Com.  
Woodland

AA6/16 **APPROVAL OF MINUTES**

Amenity Areas Sub-Committee 28 April 2016  
It was RESOLVED that these minutes be approved. Cllr S. Lock abstained from voting.

AA7/16 **TERMS OF REFERENCE**

Members noted a copy of the amended Terms of Reference in respect of this Sub-Committee and it was unanimously RESOLVED that they be approved and adopted.

The time being 6.50pm Cllr Moore left the meeting.

Continued ...

AA8/16 **POND IN COMMUNITY WOODLAND**

Members noted that the Clerk had obtained a further quote for works to the pond in the Community Woodland in the sum of £950.00 plus VAT and it was RESOLVED that this quote be accepted. Once these works had been carried out it was also agreed that the Town Clerk looks into the possibility of the pond being maintained by Town Council staff.

AA9/16 **CAR PARKING RE GAS LANE AND AREA**

A discussion took place regarding the traffic flow along Parsonage Lane and it was unanimously RESOLVED that the Clerk looks into the costings and viability of placing a single bollard/bollards part way up Parsonage Lane in order to restrict traffic in this area in the future.

AA10/16 **OPEN SPACE AREA – GULLACOMBES**

Cllr Bushell explained his suggestion to formulate a low maintenance long-term strategy and landscaping plan. The Town Clerk did stress that the Planning Department would not allow the movement of any soil in the area and the only change that would be permissible would be to alter the tree species planted as long as they were water hungry types. It was however RESOLVED that the Town Clerk would ask the architect for a free consultation of any ideas he may have for the area and bring the findings back to this committee.

AA11/16 **ITEMS BROUGHT FORWARD BY COUNCILLORS FOR INFORMATION AND/OR PLACING ON FUTURE AGENDAS**

It was suggested that the following items be either put on the next agenda or circulated to members for consideration:

- i) Grass cutting
- ii) Amenity Areas held by NDC
- iii) Outline the Public Open Space areas ie where they are and who owns them
- iv) Specify the grass cutting areas around the town
- v) Look at the Section 106 money allocation for future developments

There being no further business the meeting closed at 7.40pm.

Chairman .....

Date .....



**MINUTES OF A MEETING OF THE POLICY, PROCEDURES & STRATEGY SUB-COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON WEDNESDAY 15 FEBRUARY 2017 AT 2.30PM**

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Present: In the Chair Cllr Mrs C. E. Lock  
Town Mayor Cllr S. W. Lock  
Cllr M. Cornelius Cllr Mrs J. Foster

In Attendance: Town Clerk Mr A. C. Coates

**PPS14/16 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Moore and Worden.

**PPS15/16 CHAIRMAN'S ANNOUNCEMENTS**

Nil.

**PPS16/16 DECLARATIONS OF INTEREST**

Nil.

**PPS17/16 APPROVAL OF MINUTES**

Policy, Procedures & Strategy Sub-Committee 9 December 2016

It was unanimously RESOLVED that these minutes be approved.

**PPS18/16 PARISH EMERGENCY PLAN**

Amanda Palmer from NDC together with Tim Birtwisle addressed members regarding the operations of Emergency Plans and how the Emergency Services, District Council and Town and Parish Councils work together in the event of an emergency. It was noted that there was no statutory requirement for Town and Parish Councils to formulate an emergency plan. It was RESOLVED that a template be drawn up according to the Draft Community Emergency Plan example

There being no further business the meeting closed at 4.00 pm.

Chairman .....

Date .....

MINUTES OF A MEETING OF THE AMENITY AREAS SUB-COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 19 FEBRUARY 2017 AT 11.00AM

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Present: In the Chair: Cllr D. Worden  
Cllr Mrs J. Foster Cllr Ms T. Lewis  
Cllr E. J. Moore

In Attendance: Town Clerk Mr A. C. Coates

AA12/16 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Bushell, Cornelius, Kingdon, S. Lock, Way and Yeo.

AA13/16 **CHAIRMAN'S ANNOUNCEMENTS**

Nil.

AA14/16 **DECLARATIONS OF INTEREST**

Nil:

AA15/16 **APPROVAL OF MINUTES**

Amenity Areas Sub-Committee 3 November 2016  
It was RESOLVED that these minutes be approved. 3 For 1 Abstained.

AA16/16 **DOG WARDEN IN SOUTH MOLTON**

Mr Alan Kyle was in attendance to explain his role as Dog Warden and Environmental Officer for the area. He informed members about the new Public Space Protection Order which will be coming into force next year. He also asked Councillors to give him information about the worst dog fouling areas in South Molton and once received he would patrol those areas in order to fine the offenders.

AA17/16 **REPAIRS TO LINHAY**

Members noted estimated costings for the repair of the linhay in the sum of £1664.06 and it was RESOLVED that these works be carried out.

AA18/16 The Town Clerk reported on the following issues raised at the last meeting of this Committee:

Grass cutting – The Clerk had appointed a new contractor to do the grass cutting for this year and advised that the following areas were included: area at top of Brook Meadow; area at Mill on the Mole; West Street; Parklands; the bottom end of South Street; area before Honey Farm at North Road; area by Recreation Ground top car park plus the Pathfields roundabout area; bottom of Pathfields Business Park; area off Exmoor View and the verges at entrance to George Nympton Road.

Continued ...

Regarding the other matters the Clerk had already circulated the document Amenity and Public Open Space Areas. Finally regarding the Section 106 money allocation the Town Clerk reported that, having made enquiries about this, he had been informed that the only way of ascertaining the allocation would be to look at each relevant individual planning application.

There being no further business the meeting closed at 12.11pm.

Chairman .....

Date .....



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MINUTES OF A MEETING OF THE POLICY, PROCEDURES & STRATEGY SUB-COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON WEDNESDAY 22 MARCH 2017 AT 2.00PM

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Present: In the Chair Cllr Mrs C. E. Lock  
Cllr M. Cornelius Cllr Mrs J. Foster

In Attendance: Town Clerk Mr A. C. Coates

PPS19/16 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs S. Lock, Moore and Worden.

PPS20/16 **CHAIRMAN'S ANNOUNCEMENTS**

Nil.

PPS21/16 **DECLARATIONS OF INTEREST**

Nil.

PPS22/16 **APPROVAL OF MINUTES**

Policy, Procedures & Strategy Sub-Committee 15 February 2017  
It was unanimously RESOLVED that these minutes be approved.

PPS23/16 **PARISH EMERGENCY PLAN**

Members noted a draft Community Emergency Plan previously circulated and it was RESOLVED to adopt this template document. Several suggestions for information for inclusion were discussed and it was agreed that the document be updated and brought back to the next meeting of this committee in due course.

There being no further business the meeting closed at 4.10pm.

Chairman .....

Date .....

MINUTES OF A MEETING OF THE POLICY, PROCEDURES & STRATEGY SUB-COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE TOWN HALL, SOUTH MOLTON ON THURSDAY 20 APRIL 2017 AT 11.00AM

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Present: In the Chair Cllr Mrs C. E. Lock  
Town Mayor Cllr S. W. Lock  
Cllr M. Cornelius Cllr Mrs J. Foster  
Cllr E. J. Moore

In Attendance: Town Clerk Mr A. C. Coates

PPS24/16 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Worden.

PPS25/16 **CHAIRMAN'S ANNOUNCEMENTS**

Nil.

PPS26/16 **DECLARATIONS OF INTEREST**

Nil

PPS27/16 **APPROVAL OF MINUTES**

Policy, Procedures & Strategy Sub-Committee 22 March 2017

It was unanimously RESOLVED that these minutes be approved.

The time being 11.10am Cllr Foster left the meeting.

PPS28/16 **TOWN COUNCIL POLICIES**

Members noted that the following policies require review and it was RESOLVED that they be approved with the following amendments:

- i) Absence Management Policy – Under 1.3 Reporting – a further paragraph to be included to read ‘If the Town Clerk is unable to work due to illness/injury he/she must contact the Mayor or the Deputy Mayor or if unable to contact either of them to contact the office’. Under 5 – Frequent Intermittent Absence – in the first paragraph should read ‘within any rolling twelve month period’. Unanimous.
- ii) Acceptable Behaviour Protocol. Unanimous
- iii) Anti-Fraud & Corruption Policy – some minor format changes to be made. Unanimous.
- iv) Community Engagement Strategy – Draft. Unanimous
- v) Complaints Procedure – Under 5 Informal Complaints should read ‘minor complaints are made to staff and councillors’. Under 6 Stage 1 Procedure to Follow for Handling Formal Complaints – should read ‘ a complainant may notify a complaint to a councillor or the proper officer of the Council (Town Clerk). The complaint should be in writing’. 3 For 1 Against.
- vi) Equal Opportunities Policy. Unanimous.

Continued ...

The time being 11.57am Cllr Moore left the meeting.

vii) Training Policy – Draft. Unanimous

There being no further business the meeting closed at 12.01pm.

Chairman .....

Date .....