

**NOTE** Please note that Prayers will be said prior to the commencement of the Council Meeting for any member who wishes to attend

4 May 2016

Dear Sir/Madam,

I hereby summon you to attend the Annual Meeting of the Town Council to be held in the Town Hall, South Molton on Tuesday 10 May 2016 at 7.00pm.

Yours faithfully,

Andrew C. Coates  
Town Clerk

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### **AGENDA**

1. **NOMINATION AND APPOINTMENT OF MAYOR FOR 2016/2017 MUNICIPAL YEAR**
2. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN/MAYOR**
3. **NOMINATION AND APPOINTMENT OF DEPUTY MAYOR FOR THE 2016/2017 MUNICIPAL YEAR**
4. Apologies for absence.
5. Chairman's announcements.
6. Declarations of Interest.
7. **APPOINTMENT OF COMMITTEES**
  - a) (i) **Planning Committee**

	<b>2015/2016 Membership (for information)</b>
	Cllrs Bushell, Cornelius, C. Lock, S. Lock, Moore, Worden, Yeo & Mayor ex officio
(ii)	Election of Chairman Yeo
(iii)	Election of Vice Chairman C. Lock

Continued ...

ANNUAL MEETING OF TOWN COUNCIL  
10 May 2016

- b) (i) **Finance Committee** Cllrs Bushell, Cornelius, Foster,  
Kingdon, Lewis, C. Lock, S. Lock, Way,  
Yeo & Mayor ex officio
- (ii) Election of Chairman Way
- (iii) Election of Vice Chairman C. Lock
- c) (i) **Staff Committee** Cllrs Cornelius, Kingdon, Lewis, C.,  
Lock, Moore, Way & Mayor ex officio.
- Election of Chairman Moore
- (ii) Election of Vice Chairman Kingdon
- NB: The Chairman and Vice-Chairman of the following Sub-Committees and Working Groups are elected at their first meeting of the Municipal Year.
- d) **Amenity Areas Sub-Committee** Cllrs Bushell, Cornelius, Foister,  
Kingdon, KLewis, Moore Way, Worden,  
Yeo & Mayor ex officio
- e) **Policy, Procedures & Strategy Sub-Committee**  
Cllrs Cornelius, Foster, C. Lock, S. Lock,  
Moore, Worden & Mayor ex officio
- f) **Swimming Pool Group** Cllrs Bushell, Cornelius, Moore, Way &  
Worden
- g) **Queens Birthday Working Party**  
Cllrs Bushell, Goodman & Yeo
- h) **Neighbourhood Plan Steering Group**  
Cllrs Bushell, Cornelius, Foster, Worden  
& Yeo
8. **TO CONSIDER THE POWERS OF COMMITTEES**  
The Clerk is recommending that the Planning, Finance and Staff Committees and the Amenity Areas and Policy, Procedures & Strategy Sub-Committees be given full powers to act and that all other Sub-Committees, Working Parties and Steering Groups should make recommendations to the full Town Council.
9. **MEMBERS TO WHOM TOWN CLERK CAN REFER IN MATTERS OF URGENCY**  
At present these are the Mayor, Deputy Mayor and the Chairman of the Finance Committee.

Continued ...

ANNUAL MEETING OF TOWN COUNCIL  
10 May 2016

10.	<b><u>APPOINTMENT OF REPRESENTATIVES</u></b>	<b>2015/2016 Representatives (for information)</b>
	South Molton Tourist Association	Cllr Worden
	Devon Association of Local Councils – Larger Council Sub-Committee	Cllr Goodman
	South Molton Twinning Association	Cllr Lewis
	South Molton Business Association	Cllrs Goodman & Moore
	Crime Prevention Panel	Cllrs Bushell, S. Lock, Moore & Worden
	Tree Warden	Mrs J. Foster
	South Molton Municipal Charities (Trustees)	Mr M.Smale Mr S. White Cllr Way Cllr S. Lock
	Pathfields Business Forum	Cllr Yeo
	Friends of Community Woodland Group	Cllr Foster
	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	Cllr C Lock & Kingdon
	South Molton Cottage Homes Trustees	Mr S. White & Mr C. Squire (No appointment necessary until May 2018)
	The PIP Centre	Cllr Goodman
	The South Molton & District Licensees Association	Cllr Moore
	South Molton & District Volunteer Bureau	Cllr Foster

END

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**NB: This meeting can and may be recorded.**

18 May 2016

Dear Sir/Madam,

I hereby summon you to attend a meeting of the South Molton Town Council to be held in the Town Hall, South Molton on Tuesday 24 May 2016 immediately following the Annual Town Meeting at 7.00pm.

Yours faithfully,

Andrew C. Coates  
Town Clerk

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### **AGENDA**

1. Prayers.
2. Apologies for absence.
3. Declarations of Interest.
4. Chairman's announcements and matters of urgency brought forward at the discretion of the Chairman.
5. **PUBLIC PARTICIPATION**  
The meeting will adjourn for a period of fifteen minutes, or longer at the discretion of the chairman if circumstances determine. This will enable any member of the public to raise matters relating to the town.
6. **APPROVAL OF MINUTES**  
Town Council 26 April 2016 ENCLOSED  
Annual Meeting of Town Council 10 May 2016 ENCLOSED
7. **ADOPTION OF COMMITTEE MINUTES**  
Amenity Area Sub-Committee 2 March 2016 ENCLOSED
8. **DOCUMENTS FOR EXECUTION**  
Exclusive Right of Burial – P30 – Mrs Rachel Exon, 47 Nadder Meadow,  
South Molton, EX36 4BR

Continued ...

TOWN COUNCIL  
24 May 2016

Exclusive Right of Burial – Plot P32 – Mrs Hilary Palmer, 24 Aclands, South Molton, EX36 4AX

9. **DART PARK ALLOTMENTS**

Two requests have been received from the tenants of Allotments 2A and 18A at Dart Park to erect a shed on their allotments. The sheds will not exceed 8' x 6'.

10. **SOUTH MOLTON CULM AND WETLANDS CENTRE**

Following the meeting on Saturday 21 May 2016 Cllr Foster together with Jennie Payne will report further on the proposed Wetland Centre and a resolution is required whether or not to agree in principle to lease the necessary land to the Wetlands Centre.

11. **COUNCIL POLICY**

Cllr Lewis has requested that a policy is set as follows “that the use of electronic devices and e-cigarettes at all Council meetings is banned unless permission has been given by the Chairman. Devices necessary for medical reasons or being used for legally recording the meeting would be exempt from the ban”.

12. **TOWN CLERK’S REPORT TO MEMBERS**

The Town Clerk will report to members on any matters arising, including action taken, since the previous meeting.

13. **REPRESENTATIVES TO REPORT ON MEETINGS ATTENDED**

- a) Any member who has attended a meeting as the Council’s representatives to report to Council. Please note only members who are designated Town Council representatives need to report.
- b) North Devon Councillors Moore and Worden will report on any issues they feel may be of interest to members.
- c) Police to report on any issues they feel may be of interest to members.
- d) Cllr Yabsley DCC to report on any issues he feels may be of interest to members.

**CONFIDENTIAL ITEMS**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, and having regard to the confidential nature of the business to be transacted to consider that the Press and Public be excluded from the meeting for the following items of business by virtue of relating to legal-commercially sensitive matters and/or the financial or business affairs of a person or persons other than the Council.

Continued ...

TOWN COUNCIL  
24 May 2016

14. **PATHFIELDS BUSINESS PARK PHASE 4 – PLANNING APPLICATION**  
The Land Agent, Mr Holtom will be in attendance to report to members in respect of the above and a decision will be required on how to proceed.

15. **THE AMORY CENTRE**  
Please find enclosed a copy of a report from an officer at the District Council regarding their presence at the Amory Centre for consideration by members.

ENCLOSED

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END

**NB: This meeting can and may be recorded.**

22 June 2016

Dear Sir/Madam,

I hereby summon you to attend a meeting of the South Molton Town Council to be held in the Town Hall, South Molton on Tuesday 28 June 2016 at 7.00pm.

Yours faithfully,

Andrew C. Coates  
Town Clerk

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**AGENDA**

1. Prayers.
2. Apologies for absence.
3. Declarations of Interest.
4. Chairman's announcements and matters of urgency brought forward at the discretion of the Chairman.
5. **PUBLIC PARTICIPATION**  
The meeting will adjourn for a period of fifteen minutes, or longer at the discretion of the chairman if circumstances determine. This will enable any member of the public to raise matters relating to the town.
6. **APPROVAL OF MINUTES**

Town Council (Mayor Choosing)	18 May 2016	ENCLOSED
Annual Town Meeting	24 May 2016	ENCLOSED
Town Council	24 May 2016	ENCLOSED

Continued...



TOWN COUNCIL  
28 June 2016

7. **ARTS COUNCIL GRANT**

Michael Munro-O'Brien will be in attendance to address members regarding the successful outcome of the Arts Council Grant application and the proposed plans to implement the Grant conditions. A resolution is required as to whether the Town Council progresses further with this application.

ENCLOSED

8. **QUEEN STREET AND KING STREET**

The Town Clerk has spoken to Cllr Yabsley regarding changing the direction of traffic through Queen Street to a 'one-way system' and he advised that the Town Council make a resolution on the direction of the 'one-way system' proposed which he could then pass over to the Highways Authority. A resolution is required whether or not a one-way system for Queen Street and King Street should be implemented and also which way the 'one-way system' should flow.

9. **RUTS IN HIGHWAY**

Following a conversation with Cllr Yabsley, it is asked that the Town Council discuss the pedestrian issue of ruts in the Highway around the Town's Enhancement. A resolution is required as to whether this matter should be passed on to Cllr Yabsley for his attention.

10. **TREE IN COMMUNITY RECREATION GROUNDS**

It has been asked that this Council make a resolution as to the matter of planting a tree in the Community Woodlands to commemorate the 90<sup>th</sup> Birthday of H.R.H Queen Elizabeth II. If this is the wish of this Council, Cllrs Bushell and Moore have agreed to provide a suitable Magnolia Tree for this purpose at their own cost.

11. **ANNUAL RETURN 2015/2016**

The above document (Section 1 Annual Governance Statement 2015/2016 and Section 2 Accounting Statements) requires members approval and a copy is enclosed for members information purposes only. Please note that the full accounts have been approved by the Finance Committee but there is a statutory requirement that the Annual Return and the Annual Governance Statement is approved by full Council.

ENCLOSED

12. **TOWN CLERK'S REPORT TO MEMBERS**

The Town Clerk will report to members on any matters arising, including action taken, since the previous meeting.

Continued...

TOWN COUNCIL  
28 June 2016

- 13 **REPRESENTATIVES TO REPORT ON MEETINGS ATTENDED**
- a) Any member who has attended a meeting as the Council's representatives to report to Council. Please note only members who are designated Town Council representatives need to report.
  - b) North Devon Councillors Moore and Worden will report on any issues they feel may be of interest to members.
  - c) Police to report on any issues they feel may be of interest to members.
  - d) Cllr Yabsley DCC to report on any issues he feels may be of interest to members.

END

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TOWN COUNCIL  
26 July 2016

9. **NDC'S REFUSE AND GREEN WASTE COLLECTION**  
Cllr Moore has requested that this item be placed on the agenda for discussion by members. A resolution is required on how the Town Council should proceed regarding this matter.
10. **CAMPAIGN FOR POSSIBLE HOSPITAL CLOSURES**  
Cllr Goodman has requested that this item be placed on the agenda and has compiled a report which is enclosed for members information. ENCLOSED
11. **REFUGEES IN SOUTH MOLTON**  
Cllr Foster will report on the recent Refugee Forum in Barnstaple and request resolutions as follows:
1. Urging NDC to actively engage in the Government's Syrian Vulnerable Persons Relocation scheme by means of a letter to NDC.
  2. An article is included in the next SMTC newsletter and news from SMTC in South Molton News explaining the scheme and asking anyone with a suitable property likely to be vacant for 5 years to contact the Town Clerk.  
ENCLOSED
12. **AMORY CENTRE – ROOM HIRE WITH NDC**  
Please find enclosed a report compiled by the Town Clerk for members information. A resolution is required whether or not to accept the Clerk's proposals. ENCLOSED
13. **NEIGHBOURHOOD PLAN**  
Further to a recent informal meeting with councillors and Maria Bailey, the consultant for the Great Torrington Neighbourhood Plan, a resolution is required whether or not South Molton Town Council proceeds with the formulation of a Neighbourhood Plan, to be conducted by Maria Bailey Consultants Ltd at a maximum cost of £7000 which can be claimed back from the Government. Please note that a Neighbourhood Forum needs to be formed to liaise with the consultants in the consultation process. It has been suggested at least three councillors are on this forum. ENCLOSED
14. **TOWN CLERK'S REPORT TO MEMBERS**  
The Town Clerk will report to members on any matters arising, including action taken, since the previous meeting.
15. **REPRESENTATIVES TO REPORT ON MEETINGS ATTENDED**
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Continued ...

TOWN COUNCIL  
26 July 2016

- b) North Devon Councillors Moore and Worden will report on any issues they feel may be of interest to members.
- c) Police to report on any issues they feel may be of interest to members.
- d) Cllr Yabsley DCC to report on any issues he feels may be of interest to members.

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END



TOWN COUNCIL  
27 September 2016

8. Cllr Worden has requested that the following issues are placed on this agenda for consideration by members:
  - a) A request to place a bollard at the South Street end of Queen Street. This would make Queen Street access only.
  - b) To consider investigating the Bratton Flemming composting scheme in view of the NDC's executive's decision to charge residents for the fortnightly green bin collections.
  - c) Uneven paving stones. Several residents have recently fallen flat on their faces as a result of tripping on uneven slabs on the pavement in the centre of town and consideration should be given to pass a resolution to ask the County Council to repairs the pavements and enforce utility companies to make good any damage they have caused.
9. **TOWN CLERK'S REPORT TO MEMBERS**

The Town Clerk will report to members on any matters arising, including action taken, since the previous meeting.
10. **REPRESENTATIVES TO REPORT ON MEETINGS ATTENDED**
  - a) Any member who has attended a meeting as the Council's representatives to report to Council. Please note only members who are designated Town Council representatives need to report.
  - b) North Devon Councillors Moore and Worden will report on any issues they feel may be of interest to members.
  - c) Police to report on any issues they feel may be of interest to members.
  - d) Cllr Yabsley DCC to report on any issues he feels may be of interest to members.

END

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TOWN COUNCIL  
25 October 2016

9. Cllr Bushell wishes to advise members that a former student of South Molton Community College, Josephine Gordon, has been named as top apprentice jockey and is requesting that a resolution is passed whether or not the Town Council writes a letter of recognition to her and her agent.
10. **TOWN CLERK'S REPORT TO MEMBERS**  
The Town Clerk will report to members on any matters arising, including action taken, since the previous meeting.
11. **REPRESENTATIVES TO REPORT ON MEETINGS ATTENDED**
- a) Any member who has attended a meeting as the Council's representatives to report to Council. Please note only members who are designated Town Council representatives need to report.
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  - c) Police to report on any issues they feel may be of interest to members.
  - d) Cllr Yabsley DCC to report on any issues he feels may be of interest to members.
- CONFIDENTIAL ITEM**
12. **NORRTINGTONS YARD & JUNIOR SCHOOL IN NORTH STREET**  
Cllr Bushell has requested that this item is placed on the agenda and is suggesting that discussion takes place regarding the possible future acquisitions of Norringtons Yard and the Junior School in North Street. A resolution is required as to the consideration of entering into negotiations of these sites and discussion as to strategies involved.

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END



TOWN COUNCIL  
22 November 2016

Market provided they are on short leads and kept under close control".  
Members are asked to note that if problems were to arise then any decision could be brought back at any time (after six months) to be reconsidered.

9. **SOUTH MOLTON NEIGHBOURHOOD PLAN**

As part of the Neighbourhood Plan process members are required to pass a resolution whether or not to accept the South Molton Neighbourhood Plan Designation Area to be submitted to North Devon Council. Please note that the area to be submitted to NDC encompasses only the Parish of South Molton and this has been agreed by the Neighbourhood Plan Steering Group.

ENCLOSED

10. **DART PARK ALLOTMENTS**

The tenant of Allotment Nos 11A and 11B have requested permission to erect a polytunnel on these allotments measuring 6 metres x 3 metres. Please note that the Clerk is only able to give permission for structures up to 6 feet x 4 feet.

11. **TOWN CLERK'S REPORT TO MEMBERS**

The Town Clerk will report to members on any matters arising, including action taken, since the previous meeting.

12. **REPRESENTATIVES TO REPORT ON MEETINGS ATTENDED**

- a) Any member who has attended a meeting as the Council's representatives to report to Council. Please note only members who are designated Town Council representatives need to report.
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- c) Police to report on any issues they feel may be of interest to members.
- d) Cllr Yabsley DCC to report on any issues he feels may be of interest to members.

13. **ITEMS BROUGHT FORWARD BY COUNCILLORS FOR INFORMATION AND/OR PLACING ON FUTURE AGENDAS**

This item has been included on the agenda to give members the opportunity to raise any issues regarding the parish and, if necessary, to pass a formal resolution to include items on a future agenda.

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END



TOWN COUNCIL  
13 December 2016

- c) Police to report on any issues they feel may be of interest to members.
- d) Cllr Yabsley DCC to report on any issues he feels may be of interest to members.

9 **CONFIDENTIAL ITEM**

A resolution is required whether or not to go into committee for this item. The Town Clerk and Land Agent will report to members on the progress on Pathfields Business Park 4. A Sensitivity Analysis Profit and Loss and Assumption Schedule will be discussed and a resolution will be required whether or not to accept further costs in the full planning application process to enable further potential funding for the project. ENCLOSED

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END

5 January 2017

Dear Sir/Madam,

I hereby invite you to attend a meeting of the South Molton Town Council to be held in the Garden Room, The Amory Centre, 125 East Street, South Molton on Tuesday 10 January 2017 at 7.00pm.

Yours faithfully,

Andrew C. Coates  
Town Clerk

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**AGENDA**

1. Apologies for absence.
2. Declarations of Interest.
3. Chairman's announcements and matters of urgency brought forward at the discretion of the Chairman.
4. **BUDGET FOR FINANCIAL YEAR 2017/2018**
  - a) To consider and approve the Budgeted Profit and Loss Account for the year ending 31 March 2018. *Page 1*      ENCLOSED
  - b) To consider and approve the Comparative Budgeted Profit and Loss Account for the year ending 31 March 2018. *Pages 2 and 3*      ENCLOSED
  - c) To consider and approve the Estimated Revenue Reserves for the year ending 31 March 2018. *Page 4*      ENCLOSED
  - d) To note the Budget Assumptions for the year ending 31 March 2018. *Pages 5 and 6*      ENCLOSED
5. To formally approve the Budgets and the precept required for the 2017/2018 financial year.

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END