



# Public Document Pack

## Barnstaple Town Council

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Mr Robert Ward, Town Clerk

### **A Pre-meeting for Chairman of Committees will be held at 6.30pm in the Mayor's Parlour.**

There will be a meeting of **TOWN COUNCIL MEETING** on **Monday 17th January 2022** at **7.00 pm** in **The Guildhall, Butchers Row, Barnstaple** to which you are summoned for the transaction of the undermentioned business.

#### **Questions by the public**

There will be a period for questions by the public at a time to be determined by the Chairman. Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of the meeting.

#### **Recording, photographs and filming**

In accordance with the Council's Protocol for the Recording or Reporting of Council and Committee Meetings, the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

Mr Robert Ward

Town Clerk

Tuesday 11 January 2022

**Covid-19 safety measures are still in place for all Town Council meetings.**

**(Please ensure that you arrive wearing a mask and observe social distancing whilst in the Guildhall, seating positions for councillors and visitors will have been laid out in advance of the meeting)**

#### **AGENDA**

- 1. To receive and approve apologies for absence.**  
All apologies must be notified to the Town Council offices by 5pm on the day of the meeting.
- 2. To receive any dispensations and disclosable pecuniary or other interests.**
- 3. To approve as a correct record the minutes of the Town Council Meeting held on 13th December 2021 (Pages 3 - 8)**
- 4. Mayor's Announcements.**
- 5. To receive a report (if any) from Devon & Cornwall Constabulary**

6. **To receive reports (if any) from Devon County and North Devon District Councillors.**
7. **To receive and adopt the minutes of committees and the resolutions contained therein as shown below, and to consider any questions on reports contained in the minutes of committees, asked by members of the Council in accordance Standing Order 24: (Pages 9 - 12)**

<b>Committee</b>	<b>Date</b>	<b>Page Numbers</b>
Planning & Transportation	16 <sup>th</sup> December 2021	76 to 77
Finance & General Purposes	10 <sup>th</sup> January 2022	78 to 79

8. **To consider reports (if any) from Town Council representatives to outside bodies and determine any actions arising.**
9. **Town Clerk update (Pages 13 - 14)**

To receive and note an update from the Town Clerk on the following matters:

- Town Council Strategic Plan
- Queen's Platinum Jubilee Celebration
- Town Council Covid Management
- Future High Street Fund – Guildhall Renovation
- Committee Management Software implementation
- North Devon Record Office (letter attached)

**10. Budget 2022-23**

To consider the recommendation from the Finance and General Purposes Committee of 10<sup>th</sup> January 2022, Item FG059 for the 2022-2023 budget & Precept.

**PROPOSED:** To recommend to the Town Council that the precept for 2022 - 2023 be set at £1,106,387, an increase in the Council Tax on a Band D property of £23.00 per annum (44p per week).

**11. Queen's Platinum Jubilee Celebrations**

To receive and consider a presentation from Lady Arran about the Queen's Platinum Jubilee Celebrations 2<sup>nd</sup> to 5<sup>th</sup> June 2022.

Lady Arran would like the Town Council to support and lead on Jubilee celebration events and the Queen's Green Canopy initiative to encourage people to plant trees.

**12. To consider any questions asked by:**

- a. Members of the Council in accordance with Standing Order 25
- b. Public registered electors in the town in accordance with Standing Order 85.

## BARNSTAPLE TOWN COUNCIL

### Minutes of Town Council Meeting

Monday 13th December 2021 at 7.00 pm

The Guildhall, Butchers Row, Barnstaple

Present: Councillors:

I Roome, R Knight, J Phillips, J Hunt, J Carter, J Wilsher, M Lovering, A Rennles (Chair), L York (Deputy Mayor), A Shah, S Jusef, T Clarkson, J Slee, R Mack, J Coates, J Orange and E George

Also in attendance:

R Ward, Town Clerk

Insp A Wills, Devon & Cornwall Police

PC T Browne, Devon & Cornwall Police

L Clarke, Devon Live

Members of the Public: 0

Apologies for absence:

V Monk, V Elkins, P Leaver, V Nel, G Marchewka and Fowler

Cllr C Leaver, Devon County Council

#### **80 Apologies for absence.**

Apologies and reasons for absence were received and approved. (NC)

#### **81 Dispensations and disclosable pecuniary or other interests.**

Cllrs I Roome, J Hunt, J Phillips, M Lovering, L York, R Mack & J Orange as members of North Devon District Council, have a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

Cllr I Roome as a member of Devon County Council, have a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

#### **80 Apologies for absence.**

Apologies and reasons for absence were received and approved. (NC)

#### **81 Dispensations and disclosable pecuniary or other interests.**

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Cllr I Roome as a member of Devon County Council, have a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or

dispute between the two authorities.

**82 Minutes of the Town Council Meeting held on 8th November 2021**

**RESOLVED:** That the minutes of the Town Council Meeting held on 8<sup>th</sup> November 2021, are approved as a correct record and be signed by the Chairman (NC).

**83 Mayor's Announcements.**

The Mayor proposed to make his announcements at the end of the meeting, this was approved by Councillors.

**84 Report from Devon & Cornwall Constabulary**

The report from Insp A Wills, which had been previously circulated, was noted.

He introduced PC T Browne who is currently working in Barnstaple on secondment.

Questions from Councillors:

Cllr Roome said thank you for the walk about in the Town Centre that helped to highlight the work currently being done the coverage of the CCTV system and potential future improvements. Cllr Roome passed on his thanks for the work the Police are currently doing in the Town.

Cllr Lovering said that she wanted the Police to highlight more of the work that they do that isn't crime related, she shared an example of a person who was lost and confused and the Police were called and were able to look after and help him.

Insp Wills pointed out that most of their work isn't crime related.

**85 Reports from Devon County and North Devon District Councillors.**

**Devon County Council**

Cllr I Roome – reported that the decision has been made to keep the Link Centres open, there was a great deal of positive support for local mental health services. He stated that mental health services are still underfunded.

The Link Road improvements are progressing although there have been issues with materials shortages.

Parking enforcement, a new person has been recruited but there are still vacancies, hotspots can be reported so that targeted enforcement undertaken.

Maiden Street parking has been raised as there isn't currently a traffic order in place.

Question from Cllr Hunt about Chaddiford Lane parking measures due to problems with school traffic and the impact on busses.

**North Devon Council**

Cllr J Hunt explained that vouchers for the Foodbank are available

through North Devon Council.

Cllr York, the Policy Development Committee has met and discussed and considered the Local Care Partnership and the Housing Panel Meeting looked at the housing supply.

Cllr G Townsend submitted a report which had been previously circulated, was noted.

- 86 To receive and adopt the minutes of committees and the resolutions contained therein as shown below, and to consider any questions on reports contained in the minutes of committees, asked by members of the Council in accordance Standing Order 24:**

<b>Committee</b>	<b>Date</b>	<b>Page Numbers</b>
Planning & Transportation	11 <sup>th</sup> November 2021	61 to 64
Staffing Committee	22 <sup>nd</sup> November 2021	65 to 66
Planning & Transportation	25 <sup>th</sup> November 2021	67 to 68
Finance & General Purposes	6 <sup>th</sup> December 2021	69 to 71

**RESOLVED:** That the minutes of the Committee meetings and the resolutions contained therein be received and adopted in accordance Standing Order 24 (NC).

- 87 To receive and note the minutes of the Rock Park Trust Management Committee held on 3rd November 2021**

**RESOLVED:** That the minutes of the Rock Park Trust Management Committee and the resolutions contained therein be received and adopted (NC)

- 88 Committee membership**

No changes to the committee membership were proposed.

- 89 Reports from Town Council representatives to outside bodies and determine any actions arising.**

Cllr R Knight submitted a report from the Devon Climate Emergency Council 'Zoom' Meeting – Tuesday 30<sup>th</sup> November which had been previously circulated, was noted.

- 90 Correspondence received from Devon County Council re Barnstaple High Street footway resurfacing.**

The letter received from Devon County Council, previously circulated was noted.

- 91 Correspondence received from North Devon Council re the Boats and Debris on the Taw Seven Brethren Bank**

The letter received from North Devon Council, previously circulated was noted.

- 92 Barnstaple Pannier Market Public Space Protection Order renewal**

Cllr J Phillips stated that prior to there being a Public Space Protection

Order being in place there was a great deal of anti-social behaviour in the Pannier Market and now that it is managed it makes it much easier to manage and he proposed to support the motion (15 for: 1 Abs)

**93 Questions asked by:**

**93a Members of the Council in accordance with Standing Order 25**

Cllr J Hunt asked, "why has a market been allowed at the Tarka Leisure Centre, this is within 2.2 miles of the Pannier Market and isn't this in breach of the Market Charter?" a letter to North Devon Council was proposed, Action for the Town Clerk and Chairman (NC).

**93b Public registered electors in the town in accordance with Standing Order 85.**

None received

**94 Mayor's Report**

The Mayor reported:

- Thank you to councillors for engaging with the upgrade to the IT security process.
- Residents from the Barnstaple Almshouses and from the Petroc Public Services course have been hosted at the Guildhall and had a tour of the historic artefacts. This is available to other groups.
- A "Talking Rubbish" meeting was held in Sticklepath looking at issues of litter and dog fouling.
- Unfortunately, the Carol Service had to be cancelled but it was good that the market part of the Christmas Fayre was able to proceed.

The Town Clerk also added:

- Lady Arran may be attending the January Town Council to talk to us about the Queen's Platinum Jubilee.
- Budget papers will be coming out with the Finance & General Purposes Committee agenda before the Christmas, any question please contact the Town Clerk.
- Councillors will be receiving a communication from a consultant who is going to be supporting the council to develop its Strategic Plan.
- It is possible that we will be impacted by new Covid regulations when we return in the new year, at present only "In person" meetings are allowed, we will wait to see what happens.

The Chairman closed the meeting saying to Councillors "thank you to everyone for all their efforts and dedication, please remain vigilant and lead by example, have a Good Christmas".

Meeting closed at 7.50 pm.

Chairman.

Signed: .....

Dated: .....

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## BARNSTAPLE TOWN COUNCIL

### Minutes of Planning and Transportation Committee

Thursday 16th December 2021 at 7.00 pm at The Guildhall, Butchers Row,  
Barnstaple

Present: Councillors: J Carter, P Leaver (Vice-Chair), R Mack, V Nel  
(Chair) and A Shah.

In attendance: S Petters (Assistant Town Clerk).

Apologies: Councillors: V Monk, A Rennles and L York.

**67 To receive and approve apologies for absence**

Apologies and reasons for absence Cllrs V. Monk (Health), A Rennles (Health), L. York (work) were received and approved (NC)

**68 To receive any dispensations and disclosable pecuniary or other interests**

Cllr. R Mack as a member of North Devon Council has a dispensation under SO66 to discuss and vote on all items on the agenda unless the item refers to a financial or legal agreement or dispute between the two.

**69 To approve as a correct record the minutes of the Planning & Transportation Committee held on 25th November 2021**

It was RESOLVED: that the minutes from the meeting held on 25<sup>th</sup> November 2021 be confirmed as a correct record, signed by the Chairperson. (NC).

**70 Deposited Plans:**

**70.1 74297 19A and 19C Alexandra Road Barnstaple EX32 8BA**

**RECOMMEND:** Approval (NC)

**70.2 74324 70 Gould Road Barnstaple EX32 8ER**

**RECOMMEND:** Approval (NC)

**70.3 74372 Street Record St Josephs Close Barnstaple Devon**

**RECOMMEND:** Only pruning was Approved (NC). It was felt that any felling, particularly that related to potential disease and poor condition should be subject to a more detailed arboriculture report.

**70.4 74379 Mount Sandford Green Barnstaple Devon EX32 9LB**

**RECOMMEND:** Refusal (NC) The application does not give adequate consideration to the provision of street trees or active travel

**70.5 74384 North Devon District Hospital Barnstaple Devon EX31 4JB**

**RECOMMEND:** Approval (NC)

70.6 **74402 2 Benning Court Pottington Business Park Barnstaple EX31 1AB**

**RECOMMEND:** Approval (NC)

70.7 **74422 Tresillian Bishops Tawton Road Barnstaple EX32 9EF**

**RECOMMEND:** Approval (NC)

70.8 **74456 Seacombe House Park Lane Barnstaple EX32 9AL**

**RECOMMEND:** Approval (NC)

70.9 **74470 19 Lane End Park Barnstaple EX32 8PP**

**RECOMMEND:** Approval (NC)

70.10 **74486 3 Otter Way Barnstaple EX32 8PS**

**RECOMMEND:** Approval (NC)

71 **Reported Concerns**

None reported

Meeting closed at 7.26 pm.

Chairman.

Signed: .....

Dated: .....

BARNSTAPLE TOWN COUNCIL

Minutes of Finance and General Purposes Committee

Monday 10th January 2022 at 7.00 pm

The Guildhall, Butcher's Row, Barnstaple

Present: Councillors:

I Roome, J Hunt, J Phillips (Chair), J Carter, A Shah, V Nel (Vice-Chair), J Coates and J Orange

Also in attendance:

R Ward, Town Clerk

S Petters, Assistant Town Clerk

Members of the Public: 0

Apologies for absence:

V Monk, V Elkins, J Wilsher and A Rennles.

**53 To receive and approve apologies for absence.**

Apologies and reasons for absence were received and approved (NC)

**54 To receive any dispensations and disclosable pecuniary or other interests.**

Cllrs I Roome, J Hunt, J Phillips, L York and J Orange as members of North Devon District Council, have a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

Cllr I Roome, as a member of Devon County Council, has a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

**55 To approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 6th December 2021**

RESOLVED: That the minutes of the meeting held on 6<sup>th</sup> December 2022, are approved as a correct record and signed by the Chairman. (NC)

**56 Financial Reports**

RESOLVED: To approve and note the budget monitoring and Finance Reports for November 2021 (NC).

**57 To approve three cheques not presented to be cleared from the system**

RESOLVED: To approve the following cheques that have not been presented by the recipient to be cleared from the system due to the time period (NC).

<b>Cheque No.</b>	<b>Cheque Date</b>	<b>Value</b>
18093	04/12/19	£5.00
18136	11/11/20	£10.00
18137	18/11/20	£50.00

**58 To receive and consider a proposal for the future use of the Guildhall Café as a community space**

The Town Clerk brought to the attention of the committee that two enquiries had recently been received from people interested in leasing the Guildhall Café space.

The report as presented was discussed by the committee.

Cllr Roome stated that it made sense to undertake the changes as proposed to enable the space to be used a community facility, subject to the correct planning 'change of use' permissions. It is understood that the changes could be reversed, and the space returned to commercial use in future if this was felt to be appropriate.

He proposed that the recommendations as proposed be accepted.

The proposal was seconded by Cllr York.

**RESOLVED:**

- To approve the proposal of converting the current café into a community space, removing all of the kitchen facilities to create a single space with a level floor.
- To investigate, in conjunction with the Future High Street Fund project, the refurbishment of the space, including the access and heating.
- To allocate a nominal sum of £5,000 to undertake initial works from reserves.

The decision of the committee was unanimous.

**59 Budget and Precept 2022-23**

The committee reviewed the Proposed Budget for 2022-23 as presented in the report from the Town Clerk.

RESOLVED: That the Finance and General Purposes Committee should recommend to Full Council a precept of £1,106,387 an increase of £23.00 per year for a Band D Property. (NC)

Meeting closed at 7.30 pm.

Chairman.

Signed: .....

Dated: .....



# Agenda Item 9

## Barnstaple Town Council

Barum House, The Square, Barnstaple EX32 8LS

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Mr Robert Ward, Town Clerk

15<sup>th</sup> October 2021

Dear Town or Parish Clerk

I wanted to write to you to explain why Barnstaple Town Council see the North Devon Record Office (NDRO) as an integral part of our organisation and for this reason have made a commitment to fund them as a part of our annual budget rather than a grant.

As I'm sure you know we all have a legal duty to keep certain documents in perpetuity and for these to be available for public access, for the Town Council this also includes ancient charters and other historic documents.

Due to the quantity, age and in some cases fragile nature of some of these documents we are not able to provide the appropriate environment for these documents to be stored safely and securely.

The Record Office provides a secure strongroom with a controlled atmosphere that would cost us more than we could contemplate to recreate so this enables us to manage our risk assessment and meet our insurance requirements.

I realise that not all town and parish councils have this same level of risk and responsibility but the benefits available to us whether you are Parish Clerk working from a home office or a larger council, the Record Office can help by managing this responsibility for you.

The other reason for working in partnership with and funding the NDRO is that it ensures that all the North Devon records from many local organisations are retained here in North Devon, the alternative is that they go to Exeter, which for many people will make them inaccessible.

Our annual commitment is £10,000 and I would urge you as a Town or Parish Council to consider making an annual commitment as a part of your budget in relation to the benefit that you and your local parish area receive, it is only by doing this that we can ensure that we retain the service in North Devon.

I would urge you to put this proposal to your council for consideration.

Yours faithfully

Robert Ward  
Town Clerk

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