



# Public Document Pack

## Barnstaple Town Council

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Mr Robert Ward, Town Clerk

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

There will be a meeting of **TOWN COUNCIL MEETING** on **Monday 10th October 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 4 October 2022

### **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 11th July 2022. (Pages 5 - 8)**
- 4. Mayor's Announcements.**
- 5. To receive a report from Devon & Cornwall Constabulary (Pages 9 - 12)**  
Report submitted to cancelled 12<sup>th</sup> September meeting attached.
- 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 13 - 34)**

<b>Committee</b>	<b>Date</b>	<b>Page Numbers</b>
Heritage & Community	7 <sup>th</sup> July 2022	024 to 027
Planning & Transportation	21 <sup>st</sup> July 2022	032 to 034
Finance & General Purposes	25 <sup>th</sup> July 2022	035 to 039
Environment Committee	18 <sup>th</sup> August 2022	040 to 041
Planning & Transportation	18 <sup>th</sup> August 2022	042 to 045
Finance & General Purposes	23 <sup>rd</sup> August 2022	046 to 047

**8. To receive and adopt the minutes of the Rock Park Trust Management Committee of 13th July 2022 (Pages 35 - 37)**

**9. To consider reports (if any) from Town Council representatives to outside bodies and determine any actions arising.**

**10. The cost of living crisis**

To consider and discuss the impact of the cost of living crisis on local residents and a potential response and actions by Barnstaple Town Council.

The partners of [One Northern Devon](#) (OND) have agreed an [outline emergency plan](#) - with support from the board. This includes Devon County Council and the two District Councils. In essence the plan is about coming together to do everything we can and in the most joined up way possible at a local level. OND would like to work with local councils and the seven One Communities to hold 'town/parish workshops' to:

1. Identify key areas that people need support with - by listening to local issues
2. Identify what is already available to meet that need - collating all the support (local and national) that is currently available
3. Identify gaps and consider how local partners could fill those gaps - find creative local solutions to help mitigate some of the impacts
4. Ensure those who need it can access the support - find ways to get all the help to the people that need it most

**11. To receive a presentation about Armed Forces Weekend for Barnstaple Saturday 24th and Sunday 25th June 2023 (Page 38)**

**12. To receive a presentation from Mr Tim Steer about the potential Bideford extension of the Tarka line, Atlantic Coast Exeter Railway.**

(Presentation to be circulated to councillors by email and to be available at the meeting)

**13. Co-option to Casual Vacancy (Fort Hill Ward) (Pages 39 - 41)**

Following the death of Councillor Jane Wilsher there is a casual vacancy in the Fort Hill Ward.

To consider applications and elect from suitable candidates (if any received) to fill

the vacancy (Councillor Co-option Procedure attached).

**14. To receive and consider a motion from Cllr R Knight for Proportional Representation to be used for general elections (Page 42)**

**15. Town Clerk's Report**

To receive an update from the Town Clerk on matters including:

- Staffing Update
- The Guildhall Redevelopment Project
- The Shambles
- North Devon Record Office

**16. 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.

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## BARNSTAPLE TOWN COUNCIL

Minutes of the Town Council Meeting

Monday 11th July 2022 at 7.00 pm

The Guildhall, Butchers Row, Barnstaple

Present: Councillors:

Cllrs V Monk, V Elkins, A Windsor, I Roome, R Knight, J Phillips, J Hunt, J Carter, J Wilsher, M Lovering, A Rennles (Chair), L York (Deputy Mayor), P Leaver, A Shah, S Jusef, V Nel, J Slee, R Mack, J Coates, J Orange, G Marchewka and Fowler

Also in attendance:

R Ward, Town Clerk

N Hampson, Events & Communications Officer

Members of the Public:

Apologies for absence:

Cllrs T Clarkson and E George

### **38 Apologies for absence.**

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

### **39 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.

### **40 Minutes of the Town Council Meeting held on 13th June 2022.**

**RESOLVED:** That the minutes of the Town Council Meeting held on 13th June 2022, are approved as a correct record and be signed by the Chairman.

### **41 Mayor's Announcements.**

The Mayor announced that Councillor Jane Wilsher had passed away last week, a tribute was led by Rev D Fletcher.

Councillors recalled her dedication to the role of Town Councillor that she held for eleven years and that she had previously been Mayoress to her husband in 1998 to 2000. She was described as a lovely person, friend, as fearless on the fair rides, having a dry sense of humour and having respect for the staff team and Beadles.

She will be missed by all.

The Christmas Fayre for 2022 is on 1<sup>st</sup> December. Due to works to the Pannier Market this year we will be on The Square and also it will be a combined event with the lights switch on. The event is being planned with Town Centre Management and will include activities on The Strand and the High Street.

The Mayor thanked the staff team for the way they efficiently managed the recent illegal encampment in Rock Park. The people were moved on within a couple of days and any damage repaired very quickly.

The Town Council is having a stand at the Pilton Green Man Festival and volunteers are still needed to help.

Recent events include:

- Exeter Armed Forces Day, also attended by the Barnstaple Youth Marching Band who were a credit to the town.
- The Pathway Pride Festival.
- The opening of the new Tarka Leisure Centre.
- A visit to Barnstaple U3A (University of the 3<sup>rd</sup> Age).
- The opening of a new Pizza restaurant on Boutport Street.
- Holsworthy Pretty Maids fair.
- Exeter Lamas Day.

The Mayor's Chain and Medallion is planned to be on display at the Museum in August for an exhibition about the Partridge Family along with other Barnstaple Town Council Items, loaned for the exhibition.

#### **42 Report from Devon & Cornwall Constabulary**

Councillors received and noted the Police report, Insp Wills was not able to attend the meeting.

Councillors discussed concerns about the current situation with reporting crimes through the Police 101 system and how long it can take to get through on the phone, there are reports of taking up to an hour to get through. The email system can take a great deal of time, days, to get a response.

As a result of this it was felt that a lot of crime for residents and business is probably going unreported.

**RESOLVED:** To write to the Police Crime Commissioner and the Chief Constable to ask what is going to be done to improve the response times to calls through 999 and 101 and to ask for a report on waiting times for calls (NC)

#### **43 Reports from Devon County and North Devon District Councillors.**

Devon County Council

Cllr I Roome reported:

- HATOC has approved the Roundswell bus gate as per the planning conditions for the development.
- Devon County Council is currently forecasting a £40M deficit in the current financial year.
- The recent Ofsted report for Children's Services reported

concerns about staffing issues.

- He has been meeting with Joy Street traders about antisocial behaviour issues and has since undertaken a community impact statement with the police to support convictions because the magistrates court in Exeter tend to be unaware of the impact of the behaviour in Barnstaple.

North Devon Council

Cllr L York

- NDC Licencing have closed down Rumours nightclub in Boutport St, there was a delay due to the appeal process.

Cllr J Orange

- A litter pick is planned for Pilton and Newport on 23<sup>rd</sup> July.

Councillors Ashraf Shah and Robbie Mack left at 8.00pm

#### 44 **Adoption of Committee Minutes**

Committee	Date	Page Numbers
Staffing Committee	23 May 2022	007 to 008
Finance & General Purposes	23 May 2022	009 to 011
Planning & Transportation	26 May 2022	012 to 014
Environment Committee	4 July 2022	021 to 023

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

#### 45 **Reports from Town Council representatives to outside bodies and determine any actions arising.**

None received

#### 46 **Councillor representatives to Statutory or standing Committees of the Town Council.**

It was noted that:

Cllr V Nel has resigned from the Planning & Transportation Committee with immediate effect.

Cllr J Phillips has requested to join the Planning & Transportation Committee.

#### 47 **Town Council Summer Close Down Week**

It was noted that the Town Council office will be closed for the week of the 22nd to 26th August in order to focus on the management of files administration processes and to undertake some health & safety works.

#### 48 **Town Clerk's Report**

The Town Clerk reported:

Recent appointment of Neil Hampson, as Events and Communications

Officer

**1. Apologies for absence.**

- a. Apologies for absence need to be with the committee clerk by 5.00pm on the day of the meeting, Standing Order 57 actually states 12.00 noon and a reason for absence is required.
- b. The six month rule requires apologies and the reason to be accepted by the meeting.

**2. Motions to meetings.**

- a. Seven clear working days in advance of a meeting.
- b. It is the Town Clerk's decision, and Book of motions is kept and will soon be made available on the Town Council website.
- c. Amendment during meeting must be related to and relevant to original motion.
- d. Any questions / concerns please ask.
- e. Support also available directly to Councillors via the Devon Association of Local Councils

**3. Contacting the Town Council**

- a. The office reception is open between 10.00am to 3.00pm
- b. Please can all enquiries about Bookings, open space issues and meeting apologies be sent to [admin@barnstapletowncouncil.gov.uk](mailto:admin@barnstapletowncouncil.gov.uk) or 01271 373311

**4. Guildhall Renovation Project**

- a. Proposals for the renovation are coming together and first draft drawings now available and will circulated soon.

**5. Barnstaple Regeneration Board**

- a. The Future High Street Fund main subject at present
- b. Discussions re the use and development of 36/37 Boutport St
- c. Cultural Strategy
- d. Redevelopment of the Bridge Buildings
- e. Town Centre activity

**6. Finance Reports**

- a. Please can any questions on the F&GP finance reports be with the Town Clerk by midday of meeting to give time for answers.

**49 To consider any questions asked by:**

**49a Members of the Council in accordance with Standing Order 25**

None received

**49b Public registered electors in the town in accordance with Standing Order 85.**

None received

Meeting closed at 8.40 pm.

Chairman.

Signed: .....

Dated: .....



**Barnstaple Sector Police report**  
**Barnstaple Town Council Meeting**  
**Monday 12<sup>th</sup> September 2022**

Dear Councillors,

Please accept my apologies, but this Town Council meeting conflicts with the scheduling of a Town Centre retailer meeting which I am required to attend along with colleagues from North Devon District Council. I am aware that some Councillors might also be attending at least part of that meeting prior to the commencement of the Town Council Meeting and look forward to seeing them there. We also have the fair proclamation to look forward to, and I will be able to catch up with you personally there. If any questions arise from your meeting, please raise them with your Clerk for my attention.

The effects of Crime and Disorder in Barnstaple Sector are disproportionately concentrated to affect the Town Centre and supporting our hospitality and retail sectors through this at what is an already difficult time due to the cost of living, and recovery from the pandemic is a priority I need to support. Owing to this, I will be unable to attend the Town Council Meeting.

In my last update on 11<sup>th</sup> July 2022, pleasingly I was able to update that the previous month has seen falls in levels of overall reported crime year on year. However, the past month has seen a significant increase in volumes of reported crime both relative to that period and year on year. Levels of reported antisocial behaviour has reduced however. We are accustomed to dealing with the usual challenges of the seasonality of our area. However, whilst there have been some series type offending, the increase in demand has been broad, in many cases without obvious pattern or causation. The past month has therefore been a testing time for our teams, and has required focus, and carefully consideration and scaling of our response to incidents informed by threat, risk, and harm considerations. I have prepared a table to illustrate recent demand in the period 07/08/22-06/09/22, relative to 2 previous reference years:

Offence	Recorded Crime 07/08/2022 - 06/09/2022	Recorded Crime 07/08/2021 - 06/09/2021	Recorded Crime 07/08/2019 - 06/09/2019	Recorded Crime % Change 2021-22	Recorded Crime % Change 2019-22
Public Order Offences	34	22	26	54.5%	30.77%
Violence with Injury	36	30	30	20.0%	20.00%
Criminal Damage	39	37	28	5.4%	39.29%
Stalking and Harassment	39	26	25	50.0%	56.00%
Arson	1	1	0	0.0%	%
Violence without Injury	48	54	39	-11.1%	23.08%
Non Notifiable	0	0	0	%	%
Possession of Weapons	4	1	7	300.0%	-42.86%
Shoplifting	31	17	20	82.4%	55.00%
Vehicle Offences	14	6	17	133.3%	-17.65%
Other Sexual Offences	14	1	3	1,300.0%	366.67%
All Other Theft Offences	30	14	27	114.3%	11.11%
Possession of Drugs	14	8	23	75.0%	-39.13%
Burglary Non-Dwelling	7	4	8	75.0%	-12.50%
Other Offences	7	3	4	133.3%	75.00%
Burglary Dwelling	6	2	1	200.0%	500.00%
Rape	5	7	4	-28.6%	25.00%
Trafficking of Drugs	1	5	5	-80.0%	-80.00%
Bicycle Theft	2	6	4	-66.7%	-50.00%
Robbery	3	0	2	%	50.00%
Theft from the Person	3	2	2	50.0%	50.00%
-	0	0	0	%	%
	<b>338</b>	<b>246</b>	<b>275</b>	<b>37.4%</b>	<b>22.91%</b>

With our nearest comparable 'pre'covid' year being 2019, our recorded crime has shown a 22.91% increase overall. As would be the case in any area of private or public sector industry, respond to a % increase in demand of this order has been a challenge.

However, during this time, our positive offender outcome rate has risen to over 32%. This is the highest figure of any Sector in the Devon and Cornwall Police area. We also received positive recognition following a force wide review of 'Crime data integrity'. This is a measure of the extent to which our officers record the correct crime reports from incidents they respond to, and our data showed the highest standards in the force. Taken together, this means that we record crime as fully as any other part of the force area, and even at a time of high demand, we maintain the best levels of outcome for the community we serve.

In terms of particular series of note, earlier in the month we experienced a series of dwelling burglaries. This series has now ended, with the last recorded dwelling burglary in Barnstaple sector taking place on 22/08/2022. I am satisfied that police interventions against individuals has led to this series ending, but am unable to comment further at this time for legal reasons.

Latterly, a series of Town centre focussed commercial burglaries has taken place. There are similarities between the offences, and officers are currently following active and viable lines of enquiry. We recognise the significance of these offences to both the parties directly concerned, and wider public confidence in policing.

We continue to work across the whole host of statutory partners to keep people safe, drive and support individual behavioural change, and prevent and detect crime.

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## BARNSTAPLE TOWN COUNCIL

Minutes of Heritage, Culture and Community Committee

Thursday 7th July 2022 at 7.00 pm

The Guildhall, Butchers Row, Barnstaple

Present: Councillors:

J Hunt, M Lovering and J Orange, L York and J Coates

Also in attendance:

Mrs Megan Sanders, Assistant Town Clerk (Clerk to meeting)

Mr Rob Ward, Town Clerk

Members of the Public: 2

Apologies for absence:

V Elkins and Fowler

### **1 Election of chairperson for the Municipal Year 2022-23**

Cllr M Lovering was nominated by Cllr J Orange seconded by Cllr J Hunt. Approved: (NC)

### **2 Election of the Vice-Chairperson for the municipal year 2022-23**

Cllr J Coates was nominated by Cllr J Hunt and seconded by Cllr J Orange. Approved: (NC)

### **3 Apologies for absence.**

Apologies and reasons for absence were received and approved from Cllr V Elkins (Health), Cllr M Fowler (Health).

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

Cllr J Hunt, L York, M Lovering and J Orange as a member 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.

### **5 Minutes of the Heritage Culture & Community Committee meeting held on 9th September 2021**

The Clerk apologised for the incorrect membership on the agenda due to a technical error which will be corrected for the next meeting.

RESOLVED: That the minutes of the meeting held on 9<sup>th</sup> September 2021, are approved as a correct record and signed by the Chairman. (3.0.2abs)

### **6 Barnstaple Arts Festival proposal for May 2023**

Cllr M Lovering proposed, and Cllr J Coates seconded to move item 7 to item 6. Approved (NC)

Under Barnstaple Town Council Standing Order 85 - Two members of the public, Dawn Brookes-Ensor and Stella Levy, spoke in relation to

agenda item 7 now 6. Dawn explained that the concept of the arts festival was to create the same model as the Bradworthy arts festival (which was very successful) here in Barnstaple. It would consist of an arts trail which would stretch across at least 11 venues, who have already shown an interest in the project, and each would be a centre of excellence. They would consider a bus service to help with travel to various venues and lessen the environmental impact. The proposed dates are the 27<sup>th</sup> – 29<sup>th</sup> May 2023 (half term week) and would be managed by a social enterprise comprised of the interested parties. The festival is expected to attract large numbers of visitors and increase revenue for local businesses. They are asking for grant money to help with AA signs and leaflet printing to help publicise the event. If the festival is successful, they wish to make it an annual event.

Cllr J Hunt asked if they had looked into District Councillor grants? They had not and the clerk was asked to share this information with them.

The Town Clerk asked about the social enterprise and when it was set up if they would share their constitution and other information with the town council. They agreed they would.

Cllr M Lovering asked for a break down of the costs that they were hoping to receive. They said they would supply this.

It was also suggested that they speak to officers about potential venue space the Town Council could offer for the project.

The councillors thanked them for attending the meeting and speaking with them.

\*\*The two members of the public left the meeting at 7.21pm and did not return\*\*

After further discussion, it was:

RESOLVED: To note the information received about the Barnstaple Arts Festival and await further information. Approved (NC)

## **7 Budget monitoring report.**

The Town Clerk explained that the section of the budget relating to St Anne's was an agreed set cost. He went on to explain that any underspend from last years budget had been used to help manage the precept and has been carried over to earmarked reserves.

It was:

RESOLVED: To note the budget monitoring report. Approved (NC).

**8 Request from the Barnstaple History Group to use the Guildhall for an exhibition in August 2022**

Councillors considered the exhibition to be beneficial to the community and would require little input from Town Council staff. After the big success of the previous exhibition which was about the 75<sup>th</sup> anniversary of the D Day landings it was:

RESOLVED: That the Barnstaple History Group's request be granted.  
Approved (NC)

**9 Proposal from a local artist for a joint project focussed on the Oliver Buildings**

The Councillors discussed the proposal and were concerned that the costs suggested were high and hard to justify for one individual's project. Concerns were also raised about the amount of work it would make for town council staff. Councillors felt that they were not able to commit to such an ambitious proposal at this time. The clerk was asked to suggest to the artist alternative sources of funding and make her aware of item 6 and item 10 on the agenda which may be of interest to her.

It was therefore:

RESOLVED: That the proposal be refused. Approved (NC)

**10 Cultural Strategy currently being developed for Barnstaple**

The clerk explained that the strategy was being developed by North Devon Council and led by the Museum of Barnstaple and North Devon. It would cover the whole of North Devon but would also focus on Barnstaple. It would allow the town to access funding to support arts and culture in the town. The clerk explained that they had not yet received the entire strategy, but she would be attending a meeting next week to find out more information. Councillors asked that the clerk keep the committee informed of any further developments.

It was therefore:

RESOLVED: To note the report. Approved (NC)

**11 Update on the Barnstaple Town Council Heritage Programme from the Assistant Town Clerk**

The councillors complimented the attached documents regarding the plans for the development of the learning programme, they were impressed by the level of detail. They asked that the Heritage Assistant be commended for her hard work and their thanks be passed onto to her. The Assistant Town Clerk informed the committee of the various activities that had taken place since January 2022. The heritage team has accommodated three school visits, a trial re-enactment, various tours and visits from interested member of the public. The team has been taking the opportunity to trial various activities and gather feedback to help further develop the heritage programme.

Cllr L York asked about safeguarding and risk assessments.

The clerk explained that they were produced in conjunction with the schools to ensure everyone was aware of their responsibilities. The committee discussed potential digital opportunities and the need to make everything as accessible as possible.

It was:

RESOLVED: To note the report. Approved (NC)

Meeting closed at 8.10 pm.

Chairman.

Signed: .....

Dated: .....



BARNSTAPLE TOWN COUNCIL

Minutes of Planning and Transportation Committee

Thursday 21st July 2022 at 7.00 pm at The Guildhall, Butchers Row, Barnstaple

Present: Councillors: V Monk, I Roome, J Phillips, J Carter, A Rennles,  
L York, P Leaver, J Coates and G Marchewka (Vice-Chair).

In attendance: M Sanders Assistant Town Clerk (Community) (Clerk to meeting)

Apologies: .

**8 Election of chairperson for the municipal year 2022-23**

Cllr R Rennles was nominated by Cllr V Monk and seconded by Cllr J Coates. Approved: (7 For, 1 Abs)

**9 Apologies for absence**

None received.

**10 Dispensations and disclosable pecuniary or other interests**

Cllrs I Roome, J Phillips & L York as members of North Devon Council have 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.

Cllr Leaver declared a personal interest in application 75444

Cllr Monk declared a personal interest in applications 75512 & 75513

Cllr Coates declared a personal interest in application 75612

\*\*Cllr G Marchewka entered the meeting at 7.03pm\*\*

**11 Minutes of the Planning & Transportation Committee held on 26th May 2022**

It was RESOLVED: that the minutes from the meeting held on Thursday 26<sup>th</sup> May 2022 be confirmed as a correct record and signed by the Chairperson. (NC).

**12 Deposited Plans:**

**RECOMMEND:** Approval Refusal (NC)

**13 70954 - Larkbear Tawstock Barnstaple Devon**

RECOMMEND: Refusal due to the severe impact on the highway and no provision for the East BAR02 proposed cycle route. (8 For, 1abs)  
Cllr Roome requested that it be noted that he had abstained.

**14 75219 - Flat 3 79 Church Lane Barnstaple Devon EX31 1BH**

Councillors voted that item 5.2 and 5.6 be taken together (NC)

RECOMMEND: Approval (8 For, 1 Abs)

**15 75350 - Riversvale House, 21 Litchdon Street, Barnstaple, Devon,**

**EX32 8ND**

RECOMMEND: Approval (NC)

**16 75376 - Choweree House, 21 Boutport Street, Barnstaple, Devon, EX31 1RP**

RECOMMEND: Refusal (NC) due to concerns about the air conditioning units on a listed building and to await comments from the conservation officer.

**17 75444 - Elbury, 23 Hillcrest Road, Barnstaple, Devon, EX32 9EP**

RECOMMEND: Approval (6 For, 3 Abs)

**18 75482 - Flat 3, 79 Church Lane, Barnstaple, Devon, EX31 1BH**

RECOMMEND: Approval (8 For, 1 Abs)

**19 75485 - 9 Victoria Street, Barnstaple, Devon, EX32 9HT**

RECOMMEND: Approval (NC)

**20 75495 - B&Q Barnstaple Retail Park, Station Road, Barnstaple, Devon, EX31 2AU**

RECOMMEND: Approval (NC)

**21 75512 - Marshalls, 95 Boutport Street, Barnstaple, Devon, EX31 1SX**

Councillors voted that item 5.9 and 5.10 be taken together (NC)

RECOMMEND: Refusal (6 For, 3 Abs) due to conservation and health and safety concerns over the size of the flue and the inaccessibility of the proposed lobby.

**22 75513 - Marshalls, 95 Boutport Street, Barnstaple, Devon, EX31 1SX**

Councillors voted that item 5.9 and 5.10 be taken together (NC)

RECOMMEND: Refusal (6 For, 3 Abs) due to conservation and health and safety concerns over the size of the flue and the inaccessibility of the proposed lobby.

**23 75531 - 15 Ladywell, Barnstaple, Devon, EX31 1QT**

RECOMMEND: Approval (NC) subject to no adverse comments from the neighbours.

**24 75548 - 11 Granville Avenue, Barnstaple, Devon, EX32 7AH**

RECOMMEND: Approval (7 for, 2 Abs) subject to the conversion meeting building regulations.

**25 75585 - 4 St Peters Terrace, Butchers Row, Barnstaple, Devon, EX31 1BJ**

RECOMMEND: Approval (NC) subject to approval from the conservation officer.

**26**            **75598 - 6 Walton Way, Barnstaple, Devon, EX32 8AB**  
RECOMMEND: Approval (NC) subject to a frosted glass addition on the side of the balcony that overlooks the neighbouring property.

**27**            **75612 - Abbey Lodge, Bull Hill, Barnstaple, Devon, EX31 1QR**  
RECOMMEND: Approval (6 For, 3 Abs) subject to adequate car parking provision, highway satisfaction and no adverse comments from the conservation officer.

**28**            **DCC4308 2022 - Pilton County Infant School, Abbey Road, Barnstaple, EX31 1JU**  
RECOMMEND: Approval (7 For, 2 Abs)

**29**            **Reported Concerns**  
Cllr V Monk reported that the potholes on Sticklepath Hill were very bad.

Meeting closed at 8.07 pm.

Chairman.

Signed: .....

Dated: .....

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BARNSTAPLE TOWN COUNCIL

Minutes of Finance and General Purposes Committee

Monday 25th July 2022 at 7.30 pm

The Guildhall, Butcher's Row, Barnstaple

Present: Councillors:

V Elkins, I Roome, J Hunt, J Phillips (Chair), J Carter, L York,  
J Coates, J Orange (Vice-Chair) and G Marchewka

Also in attendance:

R Ward, Town Clerk  
S Ward, Vista Wellbeing  
A Griggs, Vista Wellbeing  
Members of the Public: 0

Apologies for absence:

V Monk

**12 Vista Wellbeing proposal re St John's Community Centre**

The committee approved that this item be brought to the start of the meeting so that the two representatives from Vista Wellbeing could make their presentation.

Vista Wellbeing would like to enter into a partnership with the Town Council that would involve

- Servicing of existing bookings
- Management of enquiries and new bookings
- Development of a broader community offering through increased timetabled activities
- Increase partnership working – such as NHS and other semi-clinical community rehab activities
- Facility management (cleaning, equipment and general enhancements etc)
- The creation of a Vista Wellbeing Community Hub (which seeks to develop community services to meet the needs of a demographic that is not currently well-served by mainstream provision)
- A range of leisure activities to support physical and mental health and wellbeing.
- Educational courses to support individual and business needs.

Cllr Roome proposed that Vista Wellbeing work with the Town Clerk to bring a proposal to a future meeting. (NC)

Cllr Roome declared that he is an NHS employee

**13 Apologies for absence.**

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

**14 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.

Cllrs 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.

Cllr York declared an interest in agenda items 5, 6, 10, 14 & 16

Cllr Hunt declared and interest in agenda item 6

**15 Minutes of the Finance & General Purposes Committee meeting held on 23rd May 2022**

RESOLVED: That the minutes of the meeting held on 23<sup>rd</sup> May 2022, are approved as a correct record and signed by the Chairman. (NC)

**16 Financial Reports**

All the Finance reports were reviewed under the one item.

**RESOLVED:** To approve and note the budget monitoring and financial reports for June 2022 (NC)

**17 Small Grant applications**

The following grant small grant applications were considered and the amounts indicated awarded:

<b>Organisation</b>	<b>Granted 2021</b>	<b>Amount Requested</b>	<b>Amount Awarded</b>
Tarka Child Contact Centre	£1000	£1,000	£500
Pathfield Activities Club	£750	£1,000	£500
Families in Grief (FIG)	£800	£1,000	£500
Barnstaple Ability FC	£750	£1,000	£500
North Devon Down Syndrome Group	£750	£1,000	£500

The committee agreed to fund the grants previously awarded for Platinum Jubilee activities from reserves, leaving a fund of £10,040 plus an Earmarked Reserve of £3,450 for future applications in 2022-2023

**18 Amendment to Strategic Grant to NDVS**

Councillors approved the request from North Devon Voluntary Services to amend the use of the Strategic Grant that was awarded for the year 2022-23.

The proposal includes:

- To increase the number of local organisations registering and updating the Barnstaple page of Devon Connect
- To increase the number of advertised volunteer opportunities

within Barnstaple

- To carry out bimonthly volunteer recruitment campaigns
- To increase the number of active and skilled Trustees within Barnstaple
- To establish an accessible volunteer hub within Barnstaple
- To recruit 50 new volunteers

To do this NDVS will recruit a Volunteer Manager – 8 hours a week. Where possible NDVS will endeavour to lever in additional funds to support this work.

Cllrs Hunt and York abstained from the vote as members of the NDVS committee.

**19 Barnstaple Carnival**

The committee noted that the Barnstaple Fair Carnival for 2022 will take place on Saturday 17<sup>th</sup> September but this year there will not be a procession.

**20 South West Heritage Trust - Agreement**

The committee approved the agreement between the South West Heritage Trust and Barnstaple Town Council for the provision of Archive Services in North Devon. The agreement will be signed by the Town Clerk.

**21 The employment of a staff member dedicated to Town Centre responsive maintenance.**

The purpose of this role would be to provide a visible presence and responsive service to help keep the Barnstaple town centre public realm feeling cleaner, safe and well maintained.

The committee approved:

- An allocation of up to £30,000 for the employment of a staff member and associated costs.
- To allocate the cost of employment for 2022-23 from reserves, expected to be in the region of £15,000.
- To increase the precept by the cost of the employment of the staff member for future years, expected to be the equivalent of 8p per week on a Band D precept.

**22 Barnstaple Fair Licence**

In order to redevelop the Seven Brethren site and build the new long-stay carpark / events area North Devon Council need to serve notice on the Town Council on the existing fair site licence, dated 11<sup>th</sup> October 1995 to achieve vacant possession. Without vacant possession it is not possible for the site to be passed to the developer.

The committee approved:

- The continued delegated authority for the Town Clerk to negotiate with North Devon Council and the Showmen's Guild.
- Subject to a legal review of the initial licence for the Town Clerk to sign the licence on behalf of Barnstaple Town Council.

The committee asked the new licence be for ten years rather than five as proposed in the draft provided and for a “letter of comfort” as a gesture of reassurance when the notice is served on the current licence.

### **23 Insurance Premiums**

The committee noted the increase in insurance premiums for the year 2022-2023

The annual budget, based on previous years is £18,000, the premiums for all policies for this year is £45,489.68.

The policies are now with:

- Aviva for Commercial Combined Policy
- Ecclesiastical for Property (includes a three year fixed rate agreement)
- ERS for vehicles

The increase is as a result of changes in the insurance market that have also affected other similar Town and Parish Councils.

### **24 Utility cost analysis**

The committee noted the significant impact of utility cost price rises on the Town Council budget.

The current new contracts total to £28,970.06 a year (£21,741.73 the Town Council and £7,228.33 Rock Park Trust) - £10,416.84 more than last year (£6,118.27 more for the Town Council; £4,298.57 for Rock Park Trust).

There are still other contracts are still in fixed rate agreement that will need to be renewed.

### **25 Historic Barum Map Project**

A historic Map of Barnstaple dating back to 1650 has been discovered at the Bodleian Library, Oxford, thought to be the oldest existing map of the town.

The Bodleian Library has agreed to lend the map to the Museum of Barnstaple and North Devon and is expected to be on display from November 2022 - February 2023.

A project is being put together to coincide with the exhibition and Todd Grey MBE is editing a book which will comprise 22 contributions written by 20 authors.

The committee asked for costs of the project and a proposal for a funding request to be brought to the next meeting.

### **26 Guildhall renovation project update**

The committee approved the proposal to set up a working group to consider the plans and proposals from the consultants to support the necessary decisions in order to progress the project. All members of the committee expressed an interest in being part of the reference group



**Action:** the Town Clerk to organise a meeting and invite councillors and the consultants.

**27 Westacott Park Asset Transfer update**

At the time of the meeting no response has been received from North Devon Council.

**28 Cost of removing Illegal Encampment on Rock Park**

To note the cost of the eviction of the illegal encampment at Rock Park In June 2022 was approximately £879.

**29 Title Deeds**

The committee noted that several Barnstaple Town Council properties do not have title deeds, or if they do their whereabouts are not currently known.

It was approved:

- that officers work with the Town Council solicitors, North Devon Council and the North Devon Record Office to ascertain whether some of the deeds do exist but have been misplaced.
- Where necessary title deeds are produced and registered for all Town Council properties.

**30 Matters to be taken in the absence of press and public, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, as the item contains exempt information as defined by Standing Order 81(c, d and f).**

Approved (NC)

**31 Saltmarsh land purchase proposal**

The committee elected to decline the offer to purchase saltmarsh land at Anchorwood for the offer price of £40,000 (NC)

**32 Castle Centre Tenancies**

The committee approved the request from Munro News to end their tenancy of room F in the Castle Centre six months early (NC)

**33 Fairacre public open space adoption**

The committee approved the proposal to enter into negotiations with Persimmon Homes to consider the adoption of public open space land on Fairacre Avenue. (NC)

Meeting closed at 9.25 pm.

Chairman.

Signed: .....

Dated: .....

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BARNSTAPLE TOWN COUNCIL  
Minutes of Environment Committee  
Thursday 18th August 2022 at 6.30 pm  
The Guildhall, Butchers Row, Barnstaple

Present: Councillors:

R Knight, J Carter, M Lovering, L York (Vice-Chair), R Mack and J Coates (Chair)

Also in attendance:

R Ward, Town Clerk

B Vercoe, Barnstaple Allotment Association

Members of the Public: 0

Apologies for absence: 0

\*\* In the absence of Cllr Coates Cllr York took the chair for the meeting.

**11 Apologies for absence.**

No apologies received

\*\* Cllr Coates arrived at 18.35, Cllr York remained in the chair for the rest of the meeting

**12 Dispensations and disclosable pecuniary or other interests.**

Cllrs M Lovering, L York and R Mack, as a members of North Devon Council, have dispensations 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 Mack for agenda item 4 as an allotment holder

Cllr Lovering for agenda item 4 as a family member is an allotment holder

**13 Minutes of the last meeting**

**RESOLVED:** That the minutes of the meeting held on 4<sup>th</sup> July 2022, are approved as a correct record and signed by the Chairman (NC)

**14 Allotment Tenancy Agreement**

Barbara Vercoe of the Barnstaple Allotment Association raised questions about sheds and glass in sheds and greenhouses, bonfires and incinerators, and barbeques. This questions had been responded to prior to the meeting by the Town Clerk.

**RESOLVED:** To approve the new Allotment Tenancy Agreement and the Allotment Rules and Guidance document.

The new documents will be issued this September for the renewal of tenancies for 2022-23 (NC)

15

**Purchase of a Flail for the ride on Mower**

RESOLVED: To approve the purchase of a flail to be used as an attachment for the ride on mower for the cutting of highway verges.

The reason for the proposal is to allow longer periods of time between cutting of the grass verges which will support activities like “No-Mow May”.

The current attachment is designed for finishing and works very well for managing Rock Park and the football pitches.

An additional benefit would be the potential for carbon reduction and less wear to the equipment by being able to cut the grass less times each year.

The cost of the new flail is in the region of £6,500.

Funds are available in the 5520 Highway Verges budget. (NC)

Meeting closed at 6.41 pm.

Chairman.

Signed: .....

Dated: .....

BARNSTAPLE TOWN COUNCIL

Minutes of Planning and Transportation Committee

Thursday 18th August 2022 at 7.00 pm at The Guildhall, Butchers Row, Barnstaple

Present: Councillors: J Carter, A Rennles (Chair), L York, P Leaver and J Coates.

In attendance: M Sanders Assistant Town Clerk (Community) (Clerk to meeting)  
R Ward Town Clerk  
12 Members of the public

Apologies: V Monk, I Roome and J Phillips.

**30 Apologies for absence**

Apologies and reasons for absence were received and approved from Cllr V Monk (Health), I Roome (Health) and J Phillips (Business).  
Approved (NC)

**31 Dispensations and disclosable pecuniary or other interests**

Cllr L York as members of North Devon Council have 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.

Cllr York declared a personal interest in applications 75504, 75644, 75690 & 75691

Cllr Leaver declared a business interest in applications 75504 & 75551

**32 Minutes of the Planning & Transportation Committee held on 21st July 2022**

It was RESOLVED: that the minutes from the meeting held on Thursday 21<sup>st</sup> July 2022 be confirmed as a correct record, signed by the Chairperson. (NC).

**33 Deposited Plans:**

A representative from a group of 12 residents from the Barbican Close, Summerland Place and Summerland Street area spoke to councillors regarding the ongoing issues being caused by large vehicles using the industrial estate. They reported that the very large lorries and HGVs are causing damage to not only the curb stones but are damaging resident's vehicles resulting in some being written off. The traffic coming from the industrial estate is starting from the site from as early as 4.30 am waking residents. Sat Nav's often send delivery drivers down the narrow streets incorrectly, resulting in them having to reverse out for distances as much as 150yds. They have spoken to DCC highways who recommended NDC was contacted. They have spoken to the Environmental Health Officer due to the noise levels and were

told to record the vehicles. The NDC planning department are looking into the original site restrictions put in place when the industrial estate was built. Another resident raised concerns regarding the structural damage being done to properties. There has been damage to brickwork, which has had to be replaced and cracks forming on the inside and outside of the buildings.

Councillors thanked the members of the public for attending and raising their concerns.

**\*\*The members of the public left the meeting and did not return. \*\***

**34            75349 - Former SW Highways Signs Site, Upcott Ave, Pottington Business Pk, Barnstaple EX31 1HN**

RECOMMEND: Approval (NC)

**35            75411 - Vacant Former Nightclub The Strand Barnstaple Devon EX31 1EU**

RECOMMEND: Approval (NC)

**36            75504 - Pear Tree Cottage 2 Whiddon Park, Landkey Road, Barnstaple Devon EX32 9LA**

**\*\*Cllr Leaver declared a business interest in application 75504 and 75551 and left the meeting while these items were discussed. \*\***

RECOMMEND: Approval (NC)

**37            75551 - Church Of The Immaculate Conception Higher Church Street Barnstaple Devon EX32 8JE**

RECOMMEND: Approval (NC)

**\*\*Cllr Leaver re-entered the meeting \*\***

**38            75613 - Long Bridge The Square, Barnstaple, Devon EX32 8LN**

RECOMMEND: Approval (NC)

**39            75629 - Greendale Farm, Pill Lane, Barnstaple, Devon EX32 9EQ**

Cllrs voted that item 4.7 and 4.8 be taken together. Approved (NC)

Councillors raised concerns for the potential flood risk and noise levels to neighbouring properties.

RECOMMEND: Approval (NC) subject to the above concerns being considered.

**40            75618 - 4 Salem Street, Barnstaple, Devon EX32 8JF**

RECOMMEND: Approval (NC)

**41            75631 - Greendale Farm, Pill Lane, Barnstaple, Devon EX32 9EQ**

Cllrs voted that item 4.7 and 4.8 be taken together. Approved (NC)

Councillors raised concerns for the potential flood risk and noise levels to neighbouring properties.

RECOMMEND: Approval (NC) subject to the above concerns being considered.

**42 75636 - 5 Campion Drive, Barnstaple, Devon EX32 8RB**

RECOMMEND: Approval (NC)

**43 75644 - Lampard Community School, St Johns Lane, Barnstaple Devon EX32 9DD**

RECOMMEND: Approval (NC) subject to the fence being painted green fit in with existing properties.

**44 75690 - The Pannier Market, High Street, Barnstaple Devon EX31 1BL**

Cllrs voted that item 4.11 and 4.12 be taken together. Approved (NC)

After much discussion concerning the unspecified detailing of certain proposals in the planning application, the committee therefore:

RECOMMED: Approval (4 For, 1 Abs), subject to the following concerns being addressed. The committee have fundamental concerns that this proposal could allow for the unregulated closing of the market and asked a condition be proposed to stipulate minimum opening hours for public access. They also have concerns about the design of the internal gates and proposed planters and ask that these designs are presented for approval when available.

Cllr L York abstained from voting on this item.

**45 75691 - The Pannier Market, High Street, Barnstaple Devon EX31 1BL**

Cllrs voted that item 4.11 and 4.12 be taken together. Approved (NC)

After much discussion concerning the unspecified detailing of certain proposals in the planning application, the committee therefore:

RECOMMED: Approval (4 For, 1 Abs), subject to the following concerns being addressed. The committee have fundamental concerns that this proposal could allow for the unregulated closing of the market and asked a condition be proposed to stipulate minimum opening hours for public access. They also have concerns about the design of the internal gates and proposed planters and ask that these designs are presented for approval when available.

Cllr L York abstained from voting on this item.

**46 75718 - 5 Convent Close, Barnstaple, Devon EX32 9DR**

RECOMMEND: Approval (NC)

**47 Reported Concerns**

Cllr J Carter reported a pothole along Eastern Avenue towards Taw Garages.

48

**Barbican Close Industrial Estate**

The committee discussed the issues raised regarding Barbican Close and were concerned for the ongoing distress to residents. They therefore

RESOLVED: To send letters to the head of the Devon County Council Highways Department, the police, North Devon Council and the MP, to help raise awareness of the ongoing issues. (NC)

Meeting closed at 8.15 pm.

Chairman.

Signed: .....

Dated: .....



BARNSTAPLE TOWN COUNCIL

Minutes of Finance and General Purposes Committee

Tuesday 23rd August 2022 at 10.00 am

The Guildhall, Butcher's Row, Barnstaple

Present: Councillors:

I Roome, J Hunt, J Phillips (Chair), J Carter and A Shah

Also in attendance:

R Ward, Town Clerk

Members of the Public: 0

Apologies for absence:

J Orange (Vice-Chair)

**34 Apologies for absence.**

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

**35 Dispensations and disclosable pecuniary or other interests.**

Cllrs I Roome, J Hunt, J Phillips and L York 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.

Cllrs 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.

**36 Minutes of the Last Meeting**

RESOLVED: That the minutes of the meeting held on 25<sup>th</sup> July 2022, are approved as a correct record and signed by the Chairman. (NC)

**37 Historic Barum Map Project, funding request.**

RESOLVED: To approve a contribution of £1,250 towards the publication of the book "Barnstaple, 1640-1670". Funds to be allocated from 5121 Grant Payments (NC).

**38 Matters to be taken in the absence of press and public, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, as the item contains exempt information as defined by Standing Order 81(c, d and f). (NC)**

**39 Property matters.**

RESOLVED: The Town Clerk to be able to enter into negotiations with regard to a potential property purchase and bring the outcome to a future meeting (NC).

Meeting closed at 10.30 am.

Chairman.

Signed: .....

Dated: .....

## BARNSTAPLE TOWN COUNCIL

MINUTES of the ROCK PARK TRUST Committee meeting held on Wednesday 13th July 2022 commencing at 7.00 pm in The Guildhall, Butchers Row, Barnstaple.

Present: Cllrs V Elkins, I Roome, R Knight, P Leaver and J Coates.

In attendance:

R Ward, Town Clerk  
G Maynard, SAS Football Club  
J Kemish Mills, Parkrun

Apologies: L York.

**228 Election of the Committee Chairperson for the Municipal Year 2022-2023**

Cllr L York was nominated by Cllr P Leaver 2<sup>nd</sup> by Cllr V Elkins, duly elected (NC)

**229 Election of the Committee Vice-Chairperson for the Municipal Year 2022-2023**

Cllr J Coates was nominated by Cllr P Leaver 2<sup>nd</sup> by Cllr R Knight, duly elected (NC)

**230 Apologies for absence.**

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

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

Cllr I Roome as a member of North Devon 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 a 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 a dispute between the two authorities.

**232 Minutes of the last meeting**

**RESOLVED:** That the minutes of the meeting held on Wednesday 12<sup>th</sup> January 2022 be approved as a correct record and signed by the Chairman (NC).

**233 Budget Variance Report**

The committee received the Budget Variance Report to the end of May 2022 and the Year End Budget Variance Report to March 2022. It was noted that there had been a significant surplus £31,099 on the year end report which is partly due to works that had been requested but not delivered in that financial year, including path resurfacing and a new surface around the fitness equipment. Also, significantly greater park hire income.

Cllr Leaver asked if it had been possible to assess the difference between the cost of contract maintenance verses direct delivery. This work has not yet been undertaken.

Agreed to note the finance reports (NC)

**234 Requests for use/hire of Rock Park**

A request had been received from Next Steps Development to use the park for an event on 20th to 22nd August 2022, agreed to delegate to the Town Clerk to negotiate (NC)

**235 Update on Projects, Works and Activities in the Park**

The Town Clerk gave an update on:

- New safety surface around the fitness equipment, following a request from a resident.
- New planting in the formal beds around the War Memorial, the new plants are perennial in a move away from bedding plants and includes Roses, agapanthus and lavender.
- Repairs were needed following the recent illegal encampment in the Park.

**236 Rock Park User Groups Update**

Parkrun reported that their numbers have been down a bit recently, their 10<sup>th</sup> anniversary is on 7<sup>th</sup> January 2023 and they are planning to make an event of the occasion.

SAS Football reported that they have been very impressed with the standard of the pitch care. The recent management of the encampment went well and the clear up dealt with efficiently. They currently have around 400 children between the two football clubs.

A discussion was had about dog control measures and whether there was a need for more action to be taken. It was felt that there is a need for more publicity about encouraging owners to pick up after their dogs and to review the locations of dog waste bins.

Parkrun asked about the opening hours of the kiosk as it is rarely open when they are there, Town Clerk to get this information for the next meeting.

**237 Requests for Memorial Benches and Trees**

The following two new Memorial Bench requests were approved (NC)

<b>Applicant</b>	<b>on behalf of</b>
Roger Sowerby	Margaret Sowerby
Rachael Lemon	Daniel Wallis

Meeting closed 7.52 pm.

Chairman.

Signed: .....

Dated: .....



### **Armed Forces Weekend for Barnstaple**

The Veterans Charity who are proudly based in Barnstaple and one of Cllr York's supported charities, are hoping to create an event to celebrate Armed Forces Weekend on Saturday 24<sup>th</sup> and Sunday 25<sup>th</sup> June 2023, utilising the excellent space and facilities of Rock Park.

The charity is seeking the support of Barnstaple Town Council to host an event which would honour the many members of the Armed Forces Community in the town and across the North Devon region. This event would coincide with the National Armed Forces Weekend which is being hosted next year by Cornwall County Council. With the spotlight on the South West, there is an outstanding opportunity to put on an exciting event for North Devon, hosted in the hub of the region and to involve a wide range of military units, community groups, cadets, schools, Veterans and families.

The charity would like to give a short presentation to the council at the September meeting in the hope of gaining support for this exciting opportunity.

## **BARNSTAPLE TOWN COUNCIL COUNCILLOR CO-OPTION PROCEDURE**

### **Introduction**

If no request for an election is received by North Devon Council by the date of the Notice of Vacancy, the Electoral Services Department will advise the Town Council that it may co-opt to the vacancy. Co-option is the process by which the Town Council selects a new Councillor and it is done as an agenda item within a regular Town Council meeting.

The Town Council manages the process of co-option by itself and aims to demonstrate that it is fair and transparent by following the procedure set out below:

### **Procedure**

1. Barnstaple Town Council invites interested candidates to write to the Town Clerk by a specified date via notices placed on its noticeboards and website. Candidates will be asked to confirm that they are qualified to be a Councillor (ref. Appendix A) and to include their CV and a brief explanation of why they would like to be a Town Councillor. Copies of the information received from candidates will be circulated by the Town Clerk to all Councillors prior to the meeting of the Town Council during which the co-option will be considered.
2. At the Town Council Meeting candidates will be invited to say something about themselves and what they would like to achieve as a Barnstaple Town Councillor. Each candidate will be allocated a maximum of six minutes.
3. In a closed session of the Town Council meeting, without the public present, Councillors will discuss and consider the candidates. The public are invited back into the meeting before voting takes place.
4. Voting will take place by secret ballot. Councillors will have one vote per vacancy. In the event of a tie between two candidates for one vacancy the Chairperson will exercise the casting vote.
5. If there is only one candidate for one vacancy, they are not automatically co-opted – a yes/no vote will take place.
6. The successful candidate/s will be declared co-opted to the Town Council and, after signing the declaration of acceptance of office paperwork, will be asked to join the meeting.
7. The successful candidate is a Councillor in their own right and is no different to any other member; co-option is a legitimate form of election as part of the election process.

## **Appendix A**

### **Qualifications to be a Councillor**

A person is qualified to be elected and to be a Councillor if they are a British, Commonwealth, Irish or European Union citizen and on the relevant day (that is, the day of nomination or election) they are 18 or over.

In addition, the person must meet at least one of the following criteria

1. on the relevant day and thereafter they continue to be on the electoral register for the Parish of Barnstaple, or
2. during the whole of the twelve months before that day they have owned or tenanted land or premises in the Parish of Barnstaple, or
3. during the whole of the twelve months before that day their principal or only place of work has been in the Parish of Barnstaple, or
4. during the whole of the twelve months before that day they have resided in the Parish of Barnstaple or within three miles of it.

Except for qualification (1), these qualifications then continue for the full term of office, until the next ordinary elections.

Certain people are disqualified from standing, and these include paid officers (including the Clerks) of the Town Council, bankrupts and those subject to recent sentences of imprisonment.

Prepared by the Town Clerk  
16<sup>th</sup> September 2022



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## **Motion for Barnstaple Town Council Meeting – Monday 12<sup>th</sup> September 2022.**

Council notes:

First Past the Post (FPTP) originated when land-owning aristocrats dominated parliament and voting was restricted to property-owning men.

In Europe, only the UK and authoritarian Belarus still use archaic single-round FPTP for general elections. Meanwhile, internationally, Proportional Representation (PR) is used to elect parliaments in more than 80 countries. Those countries tend to be more equal, freer and greener.

PR ensures all votes count, have equal value, and that seats won match votes cast. Under PR, MPs and Parliaments better reflect the age, gender and protected characteristics of local communities and the nation.

MPs better reflecting their communities lead to improved decision-making, wider participation and increased levels of ownership of decisions taken.

PR would also end minority rule. In 2019, 43.6% of the vote produced a government with 56.2% of the seats and 100% of the power. PR also prevents 'wrong winner' elections such as occurred in 1951 and February 1974.

PR is already used to elect the parliaments and assemblies of Scotland, Wales and Northern Ireland. So why not Westminster?

Council therefore resolves to write to H.M. Government calling for a change in our out-dated electoral laws to enable Proportional Representation to be used for general elections.

Proposed by Cllr Ricky Knight - Newport Ward  
Seconded by Cllr Robbie Mack – Central Ward