



**Minutes of the Annual Meeting of Credition Town Council, held on
Tuesday, 16th May 2017, at 7pm, at the Council Chamber, Market Street, Credition**

Present: Cllrs Mr F Letch, Miss J Harris, Mrs L Brookes-Hocking Mr A Wyer, Mrs H Sansom, Mr N Way, Mrs H Zorlu, Mr R Wright Miss J Walters and Mr J Ross (part-meeting)

In Attendance: Mrs Clare Dalley, Town Clerk
Mrs Emma Anderson, Assistant Clerk

Co-option candidate: Mr John Ross
1 member of the press

1705/1 To elect the Chairman/Mayor for 2017-2018
It was **resolved** that Cllr Letch be Chairman and Mayor for 2017-2018. (Proposed by Cllr Wyer)

1705/2 The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'
The Chairman, Cllr Letch, read and signed the prescribed 'Declaration of Acceptance of Office'.

1705/3 To elect the Deputy-Chairman/Deputy Mayor for 2017-2018
It was **resolved** that Cllr Harris be Deputy-Chairman and Deputy Mayor for 2017-2018. (Proposed by Cllr Letch)

1705/4 To receive and accept apologies
It was **resolved** to receive and accept apologies from Cllr J Downes and Cllr M Szabo (Proposed by Cllr Letch)

1705/5 Declarations of Interest
Cllrs Way, Letch and Wright declared that as members of more than one authority, that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

Cllr Letch and Wright declared a personal interest in agenda item number 11 "Councillor Co-option - To consider the applications received for the Boniface Ward councillor vacancy and to co-opt one Councillor to Boniface Ward", as both serve on the Speedwatch Group with the co-option applicant.

Cllr Wright declared an interest in agenda item number 10 "To receive, and to ratify the decisions therein, the minutes of the Property & Allotments Committee meeting held on 9th May 2017".

1705/6 Order of Business
There were no changes to the order of business.

1705/7 Town Council Minutes – To approve and sign the minutes of the Crediton Town Council meeting held on Tuesday, 18th April 2017, as a correct record. Copies had been circulated with the agenda. It was **resolved** to approve and sign the minutes of the Town Council meeting held on 18th April 2017, as a correct record. (Proposed by Cllr Sansom)

1705/8 Matters Arising
Page 117, minute number 1704/298 – Cllr Letch requested an update on the Buddleia. The Assistant Clerk confirmed Hooper Services had been contacted and would treat the re-growth.

1705/9 Police Report – To receive a report from the Police. For information only. The Clerk read the report provided by the local Police, a copy of which is attached as Appendix One, and advised members that the report would be circulated after the meeting.

Councillors noted the high figures in the report and agreed to monitor these reports.

1705/10 To receive, and to ratify the decisions therein, the minutes of the

- **Christmas in Crediton Committee meeting held on 25th April 2017**
It was **resolved** to receive and to ratify the decisions therein, the minutes of the Christmas in Crediton Committee meeting held on 25th April 2017. (Proposed by Cllr Brookes-Hocking)
- **Policy & Forward Planning Committee meeting held on 2nd May 2017**
It was **resolved** to receive and to ratify the decisions therein, the minutes of the Policy & Forward Planning Committee held on 2nd May 2017. (Proposed by Cllr Brookes-Hocking)
- **Property & Allotments Committee meeting held on 9th May 2017**
It was **resolved** to receive and to ratify the decisions therein, the minutes of the Property & Allotments Committee meeting held on 9th May 2017. (Proposed by Cllr Harris)

Cllr Wright declared an interest in agenda item number 10 “To receive, and to ratify the decisions therein, the minutes of the Property & Allotments Committee meeting held on 9th May 2017”.

- **Crediton Open Space Committee meeting held on 10th May 2017**
It was **resolved** to receive and to ratify the decisions therein, the minutes of the Crediton Open Space Committee held on 10th May 2017. (Proposed by Cllr Letch)

A copy of the minutes had been issued with the agenda.

1705/11 Councillor Co-option - To consider the applications received for the Boniface Ward councillor vacancy and to co-opt one Councillor to Boniface Ward. Copies of all co-option application forms had been issued with the agenda. After the withdrawal of one application, there was one applicant and a copy of their application form had been issued with the agenda. The applicant was present at the meeting and was asked to expand on their application and asked questions by members of the Council.

It was **resolved** to hold a paper ballot. (Proposed by Cllr Letch)

Initials.....

The applicant left the meeting.

Following a paper ballot, it was **resolved** to co-opt Mr John Ross to Crediton Town Council (Boniface Ward).

Mr Ross completed his 'Declaration of Acceptance of Office' form and joined the Council meeting.

1705/12 To review the Council's delegation arrangements to committees, sub committees and employees. A copy of the Council's Scheme of Delegation had been issued with the agenda. It was **resolved** to adopt the Council's Scheme of Delegation (Proposed by Cllr Letch)

1705/13 To review the Council's Terms of Reference for committees. A copy of the Council's revised Terms of Reference had been issued with the agenda.

Cllr Brookes-Hocking requested the following amendment to Page 3, under the Christmas in Crediton Committee:

- Remove point 3 relating to the Christmas Party as this no longer takes places

It was **resolved** to approve the above amendment and adopt the Council's revised Terms of Reference for committees. (Proposed by Cllr Letch)

1705/14 To approve that the Chairman, Vice Chairman, and the Chairman of the relevant committee most closely related to the particular matter constitute an Emergency Committee. It was **resolved** to approve the appointment of the Chairman, Vice Chairman, and the Chairman of the relevant committee most closely related to the particular matter as an Emergency Committee of the Council. (Proposed by Cllr Harris)

1705/15 To receive nominations for the appointment of members to existing committees.

a. Administration & Personnel Committee

It was **resolved** to appoint Cllrs Brookes-Hocking, Harris, Letch, Sansom, Wyer and Zorlu to serve on the Administration & Personnel Committee. (Proposed by Cllr Sansom)

b. Property & Allotments Committee

It was **resolved** to appoint Cllrs Harris, Ross, Szabo and Wyer to serve on the Property & Allotments Committee. (Proposed by Cllr Harris)

c. Floral Crediton Committee

It was **resolved** to appoint Cllrs Harris, Letch, Sansom and Szabo to serve on the Floral Crediton Committee. (Proposed by Cllr Harris)

d. Christmas in Crediton Committee

It was **resolved** to appoint Cllrs Brookes-Hocking, Letch and Wyer to serve on the Christmas in Crediton Committee. (Proposed by Cllr Brookes-Hocking)

e. Crediton Open Space Committee

It was **resolved** to appoint Cllrs Brookes-Hocking, Letch and Wright to serve on the Crediton Open Space Committee. (Proposed by Cllr Brookes-Hocking)

- f. Policy & Forward Planning Committee
It was **resolved** to appoint Cllrs Brookes-Hocking, Downes, Harris, Letch, Sansom and Wyer to serve on the Policy & Forward Planning Committee. (Proposed by Cllr Brookes-Hocking)
- g. Grants Committee
It was **resolved** to appoint Cllrs Brookes-Hocking, Letch, Harris, Ross and Walters to serve on the Grants Committee. (Proposed by Cllr Harris)
- h. Parish Paths Partnership Committee
It was **resolved** to appoint Cllrs Letch, Sansom, Szabo and Wright to serve on the Parish Paths Partnership Committee. (Proposed by Cllr Sansom)

- 1705/16 To appoint four Councillors to be the Town Council's audit checkers for 2017-2018.**
It was **resolved** for Cllrs Letch, Harris, Brookes-Hocking and Sansom to be the Town Council's audit checkers for 2017-2018. (Proposed by Cllr Letch)
- 1705/17 To review the Council's Standing Orders.** A copy of the Council's Standing Orders had been issued with the agenda. It was **resolved** to adopt the Council's Standing. (Proposed by Cllr Brookes-Hocking)
- 1705/18 To review the Council's Financial Regulations.** A copy of the Council's Financial Regulations had been issued with the agenda. It was **resolved** to adopt the Council's Financial Regulations. (Proposed by Cllr Brookes-Hocking)
- 1705/19 To appoint representatives to the following outside bodies and agree procedures for reporting back to the Council.**
It was **resolved** to make the following appointments, with written reports being submitted to Council, by the representatives, as and when deemed necessary.
- | | |
|---|----------------------|
| a. Crediton United Charities | Cllr Wyer & Harris |
| b. Hayward's Educational Foundation | Cllr Wyer |
| c. Devon Association of Parish Councils
(& Larger Councils Sub Committee) | Cllr Brookes-Hocking |
| d. Devon Towns Forum | |
| Cllr Way advised members that this group was no longer active. | |
| e. Crediton Twinning Association | Cllr Letch |
| f. Boniface Link Association | Cllr Harris |
| g. Mid Devon Community Safety Partnership | Cllr Letch |
| h. Friends of Crediton Station | Cllr Szabo |
| i. Sustainable Crediton | Cllr Ross |
| j. Mid Devon Transport Forum | Cllr Way |
| k. AQMA Representative | Cllr Letch |
| l. Crediton Children's Centre Management Committee | Cllr Zorlu |
| m. Newcombes Meadow Community Group | Cllr Wyer |
| n. Newton St Cyres Cycle/Pathway Group | Cllr Downes |
| o. Chamber of Commerce | Cllr Sansom |
| p. Town Team | |
| It was agreed for the Town Clerk to be the main contact | |
| q. Okehampton Rail Forum | Cllr Way |

(Proposed by Cllr Letch)

Initials.....

- 1705/20 To review the Council's Assets and Lease Arrangements.** A copy of the Council's Asset Register and Lease Arrangements had been circulated with the agenda. The Town Clerk advised members that the Asset Register had been amended following the recommendations made by the internal auditor. It was **resolved** to accept the Council's Assets and Lease Arrangements. (Proposed by Cllr Brookes-Hocking)
- 1705/21 To review the Council's insurance requirements.** Copies of the existing agreement with Zurich and the new long term agreement with Hiscox had been issued prior to the meeting. It was **resolved** to accept the Council's insurance requirements. (Proposed by Cllr Letch)
- 1705/22 To review the Council and its employees memberships of other bodies**
- a. Devon Association of Local Councils
 - b. National Association of Local Councils
 - c. Society of Local Council Clerks
 - d. Devon Communities Together
- The Town Clerk recommended adding the Assistant Clerk to the membership with the Society of Local Council Clerks as she is now a qualified Clerk.
- It was **resolved** to continue with membership of the Devon Association of Local Councils, National Association of Local Councils, Society of Local Council Clerks, Devon Communities Together. (Proposed by Cllr Brookes-Hocking)
- It was further **resolved** to add the Assistant Clerk to the membership with the Society of Local Council Clerks at an additional cost of £225 per annum. (Proposed by Cllr Brookes-Hocking)
- 1705/23 To review the Council's Complaints Procedure.** A copy of the Council's Complaints Procedure had been circulated with the agenda. It was **resolved** to agree and adopt the Council's Complaints Procedure. (Proposed by Cllr Brookes-Hocking)
- 1705/24 To review the Council's Freedom of Information Act Model Publication Scheme and the Council's procedures for handling requests made under the Freedom of Information Act.** A copy of the Publication Scheme together with the Council's procedures had been issued with the agenda. It was **resolved** to agree and adopt the Freedom of Information Act Model Publication Scheme and the Council's procedures for handling requests made under the Freedom of Information Act. (Proposed by Cllr Letch)
- 1705/25 To review and adopt the Council's Data Protection Policy and the Council's procedures for handling requests made under the Data Protection Act.** A copy of the Policy together with the Council's procedures had been issued with the agenda. It was **resolved** to agree and adopt the Council's Data Protection Policy and the Council's procedures for handling requests made under the Data Protection Act. (Proposed by Cllr Letch)
- 1705/26 To review the Council's Communications and Media Policy.** A copy of the Council's Communications and Media Policy had been circulated with the agenda. It was **resolved** to agree and adopt the Council's Communications and Media Policy. (Proposed by Cllr Brookes-Hocking)

1705/27 Chairman's Annual Report 2016-2017 - To receive the Chairman's Annual Report 2016-2017 and approve for publication. A copy of the Chairman's Annual Report 2016-2017 had been circulated with the agenda. It was **resolved** to approve the Chairman's Annual Report 2016-2017 for publication. (Proposed by Cllr Brookes-Hocking)

1705/28 Public Question Time
There were no questions.

1705/29 Chairman's and Clerk's Announcements - To receive any announcements which the Chairman and Clerk may wish to make.
Cllr Letch advised members that the Chairman of Mid Devon District Council, Councillor Peter Heal, had asked to attend a Crediton Town Council meeting. Members agreed this would provide a good opportunity to ask the Chairman about any outstanding issues. Councillors were asked to email the Town Clerk with any questions they had for the Chairman and a suitable date for him to attend would be arranged.

1705/30 Mid Devon District Council – Planning Applications
Mid Devon District Council, the determining Authority, has asked for comments from this Town Council on the following planning applications:

Reference: 17/00625/LBC
Proposal: Listed Building Consent remove defective render from front elevation and re-render and paint to match existing
Location: 1 Taw Vale Terrace, Crediton, EX17 3BU
Applicant: Mr I Burton, 1 Taw Vale Terrace, Road from Fordton Cross to Station, Crediton, EX17 3BU

It was **resolved** to recommend APPROVAL (Proposed by Cllr Brookes-Hocking)

Reference: 17/00626/LBC
Proposal: Listed Building Consent remove defective render from front elevation and re-render and replace detailing and paint to match existing
Location: 2 Taw Vale Terrace, Crediton, EX17 3BU
Applicant: Mr P Whitby, Taw Vale Bed and Breakfast, 2 Taw Vale Terrace, Road From Fordton Cross to Station, Crediton, EX17 3BU

It was **resolved** to recommend APPROVAL (Proposed by Cllr Brookes-Hocking)

Reference: 17/00596/HOUSE
Proposal: Alterations to roof to include increase in height, change of hipped roof to gable end and installation of dormer windows
Location: Capri, Broad Close, Crediton, EX17 3NQ
Applicant: Mr R Miller, Capri, Broad Close, Crediton, EX17 3NQ

It was **resolved** to recommend NO OBJECTION (Proposed by Cllr Brookes-Hocking)

Reference: 17/00636/CAT
Proposal: Notification of intention to fell group of Beech trees and reduce 14 Leylandii trees by 5-6m within the Conservation Area
Location: Fairpark, Exeter Road, Crediton, EX17 3BJ
Applicant: Mr Cattell, Fairpark, Exeter Road, Crediton, EX17 3BJ

Initials.....

It was **resolved** to recommend NO OBJECTION as long as MDDC's Tree Officer's professional opinion is that the work is necessary. (Proposed by Cllr Letch)

Reference: 17/00680/FULL
 Proposal: Conversion and extension of existing reservoir building to dwelling and formation of new access to serve the existing utilities (Revised scheme)
 Location: Reservoir at NGR 282480 100906 George Hill Crediton
 Applicant: Peninsula Properties, Peninsula House, Rydon Lane, Exeter, EX2 7HR

The Town Council owns the adjacent property and is therefore unable to comment on this application.

Members agreed to carry out a site visit in order to comment on the application as a Neighbouring Property.

Reference: 17/00678/FULL
 Proposal: Erection of a dwelling (Revised Scheme)
 Location: Parliament House, Parliament Street, Crediton,
 Applicant: Mr C Reed, Reed Construction & Development Ltd, 106 High Street, Crediton, EX17 3LF

It was **resolved** to recommend OBJECTION for the followings reasons:

- Insufficient space
- Building on the amenity area of existing flats
- Poor design quality
- Inappropriate materials

(Proposed by Cllr Brookes-Hocking)

1705/31

Mid Devon District Council – Planning Decisions

It was **resolved** to note that Mid Devon District Council, the determining Authority, has APPROVED the following applications with conditions as filed (Proposed by Letch):

Reference: 17/00311/FULL
 Proposal: Erection of single storey rear extension and conversion of garage to ancillary accommodation
 Location: 30 Primrose Way, Crediton, EX17 1BZ
 Applicant: Mr & Mrs K Skinner, Serendipity, 30 Primrose Way, Crediton, EX17 1BZ

Reference: 17/00156/HOUSE
 Proposal: Retention of domestic workshop
 Location: 57 High Street, Crediton, EX17 3JX
 Applicant: Mr J Clark, 57 High Street, Crediton, EX17 3JX

Reference: 17/00359/FULL
 Proposal: Formation of home delivery facility comprising a single storey link corridor from the store to a 4-van loading canopy, service yard, and associated modifications to car park layout
 Location: Tesco, Joseph Locke Way, Crediton,
 Applicant: Tesco Stores Ltd, Tesco House, Shire Park, Kestrel Way, Welwyn Garden City, AL7 1GA

Initials.....

- Reference: 17/00258/LBC
 Proposal: Listed Building Consent for the replacement of the existing kitchen window on East elevation, replacement of glazing and repair to existing door and windows on the West elevation ground floor
 Location: 1 Mews Cottages, North Street, Crediton, EX17
 Applicant: Mr John Oats, 33 Dulings Meadow, Copplestone, Crediton, EX17 5PE
- Reference: 16/01898/MARM
 Proposal: Reserved Matters in respect of appearance, landscaping, layout, and scale following Outline approval 14/00830/MOUT
 Location: Land at NGR 284242 99827 (Wellparks), Exeter Road, Crediton
 Applicant: Mr K Stockwell, C/o Mr E Heynes, Jillings Heynes Planning Ltd, The Studio, Two Acres, Under Lane, Newmills, Launceston, PL15 8SN
- Reference: 17/00344/HOUSE
 Proposal: Re-grading of garden area to improve access and parking and landscaping improvements
 Location: Trenavin George Hill Crediton Devon
 Applicant: Mr & Mrs J West, Trenavin, George Hill, Crediton, Devon, EX17 2DS
- Reference: 17/00290/FULL
 Proposal: Erection of extension to existing workshop and cover over loading bay
 Location: Keith Hoskins Marsh Lane Lords Meadow Industrial Estate Crediton
 Applicant: Mr J Hoskins, Keith Hoskins, Marsh Lane, Lords Meadow Industrial Estate, Crediton, EX17 1ES
- Reference: 17/00503/CAT
 Proposal: Notification of intention to lift branches of 9 Leylandii trees by 2m and shape tops, and trim lower branches of 1 Fir tree and 1 Yew tree by 2m within the Conservation Area
 Location: 1 The Limes, East Street, Crediton, EX17 3BA
 Applicant: Mrs E Hustwayte, 1 The Limes, East Street, Crediton, EX17 3BA
- Reference: 17/00325/CAT
 Proposal: Notification of intention to reduce height of 1 Beech tree by 5m within the Conservation Area
 Location: 2 The Maltings, Penton Lane, Crediton, EX17 1HT
 Applicant: Mr Paul Crossman, 2 The Maltings, Penton Lane, Crediton, EX17 1HT

It was **resolved** to note that the following applications had been withdrawn (Proposed by Cllr Letch)

- Reference: 16/00825/MFUL
 Proposal: Construction of an anaerobic digestion plant including vehicular access from Down End, provision of infrastructure works to support the plant including creating compensatory flood storage and regrading of land and landscaping and all associated works and development
 Location: Land at NGR 284938 100390 (Goosealler Marshes), Commonmarsh Lane, Lords Meadow Industrial Estate,
 Applicant: Mr G Kerslake, c/o Mr E Heynes, Jillings Heynes Planning Ltd, Two Acres, UnderLane, Newmills, Launceston, PL15 8SN

Initials.....

Reference: 17/00257/HOUSE
 Proposal: Formation of hardstanding for the parking of a vehicle following removal of existing wall, and erection of wall and fence
 Location: 8 Deep Lane, Crediton, EX17 2BX
 Applicant: Mr & Mrs D Fraiquin, 8 Deep Lane, Crediton, EX17 2BX

- 1705/32 Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts for the period 19th April 2017 to 16th May 2017 inclusive and to receive the bank reconciliation.** The schedules of payments and receipts were issued prior to the meeting. The Clerk drew Councillors' attention to the payments made to A R Davey, which had been paid from the General Fund as the money had originally been earmarked from the 2016/17 budget, however the work had not been undertaken or invoiced until this financial year. It was **resolved** to approve the payments totaling £23,396.31, receipts totaling £4,797.02 and accept the bank reconciliation, copies of which are attached to these minutes as Appendix Two. (Proposed by Cllr Letch)
- 1705/33 To receive a list of outstanding debts owed to Crediton Town Council.** The documentation relating to this item had been issued prior to the meeting. It was **resolved** to note the outstanding debts of £25, a copy of which is attached to these minutes as Appendix Three. (Proposed by Cllr Letch)
- 1705/34 Budget Review – To review the budget for the year to date.** A copy of the budget sheet which had been circulated prior to the meeting is attached as Appendix Four. It was **resolved** to note the budget sheet and the information contained therein. (Proposed by Cllr Letch)
- 1705/35 To receive a report from the Council's internal control checkers, following the monthly random inspection and agree any actions.** A copy of the report had been issued with the agenda. It was **resolved** to note the report with no further actions. (Proposed by Cllr Letch)
- 1705/36 To consider the internal audit report from the Council's Internal Auditor, Mr Stuart Pollard, for the financial year 2016-2017 and agree any action.** A copy of the report had been issued prior to the meeting. It was **resolved** to note the internal audit report with no further actions required. (Proposed by Cllr Letch)
- Councillors' congratulated the Council staff for their hard work in preparing the Council for audit.
- 1705/37 To receive and agree the internal audited accounts for the financial year 2016-2017.** A copy of the documentation had been issued prior to the meeting. It was **resolved** to agree and approve the internal audited accounts for the financial year 2016-2017. (Proposed by Cllr Harris)
- 1705/38 To discuss and agree the Annual Governance Statement 2016/17 detailed in the external audit annual return.** A copy of the annual return had been issued prior to the meeting. Each item was considered individually and it was **resolved** to agree the Annual Governance Statement for the year ended 31st March 2017. (Proposed by Cllr Letch)
- 1705/39 To discuss and agree the Annual Accounting Statements 2016/17 detailed in the external audit annual return.** A copy of the annual return had been issued prior to the meeting. It was **resolved** to agree the Annual Accounting Statements for the year ended 31st March 2017. (Proposed by Cllr Letch)

1705/40 To resolve to make the following Members' allowances for the financial year 2017-2018

- **Mayor's Allowance £600**
- **Elected Members allowance £80**

It was **resolved** to pay the Members allowances detailed above for the financial year 2017-18. (Proposed by Cllr Harris)

1705/41 To discuss the future of Crediton's public conveniences, including maintenance costs and ownership of the buildings. The Clerk advised members that she had recently held a meeting with Andrew Busby, Mid Devon District Council (MDDC), to negotiate the recharges for the public conveniences. MDDC have now realised that the estimate for the yearly costs was not accurate, and although the Town Council will pay the £12,000 agreed this year, the future costs will be approximately £16,000 per year.

At the meeting, Andrew Busby informed the Town Clerk that MDDC are willing to offer both Newcombes Meadow toilets and St Lawrence Green toilets to the Town Council for £1, with the condition that if the Town Council sold the toilets 50% of any uplift would be payable to MDDC.

The Clerk recommended referring this item to the Council's Policy & Forward Planning Committee in order for it to be looked into in more detail.

It was **resolved** to defer this item to the next Policy & Forward Planning Committee meeting for consideration. (Proposed by Cllr Letch)

1705/42 Councillor Reports - To receive the following reports, and at the discretion of the Chairman, to receive reports from Councillors (Town, District, and County) and representatives of the Council - strictly for information only.

Cllr Sansom

- Attended the latest Chamber of Commerce meeting. The Chamber of Commerce are very interested in the upcoming Moor Otter trail and are working with the Assistant Clerk in the creation of the artwork for the posters. The otter will be delivered anytime from 24th- 31st May and the Chamber wish to keep the location of the otter a secret.
- Attended the Devon County Council election count at Tiverton.

Cllr Way

- Was unable to get to the last Okehampton Rail meeting, however good news was received from the Minister as there is a possibility that they will be arranging a trial run of a service between Okehampton and Exeter. The line from Okehampton to Paddington was also a success and future events may be planned.

Cllr Brookes-Hocking

- The Devon Association of Local Councils Conference is being held on Tuesday, 10th October 2017. Alison Hernandez and the Chairman of the National Association of Local Councils will be key note speakers.

Cllr Letch

- Attended a meeting with Stuart Noyce, Waste & Transport Manager at MDDC.

Initials.....

MDDC have agreed that if the Town Council wish to install a new bin in the Town, MDDC will empty the bin for approximately £1.42 if it takes an additional 5 minutes (based on a charge of £17/hour). The bin must be sited on third party land, with the permission of the third party and the Town Council must fund and arrange the purchase and installation of the bin. This will be considered at a MDDC Cabinet Meeting in due course.

1705/43

Correspondence and Matters To Note - To receive Council correspondence and matters to note. Copies of the correspondence and matters to note had been issued with the agenda.

Correspondence

1. *TNM&W Devon Citizens Advice - Support given*
2. *Member of the public - Letter*
3. *Police - February 2017 Data*
4. *Sandford Parish Council - Creedy Bridge Development*
5. *Devon Communities Together - Wales & West Utilities' workshops*
6. *Sandford Heritage Group - Event 3rd September 2017*
7. *PCSO L Crocker – TRO's Landscore*
8. *MDDC - Planning Committee Meeting 17th May 2017*

Matters To Note

1. *Healthwatch Voices - Spring 2017 Newsletter [copy in office]*
2. *DALC - Latest Newsletter*
3. *NALC - Chief Executive's Bulletin 14*
4. *NHS Eastern Locality - Crediton Steering Group minutes*
5. *DCC - Pension Line - Bumper Edition*
6. *MDDC - Town & Parish Newsletter*
7. *The Turning Tides Project - Newsletter No. 4*
8. *MDDC - Lords Meadow Play Area, Crediton*
9. *PCC - Monthly Report April 2017*
10. *MDDC - Community Infrastructure Levy Submission 31 March 2017*
11. *MDDC - Resurfacing car parks*
12. *DCC - Correction NHO post elections*
13. *Sustainable Crediton - Newsletter Issue 82*
14. *NALC - Chief Executive's Bulletin 17*
15. *Boniface Link - Minutes Monday 24th April 2017*
16. *Healthwatch Devon - monthly newsletter*

The Clerk drew Councillors' attention to correspondence number 7. She was disappointed to note that the new Headteacher at Landscore Primary School won't be taking on the Safe School Parker scheme. She advised that the TRO's outside of Landscore will be included on the next HATOC agenda.

Cllr Zorlu expressed concerns regarding the parking and traffic outside of Haywards Primary School during pick-up and drop-off times. The Town Clerk has discussed this issue with PCSO Lisa Crocker and a meeting will be arranged with the new headteacher arriving later in the year. This will also be included on the next Policy & Forward Planning Committee agenda.

It was **resolved** to note the correspondence and matters to note. (Proposed by Cllr Letch)

Initials.....

1705/44 Business brought forward

Cllr Wright

- St Saviours Way Car Park now offers 30 minutes free parking in the evening.

Cllr Sansom

- Requested that a thank you letter be sent to John Heal for his work in creating the P3 Parish Paths History Sheet.
- Will contact the Town Team to encourage them to put up more notices about their History Trail.
- Contacted MDDC regarding the Baptist Chapel Court Window as it is an eye-sore in the Town. She was informed that various agencies are working on it.
- The red tarmac on the High Street has started to break away.
- Has taken down 22 posters from the same event in Crediton. The details were given to the Town Clerk to pursue.

Cllr Way

- Requested a future agenda item to discuss the paving stones in the High Street. The Clerk advised Cllr Way that a meeting was already being arranged with Devon County Council Highways to discuss the matter.

Cllr Letch

- Next Friday, 26th May the Twinning Association will be holding a small reception for Avranches Youth Orchestra in the Council Chamber. This will be followed by a free concert in the Mint in Exeter and another concert in Crediton on the Saturday.

PART TWO

1705/45 It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information. (Proposed by Letch)

1705/46 To discuss the ongoing negotiations with Mid Devon District Council regarding the Council Office building and Town Square and agree any further actions. Further information relating to this item had been issued with the agenda.

1705/47 Close
The meeting closed at 8.45 pm.

Signed.....
(Chairman)

Dated:.....

Initials.....

Clare Dalley

From: Lisa.CROCKER@devonandcornwall.pnn.police.uk
Sent: 16 May 2017 17:50
To: Clare Dalley
Subject: Police Report

Good Evening Claire & Emma

Please find below the Police report for Crediton Town area:

Calls made to Police for April 17 to date:

Alarm	x 6
Abandoned 999	x 2
Drink Driver	x 3
Sudden Death	x 3
Suspicious person	x 9
ASB related	x 21
RTC/Dangerous Driving	x 12
Domestic Related	x 22
Concern for Welfare	x 21
Theft	x 3
Criminal Damage	x 2
Burglary	x 3
Assault	x 5
Fraud	x 2
Possible break in	x 2
Drug Related	x 4
Missing person	x 4
Other	x 4

Crimes reported to Police for April to date:

Assault related	x 13
Arson	x 1
Theft	x 12
Criminal Damage	x 7
Miscommunication	x 2
Drug Related	x 2
Burglary	x 3
Attempt Burglary	x 1
Fraud	x 4
Other	x 3

Kind regards
 Lisa

Police Community Support Officer (PCSO)
 Lisa Crocker 30341

Based at Crediton

16 May 2017 (2017-2018)

Crediton Town Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
52	Grants to other Groups/	10/05/2017		Co-operative curre	400145	Grant Funding	Crediton Congregational	E	-800.00	0.00	-800.00
53	Grants to other Groups/	10/05/2017		Co-operative curre	400166	Grant Funding	Crediton Congregational	E	400.00	0.00	400.00
54	Staff Salaries	21/04/2017		Co-operative curre	BACS	Salaries - April	Clare Dalley	E	1,852.31	0.00	1,852.31
55	Staff Salaries	21/04/2017		Co-operative curre	BACS	Salaries - April	Emma Anderson	E	1,176.40	0.00	1,176.40
56	Staff Salaries	21/04/2017		Co-operative curre	BACS	Salaries - April	Sandra Blake	E	520.00	0.00	520.00
57	Pension Contributions	21/04/2017		Co-operative curre	BACS	Pension Contributions	Peninsula Pensions	E	1,102.99	0.00	1,102.99
58	Barnfield Allotment - W	02/05/2017		Co-operative curre	DD	Barnfield Allotment Water	South West Water	E	61.74	0.00	61.74
59	PAYE/National Insurance	05/05/2017		Co-operative curre	BACS	PAYE/National Insurance	HMRC	E	1,235.72	0.00	1,235.72
60	Office Supplies	11/05/2017		Co-operative curre	Card	Storage Container - Padlc	Amazon (Executive Ret	S	16.55	3.30	19.85
61	Postage	19/04/2017		Co-operative curre	400161	Postage - Stamps	Post Office Ltd	E	105.00	0.00	105.00
62	Garage/Storage Rental	24/04/2017		Co-operative curre	400163	Garage rental	Mid Devon District Coun	E	98.28	0.00	98.28
63	Garage/Storage Rental	24/04/2017		Co-operative curre	400164	Dynamic Links Rental - M	Dynamic Links Ltd	S	39.43	7.89	47.32
64	Professional Fees	02/05/2017		Co-operative curre	400165	DAAT Lighting Column - I	Mid Devon District Coun	E	192.50	0.00	192.50
67	Advertising	16/05/2017		Co-operative curre	400167	Advert - Councillor Co-op	Crediton Country Courie	S	100.00	20.00	120.00
68	IT Support	16/05/2017		Co-operative curre	400168	Cosmic - Technical Supp	Project Cosmic	S	345.00	69.00	414.00
69	General Fund	16/05/2017		Co-operative curre	400169	War Memorial Bus Shelte	A R Davey Ltd	S	535.00	107.00	642.00
70	General Fund	16/05/2017		Co-operative curre	400169	War Memorial - Maintena	A R Davey Ltd	S	200.00	40.00	240.00
71	General Fund	16/05/2017		Co-operative curre	400169	Fleming Memorial Bench	A R Davey Ltd	S	95.00	19.00	114.00
72	General Fund	16/05/2017		Co-operative curre	400169	Bandstand - Plaque main	A R Davey Ltd	S	30.00	6.00	36.00
73	General Fund	16/05/2017		Co-operative curre	400169	Wildlife Area - Bench and	A R Davey Ltd	S	161.00	32.20	193.20
74	General Fund	16/05/2017		Co-operative curre	400169	Scout Memorial garden -	A R Davey Ltd	S	308.00	61.60	369.60
75	Garage/Storage Rental	16/05/2017		Co-operative curre	400170	Dynamic Links Rental - Ji	Dynamic Links Ltd	S	39.43	7.89	47.32
76	Town Council Insurance	16/05/2017		Co-operative curre	400171	Insurance	Came & Company	E	1,718.62	0.00	1,718.62
77	General Fund	16/05/2017		Co-operative curre	400172	Town Square tree edging	Edwin Tucker & Sons Lt	S	16.33	3.27	19.60
78	Floral Crediton Plants	16/05/2017		Co-operative curre	400173	Floral Crediton plants	Crediton Garden Centre	S	30.00	6.00	36.00
79	Small works/Various	16/05/2017		Co-operative curre	400174	St Saviours Way Car Park	Touchwood Signs Ltd	S	50.00	10.00	60.00
80	Small works/Various	16/05/2017		Co-operative curre	400174	Sign for Flower Tub	Touchwood Signs Ltd	S	25.00	5.00	30.00
81	Security Waste	16/05/2017		Co-operative curre	400175	Security Waste Collection	JB Confidential	S	7.00	1.40	8.40
82	Weed Spraying	16/05/2017		Co-operative curre	400176	Weed killer	Edwin Tucker & Sons Lt	S	86.00	17.20	103.20
83	Greenway Play Area Ma	16/05/2017		Co-operative curre	400177	Greenway Play Area - Gr	Hooper Services	S	50.00	10.00	60.00
84	Spinning Path Gardens	16/05/2017		Co-operative curre	400177	Spinningpath Play Area -	Hooper Services	S	50.00	10.00	60.00
85	Photocopier/Printing Ch	16/05/2017		Co-operative curre	400178	Printing Charges	Concorde	S	120.37	24.07	144.44
86	Advertising	16/05/2017		Co-operative curre	400179	Advert - Floral Crediton	Crediton Country Courie	S	100.00	20.00	120.00
87	Office Supplies	16/05/2017		Co-operative curre	400180	Office Supplies - Various	Adams Home Hardware	S	3.32	0.66	3.98
88	Audit Fees	16/05/2017		Co-operative curre	400181	Internal Audit Fees	Auditing Solutions Ltd	S	250.00	50.00	300.00
89	Office Service Charge	16/05/2017		Co-operative curre	400182	Office Service Charge	Mid Devon District Coun	E	2,347.51	0.00	2,347.51

Crediton Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
90	Public Toilets	16/05/2017		Co-operative curre	400183	Public Conveniences Cont	Mid Devon District Coun	S	7,681.44	1,536.29	9,217.73
91	People's Park - Grass Cu	16/05/2017		Co-operative curre	400184	Peoples Park - Grass Cutt	Hooper Services	S	190.00	38.00	228.00
92	Barnfield - Boundary Fe	16/05/2017		Co-operative curre	400184	Barnfield - boundary fenc	Hooper Services	S	41.50	8.30	49.80
93	Barnfield - Grass Cutting	16/05/2017		Co-operative curre	400184	Barnfield - grass cutting	Hooper Services	S	84.00	16.80	100.80
94	General Fund	16/05/2017		Co-operative curre	400185	Moor Otter - Hosting and	Dartmoor National Park	S	500.00	100.00	600.00
Total									21,165.44	2,230.87	23,396.31

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Crediton Town Council

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
10	VAT Repayment	18/04/2017		Co-operative curre	BACS	VAT Repayment	HMRC	R	0.00	4,722.69	4,722.69
11	Barnfield - Allotment Re	25/04/2017		Co-operative curre	BACS	Barnfield Allotment Rent	Mr J Wild	E	4.17	0.00	4.17
12	Boniface Allot Ass. Mem	25/04/2017		Co-operative curre	BACS	Boniface Allot Ass - Meml	Mr J Wild	E	0.60	0.00	0.60
13	Exhibition Rd - Allotmen	04/05/2017		Co-operative curre	BACS	Exhibition Road - Allotme	Ms S Meredith	E	4.92	0.00	4.92
14	Boniface Allot Ass. Mem	04/05/2017		Co-operative curre	BACS	Boniface Allot Ass - Meml	Ms S Meredith	E	0.71	0.00	0.71
15	Floral Crediton Flower T	08/05/2017		Co-operative curre	BACS	Flower Tower Sponsorshi	Haines Watts	E	50.00	0.00	50.00
16	Barnfield - Allotment Re	27/04/2017		Co-operative curre	Cheque	Barnfield Allotment Rent	Mr R Matten	E	12.17	0.00	12.17
17	Boniface Allot Ass. Mem	27/04/2017		Co-operative curre	Cheque	Boniface Allot Ass - Meml	Mr R Matten	E	1.76	0.00	1.76
Total									74.33	4,722.69	4,797.02

Crediton Town Council

	Bank Reconciliation at 16/05/2017		
	Cash in Hand 01/04/2017		
			203,394.76
	ADD		
	Receipts 01/04/2017 - 16/05/2017		115,927.96
A	SUBTRACT		319,322.72
	Payments 01/04/2017 - 16/05/2017		46,558.18
	Cash in Hand 16/05/2017		272,764.54
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	15/05/2017	0.00
	Petty Cash	15/05/2017	33.24
	Cambridge & Counties	15/05/2017	74,751.19
	Co-operative current a/c 65809	15/05/2017	149,434.34
	Nationwide a/c 90097276	15/05/2017	85,033.04
			309,251.81
	Less unrepresented cheques		
	As attached		36,501.20
B			272,750.61
	Plus unrepresented receipts		
	As attached		13.93
	Adjusted Bank Balance		272,764.54
	A = B Checks out OK		



[Accounts Information](#) > [Balance Information](#)

Balance Information															
Account				All Accounts											
Date Range				From 15/05/2017 To 15/05/2017											
Date	Account Number	Account	Cleared	Uncleared	Credits Count	Credits Value	Debits Count	Debits Value	Day 1 Uncleared	Day 2 Uncleared	Day 3 Uncleared	Total BACS Credits	Total FPS Credits	Total CHAPS Credits	Total Collection Credits
15/05/2017	0892996580921700	CREDITON TOWN COUNCIL	149,434.34	149,434.34	0		0					0.00	0.00	0.00	0.00

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Nationwide Building Society

Private & Confidential
Attn of Clare Louise Dalley
Crediton Town Council
Council Offices
Market Street
Crediton
United Kingdom
EX17 2BN

RECEIVED
04 APR 2017

Summary for 01 Mar 2017 - 31 Mar 2017

Start Balance	85,000.00
Total In	33.04
Total Out	0.00
End Balance	85,033.04

Client Name Crediton Town Council
Account Type Business Instant Saver Issue 5 - Annual

Account Number 90097276
Statement Number 4
Currency Sterling
Interest Rate as at 31 Mar 2017 0.40%

Date	Description	Details	Payments	Receipts	Balance
01 Mar 2017	Start Balance				85,000.00
31 Mar 2017	Interest Credited	For the period 15 Feb 2017 to 31 Mar 2017		33.04	85,033.04
31 Mar 2017	End Balance				85,033.04

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS)

Please find enclosed a copy of the FSCS Information Sheet and Exclusion List which provides information about the Financial Services Compensation Scheme and the protection that it provides.

Crediton Town Council

Interest paid during the period 1 April 2016 to 31 March 2017

Account Number 90097276
£ 33.04

If you have a 95 Day Saver or Instant Saver account, you can pay in as often as you like. Just check your terms and conditions to find out the minimum payment and maximum balance for your account type.

You can find out how to make a payment on the back of this statement.



001506



Our Ref: 15006951\X201\SGR
 Date: 1st April 2017
 DDI: 0344 225 3939
 Fax: 0116 254 4637
 Email: savings@ccbank.co.uk

Strictly Private & Confidential

Crediton Town Council
 Mr F W Letch
 Council Offices,
 Market Street
 Crediton
 Devon
 EX17 2BN

Statement of Account

Account name: Crediton Town Council

Account number: 15006951

Sort code: 60-95-86

Notice description: 120 Day Notice Business Saving Account - Issue 1 Monthly 1.54%

FSCS Eligibility: Eligible

Sheet Number: T 1

Date	Description	Debits £	Credits £	Balance £
20/03/2017	Brought forward			74,653.55 Cr
31/03/2017	Interest credited gross 15006951		97.64	74,751.19 Cr

Interest rate summary during statement period

From	To	Interest Rate
20th March 2017	1st April 2017	1.54 %

Message Board

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.fscs.org.uk.
 The FSCS Information sheet and Exclusions list can be found at www.ccbank.co.uk/fscs.

Outstanding Debts as at 15th May 2017

Invoice Date	Invoice Number	Amount
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Apr-17		
MDDC Call out fee		£25.00

TOTAL AMOUNT OUTSTANDING	£25.00
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Year To Date Budget 2017-2018

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	%Budget	Remaining	Total Spend
Administration	10,224	499.74	1,083.17						15.5	8,641.09	1,582.91
Council & Councillors	10,144	1,010.62	240.00						12.3	8,893.38	1,250.62
Property & Parks	39,685	3,158.11	3,045.17						15.6	33,481.72	6,203.28
Insurance	2,500		1,718.62						68.7	781.38	1,718.62
Parish Paths (P3)	750								-	750.00	-
Grants	20,000	18,510.00	- 400.00						90.6	1,890.00	18,110.00
Amenities	23,200		139.20						0.6	23,060.80	139.20
Localism Projects	24,552		9,217.73						37.5	15,334.27	9,217.73
Sub Total	131,055	23,178	15,044						29.2	92,832.64	38,222.36

Salaries/PAYE/NI	Budget								%Budget	Balance	Total Spend
Salaries	56,085	3,548.71							6.3	52,536.29	3,548.71
PAYE/NI	7,740		1,235.72						16.0	6,504.28	1,235.72
Pension Payments	12,900	1,102.99							8.6	11,797.01	1,102.99
Sub Total	76,725	4,651.70	1,235.72						7.7	70,837.58	5,887.42

Budget Spend	207,780.00	27,830.17	16,279.61							21.2	163,670.22	44,109.78
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[illegible]

Sub Total	194,338	234.00	2,214.40							2,448.40
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Total Spend inc reserves	402,118.00	28,064.17	18,494.01						355,559.82	46,558.18
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INCOME	Budget								%Budget	Balance	Total Income
Administration	801								-	801.00	-
Council & Councillors	0								#DIV/0!	0.00	-
Property & Parks	5,549	159.11	5.63						3.0	5,384.26	164.74
Insurance	0								#DIV/0!	0.00	-
Parish Paths (P3)	250								-	250.00	-
Grants	0								#DIV/0!	0.00	-
Amenities	3,200		50.00						1.6	3,150.00	50.00
VAT Repayment	10,000	4,722.69							47.2	5,277.31	4,722.69
Sponsorship	0								#DIV/0!	0.00	-
Precept	216,574	108,287.00							50.0	108,287.00	108,287.00
Council Tax Support Grant	5,407	2,703.53							50.0	2,703.47	2,703.53
Salaries (Transitional Grant)	0								#DIV/0!	0.00	-
TAP Fund Grants	0								#DIV/0!	0.00	-
Neighbourhood Plan	0								#DIV/0!	0.00	-
Peoples Park Wildlife Garden	0										
Earmarked Reserve (Tesco Fund)	0								#DIV/0!	0.00	-
Sub Total	241,781	115,872.33	55.63						47.9	125,853.04	115,927.96

Total Income	£241,781	£115,872.33	£55.63						47.9	£125,853.04	£115,927.96
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