



**Minutes of the Credition Town Council Meeting, held on
Tuesday, 21st March 2017, at 7pm, at the Council Chamber, Market Street, Credition**

Present: Cllrs Mr F Letch (Chairman & Mayor), Miss J Harris, Mr A Wyer, Mr M Szabo, Mr R Wright, Mrs E Brookes-Hocking, Mr N Way, Mrs H Sansom, Miss J Walters (part meeting) and Mrs H Zorlu (part meeting)

In Attendance: Mrs Clare Dalley, Town Clerk
1 member of the public
1 member of the press

1703/270 To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr Mr J Downes. (Proposed by Cllr Way). Cllr Zorlu had sent apologies, as she would be arriving late. Cllr Walters advised that she had to leave the meeting at 8.30 pm.

1703/271 Declarations of Interest

Cllrs Letch, Way 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 Way declared a personal interest in agenda item 26 'To consider supporting the following TAP Fund applications:' as he is involved in the final assessment of the applications as a District and County Councillor.

1703/272 Public Question Time

There were no questions.

1703/273 Order of Business

There were no changes to the order of business.

1703/274 Chairman's and Clerk's Announcements – To receive any announcements which the Chairman and Clerk may wish to make.

The Clerk advised that the Council had been successful in obtaining the following grant funding:

- Community Defibrillator - £900 from the Devon County Council Locality Grant Fund
- Devon Air Ambulance Landing Site - £1,000 from the Mid Devon TAP Fund
- Allotment Access Path - £300 from the Mid Devon TAP Fund

Cllr Zorlu arrived at 7.04 pm and apologised for her late arrival.

The Mayor announced he had attended the Municipal Event in Avranches and it had been an extremely useful and enjoyable visit.

1703/275 Town Council Minutes – To approve and sign the minutes of the Crediton Town Council meeting held on Tuesday, 21st February 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 21st February 2017, as a correct record. (Proposed by Cllr Harris)

1703/276 Matters Arising
There were no matters arising.

1703/277 To receive, and to ratify the decisions therein, the minutes of the

- **Property & Allotments Committee meeting held on 21st February 2017**
It was **resolved** to receive and ratify the decisions therein, the minutes of the Property & Allotments Committee held on 21st February 2017. (Proposed by Cllr Szabo)
- **Policy & Forward Planning Committee meeting held on 7th March 2017**
It was **resolved** to receive and ratify the decisions therein, the minutes of the Policy & Forward Planning Committee held on 7th March 2017. (Proposed by Cllr Harris)
- **Property & Allotments Committee meeting held on 14th March 2017**
It was **resolved** to receive and ratify the decisions therein, the minutes of the Property & Allotments Committee meeting held on 14th March 2017. (Proposed by Cllr Harris)
- **Crediton Open Space Committee meeting held on 15th March 2017**
It was **resolved** to receive and ratify the decisions therein, the minutes of the Crediton Open Space Committee meeting held on 15th March 2017. (Proposed by Cllr Brookes-Hocking)

A copy of the minutes had been issued prior to the meeting.

1703/278 Mid Devon District Council – Planning Applications [MDDC Planning Public Access Portal](#)
Mid Devon District Council, the determining Authority, has asked for comments from this Town Council on the following planning applications:

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

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Harris) It was requested that the minutes reflect that Cllrs Letch and Brookes-Hocking abstained from voting.

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

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Harris)

Reference: 17/00281/CLU
Proposal: Certificate of lawfulness for the existing use of a dwelling for a period in excess of 10 years
Location: Arden House, Union Road, Crediton, EX17 3AL
Applicant: Mrs L Jones, Arden House, Union Road, Crediton, EX17 3AL

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

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 2BT
Applicant: Mr J Oats, 33 Dulings Meadow, Copplestone, Crediton, EX17 5PE

It was **resolved** to recommend APPROVAL. (Proposed by Cllr Harris)

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, 30 Serendipity, Primrose Way, Crediton, EX17 1BZ

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

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 P Crossman, 2 The Maltings, Penton Lane, Crediton, EX17 1HT

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 Brookes-Hocking)

Reference: 17/00344/HOUSE
Proposal: Re-grading of garden area to improve access and parking and landscaping improvements
Location: Trenavin, George Hill, Crediton, EX17 2DS
Applicant: Mr & Mrs J West, Trenavin, George Hill, Crediton, EX17 2DS

It was **resolved** to recommend APPROVAL. (Proposed by Cllr Harris)

Reference: 17/00356/CAT
 Proposal: Notification of intention to remove 1 Ash tree within the Conservation Area
 Location: 6 Courtis Gardens, Crediton, EX17 3BQ
 Applicant: Mrs K Limon, Newcombes (Crediton) Housing Association Ltd, 5 Parr House, Lennard Road, Crediton, EX17 2AP

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 Brookes-Hocking)

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, EX17 3FD
 Applicant: Tesco Stores Ltd, Tesco House, Shire Park, Kestral Way, Welwyn City, AL7 1GA

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Letch)

Reference: 16/01898/MARM (REVISED DRAWINGS)
 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

It was **resolved** to recommend OBJECTION due to the proposed layout of the highway and pedestrian connectivity to local services being non-existent. (Proposed by Cllr Brookes-Hocking)

Reference: 17/00348/MOUT
 Proposal: Residential development of up to 326 dwellings; 8.6 hectares of land made available to facilitate the relocation of Crediton Rugby Club; up to 1.1 hectares of land safeguarded for the delivery of a primary school; access arrangements from A3072 (Exhibition Way); pedestrian and cycle access on to Pounds Hill/Stonewall Cross junction, Old Tiverton Road and Pedlerspool Lane; landscaping and area of public open space; and other associated infrastructure and engineering operations
 Location: Land at NGR 284185 101165 (Creedy Bridge), Crediton,
 Applicant: Messrs T Turner, S Turner, R. Turner, B Stamp & O Taylor, Gleeson Developments Ltd, C/o Mrs Jane Terry, Vail Williams LLP, Carriage House, Walnut Tree Close, Guildford, GU1 4TX

The Clerk advised Councillors that the Parish Clerk and Chairman of Sandford Parish Council had indicated that they would be attending this meeting, in order to have the opportunity to discuss Sandford Parish views regarding the development. Councillors noted that neither Sandford Parish Clerk or Chairman were present.

1703/279 **Order of Business**

It was **resolved** to change the Order of Business and to consider planning application 17/00348/MOUT after agenda item number 14 'To receive a report from the Council's internal control checkers, following the monthly random inspection and agree any actions', in order to provide Sandford Parish Clerk and/or Chairman more time to attend the meeting. (Proposed by Cllr Wyer)

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, EX17 1ES
 Applicant: Mr J Hoskins, Keith Hoskins, Marsh Lane, Lords Meadow Industrial Estate, Crediton, EX17 1ES

It was **resolved** to recommend APPROVAL. (Proposed by Cllr Wyer)

1703/280 **Mid Devon District Council – Planning Decisions**

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

Reference: 16/01945/ADVERT
 Proposal: Advertisement consent to display 2 externally illuminated fascia signs
 Location: 138 High Street, Crediton, EX17 3DX
 Applicant: Mr S Lee, Smarter Accounting, 86 High Street, Crediton, EX17 3LB

Reference: 16/00611/FULL
 Proposal: Conversion and extension of existing reservoir building to dwelling and formation of new access to serve the existing utilities
 Location: Reservoir at NGR 282480 100906, George Hill, Crediton, EX17 2DT
 Applicant: Peninsula Properties, Peninsula House, Rydon Lane, Exeter, EX2 7HR

Reference: 17/00059/CAT
 Proposal: Notification of intention to crown reduce by approximately 4.5m 1 Magnolia, 1 Beech, and 1 Eucalyptus within the Conservation Area
 Location: Garth, Searle Street, Crediton, EX17 2DB
 Applicant: Mrs J Stewart, Garth, Searle Street, Crediton, EX17 2DB

Reference: 16/01856/ADVERT
 Proposal: Advertisement Consent to display 1 painted fascia sign
 Location: Offices 1, 2 & 3, 55 - 56 High Street, Crediton, EX17 3JX
 Applicant: Ms S Howe, The Natural Therapy Centre, 2 Braggs Cottages, Penstone, Crediton, EX17 5JW

Reference: 16/01853/FULL
 Proposal: Change of use of Offices (B1) to Complementary
 Location: Offices 1, 2 & 3, 55 - 56 High Street, Crediton, EX17 3JX
 Applicant: Ms S Howe, The Natural Therapy Centre, 2 Braggs Cottages, Penstone, Crediton, EX17 5JW

Reference: 17/00023/HOUSE
 Proposal: Erection of an extension
 Location: 31 Winswood, Crediton, EX17 3EY
 Applicant: Mr Nigel Scrivens, 31 Winswood, Crediton, EX17 3EY

Reference: 16/01857/LBC
 Proposal: Listed Building Consent for display of 1 painted fascia sign on front elevation
 Location: Offices 1, 2 & 3, 55 - 56 High Street, Crediton, EX17 3JX
 Applicant: Ms S Howe, The Natural Therapy Centre, 2 Braggs Cottages, Penstone, Crediton, EX17 5JW

Reference: 17/00039/CAT
 Proposal: Notification of intention to fell 2 Cypress and 1 Leylandii tree and reduce 1 Holly tree within the Conservation Area
 Location: Glebeside, Union Road, Crediton, EX17 3AW
 Applicant: Mrs Porter, Glebeside, Union Road, Crediton, EX17 3AW

Reference: 17/00019/HOUSE
 Proposal: Erection of two-storey extension and enlargement of existing rear dormer window
 Location: 1 Wynfrith Mews, Landscore, Crediton, EX17 3FB
 Applicant: Mr & Mrs C Law, 1 Wynfrith Mews, Landscore, Crediton, EX17 3FB

It was **resolved** to note the following application has been WITHDRAWN (Proposed by Cllr Letch):

Reference: 16/01428/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

1703/281

Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment, receipts, and bank transfers for the period from 22nd February 2017 to 21st March 2017 inclusive and to receive the bank reconciliation. It was **resolved** to approve the payments totalling £12,023.84, receipts totalling £1,543.57, and to accept the bank reconciliation, copies of which had been attached to these minutes as Appendix One. (Proposed by Cllr Szabo)

- 1703/282** To receive a list of outstanding debts owed to Crediton Town Council. The Clerk advised there are no outstanding debts. It was **resolved** to note that there are no outstanding debts. (Proposed by Cllr Letch)
- 1703/283** **Budget Review – To review the budget for the year to date.** The budget sheet had been issued prior to the meeting. It was **resolved** to note the budget sheet and the information contained therein, a copy of which is attached at Appendix Two. (Proposed by Cllr Brookes-Hocking)
- 1703/284** 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 prior to the meeting. It was **resolved** to note the report with no further actions. (Proposed by Cllr Harris)
- 1703/285** **Mid Devon District Council – Planning Applications MDDC Planning Public Access Portal** Mid Devon District Council, the determining Authority, has asked for comments from this Town Council on the following planning applications:
- Reference: 17/00348/MOUT
 Proposal: Residential development of up to 326 dwellings; 8.6 hectares of land made available to facilitate the relocation of Crediton Rugby Club; up to 1.1 hectares of land safeguarded for the delivery of a primary school; access arrangements from A3072 (Exhibition Way); pedestrian and cycle access on to Pounds Hill/Stonewall Cross junction, Old Tiverton Road and Pedlerspool Lane; landscaping and area of public open space; and other associated infrastructure and engineering operations
 Location: Land at NGR 284185 101165 (Creedy Bridge), Crediton,
 Applicant: Messrs T Turner, S Turner, R. Turner, B Stamp & O Taylor, Gleeson Developments Ltd, C/o Mrs Jane Terry, Vail Williams LLP, Carriage House, Walnut Tree Close, Guildford, GU1 4TX
- It was noted that neither the Clerk or Chairman of Sandford Parish Council had arrived. It was **resolved** to note the application. (Proposed by Cllr Szabo)
- 1703/286** To review the Council’s risk assessments, prepared by the Clerk, and agree to carry out the action plan with immediate effect. A copy of the risk assessments and action plans had been issued with the agenda. It was **resolved** to accept and approve the risk assessments prepared by the Clerk and to carry out the action plans with immediate effect. (Proposed by Cllr Harris)
- 1703/287** To review and approve the Council’s Statement of Internal Control for the Financial Year 2016-2017. A copy of the statement had been issued with the agenda. It was **resolved** to approve the Council’s Statement of Internal Control for the Financial Year 2016-2017. (Proposed by Cllr Harris)
- 1703/288** To receive a recommendation from the Property & Allotments Committee to allocate £5,000 from the Council’s general fund towards the installation of an access path at

Exhibition Road allotments. Councillors' attention was drawn to the minutes of the Property & Allotments Committee meeting held on Tuesday 14th March 2017. It was **resolved** to accept the recommendation from the Property & Allotments Committee to allocate £5,000 from the Council's general fund towards the installation of an access path at Exhibition Road allotments. (Proposed by Brookes-Hocking)

1703/289 **To review the Town Council's Investment Strategy.** A copy of the strategy had been issued with the agenda. It was **resolved** to agree and adopt the Town Council's Investment Strategy. (Proposed by Cllr Brookes-Hocking)

1703/290 **To review the Town Council's Volunteer Policy.** A copy of the policy had been issued with the agenda. Councillor Brookes-Hocking advised there was typo on page 1. The word 'takes' on the first paragraph under the heading 'Training' should read 'tasks'. It was **resolved** to amend the policy to correct the typo. (Proposed by Cllr Brookes-Hocking) It was further **resolved** to agree and adopt the amended Town Council's Volunteer Policy. (Proposed by Cllr Brookes-Hocking)

1703/291 **To review and amend the Town Council's Anti-Fraud & Corruption Policy.** A copy of the amended policy had been issued with the agenda. It was **resolved** to agree and adopt the amended Town Council Anti-Fraud & Corruption Policy. (Proposed by Cllr Harris)

1703/292 **To review and amend the Town Council's CCTV Policy.** A copy of the amended policy had been issued with the agenda. It was **resolved** to agree and adopt the amended Town Council CCTV Policy. (Proposed by Cllr Harris)

1703/293 **To review the Town Council's Discretions Policy.** A copy of the policy had been issued with the agenda. It was **resolved** to agree and adopt the Town Council's Discretions Policy. (Proposed by Cllr Harris)

1703/294 **To review the Town Council's Policy on membership of the Local Government Pension Scheme.** The Clerk explained that pension legislation had evolved and changed over the last few years and it was important that the Council's policy reflected these changes. It was **resolved** to amend the Town Council's Policy on membership of the Local Government Pension Scheme to read 'All Council employees will be auto-enrolled into the Local Government Pension Scheme.' (Proposed by Cllr Letch)

1703/295 **To receive a recommendation from the Administration & Personnel Committee to approve the following Town Council statements:**

- **Value For Money Statement**
- **Crime & Disorder Statement**
- **Biodiversity Statement**
- **Performance Management Statement**
- **Leadership in Planning for the Future Statement**

Documentation relating to this item had been issued with the agenda.

- Value For Money Statement
It was **resolved** to approve and adopt the Value For Money Statement. (Proposed by Cllr Letch)
- Crime & Disorder Statement
It was **resolved** to approve and adopt the Crime & Disorder Statement. (Proposed by Cllr Harris)
- Biodiversity Statement
It was **resolved** to approve and adopt the Biodiversity Statement. (Proposed by Cllr Zorlu)
- Performance Management Statement
It was **resolved** to approve and adopt the Performance Management Statement. (Proposed by Cllr Szabo)
- Leadership in Planning for the Future Statement
It was **resolved** to approve and adopt the Leadership in Planning for the Future Statement. (Proposed by Cllr Sansom)

1703/296 To consider and amend/approve a new Crediton Town Council Cyber Security Policy. A copy of the Policy had been issued with the agenda. It was **resolved** to agree and adopt with immediate effect, the new Crediton Town Council Cyber Security Policy. (Proposed by Cllr Harris)

1703/297 To consider supporting the following TAP Fund application:

- Crediton Youth Theatre
- Journey Counselling
- 3rd Crediton Guides
- Crediton Area History Museum Society

Copies of the applications had been issued with the agenda. Cllr Way Nick declared a personal interest as he is involved in the final assessment of the applications as a District and County Councillor. It was **resolved** to support the following TAP Fund applications:

- Crediton Youth Theatre
- Journey Counselling
- 3rd Crediton Guides
- Crediton Area History Museum Society

(Proposed by Cllr Brookes-Hocking)

1703/298 To consider and comment on the Charter Between Mid Devon District Council and The Town and Parish Councils in Mid Devon. Supporting documentation including a copy of the Charter had been issued with the agenda. It was **resolved** to note the Charter between Mid Devon District Council and The Town and Parish Councils in Mid Devon. (Proposed by Cllr Szabo)

1703/299 To consider supporting the "I'm a School Safe Parker" Scheme and agree a course action. Further information relating to this item had been issued with the agenda and was discussed by Councillors. It was **resolved** to support the 'I'm a School Safe Parker' and to purchase 500 bespoke disc holders containing the St Boniface logo and the words

'Provided by Crediton Town Council' from Advanta Group at a total cost of £200 plus VAT plus £8.75 delivery, with the money being taken from the Council's general fund. (Proposed by Cllr Wyer)

1703/300 To consider hosting and sponsoring a Moor Otter sculpture in Crediton for £500+VAT. Further information relating to this item had been issued with the agenda. It was **resolved** to defer this item until the April Council meeting when the views of the Crediton Chamber of Commerce will be known. (Proposed by Cllr Harris)

1703/301 To discuss the shortage of car parking spaces in Crediton and agree a course of action. This item had been requested by Cllr Szabo. Cllr Szabo advised that the Bike Shed had recently purchased the Mole Avon site on Mill Street. If they were to relocate, their existing site on Union Road would make an ideal car park. It was **resolved** to give Cllr Szabo delegated responsibility to approach the owner of Bike Shed to have exploratory discussions regarding his intentions for both the Union Road and Mill Street sites. (Proposed by Cllr Letch)

1703/302 Councillor Reports - 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 Wright:

- Had attended the preapplication presentation, by the promoters of the Chapel Downs Farm Developers, to the Mid Devon District Council Planning Committee. Town Councillors expressed concern that the presentation was held in Tiverton and not in Crediton where the development will be.

Cllr Brookes-Hocking:

- Had attended the South West Regional Conference with the Assistant Clerk. There had been an interesting presentation from the Department for Communities and Local Government (DCLG) and a workshop explaining how the Dorset Association of Local Councils has been working with their Clinical Commissioning Group (CCG), to enable local Council's to act as a conduit to help the CCG talk to residents about how they want health services delivered. The Devon Association of Local Council is now contacting the new Devon CCG to see if something similar can be done in Devon.

Cllr Letch:

- Had attended the New Devon CCG Acute Services Review. The Assistant Clerk will be circulating the pertinent information from the meeting to all Councillors.

1703/303 Correspondence and Matters To Note – To receive Council correspondence and matters to note as detailed below. Copies of the correspondence and matters to note had been issued with the agenda.

Correspondence

1. Devon County Council - road closure Marsh Lane - 15 May for 5 days
2. Devon County Council - promoting independence - discussion events
3. Member of the public - Penton Lane Crediton
4. CTC training - training session details
5. Barratt Homes - exhibition 23 Feb. Crediton Methodist Church Hall - Chapel Downs Farm
6. MDDC - Agenda - Planning Committee 1st March 2017
7. DCC - Temporary road closure A3072 Stockleigh Pomeroy 10-15 March 2017
8. T.D.C.T.A. - Crediton Town Council Grant
9. DPD - Greater Exeter Strategic Plan Consultation – Issues
10. MDDC - Environment Policy Development Group Agenda
11. Member of Public - Naming of road - new development
12. Devon Acute Services Review - ASR Stakeholder Update Issue 1 February 2017
13. Devon Communities - Promoting Independence - online survey and event reminder
14. Meeting the Productivity Challenge in HotSW - Green Paper - JANUARY FIN...
15. MDDC - Presentation Chapel Down Farm - 21.03.2017 Exe Room Phoenix House
16. DCC - temporary road closure - Marsh Lane 15-19 May 2017
17. DCC - temporary road closure - Deep Lane 3 - 7 April 2017
18. Crediton Community Woodlands - Meeting Wednesday 15th March 2017
19. Grant Thornton - Limited Assurance 2016/17 - Bulletin 1

Matters To Note

1. Devon Countryside Access Forum - deadline for applications to join Forum
2. Drink wise age well - training leaflets
3. Police & Crime Commissioner - Monthly Report February 2017
4. NALC - Chief Executive's Bulletin 6 - 17 February 2017
5. Highway Services Manager - on line reports - completion e-mails
6. MDDC - Slaughterhouse conviction
7. MDDC - Shared Building Control Service
8. MDDC - Greater Exeter Strategic Plan Consultation
9. MDDC - February 2017 Town & Parish Newsletter
10. Forestry Commission - Sweet Chestnut Blight 23 February 2017
11. DALC - Your latest e-bulletin
12. NALC - Chief Executive's Bulletin - 24 February 2017
13. DCC - Win a composter in 'Binanza' free prize draw
14. NHS - Healthy People - 27 February 2017
15. Devon Senior Voice – Issue 32 Spring 2017 [copy held in office]
16. Sustainable Crediton - Newsletter Issue 80
17. Healthwatch Devon - Your monthly e-bulletin
18. Plantlife - National Plant Monitoring Scheme
19. NHS - Healthy People - Special Edition
20. MDDC - vandalism to Market Street toilets.
21. Heart of the South West Growth Hub - RDPE Grants now open to applicants
22. Citizens Advice - Press Release - potential changes to Crediton Citizens Advice
23. Crediton Courier - MDDC to consult on Local Enforcement Plan
24. MDDC - NMD Building Control logo
25. Citizens Advice - Latest Newsletter

26. *DCC - Connect Me Travel and Transport*
27. *MDDC - Fly-tippers fined £300*
28. *NALC - DIS 903*
29. *DCC – Elections are on the horizon, Ursula learns to read, communities are protected from floods*

Cllr Brookes-Hocking drew Councillors attention to correspondence item 9 'DPD - Greater Exeter Strategic Plan Consultation'. The Policy & Forward Planning Committee will be considering the consultation on Tuesday, 4th April 2017, however, the consultation closes on 10th April 2017, which is before the April Town Council meeting. It was **resolved** to delegate responsibility to the Policy and Forward Planning Committee to comment on the Greater Exeter Strategic Plan consultation on behalf of the Town Council. (Proposed by Cllr Letch)

It was **resolved** to note the Correspondence and Matters to Note. (Proposed by Cllr Letch)

1703/304 **Business brought forward**

Cllr Szabo

- Advised that a resident living at Greenway is interested in purchasing the play area/amenity land that the Town Council is about to lease from Mid Devon District Council, if it ever comes up for sale.
- The Lauder Mews sign by the Museum has been taken down.
- The grass between Tesco and St Boniface Vets has been strimmed. The area had not been litter picked prior to strimming, consequently the litter was shredded into lots of little pieces. Could Tesco be requested to regularly litter pick this area.
- There is a young couple sleeping rough in a tent at the top of Jockey Hill, they have been there for approximately two weeks. The Clerk advised that the couple have been to see Churches Housing Action Trust (CHAT).

Cllr Wright

- Confirmed Mid Devon District Council were aware that the resident at Greenway was interested in purchasing the land.
- Advised that Mid Devon District Council operatives have received training in litter picking an area before strimming.
- Advised that the post at People Park had been knocked down. The Clerk confirmed she was aware of this as it had been knocked down by a drink driver. A police log number is being held and the Clerk confirmed that the individual concerned will be pursued for the costs of replacing the post.

Cllr Sansom

- Asked that the Council continue to tidy up Crediton by cleaning the bus stops at Tesco and cleaning the lampposts, street name and high street signs. The Clerk advised that this needed to be considered by a Council Committee, in order to formulate a plan. She would ensure it was an agenda item for the next Policy & Forward Planning Committee.

Cllr Walters left the meeting at 8.35 pm

Cllr Way

- Mid Devon District Council are supporting the Landscore School parking initiative and have issued approximately a dozen parking permits for parents to use at St Saviours Way car park at school pick up and drop off times. He is also trying to progress the possibility of using the hospital car park.
- Devon County Council are looking at ensuring that all zigzag lines outside schools are included within Traffic Regulation Orders, which has not always been the case.
- The next round of Traffic Regulations Order will be looked at in the Summer/early Autumn. If the Town Council has any amendments/adjustments that need to be made it would be worthwhile considering these soon, so they can be considered by the next Highway and Traffic Orders Committee (HATOC) meeting.
- He has requested that the County Council consider extending the double yellow lines at Waresfoot Drive.
- He has suggested that Community Payback consider clearing the drainage ditch behind the houses at Fordton and behind Willow Walk.

Cllr Letch

- He had conducted the Mayor's Surgery's on 4th and 18th March.
- He had received reports that the steps from Queen Elizabeth Drive leading to Avranches Close are eroding and there is metal sticking out. The Clerk confirmed this would be reported to Mr Joe Scully at Mid Devon District Council.

PART TWO

1703/305 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 Cllr Letch)

1703/306 **To receive an update on the purchase of the Council Office building and agree any further actions.** The Town Clerk advised that the Town Council's proposal is on the agenda of Mid Devon District Council's Capital Strategy and Asset Management Group for Monday, 27th March 2017. Following this, a report will be presented to the next available Cabinet meeting, which will be held on 11th May 2017.

1703/307 **Close**
The meeting closed at 8.45 pm.

Signed Dated.....
(Chairman)

20 March 2017 (2016-2017)

Crediton Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
389	28/02/2017		Petty Cash	pettycash	Office Consumables/Tea,	Tescos	E	1.00	0.00	1.00
390	01/03/2017		Petty Cash	pettycash	Postage - 1st class signet	Post Office Ltd	E	2.81	0.00	2.81
391	07/03/2017		Petty Cash	pettycash	Office Consumables/Tea,	Tescos	E	1.00	0.00	1.00
392	14/03/2017		Lloyds TSB curren	004402	Postage - Special Deliver	Clare Dalley (The Post C	S	-5.37	-1.08	-6.45
393	14/03/2017		Lloyds TSB curren	004402	Postage - Special Deliver	Clare Dalley (The Post C	E	6.45	0.00	6.45
396	21/03/2017		Co-operative curre	400091	Scribe Accounting Packag	Scribe 2000 Ltd	S	385.00	77.00	462.00
397	21/03/2017		Co-operative curre	400092	Stationery	Printed Paper Products I	S	16.90	3.38	20.28
398	21/03/2017		Co-operative curre	400093	Weed clearance - Lords M	DDC CRC Ltd	S	160.00	32.00	192.00
399	21/03/2017		Co-operative curre	400094	Travel Expenses	Mr Frank Letch	E	2.88	0.00	2.88
400	21/03/2017		Co-operative curre	400094	Councillor Expenses - Inv	Mr Frank Letch	E	211.20	0.00	211.20
401	21/03/2017		Co-operative curre	400095	Salaries - February	Mid Devon District Coun	E	4,598.06	0.00	4,598.06
402	21/03/2017		Co-operative curre	400095	PAYE/National Insurance	Mid Devon District Coun	E	361.60	0.00	361.60
403	21/03/2017		Co-operative curre	400095	Pension Contributions	Mid Devon District Coun	E	826.25	0.00	826.25
404	21/03/2017		Co-operative curre	400095	Payroll Administration	Mid Devon District Coun	S	10.00	2.00	12.00
405	21/03/2017		Co-operative curre	400096	P3 Maintenance - as per :	Country Matters	S	2,944.50	588.90	3,533.40
406	21/03/2017		Co-operative curre	400097	Attendance at South Wes	DALC	S	120.00	24.00	144.00
407	21/03/2017		Co-operative curre	400098	Printing Charges	Concorde	S	101.05	20.21	121.26
408	21/03/2017		Co-operative curre	400099	Printing Charges	Concorde	S	34.72	6.94	41.66
409	21/03/2017		Co-operative curre	400100	Grass Cutting - Upper De	K Hooper	E	15.00	0.00	15.00
410	21/03/2017		Co-operative curre	400101	Website support - Quality	Pure Systems	S	35.00	7.00	42.00
411	21/03/2017		Co-operative curre	400102	Website support	Pure Systems	S	260.00	52.00	312.00
412	21/03/2017		Co-operative curre	400103	Advert - Annual Town Me	Crediton Country Courie	S	100.00	20.00	120.00
413	21/03/2017		Co-operative curre	400104	Office Supplies - Various	Adams Home Hardware	S	7.06	1.40	8.46
414	21/03/2017		Co-operative curre	400105	Grass Cutting - People's F	Hooper Services	S	190.00	38.00	228.00
415	21/03/2017		Co-operative curre	400106	Grass Cutting - People's F	Hooper Services	S	190.00	38.00	228.00
416	21/03/2017		Co-operative curre	400106	Peoples Park - cut Laurel	Hooper Services	S	85.00	17.00	102.00
417	21/03/2017		Co-operative curre	400106	Union Terrace - Buddleia	Hooper Services	S	150.00	30.00	180.00
418	21/03/2017		Co-operative curre	400106	Barnfield - central pathw	Hooper Services	S	38.00	7.60	45.60
419	21/03/2017		Co-operative curre	400106	Barnfield - waste ground	Hooper Services	S	46.00	9.20	55.20
420	21/03/2017		Co-operative curre	400107	Stationery	Devon Commercial Stati	S	10.65	2.13	12.78
421	21/03/2017		Co-operative curre	400108	Security Waste Collection	JB Confidential	S	7.00	1.40	8.40
422	21/03/2017		Co-operative curre	400109	Councillor Expenses	Mrs E Brookes-Hocking	E	35.00	0.00	35.00
423	21/03/2017		Co-operative curre	400110	Travel Expenses	Mr F Letch	E	100.00	0.00	100.00
Total								11,046.76	977.08	12,023.84

Crediton Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
365	02/03/2017		Co-operative curre	bacs	Christmas lights donation	Crediton Pharmacy	E	50.00	0.00	50.00
366	06/03/2017		Co-operative curre	bacs	Barnfield Allotment Rent	Mr Ian Holtby	E	9.45	0.00	9.45
367	06/03/2017		Co-operative curre	bacs	Boniface Allot Ass - Meml	Mr Ian Holtby	E	1.37	0.00	1.37
368	07/03/2017		Co-operative curre	bacs	Christmas lights donation	Ernest Jackson	E	50.00	0.00	50.00
369	27/02/2017		Co-operative curre	Cheque	Christmas lights donation	Lloyds Bank	E	50.00	0.00	50.00
371	09/03/2017		Co-operative curre	BACS	Christmas lights donation	LeRoy Funerals	E	50.00	0.00	50.00
372	09/03/2017		Co-operative curre	BACS	Service Charge - January	Mid Devon District Coun	E	107.00	0.00	107.00
373	13/03/2017		Co-operative curre	BACS	Christmas lights donation	Hillbrow Residential Car	E	50.00	0.00	50.00
374	14/03/2017		Co-operative curre	BACS	Locality Grant - Defibrilla	Devon County Council	E	900.00	0.00	900.00
375	16/03/2017		Co-operative curre	BACS	Service Charge - Februar	Mid Devon District Coun	E	107.00	0.00	107.00
376	13/03/2017		Co-operative curre	Cheque	Christmas lights donation	Hotchkiss Warburton So	E	50.00	0.00	50.00
377	07/03/2017		Co-operative curre	Cash	Exhibition Road - Allotme	Mr Desmond Jones	E	6.07	0.00	6.07
378	07/03/2017		Co-operative curre	Cash	Boniface Allot Ass - Meml	Mr Desmond Jones	E	0.88	0.00	0.88
379	13/03/2017		Co-operative curre	cheque	Christmas lights donation	Treloars Deli	E	50.00	0.00	50.00
380	28/02/2017		Cambridge & Cour	bacs	Bank Interest	Cambridge & Counties E	E	61.80	0.00	61.80
Total								1,543.57	0.00	1,543.57

Crediton Town Council

Bank Reconciliation at 21/03/2017			
	Cash in Hand 01/04/2016		160,713.95
	ADD		
	Receipts 01/04/2016 - 21/03/2017		228,256.02
	SUBTRACT		
	Payments 01/04/2016 - 21/03/2017		177,238.01
A	Cash in Hand 21/03/2017 (per Cash Book)		211,731.96
	Cash in hand per Bank Statements		
	Cash 20/03/2017	0.00	
	Lloyds TSB current a/c 034522 20/03/2017	0.00	
	Lloyds TSB precept a/c 034525 20/03/2017	0.00	
	Lloyds TSB reserve a/c 067835 20/03/2017	0.00	
	Petty Cash 20/03/2017	60.67	
	Cambridge & Counties 20/03/2017	74,653.55	
	Co-operative current a/c 65809 20/03/2017	64,156.77	
	Nationwide a/c 90097276 17/03/2017	85,000.00	
			223,870.99
	Less unrepresented cheques As attached		12,139.03
			211,731.96
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		211,731.96
	A = B Checks out OK		



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Welcome MRS. CL. DALLEY , CREDITON TOWN COUNCIL

Last logged: 20/03/2017 09:50:21

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- Beneficiaries
- Cheque Management
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- Account Nickname

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Balance Summary				Balance Information
Account Number	Account Name	As of date	Cleared Balance(GBP)	Uncleared Balance(GBP)
0892996580921700	CREDITON TOWN COUNCIL	20/03/2017 10:00:00	64,156.77	64,156.77
Total			64,156.77	64,156.77

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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

Summary for 23 Feb 2017 - 01 Mar 2017

Start Balance	30,000.00
Total In	55,000.00
Total Out	0.00
End Balance	85,000.00

<i>Client Name</i>	Crediton Town Council	<i>Account Number</i>	90097276
<i>Account Type</i>	Business Instant Saver Issue 5 - Annual	<i>Statement Number</i>	3
		<i>Currency</i>	Sterling
		<i>Interest Rate as at 01 Mar 2017</i>	0.40%

<i>Date</i>	<i>Description</i>	<i>Details</i>	<i>Payments</i>	<i>Receipts</i>	<i>Balance</i>
23 Feb 2017	Start Balance				30,000.00
24 Feb 2017	Faster Payment In	Account Number: 65809217. Account Name: CREDITON TOWN COUNCIL Reference : /RFB/90097276 CREDITON		30,000.00	60,000.00
27 Feb 2017	Faster Payment In	Account Number: 65809217. Account Name: CREDITON TOWN COUNCIL Reference : /RFB/90097276 CREDITON		25,000.00	85,000.00
01 Mar 2017	End Balance				85,000.00

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

Crediton Town Council

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.



001214



Our Ref: 15006951\X201\JV
 Date: 20th March 2017
 DDI: 0344 225 3939
 Fax: 0116 254 4637
 Email: savings@ccbanc.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 £
31/05/2016	Brought forward			0.00
	Cheque Received		50,000.00	50,000.00 Cr
30/06/2016	Interest credited gross 15006951		71.11	50,071.11 Cr
31/07/2016	Interest credited gross 15006951		76.12	50,147.23 Cr
31/08/2016	Interest credited gross 15006951		76.24	50,223.47 Cr
30/09/2016	Interest credited gross 15006951		73.89	50,297.36 Cr
31/10/2016	Interest credited gross 15006951		76.47	50,373.83 Cr
30/11/2016	Interest credited gross 15006951		74.11	50,447.94 Cr
31/12/2016	Interest credited gross 15006951		76.69	50,524.63 Cr
31/01/2017	Interest credited gross 15006951		67.12	50,591.75 Cr
27/02/2017	Electronic Transfer 15006951 Crediton		24,000.00	74,591.75 Cr
28/02/2017	Interest credited gross 15006951		61.80	74,653.55 Cr

Interest rate summary during statement period

From	To	Interest Rate
31st May 2016	1st June 2016	0.00 %
2nd June 2016	3rd January 2017	1.79 %
4th January 2017	19th March 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.

Year To Date Budget 2016-2017

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Remaining	Total Spend
Administration	11,108	337.98	845.03	688.40	716.62	5,125.87	350.35	1,134.55	540.20	514.05	269.90	943.70	690.65	109.4	-1,049.30	12,157.30
Council & Councillors	9,260	1,043.72	1,032.07	598.93	362.45	1,488.00		229.89	147.23	1,031.53		50.00	967.08	75.1	2,309.10	6,950.90
Property & Parks	24,390	2,385.00	3,516.49	809.38	1,122.07	1,343.34	42.00	2,330.34	500.52	1,338.13	263.10	739.62	673.80	61.8	9,326.21	15,063.79
Insurance	2,500		1,792.67									156.31		78.0	551.02	1,948.98
Parish Paths (P3)	0			258.54										-	-258.54	258.54
Grants	20,000	15,060.00	547.50							1,250.00				84.3	3,142.50	16,857.50
Amenities	23,100		190.43	560.27		1.36	138.94	5,063.55	5,529.42	7,109.33	141.92	397.40	372.00	84.4	3,595.38	19,504.62
Localism Projects	27,824						3,929.04			14,819.82				67.4	9,075.14	18,748.86
Sub Total	118,182	18,827	7,924	2,916	2,201	7,959	4,460	8,758	6,717	26,063	675	2,287	2,704	77.4	26,691.51	91,490.49

Salaries/PAYE/NI	Budget													%Budget	Balance	Total Spend
Salaries	52,321		3,593.50	4,178.85	-	8,862.04	4,516.56	4,516.56	4,516.56	4,585.29	4,614.60	4,598.06	4,598.06	92.9	3,740.92	48,580.08
PAYE/NI	7,221		309.32	309.32	-	677.10	350.36	350.36	350.36	359.84	363.89	361.60	361.60	52.5	3,427.25	3,793.75
Pension Payments	10,987		747.45	747.45	-	1,583.01	809.29	809.29	809.29	823.59	829.69	826.25	826.25	80.2	2,175.44	8,811.56
Sub Total	70,529	-	4,650.27	5,235.62	-	11,122.15	5,676.21	5,676.21	5,676.21	5,768.72	5,808.18	5,785.91	5,785.91	86.8	9,343.61	61,185.39

Budget Spend																
	188,711.00	18,826.70	12,574.46	8,151.14	2,201.14	19,080.72	10,136.54	14,434.54	12,393.58	31,831.58	6,483.10	8,072.94	8,489.44	80.9	36,035.12	152,675.88

Ear Marked Reserves/Project Funds																
Wildlife Garden	289	104.00	55.03											55.0	129.97	159.03
Neighbourhood Plan	4,650													-	4,650.00	-
Allotments	1,747									432.00				24.7	1,315.00	432.00
Street Furniture & Small Works	691			881.50										127.6	-190.50	881.50
Upper Deck	1,740										396.00	540.00		53.8	804.00	936.00
General Fund	47,117	358.80	3,461.06	1,073.76	45.00			1,538.96	27.00				162.00	14.1	40,450.05	6,666.58
War Memorial - Pointing	394													-	394.00	-
Election Expenses	6,497										4,145.93			63.8	2,351.07	4,145.93
Economic Development	7,710													-	7,710.00	-
Christmas Lights Repair/Renewal	4,562		259.80						360.00					13.6	3,942.20	619.80
Christmas in Crediton (donations)	519									622.80				119.9	-103.32	622.80
Localism Projects	20,000													-	20,000.00	-
Feasibility Study	2,445							2,688.60						110.0	-243.60	2,688.60
Band Stand	500		392.89											78.6	107.11	392.89
Tesco Community Fund	895													-	895.00	-
P3 Parish paths	1,212													-	1,212.00	-
Floral Crediton	2,344													-	2,344.00	-
Town Clock	500													-	500.00	-
Premises	2,200													-	2,200.00	-
CCTV	2,000													-	2,000.00	-
Boniface Statue	1,500													-	1,500.00	-
War Memorial (General)	2,500													-	2,500.00	-
Mayors Chain	1,000													-	1,000.00	-
Repair of Brick planters	1,500										1,800.00			120.0	-300.00	1,800.00
P3 Grant - Bridge project	3,000												3,533.40	117.8	-533.40	3,533.40
Incredible Edible - Town Square	100													-	100.00	-
General Legal/Professional Fees	2,500					360.00								14.4	2,140.00	360.00
Stonypark Legal/Professional Fees	5,000													-	5,000.00	-
Crediton Town Plates	343													-	343.00	-
Tree Works	6													-	6.00	-
MDDC Building	15,000													-	15,000.00	-
Sub Total	140,461	462.80	4,168.78	1,955.26	45.00	360.00	2,688.60	1,538.96	387.00	1,450.80	6,485.93	162.00	3,533.40			23,238.53

Creditors from 2015-2016 now paid																
CinC - Town Square electrics	1,324		1,323.60													1,323.60
CinC - Waste Services	70															-
Sub Total	1,394	-	1,323.60	-	-	-	-	-	-	-	-	-	-	-	-	1,323.60

Total Spend inc reserves																
	330,565.71	19,289.50	18,066.84	10,106.40	2,246.14	19,440.72	12,825.14	15,973.50	12,780.58	33,282.38	12,969.03	8,234.94	12,022.84		153,327.70	177,238.01

INCOME	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Balance	Total Income
Administration	60	8.27	9.01	7.79	21.79	5.79	5.85	379.78	82.56	83.30	67.12		61.80	1,221.8	-673.06	733.06
Council & Councillors	0		-											#DIV/0!	0.00	-
Property & Parks	4,481	24.26	13.10	4.75	207.00	6.72	808.61	2,089.90	691.93	499.63	214.54	13.59	231.77	107.2	-324.80	4,805.80
Insurance	0													#DIV/0!	0.00	-
Parish Paths (P3)	0	250.00												#DIV/0!	-250.00	250.00
Grants	0												900.00	#DIV/0!	-900.00	900.00
Amenities	3,200	100.00	360.00	50.00	50.00	50.00		875.00	788.58	566.16	1,050.00	300.00	300.00	140.3	-1,289.74	4,489.74
VAT Repayment	6,500		5,920.68		1,669.73			2,467.01						154.7	-3,557.42	10,057.42
Sponsorship	0													#DIV/0!	0.00	-
Precept	193,234	96,616.93						96,616.93						100.0	0.00	193,233.86
Council Tax Support Grant	6,236	3,118.07						3,118.07						100.0	0.00	6,236.14
Salaries (Transitional Grant)	0	7,000.00												#DIV/0!	-7,000.00	7,000.00
TAP Fund Grants	0													#DIV/0!	0.00	-
Neighbourhood Plan	0													#DIV/0!	0.00	-
Peoples Park Wildlife Garden	0													#DIV/0!	0.00	-
Earmarked Reserve (Tesco Fund)	0		150.00					400.00						#DIV/0!	-550.00	550.00
Sub Total	213,711	107,117.53	6,452.79	62.54	1,948.52	62.51	814.46	105,946.69	1,563.07	1,149.09	1,331.66	313.59	1,493.57	106.8	-14,545.02	228,256.02
Total Income	£213,711	£107,117.53	£6,452.79	£63	£1,949	£63	£814	£105,947	£1,563	£1,149	£1,332	£314	£1,494	106.8	-£14,545.02	£228,256.02