



Minutes of the Full Council meeting held on Tuesday, February 17, 2026 at 19:30, at Credition Library, Belle Parade, Credition, EX17 2AA

Present:	Cllrs Steve Huxtable, Guy Cochran, Giles Fawssett, Jim Cairney, Joyce Harris, Natalia Letch, Rachel Backhouse, Tim Stanford and Liz Brookes-Hocking
Apologies:	Cllrs John Downes, Vix Frisby and Paul Perriman
In Attendance:	8 members of the public Dennis Cavanagh, Exeter City Council
Minute Taker:	Rachel Avery, Town Clerk

MINUTES

2026/418 PUBLIC QUESTION TIME

Cllr Huxtable opening the meeting, and members introduced themselves.

The following questions/comments were raised by members of the public:

- Concerns were raised about the rise in substance abuse in the area and the potential benefit of installing sharps bins to address this issue. The member of the public mentioned her discussions with local police and the charity 'Together', who were supportive of the initiative. However, Mid Devon Council had informed her there was no funding available for the bins. Cllr Huxtable suggested organising a meeting with the member of the public District Cllr Cochran, to explore further actions
- Whether Nexus Systems should perform the Windows 11 upgrade free of charge. Cllr Huxtable acknowledged the issue and indicated that discussions were ongoing
- The cost and warranty of a replacement laptop was questioned, which Cllr Huxtable confirmed he would provide a response to
- Why a request for funding the Town Clerk's master's degree was absent from the agenda. Cllr Huxtable advised the item was deferred to a future meeting due to the length of the agenda
- Why unapproved draft minutes from previous meetings, dating back to June 2025, were not on the website. Cllr Huxtable confirmed that he would check and provide a response
- The dangerous parking situation and the lack of response from Devon County Council on the matter at Winswood, including parking on the grass verge. County Cllr Cairney assured the resident that he would bring up the issue in his next meeting with the relevant officer and requested copies of correspondence to aid in resolving the matter
- Whether the published timescale for Old Landscore School was on track. Cllr Huxtable confirmed that the council was awaiting the results of feasibility review and that decisions would be made once the review was completed

- Concerns were raised about the practicalities of maintaining public toilets and the paddling pool, with suggestions to allocate funds to the existing leisure centre instead.

2026/419 APOLOGIES

2026/419.1 TO RECEIVE AND ACCEPT TOWN COUNCILLOR APOLOGIES (APOLOGIES SHOULD BE MADE TO THE TOWN CLERK)

Decision: Apologies were received and accepted from Cllrs Downes, Frisby and Perriman. (Proposed by Cllr Cochran)

2026/419.2 TO RETROSPECTIVELY RECEIVE AND ACCEPT TOWN COUNCILLOR APOLOGIES FROM THE MEETING HELD ON TUESDAY 03 FEBRUARY 2026

Decision: Retrospective apologies from the meeting held on 03 February 2026 were received and accepted for Cllr Perriman. (Proposed by Cllr Cochran)

2026/420 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

2026/420.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations of interest.

2026/420.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

No dispensation requests had been received.

2026/421 ORDER OF BUSINESS

The Chair exercised discretion to adjust the order of agenda items to accommodate attendees; agenda item 431 (Crediton Parkrun) would be taken as item 422, item 437 (CCTV) would be taken as item 423 and item 428 (Windows 11 Upgrade) would be taken as item 424.

2026/422 CHAIR'S AND CLERK'S ANNOUNCEMENTS

Taken as item 425

There were no announcements.

2026/423 TOWN COUNCIL MINUTES

Taken as item 426

Decision: It was **resolved** to **approve** and the minutes of the meetings held on Tuesday 13 January 2026 as correct records. (Proposed by Cllr Cochran)

Decision: It was **agreed** that the minutes from 03 February 2026 would be considered at the next meeting of Full Council, following the highlighting of lack of information regarding who proposed a motion.

2026/424 TOWN COUNCIL COMMITTEES AND SUB-COMMITTEES

Decision: It was **resolved** to ratify the minutes of the HR Committee meeting held on 12 June 2025. (Proposed by Cllr Brookes-Hocking)

Decision: It was **resolved** to ratify the minutes of the Youth Committee meeting held on 17 July 2025. (Proposed by Cllr Brookes-Hocking)

Decision: It was **resolved** to ratify the minutes of the HR Committee meeting held on 02 September 2025. (Proposed by Cllr Brookes-Hocking)

Decision: It was **resolved** to ratify the minutes of the Youth Committee meeting held on 25 September 2025. (Proposed by Cllr Brookes-Hocking)

Decision: It was **resolved** to ratify the minutes of the Youth Committee meeting held on 11 November 2025. (Proposed by Cllr Brookes-Hocking)

2026/425 REPORTS FROM OUTSIDE BODIES

This item was not discussed, due to lack of time.

2026/426 FINANCES

Taken as item 427

2026/426.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 JANUARY AND 31 JANUARY 2026

Decision: It was **resolved** to approve the transactions between 01 January and 31 January 2026. (Proposed by Cllr Brookes-Hocking)

2026/426.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 JANUARY 2026

Decision: It was **resolved** to approve the bank reconciliation to 31 January 2026. (Proposed by Cllr Cochran)

2026/426.3 TO NOTE BANK BALANCES TO 31 JANUARY 2026

The bank balances to 31 January 2026 were **noted**.

2026/426.4 TO NOTE YEAR TO DATE SPEND

The year-to-date spend was **noted**.

2026/426.5 TO NOTE EARMARKED RESERVES BALANCES

The earmarked reserves balances were **noted**.

2026/427 EMERGENCY SPENDING

Taken as item 428

The contents of the Emergency Spending report were **noted**.

2026/428 MICROSOFT WINDOWS UPGRADE

Taken as item 424

The council discussed the need for a Microsoft Windows upgrade and the options presented in the report. The necessity of the upgrade and the potential risks of not proceeding with it were considered.

Standing Orders were suspended

A member of the public asked if the council was dealing with an individual or a company.

Standing Orders were reinstated

It was decided to contact the IT support provider and ask for the upgrade to be done free of charge, citing the provider's failure to fulfil their managed service agreement.

Decision: It was **resolved** to contact the IT support provider and ask for the Microsoft Windows upgrade to be done free of charge, citing the provider's failure to fulfil their managed service agreement. (Proposed by Cllr Backhouse, Cllr Cairney abstained)

2026/429 GROUNDS MAINTENANCE CONTRACT 2026-29

The council received the report regarding the Grounds Maintenance Contract for 2026-29. A working group had been set up to evaluate the proposals, and the recommendation was to appoint Contractor A, subject to satisfactory references and an on-site meeting. If any issues arose, Contractor B would be considered as an alternative. The council expressed appreciation for the efforts of the Deputy Clerk in organising the process

Decision: It was **resolved** to appoint Contractor A for the Grounds Maintenance Contract 2026-29, subject to satisfactory references and an on-site meeting. If any issues arose, Contractor B would be considered as an alternative. (Proposed by Cllr Harris)

2026/430 POLICIES

The council reviewed and adopted the Public Participation Policy. The changes included aligning the policy with Standing Orders, specifying a 15-minute duration for public participation, and ensuring responses to public questions were provided within 10 working days.

Decision: It was **resolved** to **approve** and **re-adopt** the Public Participation Policy. (Proposed by Cllr Harris, Cllr Fawssett and Backhouse abstained)

2026/431 CREDITON PARKRUN

Taken as item 422

Standing Orders were suspended

A representative presented the proposal for establishing a Parkrun in Crediton. She highlighted the benefits for local health and businesses, noting that Parkrun is free and encourages both running and walking. The proposed route included Barnfield and Stonypark, with assurances that Parkrun would cover public liability insurance and that there would be no additional costs relating to hedge and grass maintenance. Concerns about parking and public transport were addressed, with plans to direct participants to St Saviours Car Park and discourage parking in Barnfield.

Standing Orders were reinstated

Decision: It was **resolved** to grant permission for Parkrun to use Stonypark as part of its permanent route. (Proposed by Cllr Huxtable)

2026/432 NEWCOMBES MEADOW PADDLING POOL**2026/432.1 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK REGARDING THE PADDLING POOL**

The Town Clerk provided a verbal update regarding the paddling pool refurbishment. The Clerk had met with Mid Devon District Council and discussed obtaining more up-to-date costings for a new consultation, but she had been told subsequently that that mock-up images would cost £1,700.00.

The council stressed the importance of receiving detailed written quotes and expressed frustration with the slow progress from Mid Devon District Council. The council agreed to continue pushing for more information and costings.

2026/432.2 TO RECEIVE THE REPORT FROM CLLR BACKHOUSE, AND TO CONSIDER AND APPROVE THE RECOMMENDATIONS THEREIN

Cllr Backhouse presented a report proposing a survey to gather public opinion on the paddling pool. The survey was designed to include costings and offer incentives for participation. The council debated the length and complexity of the survey, the inclusion of costings, and the target audience.

Standing Orders were suspended

A member of the public expressed concerns that a member of the council thought it unnecessary to undertake a survey.

Standing Orders were reinstated

Ultimately, the council decided to take the survey away, work on it further, and bring it back to a future meeting. A working group was formed to refine the survey.

Decision: It was **agreed** to take the survey away, work on it further, and bring it back to a future meeting.

Decision: It was **agreed** that Cllrs Backhouse, Frisby, Brookes-Hocking and Huxtable would meet to refine the survey.

2026/433 LIBRARIES UNLIMITED CONSULTATION

The council considered whether to respond to the current consultation regarding library services. One member suggested that it would be more appropriate for individual members of the public to complete the consultation rather than the council as a corporate body. The council reviewed the proposed cutbacks and noted that Crediton was faring relatively well compared to other areas like Exeter, which faced a 5% reduction in potential hours, and Saint Thomas and Topsham, which faced 60-65% reductions.

The importance of the library to the community was emphasised, and it was suggested that a reminder be posted on the council's website and Facebook page to encourage public participation. There was a consensus that the consultation questions were not suitable for a corporate response, and the council decided not to respond online. However, it was proposed to send a letter to Devon County Council expressing the value of the library to the community and the importance of maintaining its services.

Decision: It was **resolved** that the Town Clerk would draft and circulate a letter, to send to DCC no later than Friday 20 February, prior to the end of the consultation. (Proposed by Cllr Brookes-Hocking)

2026/434 SUMMER FESTIVAL WORKING GROUP

The draft Terms of Reference for the Summer Festival Working Group were reviewed, and it was noted that they did not specify how often the meetings would be held. It was suggested that the frequency of meetings could be similar to the fortnightly meetings previously held for Christmas preparations, increasing as the event approached. It was agreed that it would be difficult to predict the exact frequency of meetings at this stage but acknowledged that flexibility would be necessary.

Decision: It was **resolved** to **approve** the Terms of Reference. (Proposed by Cllr Brookes-Hocking)

Decision: it was **resolved** to appoint Cllrs Huxtable, Frisby, Stanford, Brookes-Hocking and Backhouse to the Summer Festival Working Group, with formal ratification at the next meeting. (Proposed by Cllr Huxtable)

2026/435 COMMUNITY CONVERSATION

Cllr Brookes-Hocking presented the Community Conversation report, which included proposals for funding various initial costs associated with setting up a Community Land Trust (CLT). The council considered the request for £130.00 to cover registration costs with the network of community land trusts and the Financial Conduct Authority. It was clarified that this payment was a one-time cost to kickstart the CLT, and further membership charges would be considered later. Consideration was given to potential funding streams for the CLT and emphasised that the CLT would be a community-led initiative, independent of the council, although councillors could be involved. The council agreed to support the initial costs and approved the principle of £130.00 from earmarked reserves. Additionally, the council discussed the proposal to support the community conversation up to £260, covering costs for refreshments, printing, and use of the meeting room, which was also approved.

Decision: It was **resolved** to approve the initial costs for setting up a Community Land Trust (CLT) and approved the payment of £130.00 from earmarked reserves. (Proposed by Cllr Huxtable)

Decision: It was **resolved** to support the community conversation up to £260.00, covering costs for refreshments, printing, and use of the meeting room. (Proposed by Cllr Huxtable)

2026/436 QE PROJECT MANAGER PROCUREMENT

Decision: It was **resolved** to formally ratify Cllr Cairney's position on the QE Project Manager Procurement Panel. (Proposed by Cllr Harris)

2026/437 CCTV

Taken as item 423

Standing Orders were suspended

Dennis Cavanagh, Control Room Operations Manager from Exeter City Council, discussed the proposal for Exeter City Council to monitor Crediton's CCTV cameras. He emphasised the benefits of proactive monitoring to reduce crime and anti-social behaviour and outlined the governance and data protection measures Exeter City Council would provide.

Noting that the council would be considering the approval of the draft Service Level Agreement (SLA), he suggested a temporary data sharing agreement to begin monitoring immediately, with formal agreements to follow.

Standing Orders were reinstated

The council discussed the report regarding CCTV. There were concerns about compliance with ICO guidelines, particularly regarding the lack of signage indicating that areas were being monitored by CCTV.

Standing Orders were suspended

A member of the public highlighted that the town council was acting illegally without appropriate signage.

Standing Orders were reinstated

The council noted that while the current setup was not illegal, it was non-compliant, and efforts were being made to rectify this by installing appropriate signage.

The council agreed to approve the draft agreement with Exeter for monitoring CCTV, with the full agreement to be worked on within six months.

Decision: It was **resolved** to **approve** the draft agreement with Exeter for monitoring CCTV, with the full agreement to be worked on within six months. (Proposed by Cllr Harris, Cllr Fawssett voted against)

2026/438 DATE OF NEXT MEETING

The council noted that the date of the next meeting would be Tuesday 03 March 2026.

2026/439 REPORTS PACK

Signed .. [Redacted Signature]

Dated.. 03/03/26

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