



To All Credition Town Councillors

You are hereby summoned to attend a **Community & Environment Committee meeting**, which will be held on **Tuesday, January 23, 2024, at 19:00, at Old Landscore School, Greenway, EX17 3LP.**

This meeting may be livestreamed via Facebook in order to allow Members of the Public to watch the meeting.

The purpose of the meeting is to transact the following business.

Rachel Avery PSLCC

Town Clerk

Wednesday, 17 January 2024

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Credition Town Council is unable to make any decision on matters not listed within the agenda.
- Credition Town Council will always attempt to record and livestream meetings to Credition Town Council's social media platforms.

AGENDA

68 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

69 - Public Question Time

To receive questions from members of the public relevant to the work of the council (a maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

70 - Apologies

To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

71 - Declarations of Interest and Requests for Dispensations

To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

72 - Climate Emergency

To note that decisions will be made with the climate emergency at the forefront of decision and policy making

73 - Order of Business

At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public

74 - Chair's and Clerk's Announcements

To receive any announcements which the Chair and Town Clerk may wish to make (for information only)

75 - Community and Environment Committee Minutes

To approve and sign the minutes of the meeting held on **28 November 2023**, as a correct record (minutes will be issued with the agenda)

76 - Allotments

- To consider the following issues and agree a course of action – Vacant plots, Non-Cultivation Notices and Notices to Quit
- To consider matters raised by the Boniface Allotments Association and allotment tenants and agree any actions

77 - Crediton Urban Taskforce (CUT)

To receive a report on CUT and consider the recommendations therein and agree a course of action

78 - Floral Crediton 2024

- To receive a report on the floral displays for 2024
- To receive a report and consider the quotations therein for the floral watering contract for 2024 and approve a contractor

79 - Scout Memorial Garden maintenance

To receive a report and consider the quotations therein for the Scout Memorial Garden maintenance contract (1 April 2024 – 31 March 2025) and approve a contractor

80 - Grass verge cutting

To receive a report and consider the quotations therein for the grass verge cutting contract (1 April 2024 – 31 March 2025) and approve a contractor

81 - Emergency Plan

To discuss reviewing the Crediton Emergency Plan and agree any actions

82 - Date of next meeting

To note that the date of the next meeting will be **26 March 2024**.

83 - Reports Pack

Attachments

[AI 75 - Community and Environment Committee meeting - Minutes.pdf](#)

[AI 77 - CUT Report.pdf](#)

[AI 78 - Floral Displays Report.pdf](#)

[AI 78 - Floral Watering Report.pdf](#)

[AI 79 - Scout Memorial Garden Report.pdf](#)

[AI 80 - Grass Verges Report.pdf](#)



**Minutes of the Community and Environment Committee meeting held on Tuesday,
November 28, 2023 at 19:00 in Old Landscore School, Greenway, Credition, EX17 3LP.**

Present:	Cllrs Guy Cochran, Liz Brookes-Hocking, Giles Fawssett, Joyce Harris, Natalia Letch, Paul Perriman,
Apologies:	Cllr John Downes
Absent:	Cllr Georgina Stone
In Attendance:	2 members of the public Cllrs Steve Huxtable and Rachel Backhouse
Minute Taker:	Emma Anderson

MINUTES

47 PUBLIC QUESTION TIME

The following questions were asked by a member of the public:

Why has the table arrangement been moved back to the previous layout?

Cllr Liz Brookes-Hocking explained that the layout being trialed was not working well. For councillors, they were struggling to see and hear each other from one end of the tables to the other. It was also not appropriate for the clerk to sit next to the chair in this layout, as again, it meant certain councillors were not visible. Cllr Brookes-Hocking also explained that some members of the public had felt that the new layout was intimidating and like they were in front of an interview panel. Cllr Cochran explained that the layout would be looked at further to see what the best approach would be for all.

The member of the public then asked the following questions. The responses were given by the town clerk via email before the meeting.

Item 50 "To note that decisions will be made with the climate emergency at the forefront of decision and policy making". This appears on virtually all CTC Committee agendas but seems to be nothing more than an item to read out. It is even less than a tick box exercise. Of all the meetings I have attended and seen on Facebook, there has been little if any consideration given to it. Have the Council or would the Council consider a further agenda item towards the end of each meeting to reflect on how this most important item has been addressed?

We are starting to incorporate this into our officer reports, and we are amending policies to reflect a commitment, such as reduced grass cutting. We have a climate emergency committee, which are due to meet in January and will consider the council's Climate Action Plan. Cllr Brookes-Hocking added that she had requested this item be included on all agendas to remind Cllrs to consider the climate emergency, where possible, on all agenda items to follow.

Item 54 "Crediton Urban Taskforce". One thing that stands out to me personally is the extortionate costs quoted for printing leaflets. The cost of printing 3000, presumably double-sided, A5 leaflets is shown as being £200. Having largely personally funded the printing of the recent 2500 A3 double sided cross folded leaflets, issued to Crediton residents encouraging new hosts for Ukrainian refugees, something that has appeared on BBC spotlight and will I believe be in this week's Crediton Courier, I can say that cost could be far, far lower. The cost of 3000 a5 leaflets through SoloPress would cost somewhere in the region of £70 and be delivered within 2 working days. Is CTC stuck in some form of contract with Hedgerow and, if not, why do we not look at far cheaper options?

These proposals were put forward by those that are interested in sitting on the sub-committee. Emma and I (Deputy Clerk who administers the committee) have discussed the merits of the various costs and we do not feel that the cost of printing is reasonable. We would be able to do the printing required in house. We support local suppliers where possible; Hedgerow provide our Christmas leaflet printing free of charge, but when we have used them, their quotes have been reasonable.

Item 56 "Floral displays". Naturally, residents of Crediton would like the Town to look green and inviting, but the inevitable question is cost. I am, however, a little confused that just 3 options are being proposed. Would CTC consider approaching business owners at least for the provisioning of the plants? I feel confident there would be sufficient window cleaners only too happy to provide watering services at far more reasonable rates that we currently see.

We have investigated many options, and this will be discussed this evening. We have reached out to businesses (as you will see in the report it says details awaited) and obtained other quotes for the watering and planting.

48 APOLOGIES

It was **resolved** to receive and accept apologies from Cllr J Downes (Proposed by Cllr Cochran)

49 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Cllrs G Cochran and N Letch 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. There were no dispensation requests.

50 CLIMATE EMERGENCY

Noted.

51 ORDER OF BUSINESS

There were no changes to the order of business.

52 CHAIR'S AND CLERK'S ANNOUNCEMENTS

Cllr Cochran advised he had received complaints about weeds on Jockey Hill.

The Deputy Clerk announced the following regarding the allotments:

- 4 NTQ and 8 NCN have been issued since the previous meeting
- The BAA Core Group will be meeting to discuss allotments on Wed 29 November

Standing orders were suspended

Member of the public asked if the BAA meeting has been held to discuss the GDPR query raised at the last Council Affairs meeting. The Deputy Clerk confirmed this was a routine meeting of the BAA core group.

Standing orders were reinstated

53 COMMUNITY AND ENVIRONMENT COMMITTEE MINUTES

It was **resolved** to approve and sign the minutes from the meeting held on 26 September 2023. (Proposed by Cllr Brookes-Hocking)

54 STREET SCENE AND CLEANSING

Standing orders were suspended

Lengthy discussion took place regarding the use of the term sub-committee versus working group. The Deputy Clerk explained that both of these options would require a terms of reference and clerked meetings. The idea of the group being independent from the town council was raised, however members of the committee explained the benefits of working under the remit of a sub-committee and explained that a budget would not be allocated to an independent working party.

Cllr N Letch provided a verbal presentation explaining what the Crediton Urban Taskforce (CUT) wish to achieve, which included the need for road warden volunteer training. The Deputy Clerk agreed the members of CUT could be signed up to the training.

Members of CUT present at the meeting explained that they need support from Crediton Town Council for the following:

- Link to road warden scheme
- Grant applications
- Printing
- Storing tools
- Disposing of green waste/reimbursing trips to the tip

Standing orders were reinstated

Cllr S Huxtable left the meeting at 20.12

It was **resolved** to approve the terms of reference included in the report with the following amendments:

- Name to be changed to "Crediton Urban Taskforce Working Group"
- Membership of the working group will be made up of 3 members of Crediton Town Council

(Proposed by Cllr N Letch, Cllr Harris abstained)

It was **resolved** to make a recommendation to full council for a budget of £1,500 to be set for 23/24, allocated from general reserves. (Proposed by Cllr N Letch, Cllr Harris abstained)

55 20MPH ZONE

Cllr Brookes-Hocking expressed concern that 20mph across the whole town would not be feasible, with the high street being an A-road, and that individual 20mph zones may be a better approach.

It was **resolved** not to accept the recommendation in the report to apply for 20mph across Crediton. (Proposed by Cllr Brookes-Hocking)

The Deputy Clerk agreed to find out more information about the cost of doing individual 20mph zones and what similar towns have implemented. Cllr Brookes-Hocking suggested this item may be better suited to the Planning & Town Strategy Committee moving forward.

56 FLORAL DISPLAYS

The Deputy Clerk advised members that the volunteers who had planted the single tier tubs around the town this year have agreed to plant the tiered towers in 2024, saving the cost of contractors. Sincere thanks were expressed by members.

Two businesses on the town square have also offered to sponsor and water one of the flower towers on the square. The Deputy Clerk will continue to pursue this, with the aim being that all four towers will be watered by businesses once per week, leaving only one water per week by the chosen contractor.

It was **resolved** to accept option 2 in the report provided, which includes switching to more sustainable plants in the hanging baskets that reduce the watering to once per week. (Proposed by Cllr Cochran)

The Deputy Clerk advised that sponsorship of the hanging baskets/plants has also been sought from a local garden centre and an update is awaited.

57 REMEMBRANCE DAY MAROON

It was **resolved** to approve the recommendation contained within the report. (Proposed by Cllr Cochran)

58 TREE WORKS

It was **resolved** to instruct Contractor C. (Proposed by Cllr Brookes-Hocking)

Cllr Perriman left the meeting at 20.56

59 TRADE WASTE COLLECTION

It was **resolved** to enter into contracted waste collection service and review after 12 months, with the recommendation going to full council for approval. (Proposed by Cllr Brookes-Hocking)

Cllr Perriman returned to the meeting at 21.00

60 STONYPARK

It was **agreed** for Cllr Fawssett to meet with the Deputy Clerk at Stonypark to look at the issue of the gate frequently being left off its hinges and the lack of signage. Cllr Fawssett volunteered to plant a variety of oak and beech trees in the hedge line to help strengthen it.

61 PEOPLES PARK WILDLIFE AREA

It was **resolved** to purchase 3 shrubs at a cost of £60, with the money being allocated from the Peoples Park Wildlife Area budget. (Proposed by Cllr Brookes-Hocking)

62 KIRTON QUARTERLY

Members **noted** that due to the publication being produced by a political group, the town council would not be submitting articles.

63 HIGH STREET BRACKETS

The Deputy Clerk advised members that these were assessed on 4th November with 12 brackets needing attention. These properties have been made aware and will not be used until repaired.

64 DATE OF NEXT MEETING

The date of the next meeting was **noted**. The meeting closed at 21.04.

65 PART II

It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, 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 Cochran)

66 GROUNDS MAINTENANCE CONTRACT REVIEW

The Deputy Clerk provided an update on the current contract. It was **noted** that a further review would take place at the meeting on 26 March 2024.

67 REPORTS PACK

Signed

Dated.....



Credition Urban Taskforce Report

Report by: Deputy Clerk
To: Community & Environment Committee
Date: For consideration on 23 January 2024

Recommendation

Community & Environment Committee is recommended to reconsider the creation of the Credition Urban Taskforce working group.

1. Purpose

- 1.1 This report sets out the proposed Terms of Reference for the Credition Urban Taskforce (CUT) working group and associated costs for 2023/24, which were agreed at the Community & Environment Committee meeting on 28 November 2023.
- 1.2 After presenting this information to Full Council for approval, it was agreed that further discussion was required regarding the town council's role in this project.

2. Background

- 2.1. Initially the working group was proposed to provide a framework to enable a more formal partnership. The working group would be a vehicle to request expenditure from the approved budget in line with town council financial regulations. (See Appendix One, NALC LTN's 1 & 7)
- 2.2. At the November Community & Environment Committee meeting, it was resolved to approve the terms of reference for the CUT working group as detailed below:
 - The working group will comprise 3 members of Credition Town Council together with representation from the local community up to a total of 8 members.
 - The quorum of the working group shall be 3 members.
 - The working group will meet a minimum of 3 times per year.
 - All members of the working group may vote, including non-Council members
 - The working group will report directly to the Community & Environment Committee and will undertake the following role and functions:
 - Coordinate and facilitate "action" days to help keep the town clean. These will mainly take place on Saturday afternoons, initially once per month with this progressing to every two weeks if successful
 - Identify opportunities to work with other organisations in the town in a collaborative way
 - Carry out road warden volunteer training
 - Actively seek out volunteers to join
 - Advertise action days and invite residents in particular target area to join
 - Provide a written report to each Community & Environment Committee meeting

- 2.3. The Road Warden Scheme is a formal agreement, between Devon County Council and a town or parish council. Road Warden volunteers are nominated as suitable by the town or parish council or similar body. With this agreement in place, it is the town council's responsibility to oversee the volunteers working under this scheme. The creation of a working group facilitates this.
- 2.4. The suggestion of the group remaining as a standalone community group has been raised, with the group applying to the town council for grant funding.

3. Proposal

- 3.1 Option 1: To approve the creation of the Crediton Urban Taskforce working group and approve a budget of £1,500 for the CUT working group for the remainder of 2023/24, allocated from general reserves (for full council approval).
- 3.2 Option 2: To request that the group formally constitute itself and apply to the town council for a grant, however, this option would still require a level of partnership working given the town council's responsibility to the road warden scheme.
- 3.3 Option 3: No working group. Expenditure, road warden training, administration and ongoing facilitation will be the responsibility of the Community & Environment Committee. A CUT update will be a standing agenda item. The budget of £1,500 for 2023/24 is currently out of general reserves and will still require full council approval. (See Appendix Two for proposed CUT poster)
- 3.4 Any option agreed will be subject to a review at 6 months.

4. Financial Implications

- 4.1. Option 1: A budget of £1,500 to be set for the remainder of 23/24, with this needing full council approval.
- 4.2. Option 2: Grant funded through the Town Council Grant Scheme (subject to an approved application).
- 4.3. Option 3: A budget of £1,500 to be set for the remainder of 23/24, with this needing full council approval.
- 4.4. The budget will be spent in line with financial regulations and in line with the breakdown provided (Appendix Three).

5. Conclusion

- 5.1. The town council is committed to keeping the town clean and tidy and the CUT working group could help to facilitate this provision whilst encouraging residents to join in.

Emma Anderson
Deputy Clerk

APRIL 2018

LTN 1 | COUNCILS' POWERS TO DISCHARGE THEIR FUNCTIONS

Introduction

1. When statutory functions are conferred on a local council, they are given to the full council. This means that formal decisions (known as resolutions) about the discharge of the council's statutory functions and the related responsibilities must be made at meetings of the full council. It is often impractical for the full council to meet every time decisions need to be made. Therefore legislation permits a council to delegate the performance of its statutory and legal responsibilities to:
 - a committee; or
 - a sub-committee; or
 - an officer of the authority; or
 - another local authority.
2. When a council delegates its responsibilities to committee, sub-committee, officer or another local authority, they are acting for and on behalf of the council. The statutory authority for a delegation is found in section 101(1) of the Local Government Act 1972 ('the 1972 Act'). The different delegations options are explained later in this Note.
3. A council cannot delegate responsibility for the performance of all its statutory functions. A council should be alert to the existence of statutory prohibitions to the delegation of particular statutory functions of a council. For example, a council's functions with respect to levying or issuing a precept can only be discharged by the full council (s.101 (6) of the 1972 Act). In practice, it is common for a committee to consider the level of precept and to make recommendations to the full council who can then make a final decision. Using another example, only full council can decide to borrow money (paragraph 2(4)) of schedule 1 to Local Government Act 2003 or can adopt or revise the code of conduct applicable to its members (s.28(13) of the Localism Act 2011 and, in Wales, s.51(9) of the Local Government Act 2000).

Individual councillors

4. A council cannot delegate the performance of its statutory and legal responsibilities to an individual councillor. This rule does not impinge on the statutory authority of a councillor to make decisions that do not relate to the performance of the council's responsibilities. For example, a councillor who is chairman of the council has additional voting powers in the election of a new chairman of the council (see Legal Topic Note 2 - the Chairman of Local Councils). Using another example, individual councillors may call an extraordinary meeting of the council if, having requested to do so, the Chairman of Council does not call one. As a further example, the councillor chairing a meeting of the full council, a committee or a sub-committee has additional voting powers and can take decisions relation to the running of a meeting (see Legal Topic Note 5 -Parish and Community Council Meetings).
5. The procedures and standing orders of a council should not allow for decisions about the discharge of a council's functions to be made by individual councillors. Resolutions made at a meeting or occasionally the standing orders of a council may authorise a councillor to act on matters which the council, or as the case may be, a committee or sub-committee is ultimately responsible for. For example, a meeting may resolve a particular councillor to be the council's representative at an external meeting. A council's standing orders based on model standing order 19c authorises a councillor to review the work of an individual member of staff and to conduct his appraisal on behalf of the staffing committee or sub-committee that he is a member of. The procedures and standing orders of a council should not allow for decisions about the discharge of a council's functions to be made by individual councillors.

Leaders

6. A local council has no statutory authority to elect a leader. However some politically divided or larger local councils do so. The leader of the council is often chosen by the group of councillors that has the political majority on the council. The role of a leader of a local council is not intended to undermine the role of the Chairman of the council or the chairman of a meeting. However a leader may be instrumental in raising business for consideration at a meeting or lobbying other councillors on an issue. The leader has the same formal standing as any other councillor. Like other councillors, the leader has no authority to discharge a council's statutory functions.

The Discharge of Functions by a Committee or a Sub-Committee

7. The appointment of a committee by full council or the appointment of a sub-committee by a committee must be confirmed by resolution. A committee may appoint a sub-committee unless otherwise directed by full council (s.101(2) of the 1972 Act). The appointing body for a committee or sub-committee must also decide, by resolution, the nature and scope of the responsibilities that it is delegating. In other words such resolution will confirm the terms of reference for the committee or, as the case may be, the sub-committee.
8. In respect of the appointment of a committee by full council or the appointment of a sub-committee by a committee, s.102 of the 1972 Act requires them to determine:
 - the number of members;
 - the terms of office of those members; and
 - the area within which the committee is to exercise its authority (if restricted);

S.106 of the 1972 Act provides that subject to any standing orders that the council has made in respect of quorum, proceedings and the place of meeting of a committee or sub-committee, the committee or sub-committee can determine the standing orders for their quorum, proceedings and place of meeting.

9. The collective decision-making responsibilities of the members of a committee or a sub-committee are limited by their terms of reference, Functions may be discharged by a committee or a sub-committee but not, as confirmed in paragraphs 4 and 5 above, by individual members of the committee (who may include the Chairman of a council or a chairman of a committee). Such practice was ruled by the High Court to be unlawful, in the case of *R v Secretary of State for the Environment ex parte London Borough of Hillingdon* [The Times 20 November 1985 also reported at greater length in the 'Local Government Review' on 4 January 1986].
10. The 1972 Act does not prescribe the minimum number of members for a committee or a sub-committee. In the Hillingdon case, the court confirmed that the minimum number of members should be more than one. If there were only two members, the person presiding could (but is not required to)

exercise his casting vote (by virtue of paragraph 39(2) of Schedule 12 to the 1972 Act). If he did exercise his casting vote, he could always secure a decision to his liking. In practice, the chairman of a committee comprised of only two members would have the sole power to take a decision which would conflict with the ruling in the Hillingdon case. It is NALC's position that the minimum number of members of a committee or sub-committee is three. Further commentary in support of NALC's position can be found on page 6 of the book 'Knowles on Local Authority Meetings - A Manual of Law and Practice, 8th Edition.'

11. Committee and sub-committee meetings can be held frequently and, arguably, these are easier to schedule than full council meetings because fewer councillors are involved. Such arrangements would, for example, enable local councils to respond to planning applications affecting their area within the timeframe allowed and, as another example, would enable councils to progress staffing matters without delay. This is further considered in Legal Topic Note 22 (Disciplinary and Grievance Arrangements).
12. Legal Topic Note 5 (Parish and Community Council Meetings) explains the statutory and other requirements relevant to committee and sub-committee meetings.

The Discharge of Functions by an Officer of the Authority

13. Functions may be delegated to an officer of the council by three bodies:
 - the full council;
 - a committee; or
 - a sub-committee.

It is open to the full council or a committee that it has appointed to decide when functions should be further delegated. A committee may delegate some of its responsibilities to a sub-committee or to an officer unless otherwise directed by full council. A sub-committee may delegate the discharge of functions to an officer unless otherwise directed by full council or its parent committee (s.101(2) of the 1972 Act). Further, it is always open to the council or a committee to undertake the work that it has delegated to a sub-committee or officer (s.101(4) of the 1972 Act).

14. It is prudent to ensure that the delegation of a council's statutory functions and related responsibilities is evidenced by a resolution. This rule does not apply to many of the routine administrative tasks such as raising invoices or sending correspondence or updating the council's website that staff are expected to undertake on a daily basis. A council's standing orders can usefully confirm specific or notable administrative responsibilities that particular officers are responsible for. Councils are referred to model standing orders s 15b and 18dv for England and 15b and 18cv for Wales and other relevant model standing orders.
15. If a council delegates the performance of statutory functions to its officers in the course of their normal duties or from time to time, their job descriptions should reflect this.
16. Councils should also take care to ensure that any statutory functions delegated to officers are not, in fact, performed by individual councillors. This is particularly important if officers and councillors work together closely. As set out in paragraphs 4 and 5 above, the performance of a council's statutory responsibilities cannot be delegated to individual councillors. They cannot make decisions in relation to the performance of a council's statutory powers and functions outside meetings.
17. In the Hillingdon case (see paragraphs 9 and 10 above), the Judge stated that it would be difficult to fault a procedure where decisions by a council are taken by a duly authorised officer pursuant to s.101 of the 1972 Act in consultation with the elected chairman as it would be a simple way of dealing with urgent matters which could not be decided at a meeting, but for which it was undesirable for a single officer to take sole responsibility. In some instances, it may be appropriate for consultation to be wider than solely with the Chairman of the council or the chairman of a relevant committee or sub-committee. Councils may incorporate such arrangements in their standing orders or other internal procedures and policies that require a course of action to be taken without delay e.g. responses to media queries, progressing some personnel matters, reporting incident(s) to the police, or to the auditor, arranging for the execution of urgent repair works on council premises.

The Discharge of Functions by Other Authorities

18. Unless prohibited by legislation, the 1972 Act allows an authority to arrange for any of its functions to be discharged by another authority. Two or more local authorities can also arrange that their functions are to be exercised jointly (s.101(5) of the 1972 Act) and can ensure that any such joint functions are delegated to a joint committee or to an officer of one of the authorities. If a joint committee is appointed, the appointing authorities decide its members and terms of reference (see paragraph 7 above). The local authorities that appoint a joint committee must share the expenses incurred by it in such proportions as they think fit (s.103 of the 1972 Act). Additionally, s.136 of the 1972 Act allows two or more local authorities to make arrangements for defraying any expenditure incurred by one of them in exercising any functions exercisable by both or all of them. This means that if two or more authorities have the power to exercise a function, they can arrange for one of the authorities to carry out that function on behalf of them both (or all) and both (or all) authorities can contribute towards the costs incurred by the authority actually carrying out that function. S.113 of the 1972 Act enables local authorities to place their staff 'at the disposal' of other authorities for the purpose of their functions but cannot do so without consulting the member of staff concerned.

Can a Local Council appoint itself as a Committee?

19. Prior to the introduction of the Public Bodies (Admission to Meetings) Act 1960 as amended by s.100 (2) of the 1972 Act which confirmed the right of the public and the press to attend committee meetings, it was the practice of many councils to appoint itself as a committee to exclude the press and the public. The practice is not common in recent years but NALC is sometimes asked if it is lawful. There is no lawful reason why a local council should not appoint itself as a committee but in NALC's view, there is no cogent argument for this. NALC's view is supported in 'Knowles on Local Authority Meetings - A Manual of Law and Practice, 8th Edition.' Paragraph 9.68 on page 227 states that "a committee of the whole council cannot by definition be a committee of the parent body".

Non-Councillor Members of Committees

20. Legal Topic Note 7 (Non-Councillor Members of Committees) sets out the powers of local councils to appoint non-councillors to committees.

Advisory Committees

21. S.102(4) of the 1972 Act is in the following terms:

‘A local authority may appoint a committee, and two or more local authorities may join in appointing a committee, to advise the appointing authority or authorities... on any matter relating to the discharge of their functions, and any such committee—

- a) may consist of such persons (whether members of the appointing authority or authorities or not) appointed for such term as may be determined by the appointing authority or authorities; and
- b) may appoint one or more sub-committees to advise the committee with respect to any such matter.’

22. A person wishing to become a councillor has to satisfy the qualification requirements of s.79 of the 1972 Act but a non-councillor appointed to an advisory committee pursuant to s.102(4) does not. However, any person disqualified from being a councillor pursuant to s.80 of the 1972 Act is unable to be a member of any committee (including an advisory committee under s.102(4)) by virtue of s.104 of the 1972 Act. Further information in respect of the qualification and disqualification provisions is available in in Legal Topic Note 7 (Non-Councillor Members of Committees).

23. The wording of 102(4) is broad but it makes it clear that the role of committees and sub-committees appointed under s.102 (4) is restricted to advising the council (or committee) on ‘any matter relating to the discharge of their functions’. The key word is ‘advise’. Importantly, committees (or subcommittees) appointed under s.102(4) have no power to discharge the functions of a council,

24. Many councils make good use of the power contained in s.102(4) and often refer to committees (or sub-committees) appointed under it as ‘working parties’ or ‘working groups’ or ‘panels’ rather than advisory committees (or sub-committees). However councils should be aware that such parties/groups/panels are, in fact, committees or sub-committees within the meaning of the 1972 Act and are, accordingly, subject to the same legal provisions in the 1972 Act as other committees described in paragraph 2 above.

25. Sometimes councillors wish to attend meetings of committees (or sub-committees) to which they have not been appointed. This is a perfectly legitimate practice as councillors have the same rights to attend committee (or sub-committee) meetings as members of the public. However, where councillors attend meetings of committees (or sub-committees) to which they have not been appointed, they will not enjoy all the rights they enjoy as councillors. They will not have a right to participate in the meeting unless the meeting includes a public participation session. In England, a councillor (or non-councillor) member of a committee is not, without a dispensation, permitted to speak during a public participation session if he holds a disclosable pecuniary interest or another interest stipulated by his council's code of conduct in a matter that is being discussed during the public participation session of a meeting. In Wales, the code of conduct adopted by a council means that a councillor (or non-councillor) member of a committee with a prejudicial interest in a matter being considered at the committee meeting (without a dispensation) may make representations, answer questions or give evidence if the public have the same rights. He must leave the meeting room immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration.

The 'Need to Know'

26. Councillors do not have a 'need to know' all aspects of council business and cannot claim an automatic right to see all council documentation and information. In other words, councillors are not permitted a fishing expedition in respect of council documentation and information simply because they are councillors, The following may prove helpful in establishing whether a councillor has a 'need to know':

- If a councillor is a member of a committee, he has the right to inspect documents or to obtain information relating to the business of that committee;
- If a councillor is not a member of a particular committee, he has to demonstrate why sight of the document(s)/or receipt of the information in question is necessary to enable him to perform his duties as a councillor;

- If the councillor's motive for seeing the documents/obtaining information is indirect, improper or ulterior, then the documentation or information should be withheld.

Written records of officers' decisions (England only)

27. The minutes of a meeting of the council, its committees, sub-committees or joint committees must record the decisions made at them and be made available to the public. The Openness of Local Government Bodies Regulations 2014 ("the 2014 Regulations"), issued under s.43 (2) of the Local Audit and Accountability Act 2014 require (i) certain decisions made by officers to be recorded in writing (ii) records of such decisions and any background papers to be made available for public inspection and (iii) such papers to be retained by the council for prescribed periods. Part 4 of the Government's guide to the 2014 Regulations considers the requirement to record and inspect decisions by officers and can be accessed via <https://www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide>
28. Regulation 7 (2) of the 2014 Regulations requires a decision to be recorded if it would otherwise have been taken by a council, committee, sub-committee, or a joint committee but has been delegated to an officer under:
- (a) a specific express authorisation or
 - (b) under a general authorisation to officers to take decisions and the effect of the decision is to:
 - (i) grant a permission or licence (e.g. a permission to use a playing field for a school fete);
 - (ii) affect the legal rights of an individual (e.g. the termination of an allotment garden tenancy);
 - (iii) award a contract or incur expenditure which, in either case, materially affects the council's financial position (e.g. the award of a grounds maintenance contract or the payment of a grant). The Government's guide suggests that the "material threshold" is a judgement that would be made by individual councils).
29. Administrative and some operational decisions will not be caught by the 2014 Regulations and do not need to be recorded or made available for public inspection. The Government's guide gives other examples such as:

- A decision to sign an allotment tenancy agreement;
 - Decisions to allocate burial plots;
 - Decisions to book rooms or sports grounds.
30. The officer who makes a decision of the type described in paragraph 28 must produce a written record of his decision as soon as reasonably practicable after the decision has been made. The written record must include:
- the date the decision was taken;
 - a record of the decision taken with reasons for the decision;
 - details of alternative options, if any, considered and rejected and
 - if the decision was delegated to an officer under a specific express authorisation, the names of any councillor who had declared a conflict of interest in relation to the decision. The Government's guide does not provide information about what constitutes a conflict of interest. It is possible that this is a reference to an interest (meaning a disclosable pecuniary interest or an interest set out in the code of conduct adopted by the council) that a councillor is required to register with the monitoring officer.
31. Where there is a separate statutory requirement to produce a written record of a decision described in paragraph 28, a record of the decision (along with reasons for it) and the date the decision was taken will satisfy the requirement in the 2014 Regulations to record such a decision (Regulation 7(4) of the 2014 Regulations). For example, it is often the responsibility of an officer of a council to decide the council's response to requests for information under the Freedom of Information Act 2000 ("the 2000 Act") which must be communicated to the requester in writing.
32. The written record of an officer decision described in paragraph 28 together with any background papers must be made available for public inspection as soon as reasonably practicable after the record is made. It must be available for inspection at all reasonable hours at the council's offices, on the council's website if it has one and by such other means that the council considers appropriate (Regulation 8(1) of the 2014 Regulations). If requested and upon receipt of payment of postage, copying or other necessary charges for the

transmission of information requested, a council must provide a copy of the written record and any background papers (Regulation 8 (2) of the 2014 Regulations).

33. The written record of an officer decision must be made available for public inspection and retained by the council for a period of six years from the date the decision was made. In the case of background papers relating to the decision, these must be made available for public inspection and retained by the council for a period of four years from the date the decision was made.
34. A council is not authorised or required to disclose or make available for inspection document(s) or part of documents that contain or may contain confidential information (Regulation 9 of the 2014 Regulations). “Confidential information” is defined as (i) information provided to the council by a government department where public disclosure is forbidden or (ii) information which cannot be disclosed to the public because disclosure is prohibited by a court order or legislation (Regulation 6 of the 2014 Regulations). For example, the 2000 Act does not require a council to disclose personal data about an individual or communications between the council and its professional legal advisors.
35. A person with custody of a document which is required to be available for public inspection commits an offence if he, without reasonable excuse, (i) intentionally obstructs a person exercising a right to inspect written records and background papers or (ii) refuses a request to provide written records or background papers. A person convicted of one of these offences is liable to a fine not exceeding level 1 on the standard scale (currently £200). (Regulation 10 of the 2014 Regulations).

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
5	Parish and Community Council Meetings	Sets out the procedures and requirements of committees in further detail.
7	Non-Councillor Members of Committees	Sets out (i) the powers of councils to appoint non-councillors to sit on committees and (ii) qualification and disqualification provisions in respect of non-councillors.
8	Elections	Details the qualification and disqualification provisions for councillors.

LTN	Title	Relevance
9E	Handling Complaints	The 2014 Regulations apply if officers are authorised to make decisions about an individual's complaint against a council.
22	Disciplinary & Grievance Arrangements	Explains the role of committees and sub-committees in handling disciplinary and disciplinary matters.
80	Members' conduct and the registration and disclosure of their interests (England)	Explains councillors' obligations upon taking office.

NON-COUNCILLOR MEMBERS OF COMMITTEES

Introduction

1. This Legal Topic Note outlines the circumstances in which local councils may appoint non-councillors to council committees (and sub-committees). Non-councillors may be appointed to different types of committee:
 - Committees (and sub-committees) that are appointed to discharge the functions of a council. However such committees (and sub-committees) must include at least one councillor (section 102(3) of the Local Government Act 1972) ('the 1972 Act'); and
 - Advisory committees (and sub-committees) that are appointed advise a council in any matter relating to the discharge of their functions (pursuant to s. 102(4) of the 1972 Act). Advisory committees (and sub-committees) may be wholly comprised of persons who are not members of the council. In practice and dependent on their terms of reference, advisory committees are usually comprised of both councillors and those who are not members of the council. Councils often refer to advisory committees (and sub-committees) as working parties/groups/panels.
2. There is additional guidance about advisory committees in Legal Topic Note 1 (Councils' Powers to Discharge their Functions).

What is the power?

3. s.102(3) of the 1972 Act provides that a local council can appoint persons who are not its members to committees and sub-committees (including joint committees and sub-committees) .

Does the power apply to all committees?

4. The power is drafted very broadly and applies to a council's committees and sub-committees (including joint committees and sub-committees) **other than:**

‘A committee for regulating and controlling the finance of the local authority or of their area.’

Why appoint non-councillors ?

5. Non-councillor members may be appointed to a committee (or sub-committee) because they can offer specialist knowledge, expertise or enthusiasm in the work of the committee (or sub-committee) or because they represent sections of the local community that are relevant to the work of the committee (or sub-committee). For example an open spaces or recreational facilities committee may include non-councillors who represent local sports clubs or schools.

Disqualification

6. S.102 (3) of the 1972 Act provides that a person can be appointed as a non-councillor member of a committee (or sub-committee) unless they have been disqualified pursuant to s.104 of the 1972 Act. S.104 confirms that a person is disqualified if he would be disqualified from being elected or being a member of a local authority pursuant to Part V of the 1972 Act. S. 80 of the 1972 Act sets out the circumstances in which a person is disqualified from being a member of a council. In summary, a non-councillor cannot sit on a committee if he or she:

- holds any paid office or employment (other than the office of chair, vice chair or deputy chair) to which he has been appointed by the council or any committee or sub-committee of the council, or by a paid officer of the council, or by any joint committee on which the council is represented; or
- is the subject of a bankruptcy restrictions order or interim bankruptcy order; or
- has within five years before the day of election, or since his election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has had passed on him a sentence of imprisonment of at least three months (whether suspended or not) without the option of a fine; or
- has been found guilty of corrupt or illegal practices or was responsible for incurring unlawful expenditure and the court orders his disqualification.

7. Further details in respect of the disqualification of persons who can be elected as councillors (and, by virtue of s. 102(3), non-members) are set out in Legal Topic Note 8 (Elections).

Qualification

8. Persons wishing to become councillors may only do so if they meet the qualification requirements set out in s. 79 of the 1972 Act (also set out in detail in Legal Topic Note 8 (Elections). These qualification provisions, however, do **not** apply to non-councillor members of committees.

Voting Rights

9. By virtue of s.13(1) and (7) of the Local Government and Housing Act 1989 ('the 1989 Act'), non-councillor members of committees and sub-committees do not have voting rights. There are 5 important exceptions to this rule.
10. ss.13(3) and (4)(e) of the 1989 Act confirm that non councillors members of advisory committees and sub-committees have voting rights.
11. Regulation 3 of The Parish and Community Councils (Committees) Regulations 1990 (SI 1990/2476) confirms that non-councillor members of committees and sub-committees have voting rights in respect of:
 - the management of land owned or occupied by the council;
 - the functions of the council as a harbour authority (as defined in s. 57(1) of the Harbours Act 1964);
 - any function under s. 144 of the 1972 Act relating to the promotion of tourism; and
 - any function under s. 145 of the 1972 Act relating to the management of a festival.

The term "management" does not include making decisions about the total amount of money which may be spent by the council in a financial year in respect of land or a festival.

Code of Conduct

12. In England, a local council has a duty to adopt a code of conduct (s.27(2) of the Localism Act 2011). In Wales, a council has the same duty (s. 51 of the Local Government Act 2000). The non-councillor members of a committee or sub-committee are subject to the council's code of conduct if they are entitled to vote on

any question which falls to be decided at any meeting of the committee or sub-committee.

13. Legal Topic Note 80 (Members’ conduct and the registration and disclosure of their interests (England)) provides guidance about the obligations of councillors and non-councillors in England.

Other matters

14. Non-councillor members of committees will be required to comply with the council’s standing orders and will have the same rights as members of the public to attend meetings of the council or other committees of which they are not members. This applies to all non-councillor members of committees – even where they are councillors of other authorities.

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
1	Councils’ Powers to Discharge their Functions	Explains the different ways councils that can discharge their functions – including the use of committees, sub committees, advisory committees.
5	Parish and Community Council meetings	Explains the statutory and other requirements for committee and sub- committee meetings.
8	Elections	Sets out the power to co-opt persons onto a local council and explains the circumstances in which non-councillors will be unable to sit on committees.
80	Members’ conduct and the registration and disclosure of their interests (England)	Details councillor and non-councillor obligations under the Localism Act 2011

CREDITON URBAN TASKFORCE [CUT!]

Maintenance of our pavements, kerbs, paths and other public areas has deteriorated in recent years as a result of local authorities' withdrawal of 'non-essential' services.

[CUT!] is a volunteer-led initiative, supported by Crediton Town Council (reimbursing costs such as tools, materials, transport of waste, even refreshments!) enabling local community-minded people to help keep our urban environment in better condition, working safely as a group activity.

Would you like to help out? Can you suggest a place in need of urgent attention? With your help [CUT!] can work to benefit residents, visitors and the local economy. Please contact the town council's Deputy Clerk for info on upcoming projects: deputyclerk@crediton.gov.uk

Let's look after Crediton!

Appendix Three

	Number	Price	Total
Initial Budget 2023/24			
Tools			
Scrapers	10	11.99	119.90
Replacements (packs of 5)	2	14.79	29.58
Secateurs	2	11.00	22.00
Garden Sacks	3	4.00	12.00
Safety Equipment			
Hi Viz	15	8.00	120.00
Gloves	30	7.50	225.00
Volunteer Wellbeing			
Flasks	2	44.00	88.00
Tea			30.00
Coffee			30.00
Biscuits			50.00
Signs			
Roadsigns	10	35.00	350.00
Leaflets	3,000 A5 template		200.00
Training			-
Insurance			-
Waste collection			??
Transport			??
Total required			1,276.48
Overall Requirement			1,500.00



Floral displays report

Report by: Deputy Clerk
To: Community & Environment Committee
Date: For consideration on 23 January 2024

Recommendation

The Community & Environment Committee is recommended to review the final order for the 2024 floral displays.

1. Purpose

1.1 This report sets out the final cost of plants for 2024.

2. Background

- 2.1. The floral displays in 2024 will consist of 52 hanging baskets and 8 troughs, tiered planters on the town square and outside Hillbrow and the smaller planters/tubs (War Memorial, Tolleys & Mill St).
- 2.2. This year the baskets and troughs will be planted with sustainable plants as agreed with the approval of Option 2 at the November meeting.
- 2.3. The request for sponsorship from a local garden centre was unsuccessful.

3. Proposal

- 3.1 To review and approve the final order for the 2024 floral displays.
Full details shown in Appendix One.

4. Financial Implications

- 4.1. The floral displays are included within the 2024-25 budget proposal.
- 4.2. The total cost of the plants is: £1,716.04

5. Conclusion

- 5.1 The Town Council has successfully maintained attractive floral displays in the past helping to maintain and improve the town's Britain in Bloom status as well as receiving several compliments from members of the public. This approach helps to reduce some of the associated costs, whilst still providing attractive and sustainable displays.

Emma Anderson, Deputy Clerk

COST BREAKDOWN FOR PLANTS

Item/location	Quantity	Unit price	Summer cost	Autumn cost	Total
Hanging Baskets	52	£19.45	£1,011.40		£1,011.40
Troughs	8	£19.45	£155.60		£155.60
Town Square - 3 Tier Planter x 4					
Each planter,					
30 Trailing Plants x 4 planters	120	£0.68	£81.60	£81.60	£163.20
30 Top Fill Plants x 4 planters	120	£0.63	£75.60	£75.60	£151.20
Hillbrow - 2 Tier Planter x 4					
Each Planter					
16 Trailing Plants x 4 planters	64	£0.68	£43.52	£43.52	£87.04
16 Infill Plants x 4 planters	64	£0.63	£40.32	£40.32	£80.64
War Memorial Troughs x 4					
Each Planter					
5 Trailing Plants x 4	20	£0.68	£13.60		£13.60
10 Infill Plants x 4	40	£0.63	£25.20		£25.20
Brick Planter x 1					
16 Trailing Plants	16	£0.68	£10.88		£10.88
16 Infill Plants	16	£0.60	£9.60		£9.60
Round Concrete Planter x 1					
6 Trailing Plants	6	£0.65	£3.90		£3.90
6 Infill Plants	6	£0.63	£3.78		£3.78
					£1,716.04



CREDITON TOWN COUNCIL

Floral Watering 2024

Report by: Deputy Clerk
To: Community & Environment Committee
Date: For consideration on 23 January 2024

Recommendation

The Community & Environment Committee is recommended to consider the quotations received to put up, take down and water the town's floral displays.

1. Purpose

1.1 This report sets out the quotation received to put up and take down the basket and troughs for display from 1 June – 30 Sept 2024. The quotations also include watering these displays as well as the town council's existing floral displays from 1 June – 30 Sept 2024.

2. Background

- 2.1. The town council provides floral displays throughout the town, including hanging baskets and troughs, planters and various other containers. The full watering list can be seen in Appendix One.
- 2.2. Amendments have been made to reduce the watering of the baskets and troughs to one water per week (suitable for the new style of baskets which were approved at the previous meeting). The watering on the town square has also been reduced to once/week with surrounding businesses assisting in the watering.

3. Proposals

3.1. Instruct contractor

This proposal would include instructing a contractor to put up, take down and water the floral displays.

4. Financial Implications

- 4.1 The floral displays and watering are included within the 2024-25 budget proposal
- 4.2 The table below shows the quotation provided for the proposal above:

Contractor A	Contractor B	Contractor C
£4,519	£4,955	£5,850

5. Conclusion

- 5.1. The Town Council has successfully maintained attractive floral displays in the past helping to maintain and improve the town's Britain in Bloom status as well as receiving several compliments from members of the public.

Emma Anderson
Deputy Clerk

Appendix One

A - TOWN WIDE - 16 INCH HANGING BASKETS (once/week) (Heritage Signposts, Church, War Memorial, Bus Shelter & Town Square)		Total
1. Put up and take down 52 hanging baskets from 1 June to 30 September		
2. Watering of 52 hanging baskets from 1 June to 30 September		
3. Watering per basket per week after 30 September (Price for additional waters)		

B - UNION TERRACE – TROUGHS (once/week)		Total
HANGING TROUGHS	1. Put up and take down 8 hanging troughs from 1 June to 30 September	
HANGING TROUGHS	2. Watering of 8 hanging troughs from 1 June to 30 September	
HANGING TROUGHS	3. Watering of hanging troughs per trough per week after 30 September (Price for additional waters)	

C - BRICK PLANTERS (twice/week)		Total
1. Watering of 1 brick planter at Tolleys from 1 June to 30 September		
2. Watering per planter per week after 30 September (Price for additional waters)		

D – BLAGDON CORNER CHERRY TREE (once/week)		Total
1. Watering of flower bed and tree (only required once per week) from 1 June to 30 September		
2. Watering per week after 30 September (Price for additional waters)		

E - TOWN SQUARE		Total
1. Watering of 4 flower towers from 1 June to 30 September (once/week)		
2. Watering per tower per week after 30 September (Price for additional waters)		
3. Watering of 13 beds under Town Square trees (once/week)		
4. Watering of 13 beds per week after 30 September (Price for additional waters)		

F – MILL STREET PLANTER (twice/week)	Total
1. Watering of 1 planter from 1 June to 30 September	
2. Watering of 1 planter per week after 30 September (Price for additional waters)	

G – HILLBROW CARE HOME, EXETER RD/PARK STREET (twice/week)	Total
1. Watering of 4 flower towers from 1 June to 30 September	
2. Watering per tower per week after 30 September (Price for additional waters)	

H – ST LAWRENCE GREEN (once/5 days)	Total
1. Watering of 2 flower beds from 1 June to 30 September	
2. Watering per flower bed per week after 30 September (Price for additional waters)	

I – NEWCOMBES MEADOW (once/5 days)	Total
1. Watering of 3 flower beds from 1 June to 30 September	
2. Watering per flower bed per week after 30 September (Price for additional waters)	

J – WAR MEMORIAL- UNION ROAD (twice/week)	Total
1. Watering of 2 troughs from 1 June to 30 September	
2. Watering per trough per week after 30 September (Price for additional waters)	
3. Watering of 2 small barrels from 1 June to 30 September	
4. Watering per barrel per week after 30 September (Price for additional waters)	



Scout Memorial Garden maintenance contract

Report by: Deputy Clerk
To: Community & Environment Committee
Date: For consideration on 23 January 2024

Recommendation

The Community & Environment Committee is recommended to consider the quotations received to carry out the maintenance of the Scout Memorial Garden from 1st April 2024 – 31st March 2025.

1. Purpose

1.1 This report sets out the quotations received to carry out the maintenance of the Scout Memorial Garden.

2. Background

2.1. The Scout Memorial Garden is maintained as a separate contract to general grounds maintenance, maintaining the plants, shrubs, paved areas, paths and carrying out routine weed clearance.

3. Proposals

3.1 Scout Memorial Garden Maintenance Contract 2024-2025

This proposal would include instructing one contractor to undertake the Scout Memorial Garden maintenance.

4. Financial Implications

4.1 The 2024/25 budget for the Scout Memorial Garden is £1,500

4.2 The table below shows the quotation provided:

Contractor A	Contractor B	Contractor C
£1,400	£2,750	

5. Conclusion

5.1. The Town Council is responsible for ensuring gardens and floral displays are well maintained and looked after.

Emma Anderson
Deputy Clerk



Highway Grass Verge Cutting

Report by: Deputy Clerk
To: Community & Environment Committee
Date: For consideration on 23 January 2024

Recommendation

The Community & Environment Committee is recommended to consider the quotations received to carry out the cutting of the highway grass verges from 1st April 2024 – 31st March 2025.

1. Purpose

1.1 This report sets out the quotations received to carry out highway grass verge cutting.

2. Background

2.1. The highway grass cutting has been carried out by the Town Council since 2018 and the contract is up for renewal. The contract for this year is based on 6 cuts per year.

3. Proposals

3.1 Highway Grass Verge Cutting 2024-2025

This proposal would include instructing one contractor to undertake the highway grass verge cutting.

4. Financial Implications

4.1 There is £8,000 allocated to grass verge cutting in the 2024/25 budget.

4.2 The table below shows the quotation provided for the proposal above:

	Contractor A	Contractor B	Contractor C	Contractor D
Price per cut	N/A	£450	£750	£450
TOTAL (6 cuts)	£3,500	£2,700	£4,500	£2,700

5. Conclusion

5.1. The Town Council is responsible for ensuring highway verges are maintained to prevent visibility issues.

Emma Anderson
Deputy Clerk