



CREDITON TOWN COUNCIL

8 North Street
Crediton
Devon
EX17 2BT

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To All Crediton Town Councillors

You are hereby summoned to attend a meeting of **Full Council**, which will be held on
Tuesday, June 3, 2025, at 19:30, at Crediton Library, Belle Parade, Crediton, EX17 2AA.

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 FSLCC

Town Clerk

Thursday, 29 May 2025

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), Crediton Town Council is unable to make any decision on matters not listed within the agenda.
- Crediton Town Council will always attempt to record and livestream meetings to Crediton Town Council's social media platforms.

AGENDA

2025/025 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

2025/026 - Public Question Time

To receive questions from members of the public relevant to the work of the council (a maximum of 15 minutes is allowed for this item; verbal questions should not exceed 3 minutes).

2025/027 - Apologies

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

2025/028 - Declarations of Interest and Requests for Dispensations

2025/028.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

2025/028.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

2025/029 - Climate Emergency

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

2025/030 - 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.

2025/031 - Chair's and Clerk's Announcements

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

2025/032 - Reports

2025/032.1 - To receive reports from County and District Councillors

2025/032.2 - To receive reports from Outside Bodies Representatives

2025/033 - Town Council Minutes

To approve and sign the minutes of the meeting held on **Tuesday 20 May 2025**, as a correct record (minutes will be issued with the agenda)

2025/034 - Town Council Committees and Sub-Committees

To approve and ratify the minutes of the following meetings:
Parish Paths Sub-Committee held on 01 April 2025

Community Committee held on 06 May 2025

Oversight Committee held on 13 May 2025

2025/035 - Terms of Reference

To review and approve the Terms of Reference

2025/036 - Scheme of Delegation

To review and approve the Scheme of Delegation

2025/037 - Election of Committees 2025/26

To consider and approve appoint members to the following committees for 2025/26:

HR Committee (5 members)

Grants Committee (5 members)

Youth Service Delivery Committee (5 Members)

2025/038 - Representatives on Outside Bodies 2025/26

To appoint representatives on Outside Bodies for the ensuing council year

2025/039 - Meeting Schedule

To approve the draft meeting schedule for the period 20 May 2025 - 19 May 2026

2025/040 - 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:

[25/00548/FULL | Erection of three-storey dwelling | The Cott Stanbury Court Crediton Devon EX17 2AS](#) (extension requested on 2/5/25)

[25/00685/TPO | Application to remove 1 Monterey Pine to ground level and reduce overall height of 1 Silver Birch tree from 14m to 11.5m above ground level, protected by Tree Preservation Order 08/00010/TPO | Cedar House Threshers Crediton Devon EX17 3NL](#)

[25/00699/FULL | Change of use of ancillary accommodation to a dwelling for short term let | Trenavin George Hill Crediton Devon EX17 2DS](#)

[25/00731/CAT | Notification of intention to prune 2 Lime trees by approx 1-2m, crown lift 1 Copper Beech to 5.5m clearance from ground level, reduce aspect by 1-2m and over extending limb in upper SE canopy by 3m and prune 1 Ash trees overhanging branches on north by approx 2m in a Conservation Area | Crediton Dairy Ltd Church Lane Crediton Devon EX17 2AH](#)

[25/00717/FULL | Change of use of holiday/ancillary accommodation to residential dwelling | Barn at NGR 283150 99319 \(Higher Park Farm\) Crediton Devon EX17 3PR](#)

2025/041 - Mid Devon District Council Planning Decisions:

Devon District Council, the determining Authority, has APPROVED the following applications with conditions as filed:

Ref: 25/00486/CAT

Proposal: Notification of intention to fell 1 Conifer Tree within the Conservation Area

Location: 6B Courtis Gardens, Crediton, Devon, EX17 3BQ

Ref: 25/00185/RPPS

Proposal: Removal of public payphone service: Telephone Number 01363 772289

Location: K6 Telephone Kiosk at NGR 282770 100389 High Street, Crediton

Ref: 25/00461/CAT

Proposal: Notification of intention to dismantle 1 Ash tree; dismantle 1 Leyland to ground level; reduce the crown and height of 1 Magnolia by 1-2m; dismantle 1 tree (T4) to ground level; re-pollard 1 Larch tree; reduce the crown and height of 1 Norway Spruce by 3m; thin and reduce 1 Apple tree by 20%; prune upper branches of 1 Apple tree; dismantle 1 Ash tree to ground level and reduce 1 Savine Juniper to approximately 2.5m within the Conservation Area

Location: Chantry Care Services, 46 Dean Street, Crediton, Devon

Ref: 25/00371/HOUSE

Proposal: Erection of single storey rear extension following removal of existing conservatory

Location: 9 Meadow Gardens, Crediton, Devon, EX17 1EJ

Ref: 24/01827/FULL

Proposal: Change of use of part of first floor showroom to cafe, alterations to the buildings fenestrations, creation of roof terrace and formation of new parking areas and access road following demolition of existing cutting shed buildings

Location: Eakers DIY Marsh Lane Lords Meadow Industrial Estate Crediton

Ref: 25/00397/FULL

Proposal: Installation of replacement refrigeration plant and gas coolers

Location: Morrisons, Mill Street, Crediton, Devon

2025/042 - Peoples Park

To receive a verbal update on Peoples Park (Cllr Fawssett)

2025/043 - Crediton Urban Taskforce

To receive a verbal update from members of [CUT!]

2025/044 - Defibrillator Renewal Package

To receive the report and consider the recommendations therein

2025/045 - St Lawrence Green Telephone Box

To receive the report and consider the recommendations therein

2025/046 - Traffic issues on Parliament Street

To receive the report and consider the recommendations therein

2025/047 - Land South of Barnfield

To receive a verbal update regarding the Land South of Barnfield (Cllr Brookes-Hocking)

2025/048 - Date of next meeting

To note that the date of the next meeting will be WEDNESDAY 18 JUNE 2025

2025/049 - Part II

To resolve 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

2025/050 - Youth Work

To receive the report regarding Youth Work delivery and associated staffing for September 2025-March 2026, and to approve the recommendations therein

2025/051 - Reports Pack**Attachments – for internal use only**

[2025-05-20 - Annual Meeting of the Town Council - Minutes.pdf](#)

[2025-04-01 - Parish Paths Sub-Committee - Minutes.pdf](#)

[2025-05-06 - Community Committee - Minutes.pdf](#)

[2025-05-13 - Oversight - Minutes.pdf](#)

[AI 035 Terms of Reference.pdf](#)

[AI 036 Scheme of Delegation.pdf](#)

[AI 2025 - 2026 calendar of meetings.pdf](#)

[25.00548.FULL - Info only.pdf](#)

[AI 044 - Defibrillator Renewal Report.pdf](#)

[AI 045 - Telephone Box Report.pdf](#)

[AI 045 - BT Agreement - Adopt a Kiosk.pdf](#)

[AI 046 - Parliament St Road Closure Report.pdf](#)

[AI 046 - Appendix One Parliament Street.pdf](#)

[AI 047 - Crediton Community Conversation - Summary of Feedback.pdf](#)



Minutes of the Annual Meeting of Credition Town Council held on Tuesday, May 20, 2025 at 19:30, in Credition Library, Belle Parade, Credition, EX17 2AA

Present: Cllrs Steve Huxtable, Guy Cochran, Giles Fawssett, Jim Cairney, John Downes, Joyce Harris, Liz Brookes-Hocking, Natalia Letch, Paul Perriman, Rachel Backhouse and Vix Frisby

In Attendance: 3 members of the public
1 member of the press

Minute Taker: Rachel Avery, Town Clerk

MINUTES

2025/001 ELECTION OF CHAIR/MAYOR FOR 2025/26

2025/001.1 RETIRING CHAIR/MAYOR WILL MAKE A SHORT SPEECH

The retiring Chair/Mayor, Cllr Cochran, delivered a speech reflecting on the past year's activities, including the Dokkum and Fulda visit for the Big Boniface Bash, the Credition Food Festival, and various VE 80 events. The Chair expressed gratitude to the officers and councillors for their involvement throughout the year.

2025/001.2 TO SEEK NOMINATIONS AND ELECT THE CHAIR/MAYOR FOR THE ENSUING YEAR

Decision: Steve Huxtable was elected as the Chair/Mayor for the year 2025/26. (Proposed by Cllr Cairney)

2025/001.3 NEW CHAIR/MAYOR TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Huxtable signed the Declaration of Acceptance of Office, officially taking the role of Chair/Mayor.

2025/002 ELECTION OF DEPUTY CHAIR/DEPUTY MAYOR FOR 2025/26

2025/002.1 CHAIR/MAYOR WILL SEEK NOMINATIONS AND ELECT THE DEPUTY CHAIR/DEPUTY MAYOR FOR THE ENSUING YEAR

The election of the Deputy Chair/Deputy Mayor for the year 2024/25 followed. Three councillors expressed interest in the position: Councillors Fawssett, Cochran, and Backhouse. A discussion ensued about the possibility of sharing the role to gain experience, similar to a previous arrangement in 2023/24.

Decision: It was **resolved to approve** a tri-deputy mayor arrangement for the year 2025/26, with Cllrs Cochran, Backhouse and Fawssett undertaking a period of four months each. (Proposed by Cllr Downes)

2025/002.2 NEW DEPUTY CHAIR/DEPUTY MAYOR TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Cochran signed the Declaration of Acceptance of Office, officially taking the role of Deputy Chair/Deputy Mayor to September 2025.

2025/003 PUBLIC QUESTION TIME

Members of the public made the following comments:

- Concern regarding the reliability of live streaming council meetings, highlighting instances where the service had failed. The council acknowledged the issue, noting the challenges with internet connectivity and the dual function of transcribing and live feed, however there is no legal requirement for the town council to live stream meetings
- Concerns were raised about the current use of the High Street notice board being used solely for council notices rather than community postings. A response would be provided to the member of the public
- Concerns around the loyalty of double and triple hatted town councillors, and how members of the public may not wish to deal with the same personnel at each level of local authority
- Lack of responses to public questions being updated on the town council website.

2025/004 APOLOGIES

There were no apologies.

2025/005 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

There were no declarations of interest or requests for dispensations.

2025/006 ORDER OF BUSINESS

There were no changes to the order of business.

2025/007 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

2025/008 TOWN COUNCIL MINUTES

Decision: It was **resolved** to **approve** the minutes of the meeting held on Tuesday 18 March 2025, as a correct record. (Proposed by Cllr Brookes-Hocking)

2025/009 TOWN COUNCIL COMMITTEES AND SUB-COMMITTEES

Decision: It was **resolved** to ratify the minutes of the Youth Sub Committee held on 15 October 2024. (Proposed by Cllr Backhouse)

Decision: It was **resolved** to ratify the minutes of the Community Meeting held on 04 March 2025. (Proposed by Cllr Brookes-Hocking)

Decision: It was **resolved** to ratify the minutes of the Oversight Committee meeting held on 11 March 2025. (Proposed by Cllr Huxtable)

Decision: It was **resolved** to ratify the minutes of the Community Meeting held on 01 April 2025. (Proposed by Cllr Brookes-Hocking)

Decision: It was **resolved** to ratify the minutes of the Oversight Committee meeting held on 08 April 2025. (Proposed by Cllr Huxtable)

2025/010 REPORTS

2025/010.1 TO RECEIVE REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Reports were received from County and District Councillors. Councillor Downes reported on the substantial work done by the MDDC Policy Development Group for economy and assets, highlighting the benefits to Crediton from various funds and initiatives. He explained the process of obtaining and administering government funds and the challenges faced due to changing funding levels.

2025/010.2 TO RECEIVE REPORTS FROM OUTSIDE BODIES REPRESENTATIVES

DALC: Councillor Brookes-Hocking provided insights into the ongoing discussions about Local Government Reorganisation (LGR) and the potential increased responsibilities for town councils. She emphasised the importance of town and parish councils in delivering services and the need for improved collaboration with higher authorities.

2025/011 COMMITTEE STRUCTURE

The discussion on the committee structure was initiated with a report from Cllr Huxtable, which was included in the meeting pack. The report proposed changes to the committee structure to enhance attendance and participation in meetings. The primary goal was to ensure that all town councillors are involved in the decision-making process, addressing concerns about councillors who do not participate in committees or attend events regularly.

The intention of the restructure was to move to full town council meetings held twice a month. The first meeting would focus on community-related and planning issues, while the second meeting would address finance, governance, and strategy. Additionally, a HR committee would be created to provide support for staffing matters. Committees for youth and grants would remain, but ultimate decision-making powers would stay with full council.

Cllr Backhouse raised concerns about the current system, highlighting the inefficiencies and lack of equal information among councillors. The proposal aimed to create a more streamlined and inclusive structure, with regular meetings and equal participation from all councillors.

Cllr Brookes-Hocking raised concerns around the loss of committees, stating that projects are progressed more quickly through this structure.

Decision: It was **resolved** to approve the recommendations in the report. (Proposed by Cllr Letch, Cllr Brookes-Hocking voted against)

2025/012 ELECTION OF COMMITTEES AND SUB-COMMITTEES 2025/26

This agenda item was rendered irrelevant due to the changes in the committee structure agreed upon in agenda item 202/011. It was **agreed** to postpone the election of committees until the next meeting, allowing time to draft and approve the terms of reference for the new committees.

2025/013 REPRESENTATIVES ON OUTSIDE BODIES 2025/26

It was **agreed** to postpone the election of committees and until the next meeting.

2025/014 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25

2025/014.1 TO RECEIVE AND NOTE THE ANNUAL INTERNAL AUDIT REPORT

Decision: The Annual Internal Audit Report was **noted**.

2025/014.2 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT (SECTION 1 OF THE ANNUAL RETURN)

Decision: It was **resolved** to **approve** the Annual Governance Statement (section 1 of the Annual Return. (Proposed by Cllr Harris)

2025/014.3 TO APPROVE THE ACCOUNTING STATEMENTS (SECTION 2 OF THE ANNUAL RETURN)

Decision: It was **resolved** to **approve** the Accountings Statements (section 2 of the Annual Return. (Proposed by Cllr Harris)

2025/014.4 TO APPROVE THE ANNUAL FINANCIAL STATEMENT FOR YEAR ENDED 31ST MARCH 2025

Decision: It was **resolved** to **approve** the annual financial statement for the year ended 31st March 2025. (Proposed by Cllr Harris)

2025/014.5 TO APPROVE THE YEAR END BANK RECONCILIATION FOR 2024/25

Decision: It was **resolved** to **approve** the Year End Bank Reconciliation for 2025/25. (Proposed by Cllr Harris)

2025/014.6 TO APPROVE THE DATES OF 3RD JUNE – 14TH JULY 2025 FOR THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Decision: It was **resolved** to **approve** the dates of 3rd June – 14th July 2025 for the Period for the Exercise of Public Rights. (Proposed by Cllr Harris)

2025/014.7 TO REVIEW AND APPROVE THE CURRENT ASSET REGISTER

2025/015 STANDING ORDERS

Decision: It was **resolved** to **approve** and adopt the Standing Orders. (Proposed by Cllr Harris)

2025/016 FINANCIAL REGULATIONS

Decision: It was **resolved** to **approve** and adopt the Financial Regulations. (Proposed by Cllr Harris)

2025/017 MEETING SCHEDULE

This agenda item was rendered irrelevant due to the changes in the committee structure agreed upon in agenda item 202/011. It was **agreed** to approve the amended meeting schedule at the next meeting.

2025/018 PUBLIC DISCUSSION

The council reviewed the use of public discussion prior to each full town council meeting. ~~After a brief debate, the council voted to continue the practice, recognising~~

its importance in engaging with the community and allowing public input on council matters.

Decision: It was **resolved** to continue the period of public discussion at Full Council meetings. (Proposed by Cllr Letch, Cllr Cairney voted against)

2025/019 PULSE HUBS

The council discussed the proposed site locations for Pulse Hubs and the approval for them to proceed to the planning application stage with MDDC. It was **agreed** to postpone the final decision until the next meeting to allow time for further questions and clarifications.

2025/020 DATE OF NEXT MEETING

Due to the new committee structure, the next meeting would take place on Tuesday, 3rd June 2025.

2025/021 PART II

Decision: It was **resolved** to move into Part II under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, excluding the public and press. (Proposed by Cllr Huxtable)

2025/022 INVESTIGATION PANEL FINDINGS

The council received and acknowledged the notes from the Investigation Panel meeting.

2025/023 YOUTH WORK

The report on youth work delivery and associated staffing for September 2025 to March 2026 was received. It was agreed to defer this item to the next meeting, following a further meeting of the Youth Sub-Committee.

2025/024 REPORTS PACK

Signed

Dated.....



**Minutes of the Parish Paths Sub-Committee held on Tuesday, April 1, 2025 at 10.00
at The Bungalow, 8 North Street, Crediton, EX17 2BT**

Present: Cllrs Giles Fawcett, Liz Brookes-Hocking and Guy Cochran

Apologies: Cllr Steve Huxtable

Minute Taker: Emily Armitage

MINUTES

16 WELCOME AND INTRODUCTION

The meeting was opened at 10.03 am and Cllrs introduced themselves.

17 PUBLIC QUESTION TIME

It was noted that there were no members of the public present, and thus the Public Question Time was skipped.

18 APOLOGIES

Apologies were received from Councillor Huxtable, who was on holiday. The committee accepted these apologies without any objections.

19 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

The Chair asked if there were any declarations of personal interest or disclosable pecuniary interests in respect of items on the agenda. There were none. Additionally, there were no requests for dispensations.

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

19.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

20 CLIMATE EMERGENCY

The committee noted that decisions would be made with the climate emergency at the forefront of decision and policy making.

21 ORDER OF BUSINESS

The Chair proposed no changes to the order of business, and there were no adjustments made.

22 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

23 PARISH PATHS SUB-COMMITTEE MINUTES

The minutes from the previous meeting held on 22 October 2024 were discussed. Cllr Cochran confirmed he had read them and was satisfied with their accuracy. The minutes were approved and signed as a correct record. (Proposed by Cllr Cochran)

24 FINANCE REPORT

The committee received a verbal update on the P3 finances. It was noted that £920 had been received for maintenance and previous works, bringing the current total to £1966.17. There was enthusiasm about utilising some of the funds for upcoming projects.

25 DISSOLUTION OF SUB-COMMITTEE

The committee discussed the dissolution of the Parish Paths Sub-Committee and transferring its responsibilities to the Community Committee. The members agreed that the Community Committee could manage these tasks efficiently within its regular agenda. Cllr Cochran proposed the dissolution, and it was agreed to bring this proposal to the Community Committee for further consideration. (Proposed by Cllr Cochran)

Decision: The proposal to dissolve the Parish Paths Sub-Committee and transfer its responsibilities to the Community Committee was agreed upon for further consideration.

26 TEMPORARY TRAFFIC REGULATION ORDER

The committee discussed the temporary closure of DCC Footpath 28 for six months due to public safety concerns. A large oak tree had fallen, undermining the footpath. The members expressed frustration over the lack of detailed information and clarity regarding the closure and the repair schedule. It was suggested to draft a letter to inquire about the specifics of the closure, the timeline for repairs, and the possibility of reopening the footpath sooner.

Task: Draft a letter to inquire about the specifics of the closure, the timeline for repairs, and the possibility of reopening the footpath sooner.

27 CREDITON FOOTPATHS COMPETITION

The discussion focused on promoting the use of footpaths in Crediton. Councillor Fawssett expressed a strong desire to encourage walking and proposed integrating footpath walks with tree walks. The idea of a competition to walk all the footpaths around Crediton was discussed, with the goal of engaging the community and promoting the benefits of walking.

There was also a suggestion to improve signage and the overall appeal of footpath #1, including potential heritage elements and making the path more attractive for school children.

Task: Develop a plan to promote the use of footpaths in Crediton, including the integration of footpath walks with tree walks and the organisation of a competition.

Task: Improve signage and the overall appeal of footpath #1, including potential heritage elements and making the path more attractive for school children.

28 P3 NOTICEBOARD

The committee considered moving the noticeboard at the junction of St Saviours Way/High Street to the St Saviours Way carpark entrance. However, it was ultimately decided to leave the noticeboard in its current location and instead focus on improving signage and visibility for footpath #1. The idea of a new sign or a welcome board was proposed to better indicate the start of the footpath and enhance its appeal.

Decision: It was decided to leave the noticeboard at the junction of St Saviours Way/High Street in its current location.

Task: Develop a plan to improve signage and visibility for footpath #1, including the creation of a new sign or welcome board.

29 DATE OF NEXT MEETING

The date of the next meeting could not be decided during this session. It was noted that the date will be agreed upon following a decision by the Community Committee regarding the dissolution of the Parish Paths Sub-Committee.

Decision: The date of the next meeting will be agreed following a decision by the Community Committee regarding the dissolution of the Parish Paths Sub-Committee.

30 REPORTS

Signed

Dated.....



**Minutes of the Community Committee held on Tuesday, May 6, 2025
at 19:00 in The Bungalow, 8 North Street, EX17 2BT.**

Present:	CLlrs Liz Brookes-Hocking, Joyce Harris, Steve Huxtable, Giles Fawssett, Paul Perriman, Jim Cairney and Guy Cochran
Apologies:	CLlr Natalia Letch
In Attendance:	4 members of public Penni Tearle, Chair of Boniface Allotments Association
Minute Taker:	Emma Anderson

MINUTES

207 WELCOME AND INTRODUCTION

The meeting was opened at 19:00 by the Chair, who welcomed everyone. Each member introduced themselves briefly.

208 PUBLIC QUESTION TIME

The following questions were asked by one member of the public, with CLlr Brookes-Hocking providing a response:

Will the Christmas trees be up on the high street this year?

The Christmas trees are deteriorating and approaching the end of their lifespan. The weight/wind loading is being investigated, and we are also investing in lighter weight decorations. Members of the public will be made aware in advance of any decisions made.

With the 5 gypsy/traveller pitches included in the Pedlarspool development, does the Town Council have any measures in place to support the integration of traveller families?

The Town Council does not have any measures in place currently. Advice could be taken from Mid Devon District Council as the planning authority.

Another member of the public directed a question at CLlr Jim Cairney, as the newly elected County Councillor, querying where his loyalties lie across town, district and county council.

CLlr Brookes-Hocking explained that this was not the business of the Community Committee and advice would be sought from the Town Clerk as to where it would be more suitable to raise this question.

209 APOLOGIES

Decision: It was **resolved** to receive and accept apologies from CLlr N Letch. (Proposed by CLlr Brookes-Hocking)

210 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

None.

211 CLIMATE EMERGENCY

It was noted that all decisions would be made with the climate emergency at the forefront of decision and policy making.

212 ORDER OF BUSINESS

Decision: It was **resolved** to adjust the order of business as follows:

Items 224 and 221 to be brought forward, before agenda item 215, to accommodate members of the public present. Item 223 to be brought forward and follow on from item 216.

(Proposed by Cllr Brookes-Hocking)

213 CHAIR'S AND CLERK'S ANNOUNCEMENTS

Cllr Brookes-Hocking advised members that the DALC website provides a substantial amount of information surrounding devolution and local government reorganisation.

214 COMMUNITY COMMITTEE MINUTES

Decision: It was **resolved** to approve the minutes of the Community Committee meeting held on 01 April 2025. (Proposed by Cllr Cochran)

215 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS:

The committee reviewed several planning applications submitted to the Mid Devon District Council. These included:

[25/00461/CAT | Notification of intention to dismantle 1 Ash tree; dismantle 1 Leyland to ground level; reduce the crown and height of 1 Magnolia by 1-2m; dismantle 1 tree \(T4\) to ground level; re-pollard 1 Larch tree; reduce the crown and height of 1 Norway Spruce by 3m; thin and reduce 1 Apple tree by 20%; prune upper branches of 1 Apple tree; dismantle 1 Ash tree to ground level and reduce 1 Savine Juniper to approximately 2.5m within the Conservation Area | Chantry Care Services 46 Dean Street Crediton Devon EX17 3EN](#)

Members noted that this application had already been decided. A member of the public raised several concerns advising that works proposed do not meet horticultural standards. The works would potentially do more harm than good have a negative impact aesthetically.

Decision: It was **agreed** to obtain advice from the arboriculture officer regarding the history of this application as well as some gaps in the application form.

[25/00401/FULL | Erection of building enclosure over area of existing Garden Centre | Mole Avon Country Stores Joseph Locke Way Crediton Devon EX17 3FD](#)

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

[25/00486/CAT | Notification of intention to fell 1 Conifer Tree within the Conservation Area | 6B Courtis Gardens Crediton Devon EX17 3BQ](#) (revised location address)

Decision: It was **resolved** to obtain advice from MDDC's Arboriculture Officer as to whether the removal of the tree is necessary. (Proposed by Cllr Harris)

[25/00432/LBC | Listed Building Consent for the installation of gas meter and associated pipe work | Flat 20 High Street Crediton Devon EX17 3AH](#)

Decision: It was **resolved** to recommend NO OBJECTION whilst also highlighting that in terms of forward thinking, electricity would be a better solution. (Proposed by Cllr Brookes-Hocking)

[24/01827/FULL | Change of use of part of first floor showroom to cafe, alterations to the buildings fenestrations, creation of roof terrace and eformation of new parking areas and access road following demolition of existing cutting shed buildings | Eakers DIY Marsh Lane Lords Meadow Industrial Estate Crediton Devon EX17 1ES](#)

Decision: It was **resolved** to recommend APPROVAL. (Proposed by Cllr Brookes-Hocking)
Members noted that secure bicycle parking would be a welcomed addition.

[25/00581/LBC | Listed Building Consent for the removal of gypsum plaster and replace with lath and plaster in attic room, replace foam insulation and plasterboard and replace with wood fibre insulation in ground floor reception, remove gypsum plaster to reception walls and replace with lime plaster, gypsum plaster to a sealed up former doorway and decoration, fitting of flood gate to front elevation entrance door, fitting of glass screen in front low and dangerous first floor staircase balustrade | Manor Office 6 North Street Crediton Devon EX17 2BT](#)

Decision: It was **resolved** to recommend APPROVAL. (Proposed by Cllr Fawssett)

Task: Submit planning comments to Mid Devon District Council and request further information/advice where necessary. @Emily Armitage

216 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS:

The committee noted the planning decisions made by Mid Devon District Council.

217 CREDITON URBAN TASKFORCE

The committee received a verbal update on the activities of the Crediton Urban Taskforce. Recent efforts included clearing debris left by the County Council at Jockey Hill and preparing for the next event on 17th May.

218 REDVERS RAMBLE LEAFLET

The committee reviewed the Redvers Ramble leaflet, which had been in circulation for several years. Suggestions for improvement included adding numbered tags to the map to correlate with the route descriptions, making it easier for users to follow.

Decision: It was **resolved** to update the leaflet with numbered tags. (Proposed by Cllr Huxtable)

Task: Update Redvers Ramble leaflet prior to printing @Emily Armitage

219 PEOPLES PARK

Councillor Fawssett provided a verbal update on Peoples Park. He reported on the success of the recent tree spotting walk, which had received positive feedback from participants. Advice received during the walk has been actioned, and the new cutting regime is now underway.

Approximately half of the park area has been left uncut to promote biodiversity, and this initiative has received positive comments from the community. Plans are also in place to install a prominent sign to attract more volunteers for park maintenance and activities.

220 BIODIVERSITY POLICY REVIEW

Councillor Fawssett proposed setting up a working group to review and update the council's biodiversity policy. The working group will focus on issues such as weed killing, planting, and integrating biodiversity considerations into planning applications. The group aims to draft a comprehensive policy that reflects current best practices and promotes sustainable development within the community.

Decision: It was **resolved** to set up a working group with terms of reference to be devised and approved at the June committee meeting. (Proposed by Cllr Fawssett)

Task: Devise terms of reference for the biodiversity working group @Emma Anderson

221 BARNFIELD ALLOTMENTS

221.1 WATER LEAK UPDATE

The Deputy Clerk provided a verbal update on the water leak investigation at the Barnfield allotment site. The source of the leak was identified and repaired for £500. After turning the water back on, one of the taps started leaking and was replaced at a cost of £95.

221.2 INVESTIGATE THE INSTALLATION OF A WATER TROUGH

The committee received a report on the feasibility of installing a water trough at the Barnfield allotment site. Members discussed the benefits of the water trough for allotment holders and agreed to proceed with the installation, subject to final approval of the proposed plan.

Decision: It was **resolved** to investigate the feasibility of installing a water trough on the newly vacant plot at Barnfield allotments. (Proposed by Cllr Huxtable)

Task: Investigate the feasibility and costs of installing a water trough at Barnfield allotments on the newly vacant plot. @Emily Armitage

Penni left the meeting at 19:27

222 CREDITON & HAMLETS WAR MEMORIAL

The committee received a verbal update on the request to engrave additional names on the War Memorial. The Royal British Legion (RBL) is still in the process of gathering names and has released a press statement seeking public input. The press release will be included in the town council's newsletter as well as the local newspaper and social media.

Task: Publicise Royal British Legion press release for War Memorial names @Emma Anderson
2025-06-03

223 NEWCOMBES MEADOW

The committee discussed a complaint sent to Mid Devon District Council (MDDC) regarding the condition of Newcombes Meadow.

Concerns included the maintenance of trees, hedges, and general upkeep of the park. Cllr Cochran advised members that he had received a response from MDDC confirming that the work had not been carried out by their team and further investigation was taking place. The member of public who made the complaint initially had still not received a response from Mid Devon District Council and the deadline for responding to a complaint had already passed.

The Deputy Clerk advised that the broken tree in the Jubilee Garden has been reported again to MDDC and this has been raised with a selection of other tree works due to be carried out.

Decision: The committee acknowledged the issues raised and it was **resolved** for Cllr Cochran to continue to follow this up with the District Council to ensure a timely response and resolution. (Proposed by Cllr Brookes-Hocking)

Task: Monitor responses from MDDC regarding maintenance issues in Newcombes Meadow and ensure updates are communicated to all parties. @Guy Cochran, Emma Anderson

Task: Contact MDDC again requesting a reply be sent to the member of the public as soon as possible. @Guy Cochran

224 LAND SOUTH OF BARNFIELD

Councillor Brookes-Hocking provided a verbal update regarding the Land South of Barnfield. The discussion focused on the potential development of the site, including challenges related to access. The consultant advised talking to the landowners, in terms of topographical challenges and bigger impacts. The developer working with the landowners has asked to see Crediton's vision.

A member of the public queried whether the feedback from the recent land use event would be collated and made available to view.

Decision: It was **agreed** that a summary of public comments from the recent event will be prepared for the June meeting.

Task: Prepare a summary of public feedback from the recent land use event for the June meeting. @Liz Brookes-Hocking 2025-06-03

225 UNION ROAD TOILET BLOCK SITE

The committee received a verbal update on the proposed regeneration of the Union Road toilet block site into the Park House. The architect's presentation highlighted the design and planning considerations, with input from the conservation officer. While there were some concerns, none were significant enough to halt the project. Three trees would be felled as part of the proposal. Within the proposal the War Memorial remains in situ, but discussions took place with MDDC's Conservation Officer who confirmed it could be possible delist and move the War Memorial which has the potential to free up additional space for disabled access.

A further meeting with stakeholders was held, mainly from the performance sector of the community and other interest groups, with their comments being taken on board and incorporated into the design. The committee expressed support for the regeneration efforts and looked forward to further updates at the June meeting.

226 DATE OF NEXT MEETING

The date of the next meeting will be Tuesday, 03 June 2025. Meeting closed at 20:14.

Signed

Dated.....



Minutes of the Oversight Committee held on Tuesday, May 13, 2025 at 19:00, in the Bungalow, 8 North Street, EX17 2BT.

Present: Cllrs Steve Huxtable, Giles Fawcett, Jim Cairney, Joyce Harris, Liz Brookes-Hocking, Natalia Letch and Rachel Backhouse

In Attendance: Four members of the public

Minute Taker: Rachel Avery, Town Clerk

MINUTES

243 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting at 19.04 and members introduced themselves.

244 PUBLIC QUESTION TIME

Members of the public raised the following items:

- Lack of agenda pack on website and inability to view OLS architect plans. The Town Clerk advised that the full pack was available to view, but would check accessibility
- Prolonged timeline for presenting the architect's plans, which was explained as due to prioritisation of other matters
- Lack of bus shelter outside the surgery at Newcombes and the lack of pressure on local authorities, which the Chair deemed outside the scope of the agenda.

245 APOLOGIES

There were no apologies.

246 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

246.1 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.

246.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no dispensation requests.

247 CLIMATE EMERGENCY

It was **noted** that decisions will be made with the climate emergency at the forefront of decision and policy making.

248 ORDER OF BUSINESS

There were no changes to the order of business.

249 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

250 OVERSIGHT COMMITTEE MINUTES

Decision: The minutes of the Oversight Committee meetings held on 25 March 2025 and 08 April 2025 were **approved** as correct records. (Proposed by Cllr Brookes-Hocking)

251 FINANCE**251.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 APRIL AND 30 APRIL 2025**

The transactions for the period between 01 April and 30 April 2025 were reviewed. A query was raised regarding an income entry in the CCLA account which was clarified as a journal correction due to an incorrect account selection.

Decision: It was **resolved** to approve transactions between 01 March and 31 March 2025. (Proposed by Cllr Harris)

251.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 30 APRIL 2025

Decision: It was **resolved** to approve the bank reconciliation to 30 April 2025 (Proposed by Cllr Harris)

251.3 TO NOTE BANK ACCOUNT BALANCES TO 30 APRIL 2025

The bank account balances as of 30 April 2025 were **noted**.

251.4 TO NOTE YEAR TO DATE SPEND

The year-to-date spend was reviewed. A query was raised about a negative number in the budget (photocopying/printer) which was identified as a possible legacy number from the previous financial year. The Town Clerk agreed to check and correct the discrepancy. It was also suggested to improve the readability of the spreadsheet by duplicating the expenditure categories at both ends of the document.

The year-to-date spend up to 31 March 2025 was **noted**.

252 EAR MARKED RESERVES**252.1 TO RECEIVE THE EAR MARKED RESERVES REPORT**

The earmarked reserves report was received and **noted**.

252.2 TO APPROVE SPENDING £439.95 FROM PREMISES EMR (328) ON WATER CHARGES FOR THE BUNGALOW

The Chair explained the need to approve spending £439.95 from Premises EMR for water charges due to a billing issue where the bungalow was charged commercial rates instead of residential rates. Members agreed to approve the payment and pursue a complaint.

Decision: It was **resolved** approved spending £439.95 from Premises EMR (328) on water charges for the Bungalow. (Proposed by Cllr Huxtable)

252.3 TO APPROVE AN ADDITION OF £340 TO THE FOOD FESTIVAL EMR (369)

The Chair explained that the bank account for the Food Festival had been closed, and £340.00 had been transferred to the council, which needed to be added to the Food Festival EMR.

Decision: It was resolved to **approve** the addition of £340.00 to the Food Festival EMR (369). (Proposed by Cllr Harris)

252.4 TO APPROVE THE USE OF THE FOLLOWING EARMARKED FOR BOTH WITHDRAWALS AND ADDITIONS WITHOUT PRIOR APPROVAL FROM THE OVERSIGHT COMMITTEE

The Chair read the list of earmarked reserves that could be used for withdrawals and additions without prior approval from the Oversight Committee as follows:

EMR 349: St Boniface/Devon Day

EMR 369: Food Festival

EMR 370: VE DAY

EMR 365: Youth PCC Grant

EMR 366: Youth Underspend 2024/25

EMR 373: Youth Subs 2024/25

Decision: It was **resolved** to approve the use of specific earmarked reserves, as listed above, for withdrawals and additions without prior approval from the Oversight Committee. (Proposed by Cllr Brookes-Hocking)

253 BANK SIGNATORY REVIEW

253.1 TO RECEIVE THE BANK SIGNATORIES REPORT

The bank signatories report was received and **noted**.

253.2 TO APPROVE THE REMOVAL OF FRANK LETCH FROM THE CO-OP AND NATIONWIDE ACCOUNTS

Decision: It was **resolved** to approve the removal of Frank Letch from the Co-op and Nationwide accounts. (Proposed by Cllr Huxtable)

253.3 TO APPOINT ONE ADDITIONAL SIGNATORY TO THE CCLA ACCOUNT

Decision: It was **resolved** to appoint Cllrs Cochran and Huxtable as additional signatories to the CCLA account. (Proposed by Cllr Huxtable)

254 AUDIT 2024/25

254.1 INTERIM AUDIT 2024/25

The Town Clerk provided a detailed verbal update on the actions raised in the Interim Audit. A copy of the report had been made available in the meeting pack.

254.2 END OF YEAR AUDIT 2024/25

The Town Clerk provided an update on the End of Year Audit report and reviewed actions raised. A copy of the report had been made available in the meeting pack. She and the Deputy Town Clerk would work through the actions and provide an update at a future meeting.

255 ASSET TRANSFER WORKING GROUP

Cllr Huxtable provided a verbal update from the Asset Transfer Working Group. The group had reviewed all assets owned by Mid Devon District Council and had requested costings for income and expenditure. Once the costings were received, the council would

be better positioned to decide on potential asset transfers. The discussion included considerations about the financial implications and the importance of community assets like parks and public open space. Members discussed the broader context of local government reorganisation and the potential impact on town and parish councils generally.

256 MANOR OFFICE

The Town Clerk provided a verbal update regarding the move to new premises. She confirmed that the amended planning application would be resubmitted to Mid Devon District Council, with good prospects for approval based on the changes made. She assured the members that detailed plans would be ready in June.

257 OLD LANDSCORE SCHOOL

The updated plans for Old Landscore School were reviewed, and the Chair confirmed their availability in the agenda pack on the Council website.

Cllr Brookes-Hocking made the following comments were made regarding the updated plans:

- Lack of low-level WC
- Lack of pram store
- Confirmation required that baby changing can be housed in accessible WC.

It was noted that the plans would be presented at the Annual Town Meeting on Tuesday 17 June.

It was noted that the business plan would be updated to reflect the updated needs of the community and use of the building.

A member of the public asked if there was a preferred tenant, to which both the Chair and Town Clerk advised that there was not.

258 DATE OF NEXT MEETING

The Chair noted that the date of the next meeting would be Tuesday, 10 June 2025. This item was acknowledged without further discussion.

259 PART II

Decision: It was **resolved** to approve the exclusion of the public and press were from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (Proposed by Cllr Huxtable)

260 EVENTS AND TOWN CENTRE OFFICER

The Chair received a verbal update on the recruitment of the Events and Town Centre Officer.

261 REPORTS PACK

Signed

Dated.....



Credition Town Council – Terms of Reference

HR Committee

- The committee will meet in July, October, January and April of each year.
- Additional meetings will be arranged as required.
- The committee will comprise 5 Members.
- The quorum of the sub-committee shall be 3 Members.
- The committee will undertake the following role and functions:
 - To take responsibility for general staffing matters (e.g. health and safety matters, implementing policies etc.)
 - To investigate complaints about council employees if referred
 - To handle all recruitment matters, except for the formal appointment of the Town Clerk which is a matter for Full Council, following recommendation by the HR Committee)
 - To consider all matters concerning the council's employees including to issue, vary and terminate employment contracts
 - The committee shall be empowered to take decisions and such action as is seen fit to deal with any unforeseen personnel matters which may arise from time to time, including the council's Employer's Duty of Care and Councillor Conduct
 - To undertake the line management responsibility of the Town Clerk as the most senior officer of the council
 - To carry out the Town Clerk's appraisals, appointing two members from the committee
 - To handle any informal or formal grievance and initiating any informal or formal disciplinary action in the first instance
 - To oversee the training requirements of council staff and councillors.

Appeals Sub-Committee

- The sub-committee will meet as required, to consider appeals.
- The sub-committee will comprise 3 Members.
- The quorum of the sub-committee shall be 3 Members, who have not dealt with any aspect of the matter and are not members of the HR Committee.
- The committee will undertake the following role and functions:
 - To hold appeal hearings under any of the Council's personnel policies
 - determine whether any appeal made by a member of staff under any of the Council's personnel policies are valid
 - To determine any appeals under the Council's Complaints Procedure which is delegated to it
 - To approve redress of up to £500.00.

Grants Committee

- The committee will comprise 5 Members.
- The quorum of the committee shall be 3 Members.
- The committee will report directly to Full Council and will undertake the following role and functions:
 - To review the council's Grants Policy and make recommendations for any amendments to Full Council
 - To consider grant applications over £700.00 and make recommendations to the Full Council, in accordance with policy
 - The committee will meet twice per year
 - Additional meetings will be arranged as required.

Crediton Youth Service Delivery Committee

- The committee will comprise 5 members and will be attended by the Town Clerk and/or the Lead Youth Worker
- The quorum of the committee shall be 3 Members.
- The committee will report directly to Full Council and will undertake the following role and functions:
 - To review and recommend the aims and objectives of the youth service
 - To agree and recommend a set of 'values' for the youth service
 - To review the service delivery
 - To consider long term aspirations
 - To investigate other operating models, such as a Community Interest Company.

Emergency Committee

- The committee will comprise 4 members.
- The quorum of the committee shall be 2 members.
- The committee shall undertake the following roles and functions:
 - This committee will only meet in times of sudden local or national disaster or emergency, and then shall act with the full powers of the council.



Scheme of Delegation

1. Principles of Delegation

- 1.1 Section 101 of the Local Government Act 1972 provides:
- that a council may delegate its powers (except those incapable of delegation) to a committee or an officer
 - a committee may delegate its powers to an officer
 - the delegating body may exercise Powers that have been delegated.
- 1.2 Any delegation to a Committee or the Proper Officer¹ shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
- 1.3 The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
- 1.4 Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial, and other specialist advice before action is taken.

2. Council Functions

- 2.1 The matters listed below are the responsibility of Full Council:
- a) Adopting and changing the council's Standing Orders, Financial Regulations and Powers and Duties of Committees
 - (b) Approving, adopting, or making material changes to the council's policy framework
 - (c) Approving the council's budget and the level of its precept levied on Mid Devon District Council
 - (d) Authorising borrowings
 - (e) Authorising the incurring of expenditure not provided for within the approved Budget or otherwise permitted under the council's Financial Regulations
 - (f) Appointing council representatives to outside bodies
 - (g) Confirming the appointment of the Town Clerk
 - (h) Making, amending, revoking, re-enacting, or adopting byelaws and promoting or opposing the making of local legislation
 - (i) All other matters which must, by law, be reserved to the full council.

¹ Wherever the Proper Officer (the clerk) is referred to in this document it shall be understood that the ~~Deputy Assistant~~ Clerk can deputise for the Clerk both in the absence of the Proper Officer (the [Town Clerk](#)) and to enable the efficient and effective running of the council.

Audit	Responsibility for maintaining a continuous internal audit system	Full Council
	Receiving and considering reports on internal audit and monitoring the implementation of approved action plans	Full Council
	Receiving and considering reports of the Council's Internal and External Auditors and monitoring the implementation of approved action plans	Full Council
Budgetary Control	Recommending the annual Budget and resolutions for level of precept	Full Council
	Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approved budget of a committee (see para 2.1)	Full Council
Byelaws and local legislation	Recommending the making or adoption of byelaws	Full Council
	Recommending the sponsoring of local legislation	Full Council
	Enforcing byelaws including instituting legal proceedings	Full Council
Capital Expenditure	Recommending capital works and resourcing their implementation	Full Council
Car Parking	Commenting on all matters relating to the management of public car parks in the town	Full Council
Cemeteries	Commenting on all matters relating to the management of burial functions and responsibilities	Full Council
Legal Proceedings	To engage legal advisors and barristers as required	Full Council
	To institute, defend or settle any judicial or quasi-judicial proceedings	Full Council
Street Naming	To name new streets	Full Council

3. Delegation to Committees

3.1 The matters listed below are ~~the responsibility of Full Council, or otherwise~~ delegated to the council's committees, sub-committees, or working groups. They must be exercised in accordance with the law, the council's Standing Orders and Financial Regulations and approved policy framework, ~~and may only be exercised where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned.~~

3.2 Where a sub-committee or working group in lieu of exercising its delegation refers a matter to its parent committee the delegation is exercisable by ~~Full Council~~ the committee.

Nevertheless, the committee may decide not to exercise this delegated power and may instead make a recommendation to the council.

Service Area	Function	Committee
Agency Agreements	Recommending agency agreements and joint working practices	Full Council Oversight
Allotments	See Land Management	
Arts	Managing the Council's arts-related activities including direct promotions and liaison with other providers	Full Council Planning & Town Strategy
Budgetary Control	Managing budgetary control matters within the approved budget of a committee (see para 2.1)	Full Council All committees
Civic Events	Organising Civic Events	Full Council Oversight
Christmas Events	Co-ordinating and facilitating Christmas in Crediton Events	Town Clerk – <u>move to delegation to Officers</u>
Committee and Member Support	Recommending the annual calendar of meetings	Full Council
	Recommending changes to Standing Orders, Financial Regulations and Powers and Duties of Committees	Oversight
	Managing all committee and member functions	Full Council Oversight
Community Support	Managing community support activities including provision and maintenance of facilities, liaison with other bodies and cultural support	Full Council Planning & Town Strategy
Complaints	Monitoring the complaints procedure	Full Council Oversight

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Constitution	See Committee and Member Support	
Conservation	Commenting on proposals for the creation or modification of conservation areas	Full Council Planning & Town Strategy
Culture	See Arts	
Development Control	Commenting on planning applications referred to the Council for comment	Full Council Planning & Town Strategy
Electoral Matters	Initiating requests for boundary reviews and commenting during such reviews	Full Council Oversight
Entertainments	See Arts	
Environment	See Heritage	
External Consultation and Representation	Commenting on consultation documents from other bodies	Full Council Planning & Town Strategy
Financial Matters	Managing the Council's financial affairs	Full Council Oversight
Floral Display	To co-ordinate the provision of floral displays within Crediton	Town Clerk – move to delegation of officers
Grants	Award of general revenue grants to local organisations and groups	Grants Sub -Committee
	Award of cultural activities grants	Grants Sub -Committee
Heritage	Dealing with general matters affecting the historic environment and heritage of Crediton Town	Full Council Planning & Town Strategy
Highways	Commenting on proposals for highways maintenance and repairs and associated matters	Full Council Planning & Town Strategy
	Commenting on highway policies	Full Council Planning & Town Strategy
Insurance	Arranging and maintaining insurance cover in respect of the Council's assets and activities against a wide range of risks	Full Council Oversight
Land Management	Managing and maintaining Council's Buildings	Full Council Planning & Town Strategy
	Maintaining the Council's various areas of amenity land, play areas,	Full Council Community & Environment

	recreation grounds and open spaces including setting hire charges	Full Council <u>Planning & Town Strategy</u>
	Managing, maintaining, and monitoring demand and availability of allotment gardens	Town Clerk – <u>move to officer delegation</u>
Planning Policy	Commenting on proposed revisions of the Mid Devon District Local Plan and other service-specific long-term planning documents	Full Council <u>Planning & Town Strategy</u>
Play Areas	See Land Management	
Policy Issues	Recommending and reviewing Town Council policies	Full Council <u>Oversight</u>
	Assisting in the development of new policies or changes in policy	Full Council <u>Oversight</u>
	Commenting on strategic policy documents and consultation papers issued by the Government and other bodies	Full Council <u>Planning & Town Strategy</u>
Public Lighting	Commenting on matters affecting public lighting provision or maintenance in the town	Full Council <u>Planning & Town Strategy</u>
Public Toilets	Commenting on matters affecting public toilet provision in the town	Full Council <u>Planning & Town Strategy</u>
Public Transport	Making observations on matters affecting public transport in and around the town	Full Council <u>Planning & Town Strategy</u>
Publicity	Managing the Council's public relations activities and the content and circulation of the quarterly newsletter	Oversight – <u>move to delegation of officers</u>
Public Footpaths	Making observations on matters affecting public footpaths in and around the town	Full Council <u>Parish Paths Sub-Committee</u>
Rights of Way	See Public Footpaths	
Risk Management	Managing the Council's risk management practices and procedures	Oversight <u>Full Council</u>
Sports Grounds	See Land Management	
Staffing	Recommending changes to the Council's approved staffing establishment	<u>HR Oversight</u>
	Reviewing and monitoring the Council's employment arrangements	<u>HR Oversight</u>

Standing Orders	See Committee and Member Support	
Street Lighting	See Public Lighting	
Town Clerk and Proper Officer	Recommending the appointment of the Town Clerk and Proper Officer	HROversight
Traffic Issues	Making observations on matters affecting traffic management proposals in and around the town	Full Council Town Strategy & Planning
Trees	Managing tree planting schemes	Full Council Town Strategy & Planning
	Making observations on proposals to introduce new tree preservation orders or allow works to trees covered by existing tree preservation orders or within conservation areas	Full Council Town Strategy & Planning
Twinning	Making arrangements for twinning visits and activities including liaison with twinning societies	Full Council Oversight

Any new delegated authority to officers will be added to section 4

4. Scheme of Delegation to Officers

- 4.1 The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require a written record to be kept of certain decisions made by an officer of a parish council acting under delegated powers. The decisions are those:
- made under a 'specific express authorisation'
 - made under a general authorisation where the effect of the decision is to; i) grant a permission or licence, ii) affect the rights of an individual
 - award a contract or incur expenditure which, in either case, significantly affects the financial position of the Town Council.
- 4.2 The following table, whilst not comprehensive, seeks to clarify responsibility in respect of at least some of these matters. Needless to say, the delegations are subject to them being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provision exists or is otherwise authorised in accordance with Financial Regulations.

Service Area	Function	Officer
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Audit	To maintain a continuous internal audit	Town Clerk
Communications	To deal with all press and public relations on behalf of the Council	Town Clerk
Documents	To sign documents on behalf of the Council	Town Clerk
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections	Town Clerk
Emergency Planning	To lead the Council's response in the case of a major emergency in consultation with and/or under the direction of the Emergency Planning Officers at Mid Devon District Council	Town Clerk
Finance	To administer the Council's bank balances	Town Clerk
	To maintain adequate insurance cover for the Council's activities and property	Town Clerk
	To act as Responsible Financial Officer for the purposes of the Accounts and Audit Regulations in place at the time	Town Clerk
	To authorise the payment of accounts	Town Clerk
	To write-off outstanding debts in accordance with Financial Regulations	Town Clerk
	Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget	Town Clerk
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme	Town Clerk
Information and Communication Technology	To be responsible for the provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved Budget	Town Clerk
Land and Property	To purchase necessary goods and Supplies	Town Clerk

	To maintain the Council's offices and Property	Town Clerk
	To deal with day to day matters in relation to the allotments functions, including the implementation of allotment terms, conditions and rules, allocation of allotment tenancies, issuing of non-cultivation notices and notices to quit.	Town Clerk
	To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible	Town Clerk
	To devise planting schemes for the various open areas for which the Council is responsible	Town Clerk
	To ensure that trees for which the Council is responsible are maintained in a safe condition in accordance with good arboricultural practice	Town Clerk
Lettings	To authorise casual lettings of the Council's various properties subject to payment in accordance with the approved scale of charges where appropriate	Town Clerk
Meetings	Arrange and call meetings of the Council, its Committees and Sub-Committees	Town Clerk
	Carry out and implement any Council, Committee or Sub-Committee decision	Town Clerk
Members Support	To deal with requests from Members	Town Clerk
Motor Vehicles and Plant	To maintain, repair and renew the Council's motor vehicles, plant and equipment	Town Clerk
Proper Officer	To act as Proper Officer for the purposes set out in Standing Order 15 and for all other purposes prescribed by law	Town Clerk

Staffing	Management of all employees, including the authority to take disciplinary action, excluding termination of employment under agreed procedures	Town Clerk
	To implement national pay awards and conditions of service	Town Clerk
	Within the approved budget and in accordance with Standing Orders to administer the staffing establishment and the national agreement on pay and conditions of service	Town Clerk
	To engage temporary or seasonal workers and determine their wages and conditions of service	Town Clerk

5. Urgent Matters

5.1 Matters of urgency, as determined by the Proper Officer (or in his/her absence another Officer) shall be delegated to the relevant officer in consultation with the Chair and Vice-Chair of the appropriate committee subject to a report being made to the next meeting of the appropriate committee.

5.2 Subject to urgent items, the following matters shall be referred to the relevant committee or council, where appropriate.

Any matter which:

- (a) requires a new policy; or
- (b) requires an alteration to an existing policy (other than a minor amendment); or
- (c) would be contrary to the policy framework; or
- (d) involves expenditure or a reduction in income, for which there is no sufficient budgetary provision;
- (e) is an issue of principle as determined by the council; or
- (f) in the opinion of the Proper Officer, cannot in law or in accordance with the standing orders be decided by an Officer; or
- (g) upon which a committee has requested a report; or
- (h) a member has requested an item to be put on an agenda under Standing Orders; or
- (i) in the opinion of the officer concerned, should be determined by a committee.

MAY		
20	Annual Meeting of the Town Council	19.30
JUNE		
03	Full Council (planning)	19.00
10	Youth	18.20
15 (Weds)	Full Council (finance)	19.30
JULY		
01	Full Council (planning)	19.00
15	Full Council (finance)	19.30
AUGUST RECESS		
SEPTEMBER		
02	Full Council (planning)	19.00
16	Full Council (finance)	19.30
OCTOBER		
07	Full Council (planning)	19.00
21	Full Council (finance)	19.30
NOVEMBER		
04	Full Council (planning)	19.00
18	Full Council (finance)	19.30
25	Grants	13.00
DECEMBER		
02	Full Council (planning)	19.00
16	Full Council (finance)	19.30
FESTIVE BREAK		

JANUARY 2026		
06	Full Council (planning)	19.00
20	Full Council (finance)	19.30
FEBRUARY		
03	Full Council (planning)	19.00
17	Full Council (finance)	19.30
MARCH		
03	Full Council (planning)	19.00
17	Full Council (finance)	19.30
APRIL		
07	Full Council (planning)	19.00
21	Full Council (finance)	19.30
MAY		
05	Full Council (planning)	19.00
19	Annual Meeting of the Town Council (new council year)	19.30

***Please refer to individual agenda for meeting venue.**



CREDITON TOWN COUNCIL
Crediton Town Council
8A North Street
Crediton
EX17 2BT

**Planning Services
Development Management**
Phoenix House
Phoenix Lane
Tiverton
Devon
EX16 6PP

Contact: Miss Helen Govier
Principal Planning Officer
01884 234314

e-mail: hgovier@middevon.gov.uk

Date: 9th May 2025

My Ref: 25/00548/FULL

Dear Sir/Madam

Proposal: Demolition and erection of 1 dwelling
Location: The Cott Stanbury Court Crediton

INFORMATION ONLY

Please note that the description for the above application has been amended and I am writing to you as a previous consultee to advise you that the plans and other details are available for inspection via our public access service <http://planning.middevon.gov.uk/online-applications/> by entering reference number 25/00548/FULL

Planning applications may be determined under delegated powers and would in this instance not be determined by the Planning Committee.

Yours faithfully

Registration Team

Requests for alternative formats will be considered on an individual basis
Please telephone 01884 255255 or email customerfirst@middevon.gov.uk

To contact your local Councillor, his/her name and address can be obtained by visiting our website or telephoning Customer First on 01884 255255



Defibrillator Renewal Package

Report by: Deputy Clerk
To: Full Council
Date: For consideration on 3 June 2025

1. Purpose

To consider renewing the 4-year agreement with South Western Ambulance Service Trust (SWAST) for the defibrillator located on Pippins Pre-School, Market Street.

2. Background

- 2.1. Crediton Town Council (CTC) installed the defibrillator in 2017 under an agreement with SWAST.
- 2.2. Under the four-year agreement, SWAST provides a fully supported package:
“Loan a defibrillator to you and provide all the support to maintain it including electrodes and batteries, through expiry or use; storage equipment; an annual awareness course within the community or work based site on Basic Life Support and defibrillation; a debriefing service should the device be used and we would also list the device on our 999 computer aided dispatch system to ensure any caller in the local vicinity of the defibrillator is made aware of it should they need it.”
- 2.3. The current agreement is due to expire on 21 June 2025

3. Proposals

- 3.1. To enter into a new four-year agreement with SWAST

4. Financial Implications

- 4.1 Renewal cost: £1,800 + VAT
- 4.2 The defibrillator does not have an earmarked budget; therefore, the funds would need to be taken from General Reserves.

5. Conclusion

- 5.1 The defibrillator has been used several times since installation. Immediate access to a defibrillator can significantly improve outcomes for cardiac arrest victims.



St Lawrence Green Telephone Box Report

Report by: Deputy Clerk
To: Full Council
Date: For consideration on 03 June 2025

1. Purpose

- 1.1 This report sets out the proposal to adopt the St Lawrence Green telephone box.

2. Background

- 2.1. At the Community Committee meeting held on 4 March 2025, the following planning application was considered:
25/00185/RPPS: Removal of public payphone service. K6 Telephone Kiosk at NGR 282770 100389 High Street Crediton Devon.
- 2.2. At the meeting it was resolved to adopt the telephone box at a cost of £1, as detailed in the planning application documents.
- 2.3. An enquiry was made to BT and the necessary agreement is attached as Appendix One.

3. Proposals

- 3.1 To adopt the St Lawrence Green telephone box under the terms and conditions set out in Appendix One.

4. Financial Implications

- 4.1 The cost to adopt the telephone box is £1.
- 4.2 There would be ongoing costs in relation to the general maintenance and upkeep i.e. painting the exterior.

5. Conclusion

- 5.1. Telephone boxes are often repurposed in creative ways and by adopting it, the Town Council could explore how to make the most of a potential community asset.

AGREEMENT FOR THE SALE AND PURCHASE OF TELEPHONE KIOSK(S) TO A LOCAL AUTHORITY IN ENGLAND OR WALES

This agreement is made this day of 20

Background

The Buyer wishes to buy the Goods from the Seller and the Seller has agreed to sell the Goods to the Buyer upon the terms and conditions set out in this agreement.

1 Definitions

In this agreement, unless the context requires otherwise:

'the Purpose' means []

'Buyer' means **Crediton Town Council**

'Conditions' means the terms and conditions of sale set out in this agreement.

'Decommissioning' means (i) the disconnection of the Goods from the Seller's telecommunications network and (ii) the removal of the payphone, ancillary equipment and wiring from within the kiosk. 'Decommission', 'Decommissioning' and 'Decommissioned' shall be construed accordingly.

'Goods' means the telephone kiosk or kiosks as more fully described in the schedule to this agreement, which the Buyer agrees to buy from the Seller but excluding any telephony and ancillary apparatus.

'IP Rights' means all intellectual property rights in any part of the world, including but not limited to patents, copyright, design rights, trade marks, database rights, registered design rights and community design rights and shall include pending applications for any intellectual property rights.

'Notice to Complete' means a notice in writing by the Seller to the Buyer stating that in the Seller's reasonable opinion the Goods have been satisfactorily Decommissioned and are ready for delivery to the Buyer.

"Ofcom"	means the regulatory body whose duties are set out in the Communications Act 2003 and includes any replacement body or entity under equivalent or replacement legislation.
"Planning Acts"	means any relevant planning legislation in force at the date of this agreement, including the Town and Country Planning Act 1990, the Planning (Listed Buildings and Conservation Areas) Act 1990 and the Town and Country Planning (General Permitted Development) Order (England) 2015 (and similar regulations in other regions), and any statutory replacement or modification of any of them.
'Price'	means the price for the Goods excluding any carriage, packing and insurance.
'Seller'	means British Telecommunications plc (company registration number 1800000 whose registered office is at One Braham, Braham Street, London, E1 8EE).
'Universal Service Obligation'	means the obligations imposed upon BT by Ofcom in accordance with the EU Universal Services Directive.

2 Conditions applicable

- 2.1 These Conditions shall apply to this agreement to the exclusion of all other terms and conditions.
- 2.2 Any order for Goods shall be deemed to be an offer by the Buyer to purchase Goods pursuant to these Conditions.
- 2.3 Any variation to these Conditions (including any special terms and conditions agreed between the parties) shall be inapplicable unless agreed in writing by the Seller.
- 2.4 Where appropriate this agreement is entered into following written confirmation from the Buyer that an application for planning consent has been submitted for the Purpose.

3 Agreement, price and payment

- 3.1 The Seller shall sell to the Buyer the Goods and the Buyer shall purchase the Goods.
- 3.2 The Price shall be ONE POUND (£1.00) inclusive of VAT which shall be payable on the date of this agreement.
- 3.3 The Seller agrees that following the date of this agreement it shall Decommission the Goods.
- 3.4 The Seller shall be under no obligation to the Buyer to re-site, re-position, restore or repair the Goods. The Buyer acknowledges that it purchases the Goods in no better condition than they are at today's date, or than described in the schedule hereto.

- 3.5 For the avoidance of doubt the Seller is not selling the land beneath the Kiosk or any interest in it, nor shall the Buyer acquire that land or any interest in it under this agreement.

4. Decommissioning, delivery and acceptance

- 4.1 The Seller shall serve the Notice to Complete on the Buyer on or before the completion of the Decommissioning works in respect of the Goods
- 4.2 Delivery of the Goods shall be deemed to have taken place five working days after the day upon which the Seller sends the Notice to Complete to the Buyer. No further intimation is required.
- 4.3 The Buyer shall make all necessary arrangements to take delivery of the Goods following receipt of the Notice to Complete.
- 4.4 The Buyer shall be deemed to have accepted the Goods upon delivery.
- 4.5 After acceptance the Buyer shall not be entitled to reject the Goods due to their physical condition or due to any financial or statutory obligations (whether foreseen or not) imposed upon the Buyer as a result of this agreement or otherwise related to the Goods.
- 4.6 The Seller shall not be liable to the Buyer for late delivery of the Goods.

5 Post acceptance obligations

- 5.1 The Buyer shall own the Goods following acceptance and shall be responsible for all maintenance and repair of the Goods, which it shall do in accordance with:
- 5.1.1 Any industry or statutory guidelines and regulations relevant to the Goods in circulation or in force from time to time.
- 5.1.2 Any requirements, directions, rules or recommendations of Ofcom.
- 5.1.3 The Planning Acts.
- 5.1.4 Any planning consents relating to the Goods so far as they remain applicable.
- 5.1.5 Where the Buyer is a Registered Charity or Charitable Organisation, the Seller retains the right to re-claim ownership of the Goods if the Buyer loses its charitable status.
- 5.1.6 If planning for the Purpose is not granted within 12 months of the date of this agreement, the Buyer and Seller shall agree an extension of time of no more than 12 months to enable the Buyer to prepare and submit an appeal to the Department of Environment. In the event that the planning approval is not granted following submission of an appeal, or the expiry of time allowed to make an appeal without an appeal being made, then the Buyer shall at its own cost and expense:

- (i) In the case of listed Goods:

- a. Clean, lock and maintain the goods in accordance with the requirements of this paragraph 5; or
- b. Apply to de-list the Goods

- (ii) In the case of non-listed Goods arrange for permanent removal of them at their own cost

5.2 The Buyer acknowledges that the Goods may have been painted with paint containing lead and accepts the health and safety risks which may be associated with its removal or maintenance. The Buyer also acknowledges that leaden paint may require specific maintenance procedures.

5.3 (a) Without affecting clause 6.3, the Buyer acknowledges that the kiosk may have a Class I light fitting and fuse spur(s) which do not meet current IP (ingress protection) rating requirements of BS7671 regulations for exterior electrical fittings. The Buyer accepts any health and safety risk with their ongoing use. The Buyer waives any claim against the Seller in respect of such matters. The Buyer also acknowledges that an upgrade to the light fitting and fuse spur(s) may be required which will be the sole responsibility of the Buyer. The Buyer may want to obtain an assessment from a qualified electrician.

(b) The Buyer agrees that the Goods are not intended to be used in any way by any person in the course of or in relation to their work. However, it agrees that, should a person at work do anything in relation to the Goods, it will take steps sufficient to ensure, so far as is reasonably practicable, that the Goods will be safe and without risks to health at all such times when it is being set, used, cleaned or maintained or otherwise interacted with by a person at work. In particular, the Buyer will ensure:

- (i) that the light is upgraded to a luminaire meeting Class 2 with IP rating of IP54 (or better).
- (ii) that the electrical supply housing is upgraded by replacing the spur units with IP66 type (or better).

The Buyer will employ an NICEIC registered electrician to review the installation, for the use it intends for the adopted kiosk, and carry out any required works in accordance with the then applicable regulations and standards.

The Buyer shall employ an NICEIC registered electrician to review the Goods for the use the Buyer intends, and for any required works. In addition, the Buyer will employ an NICEIC registered electrician for regular inspection and testing.

5.4 The Buyer shall indemnify the Seller in respect of any loss or damage it suffers in respect of any act or omission on the part of the Buyer or persons or entities authorised by it under or in relation to the

matters referred to in sub-paragraphs 5.1, 5.2 and 5.3 or in respect of any claim by a third party in respect of such matters.

5.5(i) The Seller shall be under no obligation to the Buyer to maintain, repaint, repair or manage the Goods nor shall it be under any obligation to the Buyer to maintain or provide Call Box Services (as defined in the Universal Service Obligations) or telephony services from the Goods ~~SAVE~~ that where the Buyer has requested the Seller, and the Seller has agreed, to supply electricity, ~~then~~ the Seller shall supply that electricity (at the Seller's cost) to the REC (regional electricity company) fusebox sufficient for the operation of an 8 watt lightbulb or similar. The Seller may ~~discontinue~~ to provide that supply (and payment) of electricity at any time by giving the Buyer notice in writing.

5.5(ii) The Buyer is not permitted to connect any equipment to the power supply provided by the Seller without first obtaining the Seller's written agreement.

5.5(iii) If written permission is given by the Seller to the Buyer, in accordance with paragraph 5.5(ii) to connect defibrillator equipment to the electricity supply, the equipment, ~~must~~ meet all appropriate safety standards as amended from time to time including, but not limited to, the requirements as set out at paragraph (a)-(d) below.

The Defibrillator Cabinet must be:

- (a) Class 2 IP rating 54;
- (b) Compliant to BS7671-416/417 in its construction;
- (c) Manufactured by a ISO 9001/2 certified manufacturer;
- (d) Protected by an RCD

5.5(iv) The Seller does not actively monitor the electricity supply to the Goods. Responsibility for ensuring a continuous electricity supply required to power any equipment installed within the Goods remains with the Buyer at all times.

5.5(v) The Buyer shall remain, at all times, responsible for the monitoring, maintenance and repair of any equipment installed within the Goods.

5.5(vi) The Buyer indemnifies the Seller in respect of all damages or losses which the Seller may incur, or any third party claims received by the Seller as a result of any breach by the Buyer of its obligations as set out in this paragraph 5.

5.6 From acceptance of the Goods the Buyer shall:

- 5.6.1 At all times display a sign in or on the Goods (clearly visible to anyone viewing or inspecting the Goods) that the Goods are the responsibility of the Buyer, do not contain a Seller payphone and are not connected to the Seller's electronic communications network.
 - 5.6.2 Take reasonable steps to inform the local public in the region or city in which the goods are situated that the payphone, ancillary equipment and wiring has been removed and that the Goods are the responsibility of the Buyer.
 - 5.6.3 Apply to the relevant authority or authorities for all necessary consents, licences, waivers, restrictions or determinations (if any) required for the Goods (including but not limited to consents granted under the Planning Acts and consents and licences under the Communications Act 2003 and any statutory replacement or modification thereof) and shall fully and without delay comply with any conditions or recommendations imposed by them made in respect of the Goods.
 - 5.6.4 Not sell, lease or license the Goods to a competitor to the Seller nor permit a competitor to install electronic communications apparatus (as defined in the Electronic Communications Code, in Schedule 3A of the Communications Act 2003 as amended from time to time) within the Goods and itself (as the Buyer) shall not install, provide or operate any form of electronic communications apparatus within the Goods.
 - 5.6.5 Release the Seller, insofar as it can do, from any obligation under the Town and Country Planning (Permitted Development) Order 1995 in respect of the Goods.
 - 5.6.6 Notify the emergency services that the Goods are no longer owned or maintained by the Seller and are now the property and responsibility of the Buyer.
 - 5.6.7 Indemnify the Seller in respect of any damages or losses which the Seller may incur as a result of any breach of the Buyer's obligations in this sub-paragraph 5.6 and in respect of any obligations imposed upon the Buyer under the Highways Act 1980 and the New Roads and Street Works Act 1991 in respect of the Goods.
- 5.7 The Buyer waives any rights it may have against the Seller in respect of the Goods under the Communications Act 2003.
- 5.8 The Seller reserves the right and the Buyer grants such right, at any time from the date of acceptance of the Goods by the Buyer, to enter into or onto the Goods and any neighbouring land of the Buyer (but only to the extent necessary) to undertake works or to procure the undertaking of works to disconnect or cap-off the electricity supply to the Goods described above in paragraph 5.54, at the cost of the Seller and making good any damage caused to the Goods and the Buyer's neighbouring land as aforesaid to the reasonable satisfaction of the Buyer.

- 5.9 Not connect any equipment to the electricity supply referred to in Clause 5.54 without the express written agreement of the Seller.

6 Warranties and liability

- 6.1 All warranties, conditions or terms relating to fitness for purpose, quality or condition of the Goods, whether express or implied by statute or common law or otherwise are excluded to the fullest extent permitted by law.
- 6.2 The Buyer acknowledges that the Seller is not in the business of selling the Goods and the Buyer will assume full responsibility to ensure compliance with any English Heritage requirements from the date of transfer of the goods.
- 6.3 The Seller makes no representations to the Buyer as to the Goods' quality, state of repair, safety, performance and fitness for purpose nor as to any apparent or latent defects. The Buyer shall take the Goods subject to any such defects and dilapidations (if any).
- 6.4 The Buyer agrees to the Decommissioning and, insofar as it is able, relieves the Seller of its obligations under Ofcom's Universal Services Obligations in respect of the Goods. The Buyer agrees not to object to Ofcom or any tier of local government to the Decommissioning of the Goods.
- 6.5 The Seller may supply the Buyer with a kiosk maintenance manual or other documents. Any recommendations or guidance therein shall not form warranties nor obligations of any nature upon the Seller.

7 Title and risk

- 7.1 Title shall pass on delivery of the Goods.
- 7.2 Risk shall pass on delivery of the Goods.

8 Limitation of Liability

- 8.1 When the Buyer accepts the Goods then the Seller shall have no liability whatsoever to the Buyer in respect of those Goods.
- 8.2 The Seller shall not be liable to the Buyer for late delivery of the Goods.
- 8.3 Except in respect of death any personal injury resulting from a negligent act or omission on the part of the Seller or anyone authorised by it, the Seller's liability to the Buyer for tortious and contractual damages shall not exceed the Price. The Buyer shall at all times use its best endeavours to minimise and mitigate its losses.
- 8.4 The Seller shall not be liable to the Buyer for any economic loss suffered by the Buyer as a result of it entering into this agreement.

- 8.5 The Buyer acknowledges that it has taken or has considered taking legal advice from a solicitor or counsel before entering into this agreement.

9 Intellectual property

No assignment or licensing of any IP Right is granted or made under this agreement.

10 General

- 10.1 This contract is subject to the law of England and Wales and the non-exclusive jurisdiction of the courts of England and Wales.
- 10.2 The invalidity or unenforceability of any provision in this agreement, for whatever reason, shall not prejudice or affect the validity or enforceability of its other provisions.
- 10.3 The headings of this agreement are for reference only. No delay, neglect, forbearance by either party in enforcing any provision in this agreement shall be deemed to be a waiver or compromise of any right or rights unless made in writing.
- 10.4 In relation to the Goods, this agreement constitutes the entire agreement between the parties.
- 10.5 A person who is not a party to this agreement may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.
- 10.6 The Buyer shall not, disclose the existence of the Agreement in any journal magazine or publication or any other publicly available media or otherwise use the Seller's name or logos (including any trade marks) in any of its advertising or publicity material without the seller's prior written consent, which may be withheld or given in the Seller's absolute discretion.

SCHEDULE

THE GOODS – Specification and Description

01363772289

St. Lawrence Green

Crediton

EX17 3LH

Signed by [] for and on behalf of

BRITISH TELECOMMUNICATIONS plc

.....

Signature

.....

Position (director/company
secretary/manager/attor-
ney/agent).

*If signing as agent or under a power
of attorney, please attach a copy of
the document giving authority.*

Signed by [] for and on behalf of

.....

Signature

.....

Position (director/company
secretary/manager/attor-
ney/agent).

*If signing as agent or under a power
of attorney, please attach a copy of
the document giving authority.*



Parliament St Road Closure Report

Report by: Deputy Clerk
To: Full Council
Date: For consideration on 03 June 2025

1. Purpose

- 1.1 This report sets out the proposal put forward by Cllr Fawssett and Cllr Backhouse in relation to traffic around the town square and the recent meeting with Devon County Council (DCC) Highways

2. Background

- 2.1. The initial proposal from Cllrs Fawssett and Backhouse was considered at the Community Committee meeting held on 4 March 2025, a copy of which is attached as Appendix One. It was agreed for Cllr Fawssett to attend a meeting with DCC Highways to discuss the feasibility of the proposal.
- 2.2. Cllr Fawssett and the Deputy Clerk met with the local Neighbourhood Highways Officer on 19 May and the attached proposal was discussed. An application to close this section of road would need to be submitted to DCC. The application should include supporting data and a full explanation of the pros and cons and how identified obstacles would be overcome.
- 2.3. To progress the proposal, a road map needs to be formulated outlining what Credition Town Council (CTC) is aiming to achieve and how it plans to get there. The suggestion at this stage would be to aim for a trial closure on Parliament Street for 6 months - 1 year.
- 2.4. An initial public consultation could be presented on display boards at the Annual Town Meeting on 17 June on the Town Square.

3. Proposals

- 3.1 To support progressing the proposal to close a short stretch of Parliament St outside the entrance to the Three Little Pigs with the aim of making the environment around the Town Square more enjoyable - reducing the through flow of traffic, thus reducing noise and improving safety for pedestrians in a high footfall area.

4. Financial Implications

- 4.1 The cost to submit the application will be approximately £4,000.
- 4.2 If one legitimate objection is put forward during DCC's consultation period, the application fee will still be payable by CTC.

5. Climate Implications

- 5.1 The aim is to prioritise pedestrians and cyclists in this area and reduce the amount of vehicles using Parliament Street as a through road to another destination.
- 5.2 Reducing emissions in an area widely enjoyed by the public, making car users aware of their surroundings and emissions.

Parliament St Road Closure Report

For consideration at

RECOMMENDATION

To consider the report and approve a course of action relating to a possible closure of a short stretch of Parliament Street, Crediton.

1. Purpose

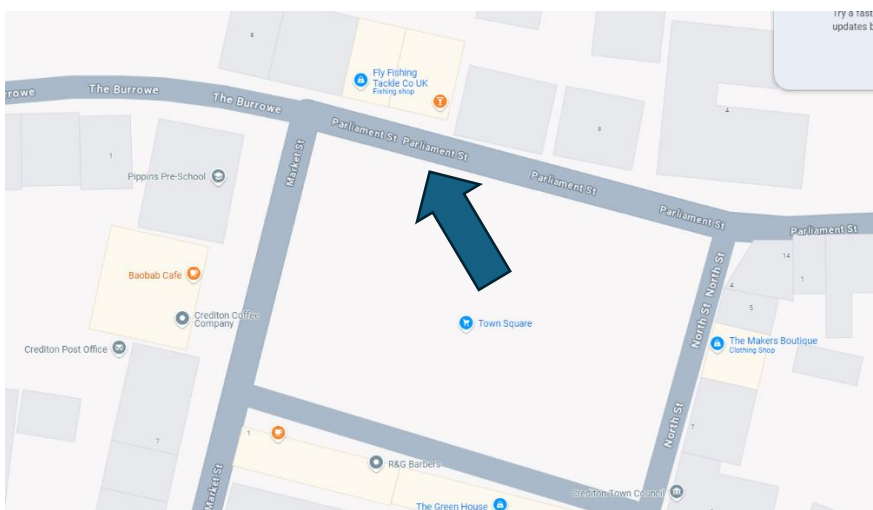
This report provides some options relating to road safety and the enjoyment of the town square.

2. Background

- The town square provides a meeting place for the people of Crediton and visitors from the surroundings. It is a very pleasant setting which is enjoyed by many.
- The town square is surrounded by roads on 3 sides, and by an access only road on the south side.
- The Three Little Pigs pub have some tables immediately outside the front of their pub and have erected some metal railings around these tables to provide protection for their customers from the road. They have been asked to remove these because they are a planning breach (?) Many locals are upset at this and have started a petition. The general public opinion is for the railings to remain.
- The town square experiences a reasonably high level of traffic.
- There is also a high footfall from the square across to the Three Little Pigs pub, by members of the public and also staff from the pub bringing food to tables on the square. Visibility at this crossing point is not great, especially when bigger vehicles are parked either side of the crossing point.

3. Proposal

3.1 Permanently close a short stretch of Parliament Street, preventing cars from driving in front of the Three Little Pigs. Access to the flats and the back of the Three Little Pigs, would be possible from the east side, and to the flats near the car park and fishing tackle shop from the west side.



Crediton Community Conversation: Land south of Barnfield 220325

Summary of Session 1 Overall response to the Vision; Session 2 How can local people have input into housing? Session 3 Beyond housing

Session 1: Overall response to the Vision

Access

There was a strong general concern about access to the site. The current access to properties and the school adjacent or close to the site is unsuitable for large vehicles. Local residents expressed concern about the roads already being over-used and the development likely to generate increased traffic

Concerns were also expressed about access from the south and the potential destruction of the habitat that could come from a proposal that used the existing track running parallel with the railway before turning north.

Good to emphasise pedestrian use and access around the site. Good pedestrian access to the High Street was also needed.

It was felt that a traffic plan was needed

Sewage

Many comments concerned run-off from the development and the ability of the sewage system to cope with it. It was felt that before any development was approved an independent survey of the flood risk to the valley and pressure on the main sewage system should be carried out.

Housing

A range of different housing was needed, price, design. Social housing is needed to meet current requirements. Housing should be energy efficient. There was some discussion about using steeper land for housing and flatter land for other purposes. There was some concern about a mixed population generating anti-social use of the nature areas.

Country Park

The use of the majority of the land for this purpose was strongly supported. It was felt that it was important for well-being in the community. Existing paths should be retained. Wildlife corridors should be retained and enhanced. It was felt that there were opportunities in the land available for farming/smallholding. It would be land that would be available to everyone for different uses, walking, exercise space, play space. The development of the woodland area would need long term management

The school

It was felt that plans for QE school could impact on the development of the land south of Barnfield. The current situation is that school buses cause congestion

The railway

The proximity of the land to the station and the Tarka line was seen as a significant factor and opportunity as it would increase use of the line.

Session 2: How can local people have input into housing?

Comments were in favour of a mixed community with a variety of ages, needs (including permanent/temporary, disabled, care leavers) and tenures (including shared ownership, co-housing Scandinavian model) being provided for, as well as different routes for delivery such as self-build, part ownership.

There was strong support for community land trusts and an investigation into the housing that the community actually needs.

Generally, comments were in favour of a greater emphasis on social housing (especially arrangements that would mean properties could not be sold into the private market), family housing but more for smaller units, including single level and terraced housing as examples of housing that would encourage lower car use. Roads/car use should not dictate the design of the development. The layout should encourage community activity with central greens as communal areas – creating intentional communities.

There was a strong emphasis on sustainable buildings, e.g. solar panels, rainwater recovery, bird bricks, advantageous orientation, car free/minimal use, Passivhaus design, communal energy production. There was also support for productive gardens and allotments as contributing to home-grown food.

There was some discussion about limiting larger houses and only accepting them if required for revenue.

Session 3 Beyond housing

Strong consensus on support for outdoor learning, forest school, workshop spaces, rural crafts, market gardening.

Forest school could link to Scouts and Turning Tides for different kinds of outdoor learning for different purposes, e.g. camping and woodcraft.

Infrastructure to include better community buses, safe link to Boniface Trail, playgrounds, SUDs ponds.

Tree and hedgerow planting to be enhanced.

Community space/centre for rental; possibility of rural crafts, e.g. hedge laying, dry stone walling, coppicing; apprenticeships

Small workshop businesses in e.g. joinery, repairs; start-ups; café in country park; 'farm' shop; information boards, sculpture trail, bird hides

Consolidating ecological mapping – understanding what is there already. Landscape assessment; developing river environment.