



**Minutes of the Full Council meeting held on Tuesday, September 16, 2025 at 19:30 at  
Credition Library, Belle Parade, Credition, EX17 2AA**

**Present:** Cllrs Steve Huxtable, Guy Cochran, Giles Fawcett, Joyce Harris, Liz  
Brookes-Hocking, Natalia Letch, Paul Perriman and Vix Frisby

**Apologies:** Cllrs Rachel Backhouse, John Downes and Joyce Harris

**In Attendance:** 2 members of the public

**Minute Taker:** Rachel Avery, Town Clerk

## MINUTES

### 2025/091 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting at 19:01, and members introduced themselves.

### 2025/092 PUBLIC QUESTION TIME

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

- concerns about the library's temporary closure on Mondays. The Friends of Credition Library request that the Town Council make representations on this issue to Libraries Unlimited and consider voluntary measures to keep the library open
- inquired about the activities and surgeries of Councillor Cairney, who was not present at the meeting
- current status of the park and ride car park at the railway station. It was advised that there were no updates.
- Whether councillors should reconsider the development of Old Landscore School, due to potential future costs.

The Chair read out a set of questions which had been sent prior to the meeting. The questions and responses would be added to the website.

### 2025/093 APOLOGIES

**Decision:** It was **resolved** to receive and accept apologies from Cllrs Harris (holiday), Downes (personal) and Backhouse (personal). (Proposed by Cllr Huxtable)

### 2025/094 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

#### 2025/094.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

Cllr Brookes-Hocking declared a personal interest in agenda item 100.

#### 2025/094.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no requests for dispensations.



**2025/095 ORDER OF BUSINESS**

There were no changes to the order of business.

**2025/096 CHAIR'S AND CLERK'S ANNOUNCEMENTS**

The Chair announced that all future reports to the Council should be written rather than verbal to facilitate understanding and decision-making. These reports should be included in the agenda pack and provided by the Tuesday of the week preceding the meeting.

**Task:** Ensure that all future council reports are written rather than verbal and distributed with agenda packs by the Tuesday before meetings @Town Clerk

**2025/097 TOWN COUNCIL MINUTES**

**Decision:** It was **resolved** to approve the minutes of the meeting held on Tuesday 02 September 2025, as a correct record. (Proposed by Cllr Brookes-Hocking)

**2025/098 REPORTS FROM OUTSIDE BODIES**

**DALC:** Councillor Brookes-Hocking highlighted the upcoming AGM and the importance of reading the bulletin for information on local government reorganisation (LGR). She also mentioned an online meeting being held on 18 September regarding the Exeter LGR proposal.

*Cllr Stanford joined the meeting at 19.53*

**Boniface Link Association:** Councillor Letch detailed a recent pilgrimage event organised by Exeter Diocese. She attended the Mass.

**Boniface Trail:** Cllr Fawcett reported that he was working towards the DCC Cabinet meeting in December, where the cycle route proposals are due to be considered.

**Crediton Chamber of Commerce:** Cllr Cochran reported on a successful meeting with increased participation from High Street businesses. Discussions were held around linking the High Street with the Industrial Estate.

**2025/099 FINANCE****2025/099.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 JULY AND 31 AUGUST 2025**

**Decision:** It was **resolved** to approve transactions between 01 July and 31 August 2025. (Proposed by Cllr Brookes-Hocking)

**2025/099.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 AUGUST 2025**

**Decision:** It was **resolved** to approve the bank reconciliation to 31st August 2025. (Proposed by Cllr Cochran)

**2025/099.3 TO NOTE BANK BALANCES TO 31 AUGUST 2025**

The bank account balances as of 31 August 2025 were **noted**.



**2025/099.4 TO NOTE YEAR TO DATE SPEND**

Cllr Letch raised concerns about the year-to-date spend being at 45%, but it was clarified that this included the grants paid out earlier in the year. The year-to-date spend up to 31 August 2025 was **noted**.

**2025/099.5 TO NOTE EARMARKED RESERVES AS AT 31 AUGUST 2025**

The earmarked reserves position as at 31 August 2025 was **noted**.

**2025/100 CCTV RECEIVER POSITION**

**Decision:** It was **resolved** to relocate the CCTV receiver to Manor Office at a cost of £3,664,41 + VAT and ratified the expenditure for upgrading the network video recorder (NVR) at an additional approximate cost of £636 + VAT. (Proposed by Cllr Cochran)

**2025/101 OFFICE FURNITURE**

**Decision:** It was **resolved** to approve Supplier B (Universal Office Solutions) as the preferred supplier for the reception desk and office desks. (Proposed by Cllr Frixby)

**Decision:** It was **resolved** to approve the transfer approximately £500 from EMR 339 (Council Building Fund).to cover the additional cost. (Proposed by Cllr Huxtable)

**2025/102 BUILDING WORK AT MANOR OFFICE**

The council discussed the report regarding building work at Manor Office. The council acknowledged the difficulty in obtaining comparable quotes and the urgency of completing the work before moving out of the current office on 30th September.

**Decision:** The council approved Contractor B (Devon Minor Works) to carry out the building work at Manor Office, including the removal of the strong room door and the installation of an accessible WC. (Proposed by Cllr Stanford)

**Decision:** It was resolved to approve the transfer of approximately £21,000 from EMR 339 (Council Building Fund). (Proposed by Cllr Huxtable)

**2025/103 CAHMS LICENCE AGREEMENT**

The discussion on the CAHMS licence agreement was revisited, having been previously brought to the Council last month. The primary updates included noting that the Town Council is now registered for VAT, which affects the sum of £900 per annum, making it inclusive of VAT. CAHMS have signed off on these changes and are content with the agreement.

**Decision:** It was **resolved** to approve the licence agreement. (Proposed by Cllr Brookes-Hocking)

**2025/104 DATE OF NEXT MEETING**

It was **noted** that the date of the next meeting will be Tuesday 07 October 2025.



**2025/105 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)

**2025/106 COUNCIL OFFICE PROVISION**

**Decision:** It was **resolved** to approve the recommendation within the confidential report. (Proposed by Cllr Brookes-Hocking)

**2025/107 REPORTS PACK**

Signed .....

Dated.....