



**Minutes of the Full Council meeting held on Tuesday, 3 February 2026  
at 19:00 in Credition Library, Belle Parade, Credition**

<b>Present:</b>	Cllrs Steve Huxtable, Guy Cochran, Giles Fawssett, John Downes, Joyce Harris, Liz Brookes-Hocking, Natalia Letch, Rachel Backhouse, Vix Frisby and Jim Cairney (part meeting)
<b>Apologies:</b>	Cllr Paul Perriman
<b>In Attendance:</b>	3 members of the public
<b>Minute Taker:</b>	Emma Anderson

---

## MINUTES

### 2026/400 WELCOME AND INTRODUCTION

The Chair opened the meeting and members introduced themselves.

### 2026/401 PUBLIC QUESTION TIME

Members of the public asked the following questions:

- Who makes decisions, councillors or staff? The Chair confirmed the answer is both depending on what it is.
- Who decided on the £12,000 for the collated summer programme? The Chair confirmed that decision was agreed by Full Council, at the budget meeting. This was queried again and the Chair confirmed it would be looked into and responded to.
- Regarding the Summer Festival proposal, had the rewritten proposal been submitted by the 30th of November as previously discussed? The Chair confirmed it wasn't and that the proposal on the agenda was the first submission.
- The wording on the previous minutes regarding the approval to purchase a new noticeboard was queried. The Chair confirmed the noticeboard was ordered on 21 January.
- There is a bench upside down on the Square, the clock hasn't been repaired, noticeboard hasn't arrived. Are these operational matters? The Chair confirmed these tasks are all in hand.
- A matter regarding a complaint to the Monitoring Officer was raised. The Chair confirmed this is not a matter for the Town Council.
- Is the Owl working this evening and have you made checks to confirm this? Members of the public make the decision not to come to meetings because they can watch the meeting and quite often it is not working. Can you make checks beforehand to let the public know if the Owl is not working? The Chair confirmed this would be looked into by close of business next Friday.

- Regarding public question time, how long can a member of the public reasonably be expected to wait for an answer? Can the Council formalise in a policy what length of time would be reasonable? The Chair confirmed the aim is to respond by Friday of the week following the meeting, but a formal policy on response times would be considered by close of business next Friday.
- When will audio recordings be implemented? The Chair confirmed this would be looked into by close of business next Friday.
- Why are we paying for the Windows upgrade, what does the £1,000 cover and have you been receiving security updates? The Chair confirmed this would be looked into.

#### 2026/402 APOLOGIES

This item was not discussed and apologies received from Cllr Perriman will be included at the next meeting.

#### 2026/403 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

##### 2026/403.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

None.

##### 2026/403.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

None.

#### 2026/404 ORDER OF BUSINESS

There were no changes to the order of business.

#### 2026/405 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

#### 2026/406 TOWN COUNCIL MINUTES

The minutes from three previous meetings were reviewed:

- Full Council on 6 January 2026  
Cllr Backhouse requested that minute no. 2026/373 includes confirmation that additional comments submitted in the grass cutting consultation will be reviewed.  
**Decision:** It was **resolved** to approve the minutes of the Full Council meeting held on 06 January 2026, subject to including the comment above. (Proposed by Cllr Harris)
- Extra Ordinary Full Council on 13 January 2026  
A member of the public raised that a query regarding audio recordings was not included in the minutes.  
Cllr Frisby noted that the recorded vote under minute no. 2026/385.2 needed amending as the names of councillors voting for were missing.  
Cllr Backhouse raised concerns regarding the accuracy of minute no. 2026/385.1 regarding her questions about the budget, specifically funds allocated for the Summer Festival and also civic events.  
**Decision:** It was **resolved** to review the minutes and present at the next Full Council meeting. (Proposed by Cllr Huxtable)

- Full Council on 20 January 2026  
**Decision:** It was **resolved** to approve the minutes of the Full Council meeting held on 20 January 2026, subject to amending a spelling mistake under minute no. 2026/399, "Buckhouse". (Proposed by Cllr Harris)

*Cllr Cairney left the meeting at 19.29*

**2026/407 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS**

26/00044/HOUSE | Conversion of garage to utility with pitched roof above | 14 Fairfield Road Crediton Devon EX17 2EQ

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

**Task:** Submit planning comments to MDDC. @Emily Armitage

**2026/408 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS**

The Council noted the approval of several planning applications.

**2026/409 GRANTS 2026-2027**

The Council reviewed the Town Clerk's report on the allocation of grants for the financial year 2026/27. Cllr Letch queried the budget figures, requesting confirmation of the grants budget agreed for 2026/27. The Deputy Clerk confirmed the budget is set at £54,500

**Decision:** It was **resolved** to approve the report regarding the allocation of grants for the financial year 2026-2027. (Proposed by Cllr Huxtable)

**2026/410 GROUNDS MAINTENANCE CONTRACT 2026-2029**

**2026/410.1 TO CONSIDER AND APPROVE THE CREATION OF A TASK AND FINISH GROUP TO CONSIDER TENDERS AND RECOMMEND A PREFERRED CONTRACTOR TO FULL COUNCIL ON 17 FEBRUARY 2026**

**Decision:** It was **resolved** to approve the creation of a Task and Finish Group to review tenders for the grounds maintenance contract and recommend a preferred contractor to the Full Council on 17 February 2026. (Proposed by Cllr Downes)

**2026/410.2 TO APPROVE THE DRAFT TERMS OF REFERENCE FOR THE TASK AND FINISH GROUP**

**Decision:** It was **resolved** to approve the Terms of Reference for the Task and Finish Group. (Proposed by Cllr Harris)

**2026/410.3 TO APPROVE MEMBERSHIP OF THE TASK AND FINISH GROUP**

**Decision:** It was **resolved** to approve Cllrs Fawcett, Stanford, Harris, Huxtable, and Letch as members of the Task & Finish Group. (Proposed by Cllr Huxtable)

**2026/410.4 TO AGREE A DATE FOR THE TASK AND FINISH GROUP MEETING**

**Decision:** It was **agreed** that the Task & Finish Group would meet on Wednesday, 11 February 2026 at 7:00 pm to review the tenders and provide a recommendation to Full Council.

**Task:** Circulate details of the T&F Group meeting, due to be held on 11 February 2026, to appointed members. @Emma Anderson

**2026/411 SUMMER FESTIVAL**

Tim Bland, the Events and Town Centre Officer, presented a report regarding the Crediton Town Summer Programme 2026. The report outlined the proposed activities, including Crediton Food Festival, the Boniface Bash, and other combined events with partner organisations including a youth fringe festival.

Cllr Backhouse expressed discomfort with the proposal and the way in which the budget was approved at the meeting on 13 January, before the proposal had been received.

The Events and Town Centre Officer emphasised the importance of cohesive communication and collaboration among various community projects. The officer highlighted that the objective was not to propose new expenditures but to ensure existing events were coordinated effectively to maximise community engagement.

There was debate regarding the marketing budget, with concerns raised about the allocation of £4,000 for marketing, which was seen as a substantial portion of the overall budget. The officer explained that effective marketing required specialisms such as working with videographers and print partners to reach a broader audience beyond social media.

The concept of match funding and income generation from ticketed events was discussed at length. The officer clarified that match funding would be sought for specific strands of the event, and any income generated would be reinvested into the programme. There was some confusion among councillors about the mechanics of match funding and whether it implied spending beyond the council's allocated budget.

The importance of establishing a task and finish group or steering committee to oversee the event planning was discussed. Councillors expressed support for this approach, recognising the need for a collaborative effort to manage the event and avoid overspending.

**Decision:** It was **resolved** to approve the recommendations in the report for the Summer Festival 2026, with the addition of a task force or working group being considered at the next Full Council meeting to oversee the summer programme's implementation. (Proposed by Cllr, Cllr Backhouse voted against)

**Task:** Devise report regarding the creation of a task force/working group to oversee the implementation of the Crediton Summer Programme 2026, to be considered by Full Council on 17 February. @Rachel Avery @Tim Bland

**2026/412 FORWARD PLANNING AND COMMUNITY ENGAGEMENT**

Councillor Brookes-Hocking presented a detailed report on forward planning and community engagement, building on the outcomes of three previous community conversations. The report highlighted the need to consider future development in Crediton, particularly in the Barnfield area, and the importance of addressing community concerns about increased traffic.

The report included a proposal to commission a professional traffic assessment to evaluate the potential impact of various development scenarios on traffic movements in Barnfield. Several cllrs were concerned about the timing and necessity of the traffic survey, given that the specific development plans for Barnfield were not yet finalised. Members of the public raised concerns regarding

actions related to the Crediton Bypass as agreed at a previous meeting as well as spending money on what is a highway concern.

Cllrs considered consulting residents about the proposed traffic assessment at the Community Conversation, due to be held on 14 March 2026. Cllr Brookes-Hocking would report back to Full Council based on the results. Cllr Downes requested that the recommendations be made explicitly clear in the report.

**Decision:** The date of the Community Conversation, being held on 14 March 2026 was **noted**.

**Decision:** It was **resolved** to defer this item and gather resident-based evidence at the upcoming Community Conversation, with Cllr Brookes-Hocking reporting back to Full Council. (Proposed by Cllr, Cllrs Backhouse and Letch abstained)

**Task:** Gather feedback on the proposal for a traffic assessment at Barnfield at the Community Conversation, due to be held on 14 March 2026 and report back to Full Council. @Liz Brookes-Hocking

### 2026/413 MICROSOFT WINDOWS UPGRADE

Members debated the cost implications of upgrading to Microsoft Windows 11 as the upgrade itself is free. Concerns were also raised regarding the security vulnerabilities of continuing to use Windows 10, which is no longer supported by Microsoft. It was noted that extended security updates are available, but the council questioned why their IT support provider had not already suggested or implemented the upgrade. The council agreed to defer the decision until further investigations could be made into what the cost included and why the upgrade hadn't happened sooner.

**Decision:** It was **resolved** to defer this item in order to obtain further information and clarity from the council's IT providers. (Proposed by Cllr Huxtable)

**Task:** Obtain clarification on the proposed Windows upgrade expenditure, investigate why the IT support company failed to act on known deadlines for Windows upgrades and confirm that security updates are still being received.  
@Emma Anderson

### 2026/414 RAILFUTURE

#### 2026/414.1 TO CONSIDER JOINING THE NORTH DEVON RAILWAY DEVELOPMENT ALLIANCE, AT NO COST TO CREDITON TOWN COUNCIL

**Decision:** It was **resolved** to join the North Devon Railway Development Alliance. (Proposed by Cllr Huxtable)

#### 2026/414.2 TO AGREE REPRESENTATIVES TO ATTEND MEETINGS, INCLUDING THE AGM ON 06 MARCH 2026

**Decision:** It was **resolved** to appoint Cllrs Huxtable, Cairney & Cochran as representatives. (Proposed by Cllr Huxtable)

### 2026/415 NEWCOMBES MEADOW TOILET REPAIRS

The council reviewed the report on necessary repairs for Newcombes Meadow toilets, noting the frustration with recurring issues and the Chair confirmed the town centre CCTV did capture the incident.

**Decision:** It was **resolved** to approve the repair costs up to the value of £513.35 with the overspend coming from General Reserves. (Cllr Huxtable)

**Task:** Instruct the engineers to carry out the repairs on Newcombes toilet. @Emma Anderson

**2026/416 DATE OF NEXT MEETING**

It was **noted** that the date of the next meeting would be Tuesday, 17 February 2026. Meeting closed at 20.54.

**2026/417 REPORTS PACK**

Signed .....

Dated.....