



To All Credition Town Councillors

You are hereby summoned to attend an **Extra ordinary Full Council** meeting, which will be held on **Thursday, April 30, 2026, at 19:00, at Manor Office, North Street, Credition, EX17 2BT.**

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**

**Friday, 24 April 2026**

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Please note that:

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

## **AGENDA**

### **2026/533 - 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)

### **2026/534 - Apologies**

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

### **2026/535 - Declarations of Interest and Requests for Dispensations**

**2026/535.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**

**2026/535.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)**

### **2026/536 - 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

### **2026/537 - Chair's and Clerk's Announcements**

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

### **2026/538 - Town Council Minutes**

To approve and sign the minutes of the meeting held on **Tuesday 21 April 2026**, as a correct record (minutes will be issued with the agenda)

### **2026/539 - Policies**

To approve the following policies:  
Community Engagement Strategy

### **2026/540 - Action Plan 2026/27**

To approve the Action Plan 2026/27

### **2026/541 - Local Council Award Scheme**

To review the documentation and to resolve to approve the submission of the application

### **2026/542 - PSPO**

To review additional information received regarding the PSPO, as discussed by Full Council on 21 April, and approve a response

### **2026/543 - Date of next meeting**

To note that the date of the next meeting will be **Tuesday 05 May 2026**

## 2026/544 - Reports Pack

### Attachments

[2026-04-21 - Full Council - Minutes.pdf](#)



**Minutes of the Full Council meeting held on Tuesday, April 21, 2026 at 19:30 at Credition Library, Belle Parade, Credition.**

<b>Present:</b>	Cllrs Steve Huxtable, Guy Cochran, Giles Fawssett, Jim Cairney, John Downes (part meeting), Joyce Harris, Liz Brookes-Hocking, Paul Perriman, Rachel Backhouse and Vix Frisby
<b>Apologies:</b>	Cllrs Natalia Letch and Tim Stanford
<b>In Attendance:</b>	One member of the public Tim Bland, Events and Town Centre Officer
<b>Minute Taker:</b>	Rachel Avery, Town Clerk

## MINUTES

### 2026/509 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting and members introduced themselves.

### 2026/510 PUBLIC QUESTION TIME

There were no public questions.

### 2026/511 APOLOGIES

**Decision:** It was **resolved** to **approve** the apologies of Cllrs Letch (holiday) and Stanford (work). (Proposed by Cllr Cochran)

### 2026/512 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

#### 2026/512.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

No declarations of interest were made.

#### 2026/512.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no requests for dispensations.

### 2026/513 ORDER OF BUSINESS

There were no changes to the order of business.

### 2026/514 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements. to make.

### 2026/515 TOWN COUNCIL MINUTES

**Decision:** It was **resolved** to **approve** the minutes of the Full Council meeting held on Tuesday 14 April 2026. (Proposed by Cllr Brookes-Hocking)

**2026/516 TOWN COUNCIL COMMITTEES AND SUB-COMMITTEES**

It was **noted** that the minutes of the Grounds Maintenance Task and Finish Group meeting held on 11 February 2026 would be considered at the next meeting.

**2026/517 COUNTY AND DISTRICT COUNCILLOR REPORTS**

County Cllr Cairney highlighted the uncertainty surrounding the Local Government Reorganisation (LGR) timeline, which had been postponed from June to July and could impact the preparation time for candidates in the upcoming elections.

**2026/518 REPORTS FROM OUTSIDE BODIES**

Hayward's Educational Foundation: Cllr Cairney reported on concerns about the pruning of a tree at Hayward School. He confirmed that the pruning was necessary to prevent damage to the school's roof and was carried out by a professional following proper procedure.

Twinning Association: Cllr Huxtable mentioned that the Twinning Association had been invited to Avranches in June.

Sustainable Crediton: Cllr Backhouse provided updates on their recent AGM and plans for the year.

Age Concern: Cllr Cairney reported that Age Concern was now under new management and had extended their services to five days a week.

North Devon Line Stakeholder Forum: Cllr Cochran mentioned that the necessary repairs on the line had been completed, eliminating the need for replacement buses.

Cllr Backhouse **noted** that the League of Friends of Crediton Hospital had requested to be removed as an outside body. The Town Clerk advised that she had provided information to her directly, which Cllr Backhouse would review.

**2026/519 FINANCE****2026/519.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 MARCH AND 31 MARCH 2026**

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

**2026/519.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 MARCH 2026**

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

**2026/519.3 TO NOTE BANK BALANCES TO 31 MARCH 2026**

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

**2026/519.4 TO NOTE YEAR TO DATE SPEND**

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

**2026/519.5 TO NOTE EAR MARKED RESERVES BALANCES**

The earmarked reserves balances were **noted**.

**2026/519.6 TO REVIEW AND APPROVE THE 5 YEAR FORECAST**

**Decision:** It was **resolved** the **approve** the five-year forecast. (Proposed by Cllr Huxtable)

**2026/520 RESERVES SPENDING**

**Decision:** It was **resolved** to **approve** the recommendations contained in the report, as follows:

- The overspend of £453.58 from the 26/27 Council Offices business rates budget
- The overspend of £316.40 from the 26/27 OLS business rates budget
- the transfer of £1,000 from EMR 374: Youth Places to Go Grant, into the main youth budget
- To retrospectively note the emergency expenditure detailed above, using EMR 328: Premises, in line with Financial Regulations (5.10).

(Proposed by Cllr Brookes-Hocking)

**2026/521 ASSERTION 10 - AGAR**

Members reviewed the report regarding Assertion 10 and the associated documentation. Members discussed the transparency and publication duties, noting that most items were already completed. The Freedom of Information process was set to be covered later in the meeting. Data protection policies were in progress, with the Town Clerk working towards compliance ahead of the auditor's visit. Members considered the lawful basis for holding audio recordings, reviewing advice from Breakthrough Communications and decided to retain recordings until the minutes of the meeting were approved. This decision would be ratified in the next meeting due to the six-month rule.

**Decision:** The council decided to retain audio recordings until the minutes of the meeting were approved, with ratification for this decision being made at the next meeting.

**2026/522 STANDING ORDERS**

Following proposed amendments at the last meeting, members reviewed the revised wording to sections 3E, 3F, and 3G.

**Decision:** It was **resolved** to **approve** the amended Standing Orders. (Proposed by Cllr Brookes-Hocking)

**2026/523 POLICIES**

**Decision:** It was **resolved** to **approve** the IT and Cyber Security Policy, with minor amendments. (Proposed by Cllr Huxtable)

**Decision:** It was **resolved** to **approve** the IT and Data Protection Policy. (Proposed by Cllr Brookes-Hocking)

**Decision:** It was **resolved** to **approve** the Information and Data Privacy Policy. (Proposed by Cllr Huxtable)

**Decision:** It was **resolved** to **approve** the General Privacy Notice, noting that it would be referred to as a Notice throughout the document. (Proposed by Cllr Huxtable)

**Decision:** It was **resolved** to **approve** the Privacy Policy for staff, councillors, and role holders. (Proposed by Cllr Huxtable)

**Decision:** It was **resolved to approve** the AI usage policy. (Proposed by Cllr Brookes-Hocking)

**Decision:** It was **resolved to approve** the Subject Access Request Procedure. (Proposed by Cllr Brookes-Hocking)

**Decision:** It was **resolved to approve** the Data Breach Policy, with the amendment to explicitly mention the use of Appendix A within the policy. (Proposed by Cllr Brookes-Hocking)

**Decision:** It was **resolved to approve** the Protocol for dealing with Freedom of Information (FOI) requests. (Proposed by Cllr Harris)

**Decision:** It was **resolved to approve** the Communications and Media Protocol, with minor grammatical corrections and with the amendment to explicitly mention the use of Appendix A within the policy. (Proposed by Cllr Huxtable)

## 2026/524 LOCAL COUNCIL AWARD SCHEME

### 2026/524.1 TO RECEIVE A VERBAL UPDATE ON THE APPLICATION

The Town Clerk provided an update, explaining that there had been a delay in applying due to capacity issues, but the intention was to apply at the earliest opportunity. She provided advice from DALC that there is a buffer period allowed by the awarding body (NALC), and the next round of assessments would commence in May, with results expected in August. There was a discussion about making this information public to address any concerns from the community. It was agreed that the response from DALC explaining the buffer period and the application process would be shared on the website.

### 2026/524.2 TO APPROVE AN EXTRA ORDINARY FULL COUNCIL MEETING ON THURSDAY 30 APRIL, TO REVIEW AND SUBMIT THE APPLICATION

**Decision:** It was **resolved** that an extraordinary Full Council meeting would take place on Thursday 30 April, to review and submit the LCAS application. (Proposed by Cllr Huxtable)

### 2026/525 NEWCOMBES MEADOW PADDLING POOL

The Town Clerk provided a verbal update on the Newcombes Meadow paddling pool. The quote from suppliers for the paddling pool refurbishment and a splash pad had been received. The discussion focused on the need to resolve survey issues before moving forward. It was **noted** that further discussions within the group were necessary to finalise the recommendations.

### 2026/526 OLD LANDSCORE SCHOOL

The documentation related to Old Landscore School was received and **noted**. Councillor Huxtable commented that the review report provided no new information and reiterated known issues. Cllr Brookes-Hocking questioned the frequent references to Devon County Council in the report, given the upcoming local government reorganisation. It was clarified that any covenants or responsibilities would transfer to the new organisation post-reorganisation.

### 2026/527 TOWN WIDE SURVEY

**2026/527.1 TO APPROVE THE CREATION OF A SURVEY TASK AND FINISH GROUP**

**Decision:** It was **resolved** to **approve** the creation of a Survey Task and Finish Group, tasked with considering the survey questions and making recommendations for its delivery, which will then be presented to the Oversight Committee. (Proposed by Cllr Brookes-Hocking)

**2026/527.2 TO APPOINT FOUR MEMBERS TO THE SURVEY TASK AND FINISH GROUP**

**Decision:** Cllrs Backhouse, Downes, Brookes-Hocking and Huxtable were appointed. (Proposed by Cllr Huxtable)

**2026/527.3 TO APPROVE AMENDMENT TO THE MEETING CALENDAR**

There was a discussion about the timing of the survey, with a suggestion to wait until the paddling pool survey was completed to learn from its process and outcomes. It was **agreed** that the task and finish group would meet after the paddling pool survey was concluded to incorporate any lessons learned, and no amendment was required at this time.

**2026/528 PUBLIC SPACE PROTECTION ORDER**

The documents related to the proposed Public Space Protection Order (PSPO) were received and discussed.

Concerns were raised about the inclusion of the Town Square in the PSPO, as it is a popular social area where people often enjoy alcohol responsibly.

The debate highlighted the need for clarity in the order's language to ensure that it targets problematic behaviour rather than penalising casual, responsible drinking.

One point of contention was whether the PSPO should cover individuals simply consuming alcohol or specifically those whose behaviour while drinking causes harassment, alarm, or distress. There was a consensus that the order should focus on the latter to avoid unfairly targeting responsible drinkers. It was **noted** that existing laws already cover public order offences and that the PSPO should not duplicate these but rather address gaps in enforcement.

**Decision:** It was **resolved** that the Town Clerk would contact Mid Devon District Council to express concerns about the current draft of the PSPO and request revisions to clearly define its scope and application.

**Decision:** It was **resolved** to add this item to the agenda for the extra ordinary meeting on 30 April, for further consideration. (Proposed by Cllr Huxtable)

**2026/529 DATE OF NEXT MEETING**

The next Full Council meeting was confirmed as Tuesday, 05 May 2026.

Additionally, it was **noted** that there would be an extra ordinary Full Council meeting on Thursday, 30 April 2026, primarily to discuss the Local Council Award Scheme and the response to the PSPO.

**2026/530 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)

**2026/531 OLD LANDSCORE SCHOOL**

The Town Clerk presented a confidential report on Old Landscore School, with members debating the recommendations.

**Decision:** It was resolved to approve the recommendations within the confidential report. (Proposed by Cllr Huxtable. Members voting in favour were Cllrs Huxtable, Cochran, Cairney, Downes, Harris and Perriman, members voting against were Cllrs Backhouse, Fawssett, Brookes-Hocking and Frisby)

Signed .....

Dated.....