



Credition Town Council

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PUBLIC NOTICE

You are hereby invited to attend the **Annual Meeting of Credition Town Council**, which will be held on **Tuesday, 12th May 2015**, at the **Council Chamber**, Market Street, Credition, at **7.00 pm** for the purpose of transacting the following business.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

Clare Dalley (Mrs)
Town Clerk

6th May 2015

Members of the press and public requiring access to any of the documents mentioned in this agenda are asked to contact the Town Clerk (electronic links to documents are provided where available).

AGENDA

1. **To Elect the Chairman/Mayor for 2015-2016**
2. **The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'**
3. **To Elect the Deputy-Chairman/Deputy Mayor for 2015-2016**
4. **To receive and accept apologies** (Please make any apologies known to the Town Clerk)
5. **Declarations of Interest** – To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda. Members are reminded that all interests:
 - Should be declared at the beginning of the meeting
 - Should be declared prior to the item being discussed
 - Must be declared on the 'Declaration of Interests' form, at the meeting, when making a declaration.
6. **Order of Business** - At the discretion of the Chairman, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public.
7. **Town Council Minutes** – To approve and sign the minutes of the Credition Town Council Meeting held on 21st April 2015, as correct records.
8. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Town Council Meeting held on 21st April 2015, for information only.
9. **To receive, and to ratify the decisions therein, the minutes of the following Committee meetings:**
 - Peoples Park Wildlife Area Committee Meeting held on Wednesday, 6th May 2015

- Administration & Personnel Committee Meeting held on Wednesday, 6th May 2015
(Copies of all Committee meeting minutes will be issued prior to the meeting.)
10. **To review the Council's delegation arrangements to committees, sub committees and employees.** (A copy of the Council's Scheme of Delegation will be issued with the agenda.)
 11. **To review the Council's Terms of Reference for committees.** (A copy of the Council's Terms of Reference will be issued with the agenda.)
 12. **To approve that the Chairman, Vice Chairman, and the Chairman of the relevant Committee most closely related to the particular matter constitute an Emergency Committee.**
 13. **To receive nominations for the appointment of members to existing Committees.**
 - a. Administration & Personnel Committee.
 - b. Property & Allotments Committee.
 - c. Floral Crediton Committee
 - d. Christmas in Crediton Committee
 - e. Peoples Park Wildlife Area Committee.
 - f. Policy & Forward Planning Committee
 - g. Grants Committee
 - h. Parish Paths Partnership Committee.
 14. **To appoint four Councillors to be the Town Council's audit checkers for 2015-2016**
 15. **To review the Council's Standing Orders** (A copy of the Council's Standing Orders will be issued with the agenda.)
 16. **To review the Council's Financial Regulations** (A copy of the Council's Financial Regulations will be issued with the agenda.)
 17. **To appoint representatives to the following outside bodies and agree procedures for reporting back to the Council.**
 - a. Crediton United Charities
 - b. Hayward's Educational Foundation
 - c. Devon Association of Parish Councils (& Larger Councils Sub Committee)
 - d. Devon Towns Forum
 - e. Crediton Twinning Association
 - f. Boniface Link Association
 - g. Mid Devon Community Safety Partnership
 - h. Friends of Crediton Station
 - i. Crediton Transport Action Group
 - j. Sustainable Crediton
 - k. Mid Devon Transport Forum
 - l. AQMA Steering Group
 - m. Crediton Children's Centre Management Committee
 - n. Newcombes Meadow Community Group
 - o. Newton St Cyres Cycle/Pathway Group
 - p. High Street Traders Group
 - q. Town Team
 18. **To review the Council's Assets and Lease Arrangements** (A copy of the Council's Asset Register and Lease Arrangements will be circulated with the agenda.)
 19. **To review the Council's insurance requirements.** (Copies of the long term agreement with Zurich, will be issued prior to the meeting)

20. **To review the Council and its employees memberships of other bodies**
 - a. Devon Association of Local Councils
 - b. National Association of Local Councils
 - c. Society of Local Council Clerks
 - d. Devon Communities Together
 - e. Devon Playing Fields Association
21. **To review the Council's Complaints Procedure.** (A copy of the Council's Complaints Procedure will be circulated with the agenda)
22. **To review the Council's Freedom of Information Act Model Publication Scheme and the Council's procedures for handling requests made under the Freedom of Information Act.** (A copy of the Publication Scheme together with the Council's procedures will be issued with the agenda.)
23. **To review and adopt the Council's Data Protection Policy and the Council's procedures for handling requests made under the Data Protection Act.** (A copy of the Policy together with the Council's procedures will be issued with the agenda.)
24. **To review the Council's Communications and Media Policy.** (A copy of the Council's Communications and Media Policy will be circulated with the agenda)
25. **Chairman's Annual Report 2014-2015 - To receive the Chairman's Annual Report 2014-2015 and approve for publication.**
26. **Public Question Time - To receive questions from members of the public relevant to the work of the Council. (A maximum of 30 minutes is allowed for this item, verbal questions should not exceed 3 minutes)**
27. **Chairman's and Clerk's Announcements - To receive any announcements which the Chairman and Clerk may wish to make. For information only.**
28. **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:

Reference: [15/00546/FULL](#)
 Proposal: Erection of a dwelling
 Location: Arden House, Union Road, Crediton, EX17 3AL
 Applicant: Mr J & Mrs L Jones, Arden House, Union Road, Crediton, EX17 3AL

Reference: [15/00564/FULL](#)
 Proposal: Erection of a dwelling and double garage
 Location: Highfield, Alexandra Road, Crediton, EX17 2DZ
 Applicant: Mr P Rodd, Highfield, Alexandra Road, Crediton, EX17 2DZ

Reference: [15/00340/FULL](#)
 Proposal: Installation of ramped access for wheelchair
 Location: 36 Greenway, Crediton, EX17 3LP
 Applicant: Mr J W Leyman, 36 Greenway, Crediton, EX17 3LP

Reference: [15/00659/FULL](#)
 Proposal: Installation of ATM
 Location: 135 High Street, Crediton, EX17 3DU
 Applicant: Co-Operative Estates, Department 10114, 5th Floor, 1 Angel Square, Manchester, M60 0AG

Reference: [15/00632/TPO](#)
 Proposal: Application to crown reduce 1 Hornbeam by 1.5m on garden side, fell 1 Red Cedar tree and 1 Plum Cherry tree protected by Tree Preservation Order No. 99/00007/TPO
 Location: Southfield, Southfield Drive, Crediton, EX17 2ET
 Applicant: Mr Daniel Weeks, 4 Jocelyn Mead, Crediton, EX17 2EN

Reference: [15/00522/TPO](#)
 Proposal: Application to crown reduce 1 Beech tree by 3 metres protected by Tree Preservation Order 88/00002/TPO
 Location: The Mews, Deep Lane, Crediton, EX17 2BY
 Applicant: Mr Harris, 16 Fairfield Road, Crediton, EX17 2EQ

Reference: [15/00638/FULL](#)
 Proposal: Erection of two storey extension to create a one-bedroom annex, playroom and garden store
 Location: 9 Saxon Close, Crediton, EX17 3DS
 Applicant: Mr M S Choudhury, 9 Saxon Close, Crediton, EX17 3DS

Reference: [15/00676/FULL](#)
 Proposal: Erection of two- storey extension
 Location: 1 Blagdon Rise, Crediton, EX17 1EN
 Applicant: Mrs D Wright, 1 Blagdon Rise, Crediton, EX17 1EN

Reference: [15/00679/FULL](#)
 Proposal: Erection of two storey extension to the rear
 Location: 35 Greenway, Crediton, EX17 3LP
 Applicant: Mr & Mrs R Tancock, 35 Greenway, Crediton, EX17 3LP

29. Mid Devon District Council – Planning Decisions/Withdrawals

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

Reference: [14/02141/MFUL](#)
 Proposal: Erection of 10 dwellings with associated infrastructure and parking (Revised Scheme)
 Location: Newcombes Resource Centre, Newcombes, Crediton, EX17 2AB
 Applicant: Jenner Homes, Rollestone House, Pennsylvania Road, Exeter, EX4 5BJ

Reference: [15/00242/FULL](#)
 Proposal: Installation of 3 replacement windows on front elevation
 Location: 10 Market Street, Crediton, EX17 2AJ
 Applicant: Mr E Rodd, For Rodd Bros, The Old Mill, Upton Hellions, Crediton, EX17 4AE

Reference: [15/00288/FULL](#)
 Proposal: Construction of single parking bay, retaining wall and wrought iron railings
 Location: 4 Hawthorn Road, Crediton, EX17 2DF
 Applicant: Mr J IIsley, 4 Hawthorn Road, Crediton, EX17 2DF

Reference: [15/00367/FULL](#)
 Proposal: Erection of extension to form garage and lounge following removal of existing garage
 Location: 2 Victoria Crescent, Crediton, EX17 1DZ
 Applicant: Mr E Haggard, 2 Victoria Crescent, Crediton, EX17 1DZ

Reference: [15/00438/TPO](#)
Proposal: Application to crown lift 2 Red Cedar trees and remove one Red Cedar tree protected by Tree Preservation Order no. 99/00007/TPO
Location: Land Adjacent to 16 Jocelyn Mead, Crediton, EX17 2EN
Applicant: Mrs J Cookson, 16 Jocelyn Mead, Crediton, EX17 2EN

Mid Devon District Council, the determining Authority, has advised us that the following applications have been WITHDRAWN:

Reference: [15/00548/FULL](#)
Proposal: Erection of 4 dwellings and formation of new access following demolition of sheds and outbuildings
Location: 25 Exeter Road, Crediton, EX17 3BL
Applicant: Mr P Williams, 25 Exeter Road, Crediton, EX17 3BL and Mr T Beagent, 59 Westwood Drive, Shrewsbury, Shropshire, SY3 8YB

(Please note: The above planning application was submitted and withdrawn with two weeks.)

30. **Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts for the period 22nd April 2015 to 12th May 2015 inclusive and to receive the bank reconciliation.** (The schedule of payments and receipts will be issued prior to the meeting.)
31. **To receive a list of outstanding debts owed to Crediton Town Council.** (The documentation relating to this item will be issued prior to the meeting.)
32. **Budget Review – To review the budget for the year to date.** (The budget sheet will be issued prior to the meeting.)
33. **To receive a report from the Council’s internal control checkers, following the monthly random inspection and agree any actions.** (A copy of the report will be issued prior to the meeting.)
34. **To consider the internal audit report from the Council’s Internal Auditor, Mr Ken Abraham, for the financial year 2014-2015 and agree any action.** (A copy of the report will be issued with the agenda.)
35. **To receive and agree the internal audited accounts for the financial year 2014-2015.** (A copy of the documentation will be issued with the agenda.)
36. **To discuss and agree the external audit annual return for the year ended 31st March 2015.** (A copy of the annual return will be issued with the agenda)
37. **To discuss and agree the annual governance statement detailed in the external audit annual return.** (A copy of the annual return will be issued with the agenda.)
38. **To consider passing the resolution detailed below, which will enable the Town Council to use the General Power of Competence.**

Crediton Town Council confirms that, in accordance with the Localism Act 2011, it hereby considers itself an ‘eligible council’ to exercise the General Power of Competence having met the following criteria:

- At the time of this resolution two thirds of the members of the Council have stood for election
- The Clerk holds the Certificate in Local Council Administration (CiLCA), which includes Section 7 of CiLCA 2012

(A report prepared by the Clerk, regarding the General Power of Competence will be issued with the agenda.)

39. **Town Square Seating - To consider the authorisation, terms and conditions being granted by Mid Devon District Council, to enable Crediton Town Council to enter into arrangements to permit the placing of tables and chairs on the Town Square and to agree a course of action.** (Supporting papers will be issued with the agenda.)
40. **Town Square Seating - To consider the Licence Agreement to be issued by the Town Council granting permission for local businesses to place tables and chairs on the Town Square for public use.** (A copy of the draft Licence Agreement will be issued prior to the meeting.)
41. **Councillor Co-option – To resolve to commence the Council’s Co-option procedure in order to fill the two vacancies in Lawrence Ward.** (A copy of the Councillor Co-option pack will be issued with the agenda.)
42. **To nominate a Councillor to serve on the DALC County Committee 2015-2019.** (Information regarding the process and who can stand will be circulated with the agenda.)
43. **To resolve to make the following Members allowances for the financial year 2015-2016**
 - **Mayor’s Allowance £600**
 - **Elected Members allowance £80**
44. **To consider a TAP Fund application from Crediton Town Team for £2,000 for the St Boniface Feast Day Events.** (A copy of the application will be issued with the agenda.)
45. **Councillor Reports -** At the discretion of the Chairman, to receive reports from Councillors (Town, District, and County) and representatives of the Council - strictly for information only.
46. **Correspondence and Matters To Note – To receive Council correspondence and matters to note.** (Copies of the correspondence and matters to note will be issued with the agenda.)

Correspondence:

1. *Jacobs - A3072 Bickleigh Castle TTRO*
2. *DCC - Temporary Traffic Order, East Street*
3. *OPCC - Meet your Police & Crime Commissioner*
4. *SWH - Road Closure, Peoples Park Road*
5. *Devon Army Cadet Force – Update*
6. *Mr Summerton - Response to MDDC Local Plan Review*
7. *Sustainable Crediton - Response to MDDC Local Plan Review*
8. *Sustainable Crediton - General Election Hustings*
9. *DCC - Temporary Traffic Notice, Peoples Park Road*
10. *Cabinet Office - VE Day 70 Press Release*
11. *Crediton Neighbourhood Plan Steering Group - Response to MDDC Local Plan Review*
12. *NHS - Blood Donation Sessions*
13. *Ms F Raymont - Thank you letter*
14. *MDDC - Press Releases*
15. *Mr A Quick - Thank you to Council*
16. *The Devon Chef - Devon Wine Week Event*

Matters To Note:

1. *TNMWD CAB - April Newsletter*
2. *Crediton Museum - Now Open*
3. *DCC - Community News Roundup April 2015*
4. *MDDC – Summons & Agenda 29 April 2015*
5. *Avranches Magazine April-June 2015*
6. *Northern, Eastern & Western Devon CCG - Healthy People May 2015*
7. *Sustainable Crediton - Newsletter Issue 58*
8. *East & Mid Devon Community Safety Partnership - 2015 Newsletter*

9. *Mid Devon Children's Centre – Minutes*
10. *Devon Voluntary Action - January 2015*
11. *Mr Maycock - Notes from Devon CHAG Meeting*
12. *Healthwatch Devon - Latest News*

47. Business brought forward

At the direction of the Chairman, to report on matters not on the agenda and for information only.

PART TWO

48. **It is recommended that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information.**
49. **To receive an update from Cllr Letch and the Clerk regarding the land at Stonypark and agree any actions required.**
50. **Close**