



# Credition Town Council



## Minutes of the Meeting of the Finance and General Purposes Committee held on 8 November 2011

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<b>Present:</b>	<b>Councillors</b>	<b>Mrs A Hughes (Chairman)</b> <b>Mrs L Brookes-Hocking</b> <b>Mr M Szabo</b> <b>Mr B Dixon</b> <b>Mr A Leighton Plom</b> <b>Mrs L Conyngham</b>
<b>In Attendance:</b>	<b>Councillors</b> <b>Clerk</b> <b>Public</b> <b>Press</b>	<b>Mr N Way</b> <b>Mr M Ashley</b> <b>None</b> <b>2</b>

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### AGENDA ITEMS

#### 104. Apologies

Apologies were received and accepted from Councillor Connell for medical reasons and Councillors Letch and Harris for personal reasons.

#### 105. Declarations of Interest

Prejudicial	Councillor Hughes	Minute 117a: Finance, Account 3358
Personal	Councillor Way	Minute 112, 113, 114, 115: DCC Issues
Personal	Councillor Leighton Plom	Minute 123: Church Finger Posts
Code of Conduct	Councillor Way	As a member of more than one authority, declared that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

#### 106. Public Question Time

None.

#### 107. Meeting Management

The items with reference to the County Council Ward Member were advanced to before planning as the County Ward member had to leave the meeting early. The four items affected were Winter Services, the Policy and Forward Planning Working Group meeting, Norrington House and Four Mills Lane.

#### 108. Chairman's & Clerk's Announcements

The Assistant Clerk reported that the District Council had issued a press release confirming free parking in the St Saviour's Way carpark on the five Saturdays preceding Christmas, including Christmas Eve. Members were also informed of the supersession of Standing Orders Part 2 with a new edition which was issued to all members present.

#### 109. Finance & General Purposes Committee Minutes

The minutes of the General Purposes Committee meeting held on 4 October 2011 were received and approved as a correct record.

## 110. Matters Arising

*Minute 86:* Councillor Dixon requested an update on responses received to the previous minute 69 and asked the Assistant Clerk to follow this up.

## 111. Allotments

- a) The Assistant Clerk updated members on outstanding allotment rents, vacancies and the present state of the waiting list and other issues, including forecast expenditure and budget remaining for the rest of the financial year.
- b) There were no tenants or representatives of the Boniface Allotments Association present.

## 112. Winter Weather Services – Grit and Salt Bins

The County Council Ward member detailed five locations that the Highway Authority had approved for siting grit bins, which mean the Highway Authority will service and refill these bins at no cost to the Town council. The Ward Member indicated that the cost of initial purchase remained at approximately £300- each and confirmed that the locality fund would pay for half of this. He requested that the Town Council fund the other half to the sum of £750-. It was not possible in the meeting to determine if the Council had enough funds to cover this and it was therefore agreed to recommend to the Town Council that £750- be allocated to the purchase of these five bins providing sufficient funds are available.

## 113. Policy & Forward Planning Pay & Display Meeting of Members and Devon County Council

The notes of the meeting of members of the Policy and Forward Planning Working Group with the County Council Highways and Transportation Cabinet Member and County Officer were received and noted. It was reported that the discussions had been valuable and the County Council representatives had been open to ideas and suggestions. The main topics of discussion were noted. Councillor Dixon asked for the details of parking issues that had been discussed and requested that his report on the topic be appended to the meeting notes. It was agreed that the next Policy and Forward Planning Working Group meeting would deal with the issues in more detail and bring these back to Council as a future agenda item. Councillors Brookes-Hocking and Dixon agreed to gather together the material to progress these issues.

An e-mail from the District Council with responses to the Working Group's members' questions on Crediton air quality issues was also tabled. These issues had formed part of the discussions with the County Council representatives. Members continued to express serious concern that no public meetings with the Crediton Air Quality Steering Group had been held. The County Ward member believed that the issue was possibly less one of actual lack of progress, but more a case of lack of public, transparent accountability. Members re-iterated their lack of information regarding the results of previously implemented traffic management measures and their concerns on addressing changes likely to arise from the eventual opening of the Lords Meadow Link Road. Members were divided on the utility of continuing to press for a meeting, however, it was felt that it was imperative that the County and District Councils continued to work closely together. It was agreed that Councillors Brookes-Hocking and Dixon would draft a letter to the District Council Chief Executive requesting satisfactory answers to steps being taken to tackle air quality issues, the effectiveness and measurement of the these steps and also to continue to press for a public Air Quality Management Area meeting.

## 114. Norrington House *(Item requested by Councillor Hughes)*

Councillor Hughes asked the County Council Ward Member what steps the Town Council could take, and what pressures could be brought to bear to improve the appearance of Norrington House for the benefit of Exeter Road residents in particular and the town as a whole. The County Ward member suggested getting District Council Ward members involved in the planning application side of the issue, but that otherwise it was a matter for the private landowner and the councils had no powers in this area. On the issue of safety in Exeter Road, the Ward member confirmed that the Highway Authority had

excluded the possibility of a reduced speed limit in this area but that it was seriously considering road signs for drivers warning of pedestrians. It was hoped that this would be implemented.

**115. Four Mills Lane Footpath** (*Item requested by Councillor Hughes*)

Members re-iterated the issues of pedestrian safety in Four Mills Lane and again stressed the necessity for either footpath improvements, a reduced speed limit or traffic calming measures. Members wondered as to the possibility of linking the footpath network with the Saxon Close development as a partial solution. It was suggested that it may be possible to extend footpath 17, for example, to meet the small drive at the south east, rear corner of the development, following the field boundary. It was agreed to refer this suggestion to the next meeting of the Parish Paths Partnership Sub-Committee and the Assistant Clerk was requested to approach District and County Council Officers to glean further information as to the feasibility of the proposal.

**116. Planning**

a) *Planning Decisions*

The Planning Authority's Decisions were noted

b) *Planning Applications*

Comments made in respect of planning applications considered at this meeting are appended

c) *Mid Devon District Council – Preliminary Draft Charging Schedule for Community Infrastructure Levy*

The District Council's Preliminary Draft Charging Schedule – Community Infrastructure Levy was received and noted. Whilst members accepted that the main thrust of the draft appeared to be in line with central government policy, concerns still remained that the full implications of the changes were not evident, partly because of the vagueness of some of the points and partly because of the impenetrability of the technical language. It was therefore agreed to defer the item to November's Town Council meeting and in the meantime the Assistant Clerk was asked to strongly request an urgent visit of an appropriate District Officer to discuss in more detail the implications of the draft schedule.

d) *Planning applications and items for determination received for week ending Tuesday 8 November 2011, after the agenda was prepared.*

None.

**117. Finance**

*Councillor Hughes declared a Prejudicial Interest in cheque No. 3358. There was no debate on the item and she did not leave the Chamber, nor did she vote on the item.*

a) The Schedule of Accounts, Cheque numbers 3354 to 3362 totalling £26,698.12, was approved.

b) There were no donation requests.

**118. Peoples Park and Scout Memorial Working Group Notes**

a) The meeting notes of the Peoples Park and Scout Memorial Working Group of 25 October 2011 were received and noted. Councillor Brookes-Hocking was informed that the project as a whole would be budgeted, and completed if approved, prior to consideration of dissolution or any restructuring of the working group.

b) The recommendations of the Peoples Park and Scout Memorial Working Group of 25 October 2011 were approved.

**119. Licensing – Crediton United A.F.C** (*Documents distributed separately to Councillors*)

The application from Crediton United A.F.C to vary the conditions of the club licence was received and noted. Councillor Szabo was able to provide some background information and the rationale behind the application. Members agreed that there were no objections to the application providing the Licensing Authority was satisfied that there would be no significant disturbance or annoyance to nearby local residents.

## 120. Devon and Cornwall Police Authority

The Assistant Clerk updated members on points raised with the Police's Mid Devon Area Inspector and confirmed that there were no planned reductions to manning in Crediton for the foreseeable future. The letter from the Police Authority detailing changes to the future public engagement strategy was received and noted with no comments.

## 121. Youth Council *(Item Requested by Councillor Leighton Plom)*

Councillor Leighton Plom gave a short briefing on the setting up of a youth council and the potential benefits of engaging young people with the future of the town. Ways in which such a body could be structured and run were outlined and members expressed the possible value of younger heads contributing to the longer term development of town planning. It was emphasised that a youth council could be stand alone and not require continual town councillor input. It was agreed that Councillor Leighton Plom progress this proposal for a future agenda item.

## 122. Seminar With Sustainable Crediton

The proposed arrangements and resourcing of the Climate Change Seminar with Sustainable Crediton, as agreed for the 17 January 2012, was outlined by the Assistant Clerk. The Sum of up to £80- was approved for venue hire and the attendance of other interested organisations was noted. Three members present expressed their desire to attend and it was agreed to recommend to Council that all Council Members attend this seminar.

## 123. St Lawrence Chapel Finger Post Request

*Councillor Leighton Plom declared a Personal Interest in this item.*

The request from the Warden of the Church Governors of the Parish Church for a fingerpost pointing to St Lawrence Chapel was received and noted. Members noted the desirability of providing signage to this "delightful" and hard to find building. It was also noted that the church had not responded to a request to consider partner funding. It was agreed to defer this to a future agenda item and to suggest the church approach Christians in Crediton, the Devon Historic Churches Trust as well as Queen Elizabeth Community College for contributory donations or grants. It was also suggested that a wall mounted sign in Threshers or Orchard Terrace may be more cost effective than a finger post although the difficulty of visitors finding even this location was noted.

## 124. Correspondence Received

### Correspondence

1. DCC – Notification & Forms: Parish Paths Partnership Annual Volunteer Workshops & Annual Funding Returns.
2. Involve Mid Devon – Notification & Agenda: Mid Devon Transport Group Stakeholders Forum – 9 Nov. 2011. *(Distributed to Councillors 20 Oct. 2011).*
3. Crediton Arts Centre – Letter & e-mail: Thank you letter for Annual Donation & information on planned Summer Music Festival.
4. HM Revenue & Customs – Notification: PAYE Implementation for Clerks of Town & Parish Councils. *(Crediton Town Council already compliant).*
5. CRAMP – Letter: Request for Annual Donation for Christmas Fayre in the Square. *(Actioned, See Nov. F&GP Finance Schedule).*
6. Natwest Bank – Notification: Deposit Account Interest Rates.
7. Ocean Consultancy – Remittance Advice: Payment of Floral Crediton Planter sponsorship.
8. DCC/CTC – e-mails: Initial Response to offer of bench from People's Park for Western Road location.
9. Devon & Somerset Fire & Rescue Service – e-mail: Notification of Consultation on proposed alterations to the Service's response to automatic fire alarms. *(Forward to Councillors for a possible future agenda item).*

10. Victim Support – Letter: Request for a donation from the Town Council. (*Acknowledged 02 Nov. 2011, Future Agenda Item for Grants Sub-Committee*).
11. MDDC – Notification & Forms: Parish Precept payment for FY 2012-13. (*Deadline 16 Jan. 2012, Future Agenda Item*).
12. DCC – e-mail: Response to Councillor Szabo’s suggestion for mini-roundabouts at the east end of Crediton. (*Negative response*).
13. Crediton RBL – e-mail: Confusion & complaint over DCC’s e-mail concerning Remembrance Sunday Road Closure Notices. (*Resolved with DCC & Police 3 Nov. 2011*).
14. Unison – Notification: Results of Industrial Action Ballot.
15. Allianz Insurance Plc – Remittance Advice: Payment of Band Stand & Bus Shelter Insurance Claim.

### **Information –**

1. DALC – Draft Report: AGM of 8 Oct. 2011.
2. QECC – Newsletter: October 2011.
3. DPFA – Newsletter: The Playing Field – Autumn 2011..
4. Involve Mid Devon – Press Release: Will Writing Week.
5. MDDC – Agenda & Summons: Council Meeting 2 November 2011.
6. DALC – Minutes: Larger Council Sub-Committee – 20 Oct. 2011.
7. Clerks & Councils Direct – Newsletter – Nov. 2011.
8. Lloyds TSB – Notification: Changes in the making of payments from accounts.
9. MDDC – Cabinet Minutes: Revised minutes of Cabinet minutes 20 Oct. 2011.
10. MDDC – Press Release: Safe Fireworks Displays. (*Distributed 28 Oct. 2011*).
11. MDDC – Press Release: Affordable Housing & Natural Green Spaces. (*Distributed 28 Oct. 2011*).
12. D&C Police Authority – Newsletter: Authority Matters – Autumn 2011. (*Distributed 27 Oct. 2011*).
13. MDDC – Newsletter: Parish Matters. (*Distributed 24 Oct. 2011*).
14. DALC – Newsletter & Flyer: Nov. – Dec. 2011. (*Distributed 2 Nov. 2011*).
15. MDDC – Press Release: Staff Long Service Award – Simon Coombs. (*Distributed 2 Nov. 2011*).
16. MDDC – Press Release: Armistice Day Arrangements with the RBL. (*Distributed 2 Nov. 2011*).
17. MDDC – Press Release: Appointment of Chief Executive – Kevin Finan. (*Distributed 2 Nov. 2011*).
18. Creedy LAG – Agenda – Meeting Thurs. 10 Nov. 2011. (*Distributed 3 Nov. 2011*).
19. MDDC – Press Release: Weekly Recycling Trial Results. (*Distributed 4 Nov. 2011*).
20. SLCC – Newsletter: The Clerk – Nov. 2011.

### **Business Brought Forward**

#### **125. Newsletter**

Councillor Szabo requested a future agenda item on the design and layout of the Council’s newsletter. Councillor Brookes-Hocking reminded councillors that other members would have to be prepared to take on more of the newsletter production in future.

#### **126. Newsletter**

Councillor Brookes-Hocking reminded the committee that new articles are needed for the next newsletter, due to be published late December or early January 2012.

#### **127. Communications**

Councillor Brookes-Hocking suggested that the necessary agenda item be “Communications” as there have been no changes to means or policy for four years. For

example, does the Council optimise it's use of the website?

**128. Christmas Function**

Councillor Hughes requested a future agenda item on the Council Christmas function. It was noted that the Chairman would not be organising an event this year but that Councillor Hughes was prepared to do this.

Meeting closed at approximately 21:21

Signed:

(J.Harris, Chairman)

Date:

# Crediton Town Council

## PLANNING DECISIONS AND APPLICATIONS FOR FINANCE & GENERAL PURPOSES COMMITTEE MEETING 08 NOVEMBER 2011

**Planning Decisions** – as notified by the Planning Authority:

<b>DECISION</b>	<b>Type – Decision</b>
	Reference: <b>07/01258/FULL/NMA</b> Full planning application
	Address: 17 & 19 Lennard Road Crediton Devon EX17 2AP
	Description: Demolition of 2 existing single storey dwellings and erection of 4 single storey dwellings
	Decision: <b>APPLICATION DELETED</b>
Web link: <a href="#">07/01258/FULL/NMA</a>	

<b>DECISION</b>	<b>Type – Decision</b>
	Reference: <b>11/01342/FULL</b> Full planning application
	Address: Land and Buildings at NGR 283081 100371 (Rear of 113 High Street) Searle Street Crediton Devon
	Description: Conversion of former public house to three apartments
	Decision: <b>Grant permission</b>
Web link: <a href="#">11/01342/FULL</a>	

**DECISION****Type – Decision**

Reference: **11/01343/LBC** Listed Building Consent  
Address: Land and Buildings at NGR 283081 100371 (Rear of 113 High Street) Searle Street Crediton Devon  
Description: Listed Building Consent for conversion of former public house to three apartments  
Decision: **Grant permission**  
Web link: [11/01343/LBC](http://11/01343/LBC)

**DECISION****Type – Decision**

Reference: **MD/DCC/3283/2011** Full planning application. MDDC Ref. **11/01593/DCC**  
Address: Haywards Primary School, East Street, Crediton, EX17 3AX  
Description: Remove an existing "Devon Lady" classroom and construction of a new, double classroom and restoration of remaining area to school garden  
Decision: **No Objection**  
Web link: [DCC/3283/2011/FULL](http://DCC/3283/2011/FULL)

**DECISION****Type – Decision**

Reference: **MD/DCC/3282/2011** Listed Building Consent. MDDC Ref. **11/01594/DCC**  
Address: Haywards Primary School, East Street, Crediton, EX17 3AX  
Description: Remove an existing "Devon Lady" classroom and construction of a new, double classroom and restoration of remaining area to school garden  
Decision: **No Objection**  
Web link: [DCC/3282/2011/LBC](http://DCC/3282/2011/LBC)



**DECISION****Type – Decision**

Reference: **11/01419/FULL** Full planning application  
Address: Queen Elizabeth Community College Barnfield Crediton Devon EX17 3HX  
Description: Erection of temporary pre-fabricated buildings following removal of existing huts  
Decision: **Grant permission**

Web link: [11/01419/FULL](#)

**Planning Applications****APPLICATION****Type – Application**

Reference: **11/01472/FULL** Full planning application, registered 21/10/2011  
Address: Haywards County Primary School East Street Crediton Devon EX17 3AX  
Description: Installation of solar photovoltaic panels on south facing roof

Web link: [11/01472/FULL](#)

**Approve -**

**APPLICATION****Type – Application**

Reference: **11/01696/TPO** Works to TPO Trees, registered 24/10/2011  
Address: Southfield Southfield Drive Crediton Devon EX17 2ET  
Description: Application to fell 1 Common Horse Chestnut and 1 Hornbeam tree protected by Tree Preservation Order 99/0007/TPO

Web link: [11/01696/TPO](#)

**No Objection –**

**Type – Application**

Reference: **11/01698/TPO** Works to TPO Trees, registered 24/10/2011  
Address: Southfield Southfield Drive Crediton Devon EX17 2ET  
Description: Application to carry out works to 5 Hornbeams and 10 Horse Chestnut trees protected by Tree Preservation Order 99/0007/TPO

Web link: [11/01698/TPO](#)

**No Objection -**

**Type – Application**

Reference: **11/01709/FULL** Full planning application, registered 31/10/2011  
Address: Creedywood 7 Golden Joy Crediton Devon EX17 1EA  
Description: Erection of dwelling

Web link: [11/01709/FULL](#)

**Defer -** For members to make individual site visits.

**Type – Application**

Reference: **11/01720/FULL** Full planning application, registered 31/10/2011  
Address: Lords Meadow Leisure Centre Commercial Road Lords Meadow Industrial Estate Crediton Devon EX17 1ER  
Description: Installation of 291 solar photovoltaic panels on part roof

Web link: [11/01720/FULL](#)

**Approved -**

## Crediton Town Council

**SCHEDULE OF ACCOUNTS  
SUBMITTED TO A MEETING OF THE F & GP COMMITTEE  
08 November 2011**

Cheque Number		Ref.	Comment		Amount	Amount
3354	MDDC	4323	Postage, (Franking), & Photocopying, 1/2 Yr.	LGA '72 S111	74.28	
		4329	Floral Crediton Annual Planting & Watering	LGA '72 S111	7,966.80	
		4328	Payroll Oct. 2011	LGA '72 S111	4,792.14	
		4334	IT Support Nov. 2011	LGA '72 S111	216.00	13,049.22
3355	Hoopers Services	4325	11th Grass Cut Peoples' Park	OSA 1906 S.10	100.00	
		4326	Annual Grounds Maintenance	SHAA 1908 S.26	1,265.00	1,365.00
3356	Birds Construction	4327	Interim SMG Invoice	OSA 1906 S.10		11,016.71
3357	S.Wilfort	4330	FP 19 Kissing Gate & FP 14 Gate Latch	HA 1980 S50		47.39
3358	Cllr Anne Hughes	4331	Cllr Expenses (Printer Cartridges)	LGA '72 S111		21.90
3359	CRAMP	4333	Annual Xmas Fayre Donation	LGA '72 S145		400.00
3360	Royal British Legion	4335	Annual Poppy Appeal Donation	LGA '72 S137		40.00
3361	Audit Commission	4336	Annual Audit Charge	LGA '72 S111		690.00
3362	Concorde Copiers	4337	Printer Cost	LGA '72 S111		23.41
<b>D/D</b>	To be Paid by D/Debit	07 Nov. 2011				
	EDF Energy	4324	Bandstand Electricity	LGA '72 S111		13.57
<b>D/D</b>	To be Paid by D/Debit	01 Nov. 2011				
	SW Water	4332	Barnfield Allotments Water Rates	SHAA 1908 S.26		30.92
<b>Total</b>						<b>26,698.12</b>

## Crediton Town Council

**BANK BALANCES SUBMITTED TO A MEETING OF THE F & GP COMMITTEE  
08 November 2011  
(As @ 2 November 2011)**

Lloyds Current		2,075.76
Precept Reserve		117,583.50
Reserves		40,012.34
Petty Cash		64.79
Income Petty Cash		53.69
<b>Total</b>		<b>159,790.08</b>

## Crediton Town Council

**ASSETS & COMMITMENTS SUBMITTED TO A MEETING OF THE F & GP COMMITTEE  
08 November 2011  
(As @ 2 November 2011)**

Bank & Cash Holdings		159,790.08
VAT		8,816.71
Creditors (Suppliers & Liabilities)		-26,698.12
Debtors (Customers)		1,998.50
<b>Total</b>		<b>143,907.17</b>