



Credition Town Council



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Minutes of Credition Town Council's Finance and General Purposes Committee Meeting, held on Tuesday, 3rd June 2014, at 7pm, at the Council Chamber, Market Street, Credition

Present: Cllrs Mr F Letch, Miss J Harris (Chairman), Mr M Szabo, Mr A Wyer, Mr A Hughes, Mr P Vincent, Mr D Webb and Mr R Adams (part meeting)
Mrs C Dalley, Town Clerk

In Attendance: Mid Devon District Councillor Bob Wright
1 member of the press

1 To Elect the Committee Chairman for 2014-2015

It was **resolved** for Cllr Harris to be Committee Chairman for 2014-2014. (Proposed by Cllr Letch, seconded by Cllr Szabo)

2 To Elect the Committee Deputy Chairman for 2014-2015

It was **resolved** for Cllr Szabo to be Committee Deputy Chairman for 2014-2014. (Proposed by Cllr Letch, seconded by Cllr Wyer)

3 To receive and accept apologies

Apologies were received and accepted from Cllrs L Brookes-Hocking and G Ford. (Proposed by Cllr Letch, seconded by Cllr Szabo)

4 Declarations of Interest

Cllr Hughes declared a personal interest in agenda item 16, grant applications.
Cllr Vincent declared a disclosable pecuniary interest in agenda item 16 and the grant application submitted by Credition Congregational Church.

5 Public Question Time

There were no questions.

6 Order of Business

There were no changes to the order of business.

7 Chairman's and Clerk's Announcements

The Council Chairman, Cllr Letch announced the following:

- On Thursday 5th June 2014, he would be attending a short prayer meeting at the Boniface Statue in Newcombes Meadow.
- On Friday 6th June 2014, he would be attending the Devon Strategic Partnership meeting at County Hall.
- On Tuesday 10th June 2014, he would be attending the Buckingham Palace Garden Party.
- On Thursday 19th June 2014, he would be attending a 'Vision for Youth Services' meeting at Belmont Chapel, Exeter.
- On Friday 20th June 2014, he would be attending the Tiverton Mayoral Banquet.

The Clerk announced the following:

- The Council needed two more volunteers for the Town Council's Boules Team. The Boules Tournament is on Saturday, 7th June 2014 at 2.00 pm. Cllrs Wyer and Harris volunteered.

8 Finance & General Purposes Committee Minutes – To approve and sign as a correct record the minutes of the Finance and General Purposes Committee Meeting held on 6th May 2014. Copies had been circulated with the agenda. It was **resolved** to approve, and sign, the minutes of the Finance and General Purposes Committee Meeting held on 6th May 2014, as a correct record. (Proposed by Cllr Wyer, seconded by Cllr Letch)

- 9 Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Finance & General Purposes Committee Meeting held on 6th May 2014, for information only.
There were no matters arising.
- 10 Planning**
- a) To receive notification of decisions made by the Planning Authority.**
It was **resolved** to note the decisions of Mid Devon District Council, the determining Authority, with conditions as filed, which are attached as Appendix One.
- b) To consider planning applications.**
Mr Turner, a resident of Jockey Hill, read a letter, which he had submitted to MDDC, raising numerous concerns regarding planning application 14/00766/FULL, these included access and egress to the public highway, drainage and rain water run-off.
It was **resolved** to make comments in respect of planning applications considered at this meeting, which are attached as Appendix Two.
- 11 To discuss the future of public conveniences in Crediton and agree a course of action.**
Cllr Wright provided an overview of the current situation. Mid Devon District Council's Managing the Environment Policy Development Group has been undertaking a consultation with towns and parishes, regarding the future provision of public toilets. Whilst this was happening, the Cabinet member responsible for public toilets made the decision to close St Lawrence Green toilets from 1st June 2014. This decision was made without consulting the District Council Ward members or the Town Council. Since this decision was made the Ward members have been campaigning to keep the toilets open and the closure date has now been put back to September 2014, enabling the toilets to stay open during the summer.
- The Clerk expressed concern regarding further cuts that may be made, with the possible withdrawal of the partnership payments and the possibility of further Crediton toilets being closed during the winter months.
- It was **resolved** to write to Mid Devon District Council and request them to confirm, in writing, what their intentions are, with dates, for Crediton's public toilets, now and in the future.
(Proposed by Cllr Letch, seconded by Cllr Szabo)
- 12 Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts for the period 7th May 2014 to 3rd June 2014 inclusive and to receive the bank reconciliation.** The Clerk circulated the payments and receipts list and the bank reconciliation. It was **resolved**, with no votes to the contrary, to approve the payments totalling £11,791.23 and receipts totalling £109.71 and to accept the bank reconciliation, copies of which are attached to these minutes as Appendix Three. (Proposed by Cllr Letch and seconded by Cllr Hughes)
- 13 To receive a list of outstanding debts owed to Crediton Town Council.**
The documentation relating to this item had been issued prior to the meeting. It was **resolved** to note that there were no outstanding debts. (Proposed by Cllr Letch and seconded by Cllr Szabo)
- 14 Budget Review – To review the budget for the year to date.**
The Clerk circulated the budget sheet. It was **resolved** to note the budget sheet and the information contained therein, a copy of which is attached as Appendix Four. (Proposed by Cllr Letch, seconded by Cllr Hughes)
- 15 To receive a report from the Council's internal control checkers, following a monthly random inspection and agree any actions.**
A copy of the report had been issued with the agenda. It was **resolved** to note the report with no further actions. (Proposed by Cllr Harris, seconded by Cllr Szabo)

16 To consider the following grant applications:

- **Crediton Arts Centre/Music Market Busk It!**

It was **resolved** to grant £250 to Crediton Arts Centre for the Music Market Busk It! (Proposed by Cllr Szabo, seconded by Cllr Vincent)

- **Crediton Congregational Church**

Cllr Vincent left the room. It was **resolved** to grant £250 to Crediton Congregational Church for summer recitals. (Proposed by Cllr Szabo, seconded by Cllr Hughes)
Cllr Vincent returned to the room.

- **Crediton Saints Football Club**

- It was **resolved** to grant £250 to Crediton Saints Football Club to purchase league requirement equipment. (Proposed by Cllr Szabo, seconded by Cllr Vincent)

17 To consider the new cycling guide created by the Boniface Trail Group and agree to add a link to it on the Crediton Town Council website.

It was **resolved** to add a link to the new cycling guide on the Crediton Town Council website. (Proposed by Cllr Letch, seconded by Cllr Wyer)

18 To consider ways in which a Crediton speed watch scheme could be successfully implemented.

Cllr Letch advised that he had recently attended a public meeting where community speed watch was discussed. Volunteers are needed for the scheme and from feedback received the lack of volunteers may be due to residents being reluctant to point a radar gun at people they know. Cllr Letch suggested it may be advantageous to have a group of speed watch volunteers that could cover a range of areas, meaning a volunteer could participate in the scheme outside of his or her own town or village.

District Councillor Wright, who is heavily involved in the scheme, gave members more detailed information regarding it.

It was **resolved** for the Town Council to assist in a publicity push to get more people involved in the scheme. The Clerk was instructed to ask the Courier to print the Speed watch expression of interest form in the paper, with completed forms being returned to the Town Council offices. (Proposed by Cllr Letch, seconded by Cllr Webb)

19 Business brought forward

Cllr Letch:

- There is a weeping birch on Park Road (outside number 19) that is at chin height.
- He is unable to be at the Mayor's Surgery on Saturday 7th June and asked for a volunteer Councillor to attend in his place.

Cllr Szabo:

- Had received seven entry forms for the Floral Crediton competition.

Cllr Hughes:

- Had visited the Children's Centre and spent a very positive 30 minutes there. Their contract with Children's Services runs until 2017 and the staff seem quite buoyant.

Cllr Adams:

- Requested an agenda item to consider the route of the buses from Crediton to Exeter.

Cllr Wyer:

- Pointed out that the attendance register for the meeting was missing. The Clerk apologised.

Town Clerk:

- Asked all members to encourage residents to take part in the Floral Crediton competition.

PART TWO

- 20** It was **resolved** 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. (Proposed by Cllr Letch, seconded by Cllr Wyer)
- 21** **To discuss the lease of land at Stonypark and agree a course of action.**
Due to the confidential nature of this item no further information can be disclosed at this time.
- 22** **Close**
The meeting closed at 8.30 pm

Signed.....
(Chairman)

Date:.....

Appendix 1

Crediton Town Council

PLANNING DECISIONS FOR THE PERIOD TO 3rd JUNE 2014

Planning Decisions – as notified by the Planning Authority:

DECISION	<p>Type – Decision</p> <p>Reference: 14/00391/FULL Full planning application, registered 17/03/2014 Address: Fairways East Threshers Crediton Devon EX17 3NL Description: Erection of 3 dwellings with associated access and landscaping, (Revised Drawings) Decision: Withdrawn</p> <p>Web link: 14/00391/FULL</p> <p>CTC Previous Comments: No Objections</p>
DECISION	<p>Type – Decision</p> <p>Reference: 14/00429/CLP Certificate of Lawfullness application, registered 24/03/2014 Address: Boniface House Southfield Drive Crediton Devon EX17 2ET Description: Certificate of Lawfullness for the proposed installatiion of a window Decision: Permission Granted</p> <p>Web link: 14/00429/CLP</p> <p>CTC Previous Comments: N/A</p>

Type – Details Pursuant

Reference: **13/00932/FULL** Full planning application, registered 09/07/2013

Address: Land at NGR 282937 100306 St Saviours Way Crediton Devon

Description: Erection of a dwelling and wall following demolition of east boundary wall/fence, fence to south, timber garage and 2 sheds

Decision: **Details Pursuant**

Web link: [13/00932/FULL](#)

CTC Previous Comments: **OBJECT** for the following reasons:

- **over-intensification**
- **lack of amenity space**
- **the development would be out of keeping with other properties in the area**
- **there is no provision for parking for a building with 3 bedrooms thus the possibility of up to 6 adults, in an area where on street parking problems are already an issue.**
- **the felling of any trees to allow for development to take place. The adverse impact on the trees due to the levels of the site and the proximity of the trees to the proposed development**

Type – Decision

Reference: **14/00541/FULL** Full planning application

Address: 22 Victoria Crescent, Crediton, Devon, EX17 1DZ

Description: Erection of a conservatory

Decision: **Permission Granted**

Web link: [14/00541/FULL](#)

CTC Previous Comments: **No Objection.**

Appendix 2 Crediton Town Council

COMMENTS ON NEW APPLICATIONS FOR THE PERIOD TO 3rd JUNE 2014

Planning Applications

APPLICATION	<p>Type – Application</p> <p>Reference: 14/00756/CAT Conservation Area Tree Consent application, registered 08/05/2014 Address: Blagdon House Blagdon Crediton Devon EX17 1EH Description: Notification of intention to fell 1 scots pine and 1 liquid amber tree within a Conservation Area</p> <p>Web link: 14/00756/CAT</p> <p>CTC COMMENTS: Approve (Proposed by Cllr Letch, seconded by Cllr Adams)</p>
APPLICATION	<p>Type – Application</p> <p>Reference: 14/00637/FULL Full planning application, registered 14/05/2014 Address: 59 East Street Crediton Devon EX17 3BA Description: Erection of a two-storey extension following demolition of existing sun lounge (Revised scheme)</p> <p>Web link: 14/00637/FULL</p> <p>CTC COMMENTS: NO OBJECTION (Proposed by Cllr Letch, seconded by Cllr Hughes)</p>

Type – Application

Reference: **14/00765/ADVERT** Consent to Display an Advertisement, registered 19/05/2014
 Address: Tesco Stores Ltd 36 High Street Crediton Devon EX17 3JP
 Description: Advertisement Consent to display 5 non-illuminated signs, 3 externally illuminated signs and 2 internally illuminated signs

Web link: [14/00765/ADVERT](#)

CTC COMMENTS: NO OBJECTION (Proposed by Cllr Hughes, seconded by Cllr Wyer)

Type – Application

Reference: **14/00766/FULL** Full planning application, registered 10/05/2014
 Address: 9 Longmeadows Crediton Devon EX17 1DU
 Description: Erection of a dwelling

Web link: [14/00766/FULL](#)

Mr Turner, a resident of Jockey Hill, read a letter, which he had submitted to MDDC, raising numerous concerns regarding the application, these included access and egress to the public highway, drainage, rain water run off.

CTC COMMENTS: It was **resolved** to defer consideration of this application to the next meeting of Crediton Town Council in order to allow Councillors to carry out a site visit. (Proposed by Cllr Letch, seconded by Cllr Hughes)

Type – Application

Reference: **14/00770/FULL** Full planning application, registered 12/05/2014
Address: 10 Mill Street Crediton Devon EX17 3AA
Description: Erection of ground floor extension, raising of roof height and installation of dormer windows to provide additional living accommodation (Revised scheme)

CTC Previous Comments to Original Plans: No Objections

Web link: [14/00770/FULL](#)

CTC COMMENTS: NO OBJECTION (Proposed by Cllr Letch, seconded by Cllr Hughes)

Type – Application

Reference: **14/00496/MFUL** Major Planning Application, registered 20/05/2014
Address: 47 Mill Street Crediton Devon EX17 3AA
Description: Erection of 10 flats and alteration to existing building

Web link: [14/00496/MFUL](#)

CTC COMMENTS: OBJECT for the following reasons:

- **Overdevelopment of the site;**
- **access and egress to the properties is considered dangerous as highlighted by the police;**
- **lack of parking provision and**
- **lack of amenity space.**

(Proposed by Cllr Letch, seconded by Cllr Wyer)

Type – Application

Reference: **14/00784/FULL** Full planning application, registered 22/05/2014

Address: 9 - 10 Kiddicott Crediton Devon EX17 2AY

Description: Conversion of light industrial units to form 4 dwellings and demolition of light industrial units to provide amenity space and erection of an extension

Web link: [14/00784/FULL](#)

CTC COMMENTS: NO OBJECTION (Proposed by Cllr Szabo, seconded by Cllr Wyer)

**Crediton Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
51	03/06/2014		Lloyds TSB curren	003928	Salaries - May	Mid Devon District Coun	E	3,499.55	0.00	3,499.55
52	03/06/2014		Lloyds TSB curren	003928	Pension Contributions	Mid Devon District Coun	E	727.91	0.00	727.91
53	03/06/2014		Lloyds TSB curren	003928	PAYE/National Insurance	Mid Devon District Coun	E	213.66	0.00	213.66
54	03/06/2014		Lloyds TSB curren	003929	Insurance	Zurich Municipal	E	1,667.60	0.00	1,667.60
55	03/06/2014		Lloyds TSB curren	003930	SWLCA Reginal Conferen	DALC	S	195.00	39.00	234.00
56	03/06/2014		Lloyds TSB curren	003931	Webspace & domain narr	Mr A Wyer (One.com)	S	9.00	1.80	10.80
57	03/06/2014		Lloyds TSB curren	003932	Bus Shelter Cleaning	John Gillard Cleaning Se	E	47.00	0.00	47.00
58	03/06/2014		Lloyds TSB curren	003933	Hire of Boniface Centre	Boniface Centre	E	85.00	0.00	85.00
59	03/06/2014		Lloyds TSB curren	003934	Catering - Mayor's Recep	R & J Edwards - Triple C	E	750.00	0.00	750.00
60	03/06/2014		Lloyds TSB curren	003935	Memorial garden - Scouts	Touchwood Signs Ltd	S	26.00	5.20	31.20
61	03/06/2014		Lloyds TSB curren	003936	Printing Charges	Concorde	S	6.53	1.31	7.84
62	03/06/2014		Lloyds TSB curren	003937	Drinks - Mayor's Receptic	Mr F Letch (Tesco)	S	153.87	30.77	184.64
63	03/06/2014		Lloyds TSB curren	003937	Drinks - Mayor's Receptic	Mr F Letch (Tesco)	E	0.30	0.00	0.30
64	03/06/2014		Lloyds TSB curren	003938	Peoples Park - Grass Cutt	Hooper Services	S	170.00	34.00	204.00
65	03/06/2014		Lloyds TSB curren	003940	Town Clock - Servicing	Smith of Derby Ltd	S	192.00	38.40	230.40
66	03/06/2014		Lloyds TSB curren	003941	Printing Charges	Concorde	S	49.22	9.84	59.06
67	03/06/2014		Lloyds TSB curren	003942	Audit Training	Cornwall Association of	S	40.00	8.00	48.00
68	03/06/2014		Lloyds TSB curren	003943	Travel Expenses	Mrs C Dalley	E	10.80	0.00	10.80
69	14/05/2014		Petty Cash	petty cash	Mayor's Reception Expen	Crediton Town Council	E	30.00	0.00	30.00
70	27/05/2014		Petty Cash	petty cash	Postage - Recorded Deliv	Post Office Ltd	E	2.03	0.00	2.03
71	03/06/2014		Lloyds TSB curren	3945	Flower Towers	Plantscape	S	660.00	132.00	792.00
72	03/06/2014		Lloyds TSB curren	003946	Office Service Charge	Mid Devon District Coun	S	2,462.87	492.57	2,955.44
Total								10,998.34	792.89	11,791.23

Crediton Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
10	09/05/2014		Lloyds TSB reserv	bacs	Bank Interest	Lloyds Bank	E	1.75	0.00	1.75
11	09/05/2014		Lloyds TSB precep	bacs	Bank Interest	Lloyds Bank	E	4.40	0.00	4.40
12	19/05/2014		Lloyds TSB curren	cash	Stoney Park - Rent	Mrs Hennig	E	100.00	0.00	100.00
13	29/05/2014		Lloyds TSB curren	cheque	Exhibition Road - Allotme	Mr A Hemmings	E	2.83	0.00	2.83
14	29/05/2014		Lloyds TSB curren	cheque	Boniface Allot Ass - Meml	Mr A Hemmings	E	0.73	0.00	0.73
Total								109.71	0.00	109.71

Crediton Town Council

	Bank Reconciliation at 03/06/2014		
	Cash in Hand 01/04/2014		103,337.09
	ADD		
	Receipts 01/04/2014 - 03/06/2014		70,650.73
			173,987.82
	SUBTRACT		
	Payments 01/04/2014 - 03/06/2014		38,769.78
A	Cash in Hand 03/06/2014 (per Cash Book)		135,218.04
	Cash in hand per Bank Statements		
	Cash 02/06/2014	0.00	
	Lloyds TSB current a/c 034522 02/06/2014	17,194.12	
	Lloyds TSB precept a/c 034525 02/06/2014	89,081.66	
	Lloyds TSB reserve a/c 067835 02/06/2014	42,601.01	
	Petty Cash 02/06/2014	0.45	
			148,877.24
	Less unrepresented cheques As attached		13,659.20
			135,218.04
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		135,218.04
	A = B Checks out OK		

**Mrs C. Dalley**

Your accounts

Last login: 28 May 14 (01:12 PM)

Crediton Town Co..

Business Account £17,194.12

30-93-14, 03452274

BUS BANK INSTANT £42,601.01

30-93-14, 06783514

BUS BANK INSTANT £89,081.66

30-93-14, 03452509

Year To Date Budget 2014-2015

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Remaining	Total Spend
Administration	10,413	170.34	1,547.45	125.70										17.7	8,569.51	1,843.49
Council & Councillors	8,310	2.79	1,026.70	1,264.74										27.6	6,015.77	2,294.23
Property & Parks	29,012	2,024.34	2,908.00	3,468.04										29.0	20,611.62	8,400.38
Insurance	4,200	-	-	1,667.60										39.7	2,532.40	1,667.60
Parish Paths (P3)	250	-	-	-										-	250.00	-
Grants	15,000	-	11,160.00	-										74.4	3,840.00	11,160.00
Parish Enhancements	2,000	-	-	-										-	2,000.00	-
Amenities	14,397	-	-	792.00										5.5	13,605.00	792.00
Honorarium	110	-	-	-										-	110.00	-
Ear Marked Reserves	5,000	-	-	-										-	5,000.00	-
Sub Total	88,692	2,197	16,642	7,318	0	0	0	0	0	0	0	0	0	29.5	62,534.30	26,157.70

Salaries/PAYE/NI	Budget													%Budget	Balance	Total Spend
Salaries	42,835	-	3,499.55	3,499.55												6,999.10
PAYE/NI	5,911	-	213.66	213.66												427.32
Pension Payments	8,910	-	727.91	727.91												1,455.82
Sub Total	57,656	-	4,441.12	4,441.12	-	-	-	-	-	-	-	-	-	15.4	48,773.76	8,882.24

Total Spend	146,348.00	2,197.47	21,083.27	11,759.20	-	-	-	-	-	-	-	-	-	23.9	111,308.06	35,039.94
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INCOME	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Balance	Total Income
Administration	50	4.55	6.15	-										21.4	39.30	10.70
Council & Councillors	0	-	-	-										#DIV/0!	0.00	-
Property & Parks	3,661	35.55	117.49	-										4.2	3,507.96	153.04
Insurance	0	-	-	-										#DIV/0!	0.00	-
Parish Paths (P3)	250	-	-	-										-	250.00	-
Grants	0	-	-	-										#DIV/0!	0.00	-
Amenities	0	-	-	-										#DIV/0!	0.00	-
VAT Repayment	5,000	-	-	-										-	5,000.00	-
Sponsorship	600	-	-	-										-	600.00	-
Xmas Lights	0	-	-	-										#DIV/0!	0.00	-
Precept	130,212	65,106.16	-	-										50.0	65,106.16	65,106.16
Council Tax Support Grant	10,762	5,380.83	-	-										50.0	5,380.83	5,380.83
TAP Fund Grants	0	-	-	-										#DIV/0!	0.00	-
Sub Total	150,535	70,527.09	123.64	-	-	-	-	-	-	-	-	-	-	46.9	79,884.25	70,650.73

Total Income	£150,535	£70,527.09	£123.64	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	46.9	£79,884.25	£70,650.73
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Ear Marked Reserves/Project Funds																
Town Hall noticeboard (street furniture small w		-	702.00	-												702.00
Christmas Lights		-	-	-												-
TAP Fund Grants		-	-	-												-
Deputy Mayor/Consort Badge		-	-	-												-
Wildlife Garden		-	45.36	-												45.36
Sub Total		-	747.36	-	-	-	-	-	-	-	-	-	-	-	-	747.36

Creditors from 2013-2014 now paid																
Office Rent	2,000	2,000.00	-	-												2,000.00
Portable Induction loop	146	145.89	-	-												145.89
Photocopy charges	47	-	46.57	-												46.57
Telephone charges	96	96.28	-	-												96.28
Franking Machine	118	-	117.74	-												117.74
Wildlife garden clearance	576	-	576.00	-												576.00
Sub Total		2,242.17	740.31	-	-	-	-	-	-	-	-	-	-	-	-	2,982.48

Total Spend inc reserv	146,405.00	4,439.64	22,570.94	11,759.20	-	-	-	-	-	-	-	-	-	-	107,635.22	38,769.78
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