



Minutes of Credition Town Council's Finance and General Purposes Committee Meeting, held on Tuesday, 1st April 2014, at 7pm, at the Council Chamber, Market Street, Credition

Present: Cllrs Miss J Harris (Chairman), Mrs L Brookes-Hocking, Mr M Szabo, Mrs A Hughes, A Wyer, R Adams, P Vincent and N Way (part meeting)
Mrs C Dalley, Town Clerk

In Attendance: 1 member of the Press and 2 members of the public

152 To receive and accept apologies

Apologies were received and accepted from Cllr F Letch (Proposed by Cllr Wyer and seconded by Cllr Szabo)

153 Declarations of Interest

Cllr Brookes-Hocking declared a disclosable pecuniary interest in planning application 14/00381/CAT and Cllrs Vincent and Hughes declared a personal interest in planning application 14/00391/FULL

154 Public Question Time

There were no questions.

155 Order of Business

There were no changes to the order of business.

156 Chairman's and Clerk's Announcements

There were no announcements.

157 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 4th March 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 4th March 2014, as a correct record. (Proposed by Cllr Wyer, seconded by Cllr Ford)

158 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 4th March 2014, for information only.

There were no matters arising.

159 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.

It was **resolved** to make comments in respect of planning applications considered at this meeting, which are attached as Appendix Two.

160 Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts for the period 5th March 2014 to 1st April 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 £10,463.10 and

receipts totalling £515.42 and to accept the bank reconciliation, copies of which are attached to these minutes as Appendix Three. (Proposed by Cllr Hughes and seconded by Cllr Wyer)

- 161 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 the list of outstanding debts totalling £5.00, a copy of which is attached to these minutes as Appendix Four. (Proposed by Cllr Hughes Cllr Szabo)
- 162 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 Five. (Proposed by Cllr Wyer, seconded by Cllr Ford)
- 163 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 Szabo seconded by Cllr Ford)
- 164 To consider the Interim March 2014 internal audit report from the Council’s Internal Auditor Mr Ken Abraham and agree any actions.**
A copy of the report had been issued with the agenda. The Clerk advised the situation regarding the Mayor’s allowance had been remedied. She also advised she would shortly be devising a Town Council Whistleblowing Policy as recommended in the report. It was **resolved** to note the internal audit report with the Clerk carrying out the recommendations contained therein. (Proposed by Cllr Ford seconded by Cllr Adams)
- 165 To discuss Mid Devon District Council’s proposals for the future provision of public conveniences in Crediton and agree a course of action.**
A report considered by MDDC’s Managing the Environment Policy Development Group, together with an excerpt of the meeting minutes had been issued with the agenda. The report including the proposals were discussed and whilst Councillors were discontented with the proposals to save money by closing certain public conveniences and withdrawing funding from others, the general consensus was that this course of action, by the district council, was inevitable. Concern was raised regarding certain content of the report, this included stating there are 5 public conveniences in Crediton when there are four; and what Mid Devon District Council mean by ‘develop for other purposes’, when proposing the closure of St Lawrence Green toilets. It was also noted that there is an outside water tap at St Lawrence Green toilets, which is used to water the flower beds; therefore, water consumption costs are distorting the actual cost of the toilets.

It was **resolved** to note the report and request an explanation from Mid Devon District Council regarding the following:
- Why the report states there are 5 toilets in Crediton, when there are only four.
 - What is meant by ‘develop for other purposes’ when referring to St Lawrence Green toilets?
- (Proposed by Cllr Brookes-Hocking, seconded by Cllr Ford)
- 166 To consider the future of day, residential care and youth services in Crediton, in view of Devon County Council’s proposals and agree a course of action.**
Information relating to these services had been issued with the agenda. The Clerk advised that she had not received a response, apart from an acknowledgement receipt, from Devon County Council to the letter sent by the Town Council dated 13th March 2014. The future of day, residential care and youth services in Crediton were discussed. Councillors felt strongly regarding youth services and the important need to retain the service in Crediton. The Clerk brought to the attention of members a letter received from Bampton Town Council opposing the closure of their Residential Care Home, Barnhaven. Bampton Town Council would like to hear from local councils with a view to creating a campaign to represent Mid Devon in the matter.

Concern was raised again regarding how all three services were operated by Devon County Council and the lack of transparency with no financial information being provided in order that carefully considered and informed recommendations could be made by the Town Council. It was also believed prudent for the Town Council to check capacity and room availability, on a monthly basis, with private residential care homes in Crediton.

It was **resolved** to seek a meeting with Devon County Council Heads of Service for day care, residential care and youth services, in order to obtain the information requested in the Council's letter dated 13th March 2014. (Proposed by Cllr Brookes-Hocking, seconded by Cllr Hughes)

It was further **resolved** to support Bampton Town Council in the creation of a campaign to represent Mid Devon regarding the closure of residential care homes. (Proposed by Cllr Brookes-Hocking, seconded by Cllr Hughes)

Cllr Way arrived at 8.10 pm and declared that as a member of more than one authority, any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

It was also **resolved** that in the event of closures of the youth service in Crediton the Town Council is minded to consider allocating resources to support alternative youth provision within the Town. (Proposed by Cllr Vincent, seconded by Cllr Brookes-Hocking)

Cllr Way advised that as yet, no individual or organisation had come forward and expressed an interest in operating a youth service in Crediton. He added that the consultation is running until the end of the month and if the worst happened and the service was closed there should be a community meeting to discuss the situation. Cllr Way was happy to arrange this.

167 To consider Mid Devon District Council's Open Space and Play Area Study, formulate a response to the survey and agree a course of action.

A copy of the survey had been issued with the agenda. Councillors expressed concern regarding some of the questions being asked in the report regarding future maintenance of open spaces and play areas and how this would be paid for. It was felt that this was the first stage in the district council looking at reducing and or withdrawing open space play/amenity provisions in Crediton.

It was **resolved** for Cllr Wyer and the Clerk to:

- Complete the questionnaire and then circulate to all Councillors for comment before submitting to Mid Devon District Council
- Prepare proposals for Town Council consideration on the future of play and open space amenity provisions with the Town. (Proposed by Cllr Brookes-Hocking seconded by Cllr Ford)

168 To consider the purchase of a digital camera as recommended in the communications review report and the quotations obtained by the Assistant Town Clerk.

A report had been issued with the agenda. It was **resolved** to purchase a new Panasonic Lumix DMC SZ3 camera plus case, memory card and tripod from Ebay at a total cost of £89.99 including postage and packing. (Proposed by Cllr Szabo seconded by Cllr Ford)

169 Business brought forward

Cllr Szabo reported:

- The footpath at St Lawrence Green has been resurfaced and the workman have done a fantastic job

Cllr Way reported:

- He had attended a good meeting with the Devon Heartlands project regarding connecting Meldon with Crediton and Exeter. The plans are advancing and there will be a meeting with stakeholders in mid April.

- At the Town Meeting the Headteacher at Landscore School reported on the possibility of expanding the two schools. Both Headteachers will be meeting with Devon County Council Officers shortly to discuss this further, at present nothing is set in stone. Cllr Brookes-Hocking said it would be useful if the Town Council could be advised of the Headteachers' positions regarding the proposed expansion of the schools and Cllr Way confirmed he would keep the Council up to date as matters progress.

Cllr Vincent reported:

- The Headteacher at Haywards School is leaving.
- There is a rumour that there will be a waste plant sited near Tesco.

Cllr Brookes-Hocking reported:

- The Devon Heartland Community Rail Project would like a letter of support from the Town Council and requested this be an agenda item for the April meeting.
- She had heard network rail will repair the Dawlish line and then go away, with no intention for any alternative routes.

Cllr Hughes reported:

- Due to current workload Crediton Children's Centre will not be entering this year's It's Your Neighbourhood competition.
- Could the Town Council request a 20mph zone that would incorporate Belle Parade and Blagdon. This issue will be raised at the Traffic Management Review meeting on Wednesday 2nd April 2014.

170 Close

The meeting closed at 8.20 pm

Signed.....
(Chairman)

Date:.....

Appendix 1

Crediton Town Council

PLANNING DECISIONS FOR THE PERIOD TO 1st APRIL 2014

Planning Decisions – as notified by the Planning Authority:

DECISION	<p>Type – Details Pursuant</p> <p>Reference: 13/00915/MARM/NMA Major Approval Of Reserved Matters, registered 01/07/2013 Address: Trenavin George Hill Crediton Devon EX17 2DS Description: Reserved matters for the erection of 18 dwellings (including 5 affordable dwellings) Decision: Details Pursuant</p> <p>Web link: 13/00915/MARM</p> <p>CTC Previous Comments: N/A</p>
DECISION	<p>Type – Details Pursuant</p> <p>Reference: 12/00624/MOU T Outline Planning Permission Address: Trenavin George Hill Crediton Devon EX17 2DS Description: Outline for the development of site to include the retention of Trenavin, erection of 23 new dwellings including 6 affordable units (Revised Scheme) Decision: Details Pursuant</p> <p>Web link: 12/00624/MOUT</p> <p>CTC Previous Comments: No Objection - However members again noted the lack of road infrastructure development in Crediton to support yet another multiple residence site</p>

DECISION

Type – Decision

Reference: **14/00265/CAT** Conservation Area Tree application, registered 20/02/2014
 Address: 60 High Street Cridton Devon EX17 3JX
 Description: Notification of intention to fell 1 horse chestnut tree, 2 conifer trees and reduce the height by 1m of one eucalyptus gunnii tree within a conservation area
 Decision: **No Objection**

Web link: 14/00265/CAT

CTC Previous Comments: NO OBJECTION as long as MDDC's Tree Officer's professional opinion is that the work is necessary.

DECISION

Type – Decision

Reference: **14/00197/FULL** Full planning application, registered 03/02/2014
 Address: 19 Lamejohns Field Cridton Devon EX17 1EB
 Description: Erection of extension including installation of rooflights
 Decision: **Grant Permission**

Web link: 14/00197/FULL

CTC Previous Comments: NO OBJECTION

DECISION

Type – Decision

Reference: **14/00224/CAT** Conservation Area Tree application, registered 10/02/2014
 Address: Cridton Youth Centre East Street Cridton Devon EX17 3AX
 Description: Notification of intention to crown thin and cut back minor branches of 1 weeping Ash in a Conservation Area
 Decision: **No Objection**

Web link: 14/00224/CAT

CTC Previous Comments: APPROVE

Appendix 2

Crediton Town Council

COMMENTS ON NEW APPLICATIONS FOR THE PERIOD TO 1st APRIL 2014

Planning Applications

APPLICATION	<p>Type – Application</p> <p>Reference: 14/00381/CAT Conservation Area Tree application, registered 13/03/2014 Address: 7 North Street Crediton Devon EX17 2BT Description: Notification of intention to fell 1 Fir tree within a Conservation Area</p> <p>Web link: 14/00381/CAT</p> <p>Cllr Brookes-Hocking declared a disclosable pecuniary interest and left the room CTC COMMENTS: NO OBJECTION as long as MDDC's Tree Officer's professional opinion is that the work is necessary. (Proposed by Cllr Wyer, seconded by Cllr Szabo)</p>
APPLICATION	<p>Type – Application</p> <p>Reference: 14/00383/FULL Full planning application, registered 17/03/2014 Address: 2 Springfield Western Road Crediton Devon EX17 3NG Description: Erection of an extension</p> <p>Web link: 14/00383/FULL</p> <p>CTC COMMENTS: NO OBJECTION (Proposed by Cllr Szabo seconded by Cllr Wyer)</p>

Type – Application

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

Web link: [14/00391/FULL](#)

CTC COMMENTS: It was **resolved** to **defer** consideration of the application until the April Council meeting, in order to allow Councillors time to carry out individual site visits. (Proposed by Cllr Adams, seconded by Cllr Hughes)

**Crediton Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
302	31/03/2014		Lloyds TSB curren	003878	Salaries - March	Mid Devon District Coun	E	3,499.55	0.00	3,499.55
303	31/03/2014		Lloyds TSB curren	003878	Pension Contributions	Mid Devon District Coun	E	727.91	0.00	727.91
304	31/03/2014		Lloyds TSB curren	003878	PAYE/National Insurance	Mid Devon District Coun	E	219.20	0.00	219.20
305	31/03/2014		Lloyds TSB curren	003878	Payroll Administration	Mid Devon District Coun	S	10.00	2.00	12.00
306	31/03/2014		Lloyds TSB curren	003879	Scout Memorial garden -	Mike Turnbull	E	200.00	0.00	200.00
307	31/03/2014		Lloyds TSB curren	003880	Bus Shelter Cleaning	John Gillard Cleaning Se	E	47.00	0.00	47.00
308	31/03/2014		Lloyds TSB curren	003881	Anchor Pegs for weed m	Clare Dalley (Wetwise Ir	S	33.33	6.66	39.99
309	31/03/2014		Lloyds TSB curren	003881	Weed membrane	C Dalley (Screwfix)	S	124.96	24.99	149.95
310	31/03/2014		Lloyds TSB curren	003881	Metal storage boxes	C Dalley (WH Smith)	S	21.65	4.33	25.98
311	31/03/2014		Lloyds TSB curren	003882	Advert - Councillor Co-op	Crediton Country Courie	S	160.00	32.00	192.00
312	31/03/2014		Lloyds TSB curren	003884	Advert - Floral Crediton	Crediton Country Courie	S	100.00	20.00	120.00
313	31/03/2014		Lloyds TSB curren	003884	Advert - Annual Town Me	Crediton Country Courie	S	188.00	37.60	225.60
314	31/03/2014		Lloyds TSB curren	003883	Printing Charges	Concorde	S	44.05	8.81	52.86
315	31/03/2014		Lloyds TSB curren	003885	IT Support	Mid Devon District Coun	S	180.00	36.00	216.00
316	31/03/2014		Lloyds TSB curren	003886	Councillor Expenses	Mr F Letch	E	10.10	0.00	10.10
317	31/03/2014		Lloyds TSB curren	direct debit	Telephone Charges	BT	S	80.23	16.05	96.28
318	31/03/2014		Lloyds TSB curren	003887	Peoples Park - Maintenan	Hooper Services	S	400.00	80.00	480.00
319	31/03/2014		Lloyds TSB curren	003888	Office Rent	Mid Devon District Coun	E	2,000.00	0.00	2,000.00
320	31/03/2014		Lloyds TSB curren	003889	Office Rent	Mid Devon District Coun	E	2,000.00	0.00	2,000.00
Total								10,045.98	268.44	10,314.42

Crediton Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
355 Interest on bank accour	10/03/2014		Lloyds TSB precep	bacs	Bank Interest	Lloyds Bank	E	2.25	0.00	2.25
356 Interest on bank accour	10/03/2014		Lloyds TSB reserv	bacs	Bank Interest	Lloyds Bank	E	1.63	0.00	1.63
357 Mayor's Allowance	12/03/2014		Lloyds TSB curren	cheque	Mayor's allowance	Mr Frank Letch	E	500.00	0.00	500.00
Total								503.88	0.00	503.88

**Crediton Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Office Supplies	01/04/2014	1403/269	Lloyds TSB curren	003890	Portable Induction Loop	C Dalley (Action on Hea	S	121.57	24.32	145.89
2 Councillor/Clerk Expens	01/04/2014		Lloyds TSB curren	003891	Councillor Expenses	Mr F Letch	E	2.79	0.00	2.79
Total								124.36	24.32	148.68

**Crediton Town Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1 Barnfield - Allotment Re	01/04/2014		Lloyds TSB curren	cheque	Barnfield Allotment Rent	Mrs K Hawe	E	9.86	0.00	9.86
2 Boniface Allot Ass. Mem	01/04/2014		Lloyds TSB curren	cheque	Boniface Allot Ass - Meml	Mrs K Hawe	E	1.68	0.00	1.68
							Total	11.54	0.00	11.54

Credition Town Council

	Bank Reconciliation at 31/03/2014		
	Cash in Hand 01/04/2013		79,912.20
	ADD		
	Receipts 01/04/2013 - 31/03/2014		170,467.45
			250,379.65
	SUBTRACT		
	Payments 01/04/2013 - 31/03/2014		151,138.84
A	Cash in Hand 31/03/2014 (per Cash Book)		99,240.81
	Cash in hand per Bank Statements		
	Cash 31/03/2014	0.00	
	Lloyds TSB current a/c 034522 31/03/2014	8,335.43	
	Lloyds TSB precept a/c 034525 31/03/2014	58,587.47	
	Lloyds TSB reserve a/c 067835 31/03/2014	42,597.51	
	Petty Cash 31/03/2014	34.82	
			109,555.23
	Less unrepresented cheques As attached		10,314.42
			99,240.81
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		99,240.81
	A = B Checks out OK		



Mrs C. Dalley

Your accounts

Last login: 27 March 14 (12:20 PM)

Crediton Town Co..

Business Account £8,335.43

30-93-14, 03452274

Bus Instant Access £42,597.51

30-93-14, 06783514

Bus Instant Access £58,587.47

30-93-14, 03452509

Outstanding Debts as at 1st April 2014

Invoice Date	Invoice Number	Amount	In relation to
Mar-14			
24/03/2014	145	£5.00	E16aa

TOTAL AMOUNT OUTSTANDING	£5.00
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EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Remaining	Total Spend
Administration	6,750	430.35	1,090.91	243.30	588.31	3,907.52	228.00	1,839.38	235.37	1,139.48	912.61	215.61	1,572.64	129.3	-1,974.72	8,724.72
Council & Councillors	8,630		317.58	1,307.90	302.90	165.15	530.80	128.49	132.00	576.00	128.00		547.70	47.9	4,493.48	4,136.52
Property & Parks	22,250	24.74	2,940.00	578.50	394.51	2,948.68	540.00	1,772.00	2,913.12	1,933.63	165.75	2,523.51	5,706.56	100.9	-191.00	22,441.00
Insurance	4,000		3,821.63							53.00				96.9	125.37	3,874.63
Election Costs	200													-	200.00	-
Parish Paths (P3)	250													-	250.00	-
Grants	17,000		9,560.00						17.00	5,153.00			2,270.00	100.0	0.00	17,000.00
Parish Enhancements	0													-	0.00	-
Amenities	9,670				966.35	120.00		92.12	4,384.39	47.81				58.0	4,059.33	5,610.67
Honorarium	110			55.00						55.00				100.0	0.00	110.00
Sub Total	68,860	455	17,730	2,185	2,252	7,141	1,299	153	7,682	8,958	1,206	2,739	10,097	89.9	6,962.46	61,897.54

Salaries/PAYE/NI	Budget													%Budget	Balance	Total Spend
Salaries			3,397.77	3,397.77	3,442.52	3,464.89	3,464.89	3,671.14	3,499.55	3,499.55	3,499.55	3,499.55	6,999.10			41,836.28
PAYE/NI			270.49	270.49	276.67	215.60	215.60	237.05	219.20	219.20	219.20	219.20	438.40			2,801.10
Pension Payments			229.80	229.80	229.80	720.70	720.70	763.60	727.91	727.91	727.91	727.91	1,455.82			7,261.86
Sub Total	63,000	-	3,898.06	3,898.06	3,948.99	4,401.19	4,401.19	4,671.79	4,446.66	4,446.66	4,446.66	4,446.66	8,893.32	82.4	11,100.76	51,899.24

Total Spend	131,860.00	455.09	21,628.18	6,082.76	6,201.06	11,542.54	5,699.99	4,825.02	12,128.54	13,404.58	5,653.02	7,185.78	18,990.22	86.3	18,063.22	113,796.78
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INCOME	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Balance	Total Income
Administration	0	3.19	5.11	5.06	4.26	4.45	3.71	4.30	6.72	15.34	4.79	4.44	3.88	#DIV/0!	-65.25	65.25
Council & Councillors	0												500.00	#DIV/0!	-500.00	500.00
Property & Parks	0	18.40	105.20	517.53	15.27	10.50	552.59	1,988.67	530.49	173.19	41.99	9.95		#DIV/0!	-3,963.78	3,963.78
Insurance	0													#DIV/0!	0.00	-
Parish Paths (P3)	0													#DIV/0!	0.00	-
Grants	0					6,000.00	2,000.00							#DIV/0!	-8,000.00	8,000.00
Amenities (sponsorship)					440.00	50.00	100.00							#DIV/0!	-590.00	590.00
VAT Repayment	0		8,443.12			626.19			968.28		3,410.83			#DIV/0!	-13,448.42	13,448.42
Sponsorship														#DIV/0!	0.00	-
Xmas Lights							550.00	1,150.00	600.00	900.00	400.00			#DIV/0!	-3,600.00	3,600.00
Precept	136,860	68,400.00						68,400.00						100.0	60.00	136,800.00
TAP Fund Grants										3,500.00				#DIV/0!	-3,500.00	3,500.00
Sub Total	136,860	68,421.59	8,553.43	522.59	459.53	6,691.14	3,206.30	71,542.97	2,105.49	4,588.53	3,857.61	14.39	503.88	124.6	-33,607.45	170,467.45

Total Income	£136,860	£68,421.59	£8,553.43	£523	£460	£6,691	£3,206	£71,543	£2,105	£4,589	£3,858	£14	£504	124.6	-£33,607.45	£170,467.45
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Ear Marked Reserves/Project Funds																
Peoples Park Project		641.10	2,438.61	244.72		295.80								#DIV/0!	-3,620.23	3,620.23
Economic Development			2,000.00													2,000.00
Upper Deck Refurbishment					60.00											60.00
Payroll Costs								12,640.00	1,560.00							14,200.00
Christmas Lights									9,184.80	3,089.81	360.00					12,634.61
TAP Fund Grants										3,500.00						3,500.00
Deputy Mayor/Consort Badge											1,137.28					1,137.28
Wildlife Garden													189.94			189.94
		641.10	4,438.61	244.72	60.00	295.80	-	12,640.00	10,744.80	6,589.81	1,497.28		189.94			37,342.06

Total Spend inc reserv	#REF!	1,096.19	26,066.79	6,327.48	6,261.06	11,838.34	5,699.99	17,465.02	22,873.34	19,994.39	7,150.30	7,185.78	19,180.16	#REF!	#REF!	151,138.84
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