



**Minutes of Credition Town Council's Finance and General Purposes Committee Meeting, held on Tuesday, 4<sup>th</sup> February 2014, at 7pm, at the Council Chamber, Market Street, Credition**

**Present:** Cllrs Miss J Harris (Chairman), Mr F Letch, Mrs L Brookes-Hocking, Mr M Szabo, Miss G Ford and A Wyer, P Vincent  
Mrs C Dalley, Town Clerk

**In Attendance:** 1 member of the Press

**120 To receive and accept apologies**

Apologies were received and accepted from Cllrs R Adams, W Dixon and N Way. (Proposed by Cllr Letch and seconded by Cllr Ford)

Cllr P Vincent arrived at 7.03 pm

**121 Declarations of Interest**

There were no declarations of interest.

**122 Public Question Time**

There were no questions.

**123 Order of Business**

There were no changes to the order of business.

**124 Chairman's and Clerk's Announcements**

Cllr Letch thanked the Lady Mayoress, Mrs Natalia Letch for staffing the Mayor's Surgery at Credition's Farmers Market on Saturday, 1<sup>st</sup> February 2014, and Mr Martin Ashley, Assistant Town Clerk for assisting her with setting up and taking the stall down. It had been a very successful day.

**125 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 7<sup>th</sup> January 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 7<sup>th</sup> January 2014, as a correct record. (Proposed by Cllr Letch, seconded by Cllr Szabo)

**126 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 7<sup>th</sup> January 2014, for information only.  
There were no matters arising.

**127 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. The Clerk was asked to request an explanation from the Planning Officer as to why planning application numbered 13/01620/FULL had been granted permission.

**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.

**128 Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts for the period 8<sup>th</sup> January 2014 to 4<sup>th</sup> February 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 £6,776.91 and receipts totalling £3,807.61 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 Wyer)

**129 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 owed to Crediton Town Council totalling £9.95, a copy of which is attached to these minutes as Appendix Four. (Proposed by Cllr Ford, seconded by Cllr Wyer)

**130 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 Szabo)

**131 To consider renting a garage from Mid Devon District Council in order to provide the Town Council with a storage facility.**

It was **resolved** to rent a garage from Mid Devon District Council at a cost of £422.40 per annum. (Proposed by Cllr Letch, seconded by Cllr Brookes-Hocking)

**132 To consider and formulate a response to HM Government consultation on local authority parking** (A copy of the consultation document will be issued with the agenda)

It was **resolved** to respond to HM Government consultation on local authority parking as follows:

*Q1. Do you consider local authority parking enforcement is being applied fairly and reasonably in your area?*

A. Yes, except for loading bays.

*Q2. The Government intends to abolish the use of CCTV cameras for parking enforcement. Do you have any views or comments on this proposal?*

A. Not applicable.

*Q3. Do you think the traffic adjudicators should have wider powers to allow appeals?*

A. Yes

*Q4. Do you agree that guidance should be updated to make clear in what circumstances adjudicators may award costs? If so, what should those circumstances be?*

A. Those people wishing to represent themselves at appeal should be reimbursed loss of wages, if they win the appeal.

*Q5. Do you think motorists who lose an appeal at a parking tribunal should be offered a 25% discount for prompt payment?*

A. Yes

*Q6. Do you think local residents and firms should be able to require councils to review yellow lines, parking provision, charges etc. in their area? If so, what should the reviews cover and what should be the threshold for triggering a review?*

A. Definitely. The reviews should cover existing traffic regulations and analyse how they are working, with an examination to see if a change would work better. An appropriate number of complaints should trigger a review.

*Q7. Do you think that authorities should be required by regulation to allow a grace period at the end of paid for parking?*

A. Yes, 5 minutes.

Q8. Do you think that a grace period should be offered more widely – for example a grace period for overstaying in free parking bays, at the start of pay and display parking and paid for parking bays, and in areas where there are parking restrictions (such as loading restrictions, or single yellow lines)?

A. There should be no grace period for free parking bays and a 5 minutes grace period at the start of pay and display parking and paid for parking bays.

Q9. If allowed, how long do you think the grace period should be?

A. 5 minutes

Q10. Do you think the Government should be considering any further measures to tackle genuinely anti-social parking or driving? If so, what?

A. Yes, to prevent the anti-social practice of parking in loading bays. The loading bay should be clearly marked on the road as a loading bay, as opposed to confusing signage located some distance from the loading bay. Traffic Enforcement Officers should issue advisory notices for anti-social parking and driving.

(Proposed by Cllr Brookes-Hocking, seconded by Cllr Vincent)

**133 Business brought forward**

Cllr Szabo:

- Queried whether the road servicing the new dwellings, being built off Southfield Drive, would stay in private ownership or, be adopted by Devon County Council.

Cllr Vincent

- Queried the ownership of a street light close to the congregational church and members provided information on this issue.

Cllr Letch:

- Reported that he and Cllr Ford had attended a Devon County Council meeting at St James’s Park regarding residential care, which showed the difference in costs between Council residential care and that of the private sector. The question was asked whether it was more cost effective for the County Council to outsource residential care service to the private sector thus enabling it to close and sell off its residential care homes to save money. Cllr Letch advised he would visit Crediton’s residential care home to assess the situation locally.
- Stated that he believed it would be beneficial if the Council had attendance registers for all its meetings. The Clerk confirmed this was an extremely good idea and is common practice elsewhere.

Cllr Nick Way arrived 7.44 pm

Cllr Way:

- Devon County Council is hosting an informative session during the morning of 14<sup>th</sup> February 2014, at the Old Town Hall regarding their budgets. There are implications on the provision of youth services, meals on wheels and residential care. The budgets are very tight and the consultation will be open for 45 days. It was agreed that this should be an agenda item for the March Council meeting.

**134 Close**

The meeting closed at 7.48 pm

Signed.....

(Chairman)

Date:.....

# Appendix 1

## Crediton Town Council

### PLANNING DECISIONS FOR THE PERIOD TO 4<sup>th</sup> FEBRUARY 2014

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

<b>DECISION</b>	<p><b>Type – Decision</b></p> <p>Reference: <b>13/01579/FULL</b> Full planning application, registered 02/12/2013 Address: 54 Barnfield Crediton Devon EX17 3HS Description: Erection of extensions Decision: <b>Grant permission</b></p> <p>Web link: <a href="#">13/01579/FULL</a></p> <p><b>CTC Previous Comments: No Objection</b></p>
<b>DECISION</b>	<p><b>Type – Decision</b></p> <p>Reference: <b>13/01565/TPO</b> Works to TPO Trees, registered 15/11/2013 Address: 4 Taw Vale Terrace Crediton Devon EX17 3BU Description: Application to carry out works to 1 Holm Oak protected by Tree Preservation Order 4.18.87.TP1 Decision: <b>Grant permission</b></p> <p>Web link: <a href="#">13/01565/TPO</a></p> <p><b>CTC Previous Comments: No Objection as long as MDDC's Tree Officer's professional opinion is that the work is necessary.</b></p>

**Type – Decision**

Reference: **13/01620/FULL** Full planning application, registered 04/12/2013

Address: Undercroft Below Flats 16 - 19 (Open Car Park Spaces) Glendower Court Station Approach Crediton Devon EX17 3PP

Description: Conversion of existing undercroft to form two flats

Decision: **Grant permission**

Web link: [13/01620/FULL](#)

**CTC Previous Comments:** **Object** – on the grounds that this is over-intensification of the site and will result in the loss of an important amenity area for the residents of Glendower Court. It was further **resolved** to write to the MDDC case officer to ask him to justify the planning reasons behind any decision in advance of determination.

**Type – Decision**

Reference: **13/01483/FULL** Full planning application, registered 05/12/2013

Address: 6 Barnfield Crediton Devon EX17 3HT

Description: Erection of a detached garage

Decision: **Grant permission**

Web link: [13/01483/FULL](#)

**CTC Previous Comments :** **Approve**

**Type – Decision**

Reference: **13/00345/FULL/NMA** Full planning application, registered 05/09/2013  
Address: Land and Buildings at NGR 283081 100371 Adj to 12 Searle Street Crediton  
Description: Erection of 2 houses and 1 flat (Revised scheme) (NMA to layout of second floor and addition of rooflights to east elevation of plots 1 & 2)  
Decision: **Grant permission**  
Web link: [13/00345/FULL/NMA](#)

**CTC Previous Comments : No Objection**

# Appendix 2

## Crediton Town Council

### COMMENTS ON NEW APPLICATIONS FOR THE PERIOD TO 4<sup>th</sup> FEBRUARY 2014

#### Planning Applications

<b>APPLICATION</b>	<b>Type – Application</b>
	Reference: <b>14/00052/CAT</b> Conservation Area Tree application, registered 15/01/2014
	Address: Arden House Union Road Crediton Devon EX17 3AL
	Description: Notification to intention to fell 3 sycamore trees in a Conservation Area
<b>Web link:</b> <a href="http://14/00052/CAT">14/00052/CAT</a>	
<b>CTC COMMENTS: APPROVE (Proposed by Cllr Letch and seconded by Cllr Szabo)</b>	

<b>APPLICATION</b>	<b>Type – Application</b>
	Reference: <b>14/00033/FULL</b> Full planning application, registered 16/01/2014
	Address: 59 East Street Crediton Devon EX17 3BA
	Description: Erection of extensions following removal of existing sun lounge
<b>Web link:</b> <a href="http://14/00033/FULL">14/00033/FULL</a>	
<b>CTC COMMENTS: OBJECT due to adverse impact on neighbouring properties. (Proposed by Cllr Letch, seconded by Cllr Ford)</b>	

**Type – Application**

Reference: **14/00044/FULL** Full planning application, registered 14/01/2014  
 Address: Larksbloom Brays Close Crediton Devon EX17 3HZ  
 Description: Conversion of existing integral garage into additional living accommodation and erection of detached garage

Web link: [14/00044/FULL](#)

**CTC COMMENTS: No Objection (Proposed by Cllr Letch, seconded by Cllr Brookes-Hocking)**

**Type – Application****Deadline:****13/02/2014**

Reference: **14/00002/FULL** Full planning application, registered 06/01/2014  
 Address: 3 Enfield Close Crediton Devon EX17 3RS  
 Description: Erection of first floor extension and conversion of garage to form ancillary accommodation  
**(Revised Drawings)**

Web link: [14/00002/FULL](#)

**CTC Previous Comments : No Objection (TC 21 Jan. 2014)**

**CTC COMMENTS: No Objection (Proposed by Cllr Letch, seconded by Cllr Wyer)**



**Crediton Town Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
269	15/01/2014		Lloyds TSB curren	003839	Bandstand maintenance	N S Burd Ltd	S	-244.00	-48.80	-292.80
270	15/01/2014		Lloyds TSB curren	003839	Bandstand maintenance	N S Burd Ltd	S	243.33	48.67	292.00
271	23/01/2014		Lloyds TSB curren	direct debit	Bandstand Electricity	EDF Energy	L	21.48	1.07	22.55
272	04/02/2014		Lloyds TSB curren	003855	SLCC Regional Conferenc	SLCC Enterprises Ltd	S	69.00	13.80	82.80
273	04/02/2014		Lloyds TSB curren	003856	Reference Books	DALC	E	49.99	0.00	49.99
274	04/02/2014		Lloyds TSB curren	003857	War Memorial - Netting R	Culm Environmental	E	60.00	0.00	60.00
275	04/02/2014		Lloyds TSB curren	003858	Security Waste Collection	JB Confidential	S	10.50	2.10	12.60
276	04/02/2014		Lloyds TSB curren	003859	Peoples Park Project - pr	JTT Contracting Limited	S	1,337.76	267.55	1,605.31
277	04/02/2014		Lloyds TSB curren	003860	Bus Shelter Cleaning	John Gillard Cleaning Se	E	47.00	0.00	47.00
278	04/02/2014		Lloyds TSB curren	003861	Scout Memorial Garden -	Adams Home Hardware	S	39.00	7.80	46.80
279	04/02/2014		Lloyds TSB curren	003862	Scout Memorial Garden -	John Lewis	E	267.00	0.00	267.00
280	04/02/2014		Lloyds TSB curren	003863	Peoples Park - Tidy up	Ken Hooper	E	75.00	0.00	75.00
281	04/02/2014		Lloyds TSB curren	003864	Subscription - Comminty	Community Council of D	S	41.67	8.33	50.00
282	04/02/2014		Lloyds TSB curren	003865	Salaries - January	Mid Devon District Coun	E	3,499.55	0.00	3,499.55
283	04/02/2014		Lloyds TSB curren	003865	PAYE/National Insurance	Mid Devon District Coun	E	219.20	0.00	219.20
284	04/02/2014		Lloyds TSB curren	003865	Pension Contributions	Mid Devon District Coun	E	727.91	0.00	727.91
285	04/02/2014		Lloyds TSB curren	003865	Payroll Administration	Mid Devon District Coun	S	10.00	2.00	12.00
<b>Total</b>								<b>6,474.39</b>	<b>302.52</b>	<b>6,776.91</b>

3 February 2014 (2013-2014)

**Crediton Town Council  
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
340	09/01/2014		Lloyds TSB reserv	bacs	Bank Interest	Lloyds Bank	E	1.81	0.00	1.81
341	09/01/2014		Lloyds TSB precep	bacs	Bank Interest	Lloyds Bank	E	2.98	0.00	2.98
342	27/01/2014		Lloyds TSB curren	cheque	Christmas lights donation	Four Seasons	E	50.00	0.00	50.00
343	27/01/2014		Lloyds TSB curren	cheque	Christmas lights donation	Ashgrove Kitchens	E	50.00	0.00	50.00
344	27/01/2014		Lloyds TSB curren	cheque	Christmas lights donation	Graphic PLC	E	200.00	0.00	200.00
345	24/01/2014		Lloyds TSB curren	bacs	VAT Repayment	HMRC	R	0.00	3,410.83	3,410.83
346	21/01/2014		Lloyds TSB curren	cash	Exhibition Road - Allotme	Mr T Matthews	E	13.09	0.00	13.09
347	21/01/2014		Lloyds TSB curren	cash	Boniface Allot Ass - Meml	Mr T Matthews	E	2.23	0.00	2.23
348	30/01/2014		Lloyds TSB curren	cheque	Christmas lights donation	Conibear Bros	E	50.00	0.00	50.00
349	29/01/2014		Lloyds TSB curren	cheque	Exhibition Road - Allotme	Mr M Baptist	E	22.78	0.00	22.78
350	29/01/2014		Lloyds TSB curren	cheque	Boniface Allot Ass - Meml	Mr M Baptist	E	3.89	0.00	3.89
<b>Total</b>								<b>396.78</b>	<b>3,410.83</b>	<b>3,807.61</b>

## Crediton Town Council

	<b>Bank Reconciliation at 04/02/2014</b>		
	Cash in Hand 01/04/2013		79,912.20
	<b>ADD</b>		
	Receipts 01/04/2013 - 04/02/2014		169,949.18
			249,861.38
	<b>SUBTRACT</b>		
	Payments 01/04/2013 - 04/02/2014		131,528.06
<b>A</b>	<b>Cash in Hand 04/02/2014</b> (per Cash Book)		<b>118,333.32</b>
	Cash in hand per Bank Statements		
	Cash 04/02/2014	0.00	
	Lloyds TSB current a/c 034522 04/02/2014	23,792.11	
	Lloyds TSB precept a/c 034525 04/02/2014	58,582.65	
	Lloyds TSB reserve a/c 067835 04/02/2014	42,594.01	
	Petty Cash 04/02/2014	43.04	
			<b>125,011.81</b>
	Less unrepresented cheques As attached		6,755.16
			118,256.65
	Plus unrepresented receipts As attached		76.67
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>118,333.32</b>
	<b>A = B Checks out OK</b>		



**Mrs C. Dalley**

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## Your accounts

Last login: 03 February 14 (08:40 AM)

Crediton Town Co..

**Business Account** £23,792.11

30-93-14, 03452274

**Bus Instant Access** £42,594.01

30-93-14, 06783514

**Bus Instant Access** £58,582.65

30-93-14, 03452509

**Outstanding Debts as at 4th February 2014**

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Invoice Date	Invoice Number	Amount	In relation to
<b>Sep-13</b>			
25/09/2013	42	£9.95	B8c

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**TOTAL AMOUNT OUTSTANDING**                      **£9.95**

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## Year To Date Budget 2013-2014

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	207.39		105.8	-393.86	7,143.86
Council & Councillors	8,630		317.58	1,307.90	302.90	165.15	530.80	128.49	132.00	576.00	128.00			41.6	5,041.18	3,588.82
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	2,101.11		73.3	5,937.96	16,312.04
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				86.6	2,270.00	14,730.00
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
<b>Sub Total</b>	<b>68,860</b>	<b>455</b>	<b>17,730</b>	<b>2,185</b>	<b>2,252</b>	<b>7,141</b>	<b>1,299</b>	<b>153</b>	<b>7,682</b>	<b>8,958</b>	<b>1,206</b>	<b>2,309</b>	<b>0</b>	<b>74.6</b>	<b>17,489.98</b>	<b>51,370.02</b>

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				34,837.18
PAYE/NI			270.49	270.49	276.67	215.60	215.60	237.05	219.20	219.20	219.20	219.20				2,362.70
Pension Payments			229.80	229.80	229.80	720.70	720.70	763.60	727.91	727.91	727.91	727.91				5,806.04
<b>Sub Total</b>	<b>63,000</b>	<b>-</b>	<b>3,898.06</b>	<b>3,898.06</b>	<b>3,948.99</b>	<b>4,401.19</b>	<b>4,401.19</b>	<b>4,671.79</b>	<b>4,446.66</b>	<b>4,446.66</b>	<b>4,446.66</b>	<b>4,446.66</b>	<b>-</b>	<b>68.3</b>	<b>19,994.08</b>	<b>43,005.92</b>

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	6,755.16	-	71.6	37,484.06	94,375.94
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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			#DIV/0!	-56.93	56.93
Council & Councillors	0													#DIV/0!	0.00	-
Property & Parks	0	18.40	105.20	517.53	15.27	10.50	552.59	1,988.67	530.49	173.19	41.99			#DIV/0!	-3,953.83	3,953.83
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
<b>Sub Total</b>	<b>136,860</b>	<b>68,421.59</b>	<b>8,553.43</b>	<b>522.59</b>	<b>459.53</b>	<b>6,691.14</b>	<b>3,206.30</b>	<b>71,542.97</b>	<b>2,105.49</b>	<b>4,588.53</b>	<b>3,857.61</b>	<b>-</b>	<b>-</b>	<b>124.2</b>	<b>-33,089.18</b>	<b>169,949.18</b>

Total Income	£136,860	£68,421.59	£8,553.43	£523	£460	£6,691	£3,206	£71,543	£2,105	£4,589	£3,858	£0	£0	124.2	-£33,089.18	£169,949.18
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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
		641.10	4,438.61	244.72	60.00	295.80	-	12,640.00	10,744.80	6,589.81	1,497.28					37,152.12

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	6,755.16	-	#REF!		131,528.06
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