



Minutes of Credition Town Council's Finance and General Purposes Committee Meeting, held on Tuesday, 4th March 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, Mrs A Hughes, A Wyer, R Adams and N Way (part of the meeting)
Mrs C Dalley, Town Clerk

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

135 To receive and accept apologies

Apologies were received and accepted from Cllrs G Ford and P Vincent (Proposed by Cllr Letch and seconded by Cllr Wyer)

136 Declarations of Interest

There were no declarations of interest.

137 Public Question Time

There were no questions.

138 Order of Business

There were no changes to the order of business.

139 Chairman's and Clerk's Announcements

Cllr Letch announced:

- He had received positive feedback from a resident regarding the work the Community Payback team are undertaking at Peoples Park. Cllr Letch confirmed he had visited the site at the weekend whilst the work was going ahead and the individuals should be congratulated for such a good job.
- He had visited St Lawrence Residential Care Home and Hillbrow Residential Care Home in view of agenda item 8 (minute number 142).
- He had received a telephone call from ex-Councillor Bill Dixon thanking him for a letter he had sent following his resignation from the Council.

The Clerk announced:

- Credition Arts Centre wish to make a flag for the Town Council as part of the flags project, all that is required is a design. The Clerk advised this would be an agenda item for the March Council meeting.

140 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 February 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 February 2014, as a correct record. (Proposed by Cllr Letch, seconded by Cllr Brookes-Hocking)

141 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 February 2014, for information only.
There were no matters arising.

142 To consider Devon Council Council's budget cuts for the financial year 2014-2015 including its reviews of residential care services, youth services, adult social care day services and meals service. (Details regarding all of these reviews can be found by following this link: <http://www.toughchoices.co.uk/>)

Cllr Letch advised Devon County Council (DCC) is holding a consultation meeting on 13th March 2014, regarding the cuts. Both he and Cllr Ford are hoping to attend. Cllrs Hughes and Brookes-Hocking also expressed an interest in attending.

A member of the public, whose mother is a resident of St Lawrence Residential Care Home, expressed concerns regarding the proposed cuts in residential care and day care services and the implications this will have on residents and their families.

Cllr Letch advised he had visited both St Lawrence and Hillbrow Residential Care Homes to gain an understanding of residential care in Crediton and provided members with an overview of his findings. This included the current level of commercial care homes in the Mid Devon District, all of which are full, the general costs of the service and the implications to care home residents and their families should St Lawrence be closed.

It was unanimously **resolved** to write to Devon County Council (DCC) stating that Crediton Town Council is in favour of DCC using the dementia budget of £11.2m in order to make St Lawrence Residential Care Home a Residential Dementia Centre of Excellence. (Proposed by Cllr Letch, seconded by Cllr Hughes)

Councillors also expressed concern that all cuts over the last 3 years have been done without any financial information being provided. There has been no detail regarding where the money is actually being spent, which makes making any decision hugely problematic, as you have no idea how the service is being managed. It is simply not possible to comment adequately or make sensible proposals without financial information.

It was **resolved** to write to DCC to advise them that Crediton Town Council is opposed to all cuts, which will have a detrimental effect on the community at large. Furthermore, Devon County Council should consult on the sensitive services by not only raising the issues, but by providing detailed financial information on the specific services to all stakeholders including local Town Councils. (Proposed by Cllr Brookes-Hocking, seconded by Cllr Letch)

143 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.

144 Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts for the period 5th February 2014 to 4th March 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 £9,294.36 and receipts totalling £14.39 and to accept the bank reconciliation, copies of which are attached to these minutes as Appendix Three. (Proposed by Cllr Brookes-Hocking and seconded by Cllr Hughes)

145 To receive a list of outstanding debts owed to Crediton Town Council.

The Clerk advised that there were no outstanding debts owed to the Council.

146 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)

Cllr Way arrived.

147 To consider and amend/agree the Councils risk assessments and make a recommendation to full council.

A copy of the risk assessments together with the action plan had been issued with the agenda. It was **resolved** to recommend to full Council that it agrees and adopts the Council's risk assessments, prepared by the Clerk, and instructs the Clerk to carry out the action plan with immediate effect. (Proposed by Cllr Szabo, seconded by Cllr Wyer)

148 To appointment Councillors capable of randomly checking, on a monthly basis, the internal controls of the Council.

Councillors had been issued with a copy of the document Safeguarding Public Money with the agenda. It was **resolved** to appoint Cllrs Letch, Harris and Ford as the Councillors responsible for randomly checking, on a monthly basis, the internal controls of the Council. (Proposed by Cllr Brookes-Hocking seconded by Cllr Szabo)

149 To review the People's Park Wildlife area project and agree a course of action.

Cllr Adams expressed concern regarding elements of the project plan, such as the growing of willow next to the galvanised fence and made other suggestions. There was discussion regarding ways in which the galvanised fence could be less obtrusive, or hidden by trellis and planting, and the need for the Clerk to have one or two Councillors' assistance in completing the project, especially whilst Cllr Ford is indisposed. It was **resolved** for Cllrs Letch and Hocking be appointed to assist the Clerk and Cllr Ford in the project. (Proposed by Cllr Letch, seconded by Cllr Harris) Cllr Adams and Szabo were asked if they would like to be involved in the project group and they declined.

150 Business brought forward

Cllr Szabo:

- Crediton Railway Station had recently been visited by a Citizen Rail project group, as an example of what can be achieved by the local community. Citizen Rail is an EU project to develop local and regional railways by involving the community. From station improvements, to more frequent services, to local information campaigns, the project will get more people using and being part of their local train services.

Cllr Letch:

- Would like to bring forward the poor state of the roads in general and would like to know if Devon County Council (DCC) Highways keep a record of the durability of their re-surfacing works. The Clerk advised that the Town Council's Policy & Forward Planning Working Group were in the process of recommending to the Town Council a meeting with DCC Highways officers and suggested this may be an item for consideration at that meeting.
- Is amazed and shocked with the number of people putting drives in their front gardens without planning permission or a dropped kerb and suggested that this needs to be brought to the attention of Mid Devon District Council's Planning Enforcement Officers.

Cllr Way:

- The Devon County Council Highways work force is currently concentrating on remedying potholes and issues on the salting network; this is A, B and some C roads.
- He would like the following, to be agenda items at the March Council meeting:
 - To discuss Council's view of a main railway line going through Crediton
 - The recent traffic delays on the A377

Cllr Hughes

- Expressed concern regarding the amount of cigarette butts littering particular parts of the Town and the need for owners of establishments to clear up after their clientele.

Cllr Harris:

- A short while ago she had expressed concern regarding new businesses putting out rubbish well in advance of collection day and had suggested that MDDC should advise new businesses in regard to waste disposal. Recent evidence would suggest this is not happening as there is a new business in Town that is putting out its waste with over a week to go before collection day.

151 Close

The meeting closed at 8.10 pm

Signed.....
(Chairman)

Date:.....

Appendix 1

Crediton Town Council

PLANNING DECISIONS FOR THE PERIOD TO 4th MARCH 2014

Planning Decisions – as notified by the Planning Authority:

DECISION	Type – Decision
	Reference: 13/01421/FULL Full planning application, registered 29/10/2013
	Address: 79 High Street Crediton Devon EX17 3LA
	Description: Conversion of ground floor shop to flat
	Decision: Grant permission
Web link: 13/01421/FULL	
CTC Previous Comments: No Objection	

DECISION	Type – Decision
	Reference: 14/00247/CAT Works to Trees in a Conservation Area
	Address: Old Bishops Palace Church Lane Crediton Devon EX17 2AH
	Description: Five Day Notification of intention to remove deadwood from crown of 1 Sycamore tree within a Conservation Area (dead and dangerous)
	Decision: Closed
Web link: 14/00247/CAT	
CTC Previous Comments: N/A	

Type – Details Pursuant

Reference: **13/01368/FULL** Full planning application, registered 03/10/2013

Address: 115 & 116 High Street Crediton Devon EX17 3LG

Description: Conversion of rear commercial building to 3 dwellings; alterations to existing shops and formation of 2 additional flats at first and second floor level

Decision: **Details Pursuant**

Web link: [14/00247/CAT](#)

CTC Previous Comments: Whilst not objecting to this application, Crediton Town Council has concerns that the quality of living space afforded with the creation of 3 dwellings may be too small and that two dwellings would be better suited to the space available

Type – Decision

Reference: **14/00012/FULL** Full planning application, registered 06/01/2014

Address: Land at NGR 284260 100124 Commonmarsh Lane Lords Meadow Industrial Estate Crediton Devon

Description: Removal of condition 11 to allow retail sales and variation of condition 13 from Classes B1 and B2 (Office/Light Industrial) to Class B8 (Storage and Distribution) use of planning permission

Decision: **Withdrawn**

Web link: [14/00012/FULL](#)

CTC Previous Comments: NO OBJECTION

Type – Details Pursuant

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: **Details Pursuant**

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: **14/00052/CAT** 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

Decision: **No Objections**

Web link: [14/00052/CAT](#)

CTC Previous Comments: **APPROVE**

Appendix 2

Crediton Town Council

COMMENTS ON NEW APPLICATIONS FOR THE PERIOD TO 4th MARCH 2014

Planning Applications

APPLICATION	Type – Application
	Reference: 14/00224/CAT Conservation Area Tree application, registered 10/02/2014
	Address: Crediton Youth Centre East Street Crediton Devon EX17 3AX
	Description: Notification of intention to crown thin and cut back minor branches of 1 weeping Ash in a Conservation Area
Web link: 14/00224/CAT	
CTC COMMENTS: APPROVE (Proposed by Cllr Letch, seconded by Cllr Brookes-Hocking)	

APPLICATION	Type – Application
	Reference: 14/00265/CAT Conservation Area Tree application, registered 20/02/2014
	Address: 60 High Street Crediton 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
Web link: 14/00265/CAT	
CTC COMMENTS: NO OBJECTION as long as MDDC's Tree Officer's professional opinion is that the work is necessary. (Proposed by Cllr Brookes-Hocking, seconded by Cllr Letch)	

**Crediton Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
286 Other	06/02/2014		Lloyds TSB curren	003866	Garage rental	Mid Devon District Coun	E	422.40	0.00	422.40
287 Grants to other Groups/	04/03/2014	1402/228	Lloyds TSB curren	003868	Grant Funding	Crediton & Tiverton Con	E	1,270.00	0.00	1,270.00
288 Grants to other Groups/	04/03/2014	1402/228	Lloyds TSB curren	003869	Grant Funding	Crediton Arts Centre	E	1,000.00	0.00	1,000.00
289 Moffats Allotment - Maii	04/03/2014		Lloyds TSB curren	003868	Wall repair - Moffats Allot	R J Brooks & Son Ltd	S	175.00	35.00	210.00
290 IT Support	04/03/2014		Lloyds TSB curren	003871	IT Support	Mid Devon District Coun	S	180.00	36.00	216.00
291 Software	04/03/2014		Lloyds TSB curren	003872	Scribe Accounting Packag	Scribe 2000 Ltd	S	245.00	49.00	294.00
292 Photocopier/Printing Ch	04/03/2014		Lloyds TSB curren	003873	Printing Charges	Concorde	S	39.60	7.92	47.52
293 Public seat/bench maint	04/03/2014		Lloyds TSB curren	003874	Replace wooden slats Exl	John Lewis	E	180.00	0.00	180.00
294 Other	04/03/2014		Lloyds TSB curren	003875	Stonypark - District Value	Valuation Office Agency	S	491.30	98.26	589.56
296 Postage	20/02/2014		Petty Cash	petty cash	Postage - Special Deliver	Post Office Ltd	Z	6.22	0.00	6.22
297 Website	04/03/2014		Lloyds TSB curren	003876	Website support	Pure Systems	S	500.00	100.00	600.00
298 Staff Salaries	04/03/2014		Lloyds TSB curren	003877	Salaries - February	Mid Devon District Coun	E	3,499.55	0.00	3,499.55
299 PAYE/National Insuranc	04/03/2014		Lloyds TSB curren	003877	PAYE/National Insurance	Mid Devon District Coun	E	219.20	0.00	219.20
300 Pension Contributions	04/03/2014		Lloyds TSB curren	003877	Pension Contributions	Mid Devon District Coun	E	727.91	0.00	727.91
301 Payroll Administration	04/03/2014		Lloyds TSB curren	003877	Payroll Administration	Mid Devon District Coun	S	10.00	2.00	12.00
Total								8,966.18	328.18	9,294.36

**Crediton Town Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
351	Barnfield - Allotment Re	06/02/2014	Lloyds TSB curren	cheque	Barnfield Allotment Rent	Mr David Whyte	E	8.50	0.00	8.50
352	Boniface Allot Ass. Mem	06/02/2014	Lloyds TSB curren	cheque	Boniface Allot Ass - Meml	Mr David Whyte	E	1.45	0.00	1.45
353	Interest on bank accour	10/02/2014	Lloyds TSB reserv	bacs	Bank Interest	Lloyds Bank	E	1.87	0.00	1.87
354	Interest on bank accour	10/02/2014	Lloyds TSB precep	bacs	Bank Interest	Lloyds Bank	E	2.57	0.00	2.57
Total								14.39	0.00	14.39

Crediton Town Council

	Bank Reconciliation at 04/03/2014		
	Cash in Hand 01/04/2013		79,912.20
	ADD		
	Receipts 01/04/2013 - 04/03/2014		169,963.57
	SUBTRACT		
	Payments 01/04/2013 - 04/03/2014		140,824.42
A	Cash in Hand 04/03/2014 (per Cash Book)		109,051.35
	Cash in hand per Bank Statements		
	Cash 03/03/2014	0.00	
	Lloyds TSB current a/c 034522 03/03/2014	16,701.17	
	Lloyds TSB precept a/c 034525 03/03/2014	58,585.22	
	Lloyds TSB reserve a/c 067835 03/03/2014	42,595.88	
	Petty Cash 03/03/2014	34.82	
			117,917.09
	Less unrepresented cheques As attached		8,865.74
			109,051.35
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		109,051.35
	A = B Checks out OK		

APPENDIX THREE



Mrs C. Dalley

Your accounts

Last login: 03 March 14 (11:17 AM)

Crediton Town Co..

Business Account £16,701.17
30-93-14, 03452274

Bus Instant Access £42,595.88
30-93-14, 06783514

Bus Instant Access £58,585.22
30-93-14, 03452509

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	215.61	1,169.52	123.3	-1,571.60	8,321.60
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	2,523.51	979.56	79.6	4,536.00	17,714.00
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	4,419	81.6	12,640.28	56,219.72

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	3,499.55			38,336.73
PAYE/NI			270.49	270.49	276.67	215.60	215.60	237.05	219.20	219.20	219.20	219.20	219.20			2,581.90
Pension Payments			229.80	229.80	229.80	220.70	720.70	763.60	727.91	727.91	727.91	727.91	727.91			6,533.95
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	4,446.66	75.3	15,547.42	47,452.58

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	8,865.74	78.6	28,187.70	103,672.30
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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		#DIV/0!	-61.37	61.37
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	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	-	124.2	-33,103.57	169,963.57

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	£0	124.2	-£33,103.57	£169,963.57
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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	7,185.78	8,865.74	#REF!		140,824.42
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