



Credition Town Council



Minutes of the Annual Meeting of the Council held on 17 May 2011

Present:	Councillors	Mr F Letch (Chairman) Miss J Harris Mrs A Hughes Mr R Adams (Part Meeting) Mrs L Brookes-Hocking Mr J Downes Mr N Way Mr T Connell Mr M Szabo
In Attendance:	Clerks MDDC Press	Mr M Maggs & Mr M Ashley Ward Member Mr M Binks 2

1. Chairman of the Council and Town Mayor

Councillor Letch was elected unanimously as Chairman and Town Mayor for the municipal year 2011 - 2012.

2. Declarations of Acceptance of Office

Councillor Letch signed the Chairman's Declaration of Acceptance of Office, which was witnessed by the Clerk.

3. Apologies

No apologies were received.

4. Declarations of Interest

Code of Conduct	Councillors Downes and Way	As members 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.
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5. Meeting Management

Not required.

6. Public Question Time

None.

7. Chairman's & Clerk's Announcements

The Chairman had no announcements.

The Clerk informed members of the role in the meeting of the Assistant Town Clerk and welcomed the new Member, Councillor M Szabo.

8. Mayoress/Mayor's Escort for 2011/2012

The Chairman nominated Mrs N Letch as Town Mayoress for the municipal year 2011-2012.

9. Election of Vice-Chairman of the Council and Deputy Town Mayor

It was agreed that there would be no need for a formal ballot. The Chairman nominated Councillor Harris. There were no other nominations and Councillor Miss J Harris was elected Vice Chairman and Deputy Town Mayor for the municipal year 2011/2012.

10. Appointment of Committees, Sub Committees and Working Groups

The Chairman outlined the requirements for committees and Sub Committees and encouraged members to join.

Councillor Adams entered the meeting

a) **Finance & General Purposes Committee**

The Chairman, Vice Chairman, Councillors Liz Brookes-Hocking, Anne Hughes, Mike Szabo and Tom Connell. The Chairman and Vice Chairman of the Finance & General Purposes Committee would be decided at the first meeting of the committee.

b) **Finance Committee**

The Chairman, Vice Chairman, Councillors Liz Brookes-Hocking, Richard Adams, Anne Hughes and John Downes.

c) **Grants Sub Committee**

The Chairman, Vice Chairman, Councillors Anne Hughes, Liz Brookes-Hocking and Tom Connell.

d) **Property & Allotments Sub Committee**

The Chairman, Vice Chairman and Richard Adams.

e) **Parish Paths Partnership Sub Committee**

The Chairman, Councillors Liz Brookes-Hocking, (temporarily), Joyce Harris, (temporarily), Mr Bob Edwards and Mr G Chudley, (P3 Co-Ordinator).

f) **Administration & Personnel Sub Committee**

The Chairman, Vice Chairman, Councillors Liz Brookes-Hocking, Richard Adams, Nick Way and Anne Hughes.

g) **Floral Crediton Working Group**

The Chairman, Vice Chairman, Councillors, Mike Szabo, Anne Hughes, Liz Brookes-Hocking and Tom Connell. It was also agreed to widen the Working Group remit to include Christmas display co-ordination and consider a more appropriate working group name.

h) **Policy & Forward Planning Working Group**

Councillors Liz Brookes-Hocking, Anne Hughes, Tom Connell and John Downes.

i) **Peoples Park & Scout Memorial Gardens Working Group**

The Chairman, Vice Chairman, Councillors Anne Hughes, Mike Szabo. Also to include representatives of the Access Group. Crediton Scout and Guide Groups and the Sustainable Crediton Tree Group.

j) **Events Working Group**

Chairman, Vice Chairman, Councillors Tom Connell and Anne Hughes. It was agreed that members of the community would be invited to join at a later stage. Some debate was held concerning activities and the promotion of events on Town Square and it was felt this working group could encompass this.

11. Appointment of Charity Governors

Charity Governors were confirmed as follows:

a) Crediton United Charities

Mrs Gillian Ponsford and Councillor Joyce Harris

b) Haywards Educational Foundation

Mrs Gillian Ponsford

12. Appointment of Representatives

The following elected representatives were appointed:

a) **Devon Towns Forum**

Councillor Liz Brookes-Hocking.

b) **Devon Association of Local Councils**

Councillor Liz Brookes-Hocking.

c) **Crediton Area Management & Marketing**

Councillors Tom Connell and Anne Hughes.

d) **Crediton Twinning Association**

Councillors Frank Letch and Anne Hughes.

e) **Monthly Chamber of Commerce Meetings**

Councillor Tom Connell.

f) **Police Liaison Meeting**

Councillor Frank Letch.

- g) **Boniface Link Association**
Councillor Anne Hughes.
- h) **CLAG (Crediton Area Group Mid-Devon Community Safety Partnership)**
Councillors Frank Letch and Tom Connell.
- i) **Friends of Crediton Station**
Councillors Nick Way, John Downes and Mike Szabo.
- j) **AQMA Steering Group**
Councillor Liz Brookes-Hocking, s (Temporarily).
- k) **Crediton Transport Action Group**
Councillors John Downes and Tom Connell. (Councillor Brookes-Hocking agreed to report on the following day's meeting).
- l) **Sustainable Crediton**
Councillor John Downes.

District Councillor Martin Binks entered meeting.

- m) **Crediton Hospital Campaign Group**
Councillor Tom Connell. It was also noted that Councillor Nick Way attends in his capacity as County Council representative.
- n) **Crediton Fairtrade Partnership**
Councillors Frank Letch, (temporarily).
- o) **Crediton Childrens' Centre Management Group**
Councillor Anne Hughes.
- p) **Mid Devon Transport Forum**
Councillor Tom Connell.

13. Nomination of DALC County Committee Representatives (4 year term)

Councillors Liz Brookes-Hocking and Anne Hughes were nominated as the representatives to the Devon Association of Local Council's County Committee (DALC Executive body).

Meeting closed at 19:43 pm.

Signed:

(F Letch – Chairman)

Date:



Credition Town Council



Minutes of the Meeting of the Town Council held on
17 May 2011

Present:	Councillors	Mr F Letch (Chairman) Miss J Harris Mrs A Hughes Mr R Adams Mrs L Brookes-Hocking Mr J Downes Mr N Way Mr T Connell Mr M Szarbo
In Attendance:	Clerks Public Press	Mr M Maggs & Mr M Ashley 1 (District Ward Member) 2

AGENDA ITEMS

1. To receive apologies

None

2. Declarations of Interest

Code of Conduct	Councillors Downes and Way	As members 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.
Personal	Councillor Brookes-Hocking	Minute 7b: Application 11/00659/FULL
Personal	Councillor Hughes	Minute 7b: Application 11/00659/FULL
Prejudicial	Councillor Harris	Minute 7b: Application 11/00658/FULL
Prejudicial	Councillor Adams	Minute 8a: Cheque 3266

3. Public Question Time

None.

4. Chairman's & Clerk's Announcements

The Committee Chairman made no announcements.

The Council Chairman announced his trip to the Middevon Gazette event at Tiverton for Unsung Heroes for local people who do good for their communities. However, he reported his disappointment that no one was nominated from Credition. The Middevon Gazette was asked what the circulation figures for the Gazette were in Credition, to which the response was approximately seven hundred.

Also The Council Chairman reported attending the Twinning Association's function for the visiting Avranches guests.

The Clerk had no announcements to make.

5. Town Council Minutes

The minutes of the Town Council meeting held on 19 April 2011 were received and approved as a correct record with the following correction.

Minute 234: Delete "...possibility of"

6. Matters Arising

Minute 220: Councillor Letch reported back on footfall figures for the Library and the problems they had experienced with the inaccuracy of the counting system and a technical problem that had been experienced with automatic car door locks.

Minute 223: The Clerk was asked whether the PTC had yet been contacted and to update members with any responses.

7. Planning

a) *Planning Decisions*

Noted. Decisions notified by the planning authority are appended.

Councillor Harris declared a Prejudicial Interest in Application 11/00658/FULL and left the Chamber for the duration of the debate on this application.

Councillors Brookes-Hocking and Hughes declared a Personal Interest in Application 11/00659/FULL

b) *Planning Applications*

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

c) *Planning Applications/Items for Determination week ending 17 May 2011*

None

d) *MDDC's Development Management Development Plan Document; Issues and Options Report and Questionnaire*

The Development Management Development Plan Document "Issues & Options" report was received and noted. Councillors agreed to defer this item to June's General Purposes Committee.

8. Finance

a) *Schedule of Accounts*

Councillor Adams declared a Prejudicial Interest in Cheque 3266. As there was no debate on this item he remained in the Chamber.

The Schedule of Accounts, numbers 3257 to 3273 totalling £14,320.18, was approved.

b) *Internal Auditors Report*

The internal auditor's report for the year ended 31 March 2011 was received and noted. The Auditors comment on levels of reserves was noted. It was proposed to increase Strategic reserves to £40K.

c) *Crediton Town Council Final Accounts to 31 March 2011.*

The Council's Final Accounts for the financial year ended 31 March 2011 were approved.

d) *Crediton Town Council Annual Financial Return*

The Annual Return, Statement of Accounts and Annual Governance Statement for the financial year ended 31 March 2011 were approved and signed.

e) *Donation Requests*

Nil.

9. Councillor Reports

a) *Milklink Residents Meetings*

Councillor Downes reported that the next meeting of Milklink and local residents' representatives would be next month.

b) *Exhibition Road Allotment Site Tap*

Councillor Harris reported that tenants are very upset about the lack of water, with only one tap operational. It was noted that this item was on the agenda for the next General Purposes Committee meeting.

10. Council Business & Meetings

a) *Vacancies in the Office of Town Councillor*

It was agreed to fill the three vacancies in the office of Town Councillor for the Boniface (1) and Lawrence (2) wards by co-opting three new councillors.

b) *Code of Conduct & Register of Interests*

The Clerk informed members that members' Register of Interests needed to be returned to the Town Clerk's Office before the end of next week to be returned to the Monitoring Officer before the deadline.

c) *Annual Report & Newsletter*

It was noted that items for the next edition of the Council newsletter and Annual Report need to be received by the Town Clerk's Office by 14 June to be approved by Council at the Council meeting of 21 June for publishing by 30 June as legally required. An item on South West in Bloom was suggested, which Councillor Hughes agreed to draft. It was also suggested that brief profiles of the new, co-opted councillors be produced for the remainder of the space.

d) *Town Council Website*

It was noted that the home page needs to be changed as it refers to the previous election. Councillors were asked to review the website and make suggestions to the Finance and General Purposes Committee.

e) *Councillor Training*

The New Councillor training course for Councillor Szabo was noted and it was reported that the remaining three new, co-opted councillors were booked onto a June 30 training course.

f) *Annual Town Meeting*

It was noted that the Annual Town Meeting agenda has to be issued the week commencing 23 May 2011 and agenda items need to be received by the Clerk this week. It was suggested that the Library be invited to make a presentation to the meeting. It was also suggested that, as transport issues are a major concern of residents, this needs to be an agenda item.

11. DCC Youth Service

The County Council Ward Member updated the Council on developments in the County Council's Youth Service following the recently announced cutbacks, notably the 8 to 13 years play scheme, proposed arrangements for replacing the current Youth Worker when he is made redundant later in the year as well as the planned future of the Tanglewood Project. It was noted that sharing a Youth Worker with Mortenhampstead was a better "fit" than sharing one with Exeter. Members also stressed the need to monitor the progress of the Tanglewood Project in light of the recent Council donation made to the project. It was also noted that the full details of the play scheme were due next month.

12. Town Bus Services

Members requested that the County Council Ward Member take back to the County Council Portfolio Holder that they do not consider that bus service users are consulted properly, only service providers. It was also agreed to write to Devon County Council to make this point and Councillor Brookes-Hocking agreed to draft a response. It was noted that the portfolio holder has agreed to attend a Town Council meeting to respond to Town Councillors' input and it was suggested that October's meeting would be the most appropriate. Councillor Adams reported that he had some suggestions on how to improve the bus services by altering some of the timetables and routes and it was recommended that he join the Policy and Forward Planning Working Group to explore these suggestions.

13. Correspondence Received and Items of Information

1. MDDC – Annual Council Meeting Minutes Summons and Agenda
2. Mr Rimmer – Letter – Removal of trees in Newcombes Meadow
3. DCC – Waste Bulletin and email

4. DCC – Letter to Mrs Shorney – Crediton Town Bus Service
5. MDDC – Invite to Local Voice Event, 16th May
6. DCC - Mr Richardson-Dawes – Email – Response to Councillors questions about Town Bus Service
7. Creedy Local Action Group – Agenda for 12 May meeting & Minutes for March 2011 Meeting
8. D & C Police – Email and log report – Damage to Bus Shelter and Bandstand
9. Mary Michael Pilgrims Way – Newsletter to promote pilgrimage route (*Future agenda item*)
10. North Devon NHS – Email – Transfer of community services in Mid Devon to North Devon
11. Involve – email – Training dates
12. DCC – Letter – Parish Path Partnership Grant 2010/11
13. Crediton Twinning Assoc – Letter – Thank you for donation
14. DCC – Letter – Local Government Pension Scheme
15. CTC - MDDC – email – Problems with Housing
16. Crediton History Society – letter – Donation thank you
17. Crediton Parish Church – Letter – Donation thank you
18. Boniface Centre – Invitation
19. Western Power – Letter – Invitation to Stakeholders
20. Vital agency – email – Invitation
21. Western Power – Letter- works being carried out will have road closure 31st May
22. Devon & Cornwall Police – email – Changes to Police forces
23. MDDC – email – Replacement recycling Banks at Tesco
24. Fields in Trust – Agenda AGM
25. Mel Stride – letter – Broadband and Mobile coverage
26. Letter Dokkum invitation
27. DCC – email – Libraries Consultation
28. MDDC – letter – Allocation of seats on Committees
29. Involve – email & meeting minutes

Information

1. Clerk & Councils Direct – May Newsletter.
2. The Playing Field - Spring Newsletter
3. DALC – Newsletter May/June 2011
4. Devon Army Cadet Force – Newsletter
5. Lloyds TSB – Borrowing information leaflet
6. The Clerk Magazine – May 2011
7. Pear – Leaflets – Land Management Support

Business Brought Forward

14. Community Safety Partnership, Creedy Local Action Group

Councillor Downes reported on behalf of Councillor Wright on issues raised by the Local Action Group.

15. Allotments

Councillor Adams requested that the Clerk's Office have a plumber on standby in a fortnight's time to affect the water supply repairs decided by the Finance and General Purposes Committee meeting in June.

16. Exeter Road Commercial Premises

Councillor Hughes informed members that the old scrap yard at the corner of Exeter Road and Park Street has now been leased to a Barnstable based re-cycling company with a resultant five lorry movements per day to move material.

17. Four Mills Lane Pavement

Councillor Hughes wondered whether the pavement at the top of Four Mills Lane could be lowered for wheelchair users.

18. Registrars Local Service Closure

Councillor Harris asked if the County Council had responded to the Town Council's representation on the closure of this service and, if not, could the Clerk's Office follow this up.

19. Tesco's Recycling Centre

Councillor Harris noted that plastic bottle recycling bins are now available at the Tesco superstore under a new regime.

PART TWO

20. Council Administration

The Chairman informed members of the situation regarding staffing. The Chairman suggested that a review of office working was required to determine the necessary staffing levels for the office and requested that members consider suitable companies, organisations or other bodies that could be approached to undertake this work. It was stressed that this person or organisation would have to have experience of the workings of local government and be independent.

Members agreed that, once identified, a suitable body or person would conduct an independent assessment of all the Council's work to permit the Council to correctly set its staffing levels and resources. The Chairman requested councillors e-mail any suggestions to him.

The meeting closed at approximately 21:32

Signed:

(F Letch, Chairman)

Date:

Crediton Town Council

PLANNING DECISIONS AND APPLICATIONS FOR TOWN COUNCIL MEETING 17 MAY 2011

Planning Decisions – as notified by the Planning Authority:

DECISION	<p>Type – Decision</p> <p>Reference: 11/00189/FULL Full planning application Address: Brent House Tolleys Crediton Devon EX17 1HG Description: Erection of two storey extension to rear Decision: Grant permission</p> <p>Web link: 11/00189/FULL</p>
DECISION	<p>Type – Decision</p> <p>Reference: 11/00357/LBC Listed Building Consent Address: 7 Park Street Crediton Devon EX17 3HL Description: Listed Building Consent for the strengthening of roof structure Decision: Grant permission</p> <p>Web link: 11/00357/LBC</p>
DECISION	<p>Type – Decision</p> <p>Reference: 11/00326/LBC Listed Building Consent Address: Barclays Bank Plc 6 Market Street Crediton Devon EX17 2BH Description: Listed Building Consent for internal alterations and new external signage, camera and fittings Decision: Grant permission</p> <p>Web link: 11/00326/LBC</p>

Type – Decision

Reference: **11/00382/FULL**
Address: Sunninghill House Buller Road Crediton Devon EX17 2DQ
Proposal: Erection of a two-storey extension
Decision: **Grant permission**

Web link: [11/00382/FULL](#)

Type – Decision

Reference: **11/00414/FULL**
Address: 45 Threshers Crediton Devon EX17 3JJ
Proposal: Application to replace extant planning permission 08/01345/FULL (to extend time limit). Erection of ground floor extension and first floor extension over garage.
Decision: **Grant permission**

Web link: [11/00414/FULL](#)

Type – Decision

Reference: **11/00393/CAT**
Address: The Beeches Old Tiverton Road Crediton Devon EX17 1EF.
Proposal: Notification of intention to fell 1 Sycamore tree within the Conservation Area
Decision: **No Objections**

Web link: [11/00393/CAT](#)

Type – Decision

Reference: **11/00418/CLP** Certificate of Lawful Use. Registered 14/03/11
Address: 2 Charlotte Street, CREDITON, Devon, EX17 3BB.
Proposal: Certificate of lawfulness for the proposed installation of two windows and one door to front elevation
Decision: **Grant Permission**
Web link: [11/00418/CLP](#)

Type – Decision

Reference: **10/00001/FULL/NMA** Non-Material Amendment. Registered 18/04/11
Address: Garage at Grid Reference 282977 100405, (Rear Of 100 High Street), Waresfoot Drive, CREDITON
Proposal: Erection of a dwelling following demolition of 3 garages (Revised Scheme), Addition of rooflight & repositioning of rooflight.
Decision: **Grant Permission**
Web link: [10/00001/FULL/NMA](#)

Type – Decision

Reference: **10/01200/FULL/NMA** Non-Material Amendment. Registered 14/04/11
Address: Land and Buildings at Grid Reference 283409 100132, Barnfield, CREDITON, Devon
Proposal: Erection of 1 dwelling with garage and associated parking. Alterations to shape of balcony.
Decision: **Grant Permission**
Web link: [10/01200/FULL/NMAA](#)

DECISION**Type – Decision**

Reference: **11/00301/ADVERT** Consent to Display an Advertisement
Address: Barclays Bank Plc 6 Market Street Crediton Devon EX17 2BH
Description: Advertisement consent for the display of non-illuminated individual letters to existing fascia and 1 non-illuminated hanging sign
Decision: **Grant permission**
Web link: [11/00301/ADVERT](#)

DECISION**Type – Decision**

Reference: **11/00410/FULL** Full planning application
Address: Land at NGR 284148 99081 (Crediton Milling Co. Ltd.) Crediton Devon
Description: Change of use of land to provide a service road and for the siting of 12 bulk outloading bins and car parking
Decision: **Grant permission**
Web link: [11/00410/FULL](#)

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

Reference: **11/00564/FULL** Full Planning Application, registered 11/04/2011
Address: 25 Fairfield Road, Crediton, Devon, EX17 2EQ
Description: Erection of first floor extension
Web link: [11/00564/FULL](#)

No Objections -

Type – Application

Reference: **11/00596/LBC** Listed Building Consent, registered 11/04/2011
Address: The Old Palace, Church Lane, Crediton, Devon, EX17 2AH
Description: Listed Building Consent for installation of rooflight

Web link: 11/00596/LBC

No Objections -

Type – Application

Reference: **11/00602/MOUT** Major Outline Application, registered 20/04/2011
Address: Land and Buildings at NGR 284319 100945 (Lake View) Old Tiverton Road Crediton Devon
Description: Outline for the erection of up to 135 dwellings and associated works

Web link: 11/00602/MOUT

Object – Members restated their previous objections, namely: “unless more suitable pedestrian and public transport routes to the town centre are included. Members suggested a pedestrian route via the higher site through the cemetery extension, cemetery and Penton Lane together with the provision of a footpath along the Rugby Club side (N) of Exhibition Road. It was also noted that the development would not have adequate direct public transport links to the town centre or railway station. In addition, members requested that the Planning Authority ensures that adequate off-street parking is provided for all housing. Members noted the location of the surface water attenuation areas and asked whether the Planning Authority could discover whether these could be used as possible areas of Public Open Space”. In addition, some of the assumptions made in the supporting report are no longer valid, especially concerning public transport given the recent cuts in bus services, and could worsen with possibly more cuts to come. Air Quality will also suffer, especially in Exeter Road with another over 100 vehicles per day increase. The infrastructure of Crediton’s roads is insufficient for an increase in 135 households’ vehicular movements.

APPLICATION

Type – Application

Reference: **11/00661/FULL** Full planning application, registered 26/04/2011
Address: Tanners Yard 100 High Street Crediton Devon EX17 3LF
Description: Application to replace extant planning permission 08/00456/FULL (to extend time limit). Change of use from offices and consulting rooms to two flats

Web link: 11/00661/FULL

No Objections -

APPLICATION

Type – Application

Reference: **11/00662/LBC** Listed Building Consent, registered 26/04/2011
Address: Tanners Yard 100 High Street Crediton Devon EX17 3LF
Description: Application to replace extant consent 08/00459/LBC (to extend time limit). Listed Building Consent for internal and external alterations

Web link: 11/00662/LBC

No Objections -

APPLICATION

Type – Application

Reference: **11/00658/FULL** Full planning application, registered 03/05/2011
Address: 2 Charlotte Street Crediton Devon EX17 3BB
Description: Erection of extensions

Web link: 11/00658/FULL

No Objections -

Type – Application

Reference: **11/00659/FULL** Full planning application, registered 26/04/2011
Address: The Boniface Centre Church Lane Crediton Devon
Description: Installation of photovoltaic panels and installation of velux windows
Web link: [11/00659/FULL](#)

No Objections -