Crediton Town Council

Minutes of the Meeting of the Town Council held on
21 February 2012

Present: Councillors

Miss J Harris (Chairman)
Mrs A Hughes
Mr N Way (part meeting)
Mr A Leighton Plom
Mr R Adams
Mrs E Brookes-Hocking
Mr M Szabo
Mrs L Conyngham
Mr W Dixon

In Attendance:

MDDC Chairman
Mrs B Hull

MDDC Ward Councillor
Mr M Binks

Clerk
Mr M Maggs

Public
1

Press
1

AGENDA ITEMS

189. To receive apologies

Apologies were received and accepted from Councillors Connell (ill health), Downes (other business) and Letch (other business).

190. Declarations of Interest

<table>
<thead>
<tr>
<th>Code of Conduct</th>
<th>Councillor Way</th>
<th>As a member 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>Councillor Hughes</td>
<td>Minute 203c(i) Cisco</td>
</tr>
<tr>
<td>Personal</td>
<td>Councillor Hughes</td>
<td>Minute 203a cheque number 3413</td>
</tr>
</tbody>
</table>

191. Meeting Management

The Vice Chairman of the Council chaired the meeting in the absence of the Chairman of the Council.
There were no other issues.

192. Public Question Time

Councillor Way arrived. The Chairman introduced Councillor Brenda Hull who had kindly agreed to attend the meeting to make introductions and meet members. Councillor Hull outlined her previous career and her current role as a councillor and Chairman of the District Council.
The Chairman thanked Councillor Hull for attending and invited her to stay as long as she wished.
There were no questions from members of the public.
193. Chairman’s & Clerk’s Announcements
The Clerk explained that a full updated set of basic papers had been tabled. These papers covered changes that had occurred since the agenda was despatched and provided additional information not sent out with the agenda due the urgency of other work.

194. Town Council Minutes
The minutes of the Town Council meeting held on 13 December 2011 were received and approved as a correct record with the following amendment:
Present: add “Councillor Mrs A Hughes”.

195. Matters Arising
Minute 167d: The Clerk reported that the matter was in process.
Minute 167e: relevant draft policy papers had been retrieved and would be discussed at the next Policy & Forward Planning meeting to be held on 28 February.
Minute 171a: a brief update was provided by the County ward member; a further meeting would be held to progress issues.
Minute 177: the County ward member confirmed that he would write a letter of support once the operation had been confirmed.

196. Extraordinary Town Council Minutes
The minutes of the Extraordinary meeting of the Town Council held on 14 February 2012 were received and approved as a correct record.

197. Matters Arising
Minute 186: a meeting of the panel was held on 21 February.

198. Finance & General Purposes Committee Minutes
The Clerk reported that the minutes of this meeting were unavailable due to the urgency of other work. The committee had made no recommendations to Council; all decisions had been delegated and would be actioned in the usual manner. The minutes would be presented to the next meeting of the Finance & General Purposes Committee for approval as a correct record.

199. Jubilee Working Group Meeting Notes
a) The notes of the Jubilee Working Group meeting held on 25 January 2012 were received and noted.
b) The recommendations of the working group were approved as noted.

200. Peoples Park & Scout Memorial Gardens Working Group Notes
a) The notes of the Peoples Park & Scout Memorial Gardens Working Group meeting held on 31 January 2012 were received and noted.
b) The recommendations of the working group were approved as noted.

201. Crediton Support Fund
a) The notes of the two meetings (Meeting of Interested Parties and the Inaugural Meeting of the Panel) held on 9 February 2012 were received and noted (previously approved by Extraordinary Council meeting as minute 196 above (see also correspondence items 12 and 13).
b) The Chairman and Clerk provided a brief update on progress following a meeting of the panel earlier in the day. The Clerk provided details on the current status of the fund.

202. Planning
a) Planning Decisions
Noted. Decisions notified by the planning authority are appended.
b) Planning Applications
Comments made in respect of planning applications considered at this meeting are appended.
c) Planning Applications/Items for Determination week ending 21 February 2012
None.

203. Finance
a) Schedule of Accounts
The Schedule of Accounts, numbers 3409 to 3414 including direct debit 4399 totalling £8590.19 was approved.
b) Remuneration Panel Report
The report of the Mid Devon Remuneration Panel was received and acknowledged with thanks.
The Clerk reported that the way was now clear to implement the Council’s decision to allow members to claim a Parish Basic Allowance of £80 per councillor per year. Ideally, procedures would need to be developed to administer the allowance before the end of this financial year.

c) Donation Requests
   i) CISCO
   The donation request for £100 from the Crediton International Social and Cultural Organisation was approved.
   ii) Crediton Food Festival
   The donation request from the organisers of the 2012 Crediton Food Festival was supported. It was agreed that a donation of £500 should be made.

d) Other Donation Requests
   None.

204. Property
   a) Bandstand Lease
   The revised lease was received and accepted. The Clerk to action.
   b) Office Lease
   Councillors expressed some concern over the tone of the letter received from the MDDC solicitor but agreed that the Council should seek professional advice before agreeing to accept the revised lease. The Clerk to action.

205. Mid Devon County Council – Economic Development Strategy
The strategy was received and noted. Councillors felt, generally, that there was insufficient focus on Crediton and that the increased involvement of local organisations should be encouraged and supported by MDDC (e.g. Chamber of Commerce, Sustainable Crediton).
Councillors Brookes-Hocking and Dixon outlined the discussion at a recent meeting and made the following recommendations:
   • That MDDC be contacted to set up a visioning exercise. It was suggested that this occurs at the Annual Town Meeting on 17 April.
   • That members of the Policy and Forward Planning Working Group should meet to discuss issues and report to the next meeting of the Council.
These recommendations were approved. Councillors Brookes-Hocking and Dixon to progress.

206. Nomination to Attend HM The Queen’s Jubilee Garden Party
In view of the sensitive and confidential nature of the business to be transacted, it was agreed, in the public interest, that the press and public be excluded and instructed to withdraw.
In order to minimise the inconvenience to members of the press and public, the discussion on this item was deferred to the end of the meeting.

207. Council Meetings & Management
   a) Annual Town Meeting
   Confirmed 17 April 2012. Details as minute 205 above.
   b) Annual Town Mayor’s Reception
   Confirmed 22 May 2012. Clerk and Chairman to liaise on the detail.
   c) HM the Queen’s Jubilee Civic Service
   Confirmed 3 June 2012. Jubilee Working Group to arrange details and numbers.
   d) Council Appointees & Representatives
   Changes and adjustments were made to the appointments and membership list. Revised list appended.
   e) Prayers at Council Meetings
   The legal briefing note received from the National Association of Local Councils was received and acknowledged. The Clerk reported that the Council, for some years, had...
complied with best practice on this issue and was in full compliance with the legislation and the currently advised procedure. It was, however, suggested that the Council’s practice should be reviewed, possibly at the Council’s Annual General Meeting on 29 May 2012.

208. Councillor Reports

a) Saxon Close/Kirton Drive Play Area
A consultation on the future use of and access to the play area had been held. The Council’s representative was concerned over the level of unhappiness expressed at the meeting. It was agreed that this should be an agenda item at a future meeting when more information was available.

b) Policy & Forward Planning Meeting Notes and Agenda item
The notes would be made available in preparation for the next Finance & General Purposes Committee meeting.

c) DALC Meeting
The Council’s representative briefly reported on the latest DALC meeting (General Purposes) and would circulate the notes of that meeting when they became available.

d) SW in Bloom Conference
The Chairman of the Crediton in Bloom working group provided details on the Spring South West in Bloom conference at Truro which she and another member of the group hoped to attend.

e) Boniface Link
The Chairman had attended a recent meeting of the Boniface Link Association and she encouraged others to take an interest in the work of the association. She emphasised the need for greater public awareness of the group and hoped the press would assist in this respect.

209. Correspondence Received and Items of Information

Correspondence

1. Information Commissioner’s Office – Confirmation Letter: Confirmation of Registration Renewal.
2. English Heritage – Request for Assistance: Blue Plaque Scheme Survey.
3. Children’s Centre – Minutes: Crediton Area Children’s Centre Core Purpose Group Meeting.
5. Devon Branch SLCC – Agenda and Minutes: Meeting of 2 March 2012, (Agenda), and 2 December 2011, (Minutes).
6. D & S Fire & Rescue Service – e-mail: Localism in Action Guide for Local Councils.
9. Age Concern Crediton & District – Donation Request: How to Apply for a Grant.
10. Michael Parkes – e-mail Request: Pre-Application Presentation to Town Council.
11. MDDC – e-mail Confirmation: Deferral of Planning Application 12/00012/FULL, Glendower Court to 22 Feb. 2012.

Information

Business Brought Forward

210. Fairtrade Fortnight
Information was provided on this year’s Fairtrade Fortnight starting on Saturday 3 March.

211. DCC Issues
The County ward member reported on current issues:
- The position of County Council Parish Lengthsman would be retained.
- The Crediton link road was still in the County’s capital programme.
- Road improvements were being negotiated and progressed at Marsh Lane.
- The town road resurfacing programme had started and was continuing.
- He would be carrying out a highways/town inspection with officers very soon.
- He suggested that the Council holds a similar event to a very successful District Council “away-day”.

PART TWO
In view of the sensitive and confidential nature of the business to be transacted, it was agreed, in the public interest, that the press and public be excluded and instructed to withdraw.

212. HM The Queen’s Jubilee Garden Party
Following the inability of the Council’s previous nomination to attend, another member of the community (“local hero”) was nominated to attend the Queen’s Jubilee Garden Party to be held on 27 May 2012 at Exeter Cathedral and the grounds of the Bishop’s Palace. Details would be announced if and when the nomination had been accepted.

The meeting closed at approximately 9:30pm

Signed: (Chairman)

Date:
Crediton Town Council

PLANNING DECISIONS AND APPLICATIONS FOR TOWN COUNCIL MEETING 21 FEBRUARY 2012

Planning Decisions – as notified by the Planning Authority:

<table>
<thead>
<tr>
<th>Type – Details Pursuant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference: 11/00453/FULL/NMA Non-Material Amendments</td>
</tr>
<tr>
<td>Address: Fermaine Threshers Crediton Devon EX17 3NL</td>
</tr>
<tr>
<td>Description: Erection of a two storey extension following demolition of existing store/sun room and erection of double garage</td>
</tr>
<tr>
<td>Decision: Grant permission</td>
</tr>
<tr>
<td>Web link: 11/00453/FULL/NMA</td>
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</tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Type – Details Pursuant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference: 11/01979/FULL Full planning application</td>
</tr>
<tr>
<td>Address: 10 Lamejohns Field Crediton Devon EX17 1EB</td>
</tr>
<tr>
<td>Description: Erection of extension</td>
</tr>
<tr>
<td>Decision: Grant permission</td>
</tr>
<tr>
<td>Web link: 11/01979/FULL</td>
</tr>
</tbody>
</table>
### Planning Applications

The Council considered the following applications:

<table>
<thead>
<tr>
<th>APPLICATION</th>
<th>Type – Application - Deferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference:</td>
<td>12/00128/FULL Full planning application, registered 26/01/2012</td>
</tr>
<tr>
<td>Address:</td>
<td>West Hill Western Road Crediton Devon EX17 3NF</td>
</tr>
<tr>
<td>Description:</td>
<td>Erection of dwelling and construction of new access</td>
</tr>
<tr>
<td>Web link:</td>
<td>12/00128/FULL</td>
</tr>
</tbody>
</table>

**NO OBJECTION** – subject to the proposals meeting current regulatory standards and the views of local residents are taken into consideration.

<table>
<thead>
<tr>
<th>APPLICATION</th>
<th>Type – Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference:</td>
<td>12/00012/FULL Full planning application, registered 04/01/2012 (Additional Information)</td>
</tr>
<tr>
<td>Address:</td>
<td>Glendower Court Station Approach Crediton EX17 3PP</td>
</tr>
<tr>
<td>Description:</td>
<td>Erection of extension to form 4 flats</td>
</tr>
<tr>
<td>Web link:</td>
<td>12/00012/FULL</td>
</tr>
</tbody>
</table>

**OBJECTION** – A letter had been received from the developer, however, the Council upheld its previous comments – “The application is overdevelopment of the site and Councillors were seriously concerned that the outdoor amenity space will be reduced for existing residents.”
<table>
<thead>
<tr>
<th>APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type – Application</strong></td>
</tr>
<tr>
<td>Reference: 23/00163/CAT Registered 1 February 2012</td>
</tr>
<tr>
<td>Address: Garth, Searle St. Crediton, Devon</td>
</tr>
<tr>
<td>Description: Notification of intention to prune trees within a conservation area.</td>
</tr>
<tr>
<td>Web link: N/A</td>
</tr>
</tbody>
</table>

**NO OBJECTION** – provided the works are approved by the Tree Officer or a consultant arboriculturalist.
## Crediton Town Council

**SCHEDULE OF ACCOUNTS**  
SUBMITTED TO A MEETING OF THE TOWN COUNCIL  
21 February 2012

<table>
<thead>
<tr>
<th>Cheque Number</th>
<th>Comment</th>
<th>Sub-Total</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3409</td>
<td>Birds Construction 3rd Payment, Scout Memorial Gardens</td>
<td>OSA 1908 ST2</td>
<td>5,669.73</td>
</tr>
<tr>
<td>3410</td>
<td>Community Leadership (Sw) Council Review Costs</td>
<td>LGA’72 S111</td>
<td>657.00</td>
</tr>
<tr>
<td>N/A</td>
<td>Crediton Support Fund N/A Crediton Support Fund Donations</td>
<td>LGA’72 S111</td>
<td>-525.00</td>
</tr>
<tr>
<td>3411</td>
<td>Crediton Support Fund N/A Crediton Support Fund Donations</td>
<td>LGA’72 S111</td>
<td>525.00</td>
</tr>
<tr>
<td>3412</td>
<td>Powderham Forge Ltd Scout Memorial Garden Project</td>
<td>OSA 1908 ST2</td>
<td>2,066.00</td>
</tr>
<tr>
<td>3413</td>
<td>Cllr A Hughes Printer Cartridges - Cllr Expenses</td>
<td>LGA’72 S111</td>
<td>23.40</td>
</tr>
<tr>
<td>3414</td>
<td>Exeter Garden Design Scout Memorial Garden Project</td>
<td>OSA 1908 ST2</td>
<td>174.00</td>
</tr>
<tr>
<td>D/D</td>
<td>Action 4 Market Towns Annual Subscription D/D Payment on 1 Apr. 2012</td>
<td>LGA’72 S111</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>8,590.19</td>
</tr>
</tbody>
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## Crediton Town Council

**BANK BALANCES SUBMITTED TO A MEETING OF THE TOWN COUNCIL**  
TOWN COUNCIL  
21 February 2012  
(As @ 14 Feb. 2012)

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lloyds Current</td>
<td>1,211.59</td>
</tr>
<tr>
<td>Precept Reserve</td>
<td>44,596.58</td>
</tr>
<tr>
<td>Reserves</td>
<td>42,545.56</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>44.43</td>
</tr>
<tr>
<td>Income Petty Cash</td>
<td>62.55</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>88,464.65</strong></td>
</tr>
</tbody>
</table>

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## Crediton Town Council

**ASSETS & COMMITMENTS SUBMITTED TO A MEETING OF THE TOWN COUNCIL**  
21 February 2012  
(As @ 14 Feb. 2012)

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank &amp; Cash Holdings</td>
<td>88,464.65</td>
</tr>
<tr>
<td>VAT</td>
<td>11,524.87</td>
</tr>
<tr>
<td>Creditors (Suppliers &amp; Liabilities)</td>
<td>-8,090.19</td>
</tr>
<tr>
<td>Debtors (Customers)</td>
<td>1,430.23</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>92,829.60</strong></td>
</tr>
</tbody>
</table>
Crediton Town Council
Committee Membership, Appointees & Representatives 2011-2012

Chairman/Mayor - Vice Chairman/Deputy Mayor
Councillor Frank Letch - Councillor Joyce Harris

Finance & General Purposes Committee
The Chairman, Vice-Chairman and Councillors Liz Brookes-Hocking, Anne Hughes, Tom Connell Laura Conyngham, Ashley Leighton Plom, Bill Dixon and Mike Szabo.

Finance Committee
The Chairman, Vice-Chairman and Councillors Liz Brookes-Hocking, Richard Adams, John Downes, Bill Dixon, Mike Szabo and Anne Hughes.

Grants Sub Committee
The Chairman, Vice Chairman and Councillors Hughes, Adams, Connell and Brookes-Hocking.

Parish Paths Partnership Sub Committee
The Chairman, Vice Chairman, Councillor Laura Conyngham, Mr Bob Edwards and P3 Co-ordinator Graham Chudley.

Administration & Personnel Sub Committee
The Chairman, Vice Chairman and Councillors Richard Adams, Liz Brookes-Hocking, Anne Hughes, Bill Dixon and Nick Way

Credton In Bloom (Working Group)
The Chairman, Vice Chairman, Councillors Mike Szabo, Liz Brookes-Hocking, Anne Hughes and Tom Connell, Sue Williams, Sandra O’Connor, Martin Maggs

Policy & Forward Planning Working Group
Councillors Liz Brookes-Hocking, John Downes, Anne Hughes, Laura Conyngham, Ashley Leighton Plom, Bill Dixon and Tom Connell.

Peoples Park & Scout Memorial Gardens Working Group
The Chairman, Vice Chairman, Councillors Anne Hughes and Mike Szabo, David Smith, Yvonne Pope, Andrew Tonkin, Sandra Chalton, Georgina Ford, Ruth Preater-Gillard, Pamela Jackson, Steve Densham, Celia Butler, Sheila and Nigel Norkett, Martin Maggs.

Jubilee Working Group
The Chairman, Vice Chairman and Councillors Laura Conyngham, Anne Hughes, Richard Adams and Tom Connell, George Palin, Natalia Letch, Clive Rowlands, Paul Vincent, Sue Read, Tim Harris, Brian Shillingford, Paul Radnor

Charity Governors
Haywards Educational Foundation Mrs Gillian Ponsford
Crediton United Charities Mrs Gillian Ponsford and Councillor Joyce Harris

Annually Elected Representatives to Other Organisations
Devon Towns Forum (Former MCTi) Councillor Liz Brookes-Hocking
Devon Association of Local Councils Councillor Liz Brookes-Hocking
(& Larger Councils Sub Committee)
Devon Association of Local Councils (County Committee) Councillor Anne Hughes
Credton Area Management & Marketing Councillors Tom Connell and Anne Hughes
Credton Twinning Association Councillors Frank Letch and Anne Hughes
Monthly Chamber Meeting Representative Councillor Tom Connell
Police Liaison Meeting Representatives Councillor Frank Letch
Boniface Link Association Councillors Frank Letch and Harris
Mid Devon Community Safety Partnership Councillors Tom Connell and Frank Letch
Friends of Crediton Station Councillors Mike Szabo and John Downes
AQMA Steering Group Councillor Liz Brookes-Hocking, (temporarily)
Credton Transport Action Group Councillor John Downes and Tom Connell
Sustainable Credton Councillor John Downes
Credton Hospital Campaign Group Councillor Tom Connell
Credton Fairtrade Partnership Councillor Laura Conyngham
Credton Children’s Centre Group Councillor Anne Hughes
Mid Devon Transport Forum Councillor Tom Connell