



# Credition 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**  
**MDDC Ward Councillor**  
**Clerk**  
**Public**  
**Press**

**Mrs B Hull**  
**Mr M Binks**  
**Mr M Maggs**  
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## 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

Code of Conduct	Councillor Way	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.
Personal	Councillor Hughes	Minute 203c(i) Cisco
Personal	Councillor Hughes	Minute 203a cheque number 3413

### 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. Childrens' Centre – Minutes: Crediton Area Childrens' Centre Core Purpose Group Meeting.
4. Action For Market Towns – Letter: Membership Renewal Notice and Membership Information. Agenda item at next F&GP 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.
7. Fordton Community Fund – Donation Request: Queen's Golden Jubilee Commemoration. Request further information.
8. Nigel Cant Planning – Prior Notification: cc Town Council change of use of Fordton Development, Approved Application to Residential Development.
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.
12. Crediton Support Fund – Meeting Notes: Meeting of Interested Parties in the Establishment of the Support Fund Organisation, Tues 9 Feb 2012. (Recommendations actioned at Extraordinary Town Council Meeting of Tues 14 Feb 2012).
13. Crediton Support Fund – Meeting Notes: Inaugural Meeting the Awards & Distribution Panel of the Crediton Support Fund, Tues 9 Feb 2012. (Recommendations actioned at Extraordinary Town Council Meeting of Tues 14 Feb 2012).

### Information

1. DCC – e-Newsletter: The Pensions Line, (Devon Pension Services), Feb. 2012.

## **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:

<b>DECISION</b>	<b>Type – Details Pursuant</b>
	Reference: <b>11/00453/FULL/NMA</b> Non-Material Amendments
	Address: Fermaine Threshers Crediton Devon EX17 3NL
	Description: Erection of a two storey extension following demolition of existing store/sun room and erection of double garage
	Decision: <b>Grant permission</b>
Web link: <a href="http://11/00453/FULL/NMA">11/00453/FULL/NMA</a>	

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	Reference: <b>11/00453/FULL/NMAA</b> Non-Material Amendments
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Web link: <a href="http://11/00453/FULL/NMAA">11/00453/FULL/NMAA</a>	

<b>DECISION</b>	<b>Type – Details Pursuant</b>
	Reference: <b>11/01979/FULL</b> Full planning application
	Address: 10 Lamejohns Field Crediton Devon EX17 1EB
	Description: Erection of extension
	Decision: <b>Grant permission</b>
Web link: <a href="http://11/01979/FULL">11/01979/FULL</a>	

## Planning Applications

The Council considered the following applications:

<b>APPLICATION</b>	<p><b>Type – Application - Deferred</b></p> <p>Reference: <b>12/00128/FULL</b> Full planning application, registered 26/01/2012 Address: West Hill Western Road Crediton Devon EX17 3NF Description: Erection of dwelling and construction of new access</p> <p>Web link: <a href="http://12/00128/FULL">12/00128/FULL</a></p> <p><b>NO OBJECTION – subject to the proposals meeting current regulatory standards and the views of local residents are taken into consideration.</b></p>
<b>APPLICATION</b>	<p><b>Type – Application</b></p> <p>Reference: <b>12/00012/FULL</b> Full planning application, registered 04/01/2012 (Additional Information) Address: Glendower Court Station Approach Crediton EX17 3PP Description: Erection of extension to form 4 flats</p> <p>Web link: <a href="http://12/00012/FULL">12/00012/FULL</a></p> <p><b>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.”</b></p>

**Type – Application**

Reference: **23/00163/CAT** Registered 1 February 2012  
Address: Garth, Searle St. Crediton, Devon  
Description: Notification of intention to prune trees within a conservation area.  
  
Web link: N/A

**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

Cheque Number	Comment				Sub-Total	Total
3409	Birds Constructiojn	4379	3rd Payment, Scout Memorial Gardens	OSA 1906 S72		5,669.79
3410	Community Leadership (S)	4395	Council Review Costs	LGA'72 S111		657.00
N/A	Crediton Support Fund	N/A	Crediton Support Fund Donations	LGA'72 S111		-525.00
3411	Crediton Support Fund	N/A	Crediton Support Fund Donations	LGA'72 S111		525.00
3412	Powderham Forge Ltd	4397	Scout Memorial Garden Project	OSA 1906 S72		2,066.00
			(Cheque to be held pending checks on work by architect)			
3413	Cllr A Hughes	4398	Printer Cartridges - Cllr Expenses	LGA'72 S111		23.40
3414	Exeter Garden Design	3400	Scout Memorial Garden Project	OSA 1906 S72		
D/D	Action 4 Market Towns	4399	Annual Subscription	LGA'72 S111		174.00
			D/D Payment on 1 Apr. 2012			
<b>Total</b>						<b>8,590.19</b>

## Crediton Town Council

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

Lloyds Current	1,211.59
Precept Reserve	44,596.56
Reserves	42,549.56
Petty Cash	44.43
Income Petty Cash	62.55
<b>Total</b>	<b>88,464.69</b>

## Crediton Town Council

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

Bank & Cash Holdings	88,464.69
VAT	11,524.87
Creditors (Suppliers & Liabilities)	-8,590.19
Debtors (Customers)	1,430.23
<b>Total</b>	<b>92,829.60</b>

# *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

### **Crediton 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  
(& Larger Councils Sub Committee)

Councillor Liz Brookes-Hocking

Devon Association of Local Councils  
(County Committee)

Councillor Anne Hughes

Crediton Area Management & Marketing

Councillors Tom Connell and Anne Hughes

Crediton 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)

Crediton Transport Action Group

Councillor John Downes and Tom Connell

Sustainable Crediton

Councillor John Downes

Crediton Hospital Campaign Group

Councillor Tom Connell

Crediton Fairtrade Partnership

Councillor Laura Conyngham

Crediton Childrens' Centre Group

Councillor Anne Hughes

Mid Devon Transport Forum

Councillor Tom Connell