



Crediton Town Council



Minutes of the Meeting of the Town Council held at 7pm on
18 September 2012

Present:	Councillors	Mr F Letch (Chairman) Miss J Harris Mr R Adams Mrs L Brookes-Hocking Mr M Szabo Mr W Dixon Mrs L Conyngham Mrs G Ford
Not In Attendance:	Councillor	Mr J Downes
In Attendance:	Clerk Public	Mrs J Morris 1 Representative of the Boniface Allotments Association 1

AGENDA ITEMS

100. **To receive apologies:** Apologies were received and accepted from Councillor Way (personal)
101. **Declarations of Interest**
None
102. **Public Question Time**
None
103. **Meeting Management**
None
104. **Chairman's & Clerk's Announcements**
The Chairman reported his attendance at the opening of the Coldridge Summer Fete on Saturday 15th September. He has accepted invitations to visit Hayward's Primary School during the morning of 19th September for the opening of a new classroom and, on the same day, an open evening at Queen Elizabeth's Community College. He apologised for being unable to attend the Code of Conduct training the same evening.
105. **Town Council Minutes:** The minutes of the Extraordinary Town Council meeting held on 4 September 2012 were received and approved as a correct record, (Councillor Harris proposed, Councillor Brookes-Hocking seconded).
106. **Floral Crediton Working Group Meeting Notes:** The meeting notes of the Floral Crediton Working Group meeting held on 11 September 2012 were noted.

NOTES

1. It was clarified that the items at Item 7 b) in the notes should read 2013 not 2012
2. The Chairman reported that he had left a copy of the notes with the Chamber of Commerce and had suggested that, if they would like a contribution towards the Christmas lights, they make a formal request to the Council with an explanation of how

they anticipate the money would be spent.

107. Matters Arising

- a) **Scout Memorial Garden:** In response to a question it was confirmed that the surface for the path had yet to be decided.

108. Allotments

- a) **To confirm the annual 1p per year increase in allotment rents**

RESOLVED: That the annual 1p per square metre increase in allotment rents is approved for 2012/13 (Proposed Councillor Harris, seconded Councillor Letch, unanimous)

The tabled draft letter to allotment holders informing them of the rent due for 2012/13 was approved.

- b) **To consider issues raised by tenants and Boniface Allotment Association:** AGM to be held on Wednesday 10th October at 7pm at the St Boniface Centre. The Chairman agreed to present the awards, all members were invited to attend.

109. Planning

- a) *Planning Decisions*

Noted. Decisions notified by the Local Planning Authority are appended

- b) *Planning Applications*

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

110. Finance

- a) **To approve the schedule of accounts.**

RESOLVED: That the Schedule of Accounts numbers 3549 to 3557 totalling £1722.92 be approved (proposed Councillor Harris, seconded Councillor Ford, unanimous)

- 111. Town Guide Update:** To receive an update on the progress of, and consider proposed amendments to, the editorial elements of the third edition of the Town Guide.

A copy of the draft guide had been circulated to all members prior to the meeting. Councillor Brookes-Hocking reported on proposed amendments and expressed concern about the design and layout which was different from the second edition. It was agreed as follows:

1. That Councillor Brookes-Hocking asks the publishers for a redesign to include a bar and town seal at the top on each page similar to that of the second edition (proposed Councillor Harris, seconded Councillor Dixon)
2. That the publishers are asked to change the font to that used in the second edition (proposed Councillor Letch, seconded Councillor Harris)
3. That Cllr Brookes-Hocking is given full editorial responsibility for the final design and layout and that she negotiates a redesign with the publishers that may also include changes to the title page and the front page (proposed Councillor Harris, seconded Councillor Letch)
4. That the photograph of the Fairtrade Group is used.

NOTE: Discussion also included:

- (i) *Crediton Food Bank:* Information about the Crediton Food Bank to be included, Councillor Szabo will email Councillor Brookes-Hocking with the information. She will also include the Food Bank in the Directory of Services
- (ii) *Front Cover:* It was agreed that several different images, similar to the front cover of the second edition, was preferable to one single picture. Councillor Brookes-Hocking agreed to source several different images that could be used and stressed that if any

member objects strongly to any of the photographs being used then they should let her know and she will try to change.

112. Mid Devon District Council

a) **Licensing Application:** *To consider and make comment on application for 130 High Street Crediton, use of premises for wine merchants: Monday-Saturday 10am-8pm:* No objections

b) **Consultation on the 2nd revision of the draft Statement of Licensing Policy under the Gambling Act 2005:** *To consider and approve response:* No objections but would like clarification that 'the age of a child' means anyone under the age of 18.

113. Code of Conduct and disclosable pecuniary interests: Mrs Morris gave a brief verbal report on the implications of the recently adopted Code of Conduct and it was agreed to amend Council policy documents to reflect the changes (proposed Councillor Letch, seconded Councillor Harris).

114. Correspondence received and Items of Information

1. Mr Ash Leighton Plom : Letter of resignation from the Council
2. Mr Tom Connell: Letter of resignation from the Council
3. Fit, Fields in Trust: Letter: Annual membership fee reduced from £35 per annum to £25 per annum
4. Charlesworth Nicholl: Letter: Receipt for payment of professional charges relating to first registration of War Memorial and Bus Shelter
5. Cllr G.Ford: Letter: Suggestion for Peoples Park Easy Access Path Surfacing
6. Crediton Town Council: Meeting Notes: Members of Floral Crediton Working Group & Crediton Chamber of Commerce, 17 Jul.2012

Information

1. National Association of Local Councils: Local Council Review magazine
2. Society of Local Council Clerks: The Clerk magazine
3. Clerks and Councils Direct: Newsletter
4. SW Ambulance Service: Newsletter: Twentynine – Sept. 2012
5. Boniface Link Association: Meeting Notes of 3 Jul.2012

115. Business brought forward: At the direction of the Chairman, to report on matters not on the agenda and for information only.

a) *People's park project: footpath surfacing:* Cllr Ford reported that she had been investigating suitable surfacing. This matter to be discussed at the next meeting of the Finance and General Purposes Committee.

b) *Railings beside the War Memorial:* Cllr Szabo asked about the repainting of the railings as he considered it important that this was done before the Remembrance Day Service. Reminder to be sent to Mid Devon District Council.

c) *Public toilets:* Cllr Ford expressed concern about 'smells' emanating from the public toilets. The Chairman agreed to make the Police aware of these concerns.

d) *Transport matters:* Cllr Conyngham reported that a member of Cheriton Fitzpaine Parish Council had asked if Crediton Town Council would be discussing transport matters. It was agreed that transport policy should be an agenda item for a future meeting.

e) *Newsletter:* Cllr Brookes-Hocking reported that the next issue of the newsletter was due and asked for articles and details of events etc. by Wednesday 26th September. It was suggested that the Farmers' Market, community market, Peoples' Park project, allotment awards and Floral Crediton Awards be included.

She explained that she would be unable to attend the next Farmers' Market on 6th October and Cllr Harris offered to help with the Council Surgery at the market.

Following discussion it was agreed that the next section of the meeting is dealt with as Part II business and members of the press and public are requested to leave at this point in the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, in order to discuss confidential matters relating to the engagement, terms of service or conduct of staff

PART II: PRIVATE AND CONFIDENTIAL

- 116. Admin and Personnel:** Update report: The Chairman reported on advice he had received and meetings he had arranged with two firms of solicitors to obtain legal advice with regard to staffing issues. The initial consultations would be free of charge but there would be a fee for any further legal advice/action needed to resolve the matter. It was agreed that the Acting Town Clerk is given delegated powers to spend up to £500 on obtaining legal advice relating to this issue (proposed Councillor Harris, seconded Councillor Brookes-Hocking, unanimous)

The meeting closed at approximately 20:10

Signed:

(Chairman)

Date:

Crediton Town Council

PLANNING DECISIONS AND APPLICATIONS FOR THE TOWN COUNCIL MEETING 18 SEPTEMBER 2012

Planning Decisions – as notified by the Planning Authority:

DECISION	<p>Type – Decision</p> <p>Reference: 09/01681/MFUL/NMA Non-Material Amendments Address: Land at Grid Reference 284308 99430 (Land To South of Exeter Road) Station Approach Crediton Devon Description: Erection of 22 dwellings with associated parking Decision: Withdrawn</p> <p>Web link: 09/01681/MFUL/NMA</p> <p>CTC Comments: Approved –</p>
DECISION	<p>Type – Decision</p> <p>Reference: 12/00829/LBC Listed Building Consent, registered 09/07/2012 Address: 141A High Street Crediton Devon EX17 3DX Description: Listed Building Consent for installation of rooflights Decision: Grant permission</p> <p>Web link: 12/00829/LBC</p> <p>CTC Comments: No Objections -</p>

Type – Decision

Reference: **12/00933/FULL** Full planning application, registered 03/07/2012

Address: 11 Barn Park Crediton Devon EX17 3JD

Description: Erection of dwelling

Decision: **Grant permission**

Web link: [12/00933/FULL](#)

CTC Comments: No Objections -

Type – Decision

Reference: **12/01017/FULL** Full Planning Application Registered 23/07/12

Address: 1 Southfield Drive, (Boniface), Crediton, EX17 2ET

Description: Erection of extension to first floor balcony

Decision: **Grant permission**

Web link: [12/01017/FULL](#)

CTC Comments: No Objections

Type – Decision

Reference: **12/00459/MOUT** Major Outline Application, registered 12/06/2012

Address: Land at NGR 283829 99476 Former Railway Land Fordton Crediton

Description: Outline for the erection of 8 houses and 2 flats and formation of new vehicular and pedestrian access

Decision: **Permission Refused**

Web link: [12/00459/MOUT](#)

CTC Comments: Objection – The development is on, or too close to, the flood plain for a residential site. In addition there are road safety issues, especially with the road junction being so close to the railway level crossing.

DECISION

Type – Decision

Reference: **12/01017/FULL** Full Planning Application Registered 23/07/12
Address: 1 Southfield Drive, (Boniface), Crediton, EX17 2ET
Description: Erection of extension to first floor balcony
Decision: **Grant permission**

Web link: [12/01017/FULL](#)

CTC Comments: No Objections

DECISION

Type – Decision

Reference: **12/01026/LBC** Listed Building Consent, registered 17/07/2012
Address: Charlesworth Nicholl & Co Solicitors 31 High Street Crediton Devon EX17 3AJ
Description: Listed Building Consent to display 1 non-illuminated hanging sign
Decision: **Grant permission**

Web link: [12/01026/LBC](#)

CTC Comments: No Objections

DECISION

Type – Decision

Reference: **12/01026/LBC** Listed Building Consent, registered 17/07/2012
Address: Charlesworth Nicholl & Co Solicitors 31 High Street Crediton Devon EX17 3AJ
Description: Listed Building Consent to display 1 non-illuminated hanging sign
Decision: **Grant permission**

Web link: [12/01026/LBC](#)

CTC Comments: No Objections

Planning Applications

APPLICATION	<p>Type – Application</p> <p>Reference: 12/01239/CAT Registered 30/08/ 2012 Address: Penton House Old Tiverton Road Crediton Devon EX17 1EF Description: Notification of intention to carry out works to 1 Ash tree within a Conservation Area</p> <p>Web link: 12/01239/CAT</p> <p>NO OBJECTION – provided the proposal is supported by the tree officer or a suitably qualified arboriculturalist.</p>
APPLICATION	<p>Type – Application</p> <p>Reference: 12/01227/FULL Full planning application, registered 10/09/2012 Address: Pavilion Lords Meadow Leisure Centre Commercial Road Lords Meadow Industrial Estate Crediton Devon Description: Construction of car park and associated works following demolition of existing building</p> <p>Web link: 12/01227/FULL</p> <p>OBJECTION – Consider the application to be premature until such time as a decision has been made by Mid Devon District Council with regard to the development of the Lords Meadow Leisure Centre</p>
APPLICATION	<p>Type – Application</p> <p>Reference: 12/01271/FULL Full planning application, registered 04/09/2012 Address: Land at NGR 284308 99430 (South Of Exeter Road) Station Approach Crediton Devon Description: Variation of condition (12) of planning permission 09/01681/MFUL to amend floor levels of proposed dwellings</p> <p>Web link: 12/01271/FULL</p> <p>No objection providing the Planning Officers are happy that there is no flood risk to the properties</p>

Type – Application

Reference: **12/01272/FULL** Full planning application, registered 10/09/2012

Address: 78 High Street Crediton Devon EX17 3LA

Description: Change of use from office to ground floor flat

Web link: [12/01272/FULL](#)

No objections

Type – Application

Reference: **12/01273/LBC** Listed Building Consent, registered 10/09/2012

Address: 78 High Street Crediton Devon EX17 3LA

Description: Listed Building Consent for internal alterations

Web link: [12/01273/LBC](#)

No objections

Type – Application

Reference: **12/01287/CAT** Works to Trees in a Conservation Area, registered 06/09/2012

Address: The Beeches Old Tiverton Road Crediton Devon EX17 1EF

Description: Notification of intention to carry out works to 2 Yew trees within the Conservation Area

Web link: [12/01287/CAT](#)

NO OBJECTION – provided the proposal is supported by the tree officer or a suitably qualified arboriculturalist.

Crediton Town Council

SCHEDULE OF ACCOUNTS SUBMITTED TO A MEETING OF THE TOWN COUNCIL 18 September 2012

Cheque Number	Comment	Amount	Amount
3549	MDDC 4532 Sep. IT Support LGA 1972 S111		216.00
3550	Peter Davis RIBA 4533 Peoples Park Phase 3 OSA 1906 S.10		806.77
3551	Vaughtons 4534 Mayor's Chain Refurbishment LGA 1972 S111		402.00
3552	Phillips Stationers 4535 Stationery LGA 1972 S111		5.00
3553	Cllr. W.Dixon 4536 Expenses Claim LGA 1972 S111		18.90
3554	Cllr. F.Letch 4537 Travel & Post Expenses LGA 1972 S111		13.25
3555	J. Macpherson 4538 Admin. Assitance to Office, Aug. LGA 1972 S111		39.00
3556	DALC 4539 New Cllr Course, G.Ford LGA 1972 S111		30.00
3557	Crediton Courier 4540 Casual Vacancy Advert LGA 1972 S111		192.00
Total			1,722.92

Crediton Town Council

BANK BALANCES SUBMITTED TO A MEETING OF THE TOWN COUNCIL 18 September 2012 (As @ 12 September 2012)

Lloyds Current	1,293.52
Precept Reserve	36,840.27
Reserves	42,563.79
Petty Cash	26.81
Income Petty Cash	6.15
Total	80,730.54

Crediton Town Council

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ASSETS & COMMITMENTS SUBMITTED TO A MEETING OF THE TOWN COUNCIL 18 September 2012 (As @ 12 September 2012)

Bank & Cash Holdings	80,730.54
VAT	14,516.63
Creditors (Suppliers & Liabilities)	-1,722.92
Debtors (Customers)	4,215.87
Total	97,740.12