



**Minutes of the Credition Town Council Meeting, held on
Tuesday, 20th March 2018, at 7pm, at the Council Chamber, Market Street, Credition**

Present: Cllrs Mr F Letch, Miss J Harris, Mr M Szabo, Mr J Ross, Mrs E Brookes-Hocking, Mr J Downes, Mr R Wright, Mrs H Zorlu and Mr N Way (part meeting)

In Attendance: Mrs E Anderson, Assistant Clerk

Absent: Miss Jade Walters

1803/285 To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr Mrs Anne Hughes and Mrs Kay Piercy (Proposed by Cllr Brookes-Hocking)

Cllr Way arrived at 7.01 pm

1803/286 Declarations of Interest

Cllrs Letch, Wright, Downes & Way declared that as members of more than one authority, 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.

Cllr Brookes-Hocking declared a personal interest in agenda item 10, planning application 18/00284/ADVERT as she is related to the applicant.

Cllr Zorlu declared a personal interest in agenda item 21 "To consider supporting the following TAP Fund applications: 1st Bow Scout Group" as her son is a member of Bow Beavers.

1803/287 Public Question Time

There were no members of the public present.

1803/288 Order of Business

There were no changes to the Order of Business.

1803/289 Chairman's and Clerk's Announcements - To receive any announcements which the Chairman and Clerk may wish to make.

Cllr Letch announced he had attended the following:

- 7th March - MDDC Planning Training
- 12th March - Commemoration at Phoenix House for Commonwealth Day
- 12th March - Twinning Association meeting to arrange the program for the year
- 14th March - the Town Clerk's appraisal with Cllr Harris
- 17th March - Mayor's surgery, handing out 35 newsletters and 40 dog poo bags
- 18th March - scheduled to attend a farewell ceremony at Exeter Cathedral for Bishop Sarah but this was cancelled.
- 20th March – 40 Avranches pupils attended an event in the Council Chamber to talk about the town.

1803/290 **Town Council Minutes** – To approve and sign the minutes of the Crediton Town Council meeting held on Tuesday, 20th February 2018, as a correct record. Copies had been circulated with the agenda. It was **resolved** to approve and sign the minutes of the Town Council meeting held on 20th February 2018, as a correct record. (Proposed by Cllr Ross)

1803/291 **Matters Arising** - None.

1803/292 **Police Report.** The Assistant Clerk advised members that the most recent report available online was the January 2018 police report. The report had been sent to Councillors prior to the meeting. It was **resolved** to note the report. (Proposed by Cllr Letch)

1803/293 **To receive, and to ratify the decisions therein, the minutes of the following Committee meetings:**

- **Floral Crediton Committee held on Tuesday, 27th February 2018**
Cllr Brookes-Hocking expressed concern regarding the use of artificial grass around the trees on the Town Square. This was discussed by members and it was agreed to go ahead with the idea and see how it goes.

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Floral Crediton Committee held on Tuesday, 27th February 2018 (Proposed by Cllr Letch, Cllr Brookes-Hocking voted against)

- **Policy & Forward Planning Committee held on Tuesday, 6th March 2018**
It was **resolved** to receive and to ratify the decisions therein, the minutes of the Policy & Forward Planning Committee held on Tuesday, 6th March 2018. (Proposed by Cllr Brookes-Hocking)
- **Property & Allotment Committee held on Tuesday 13th March 2018**
It was **resolved** to receive and to ratify the decisions therein, the minutes of the Property & Allotment Committee held on Tuesday, 13th March 2018. (Proposed by Cllr Harris)
- **Crediton Open Space Committee held on Tuesday 14th March 2018**
It was **resolved** to receive and to ratify the decisions therein, the minutes of the Crediton Open Space Committee held on Tuesday, 14th March 2018. (Proposed by Cllr Brookes-Hocking)

A copy of the minutes had been issued with the agenda or prior to the meeting

1803/294 **Mid Devon District Council – Planning Applications**
Mid Devon District Council, the determining Authority, has asked for comments from this Town Council on the following planning applications:

Reference: 18/00279/HOUSE
Proposal: Erection of a two storey rear extension
Location: 33 Barnfield, Crediton, EX17 3HU
Applicant: Mr Jeremy Whittiker, 33 Barnfield, Crediton, EX17 3HU

Cllr Wright declared a personal interest in application 18/00279/HOUSE as he is related to the applicant.

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Harris. Cllrs Wright & Brookes-Hocking abstained.)

Reference: 17/01643/HOUSE
Proposal: Retention of 2 storage sheds, 1.6m high trellis and hardstanding on front boundary
Location: 30 Okefield Road, Crediton, EX17 2DL
Applicant: Ms L Burrow, 30 Okefield Road, Crediton, EX17 2DL

It was **resolved** to recommend OBJECTION on the basis that the trellis, as well as the sheds being located in the front garden, would interrupt the street scene. (Proposed by Cllr Brookes-Hocking)

Reference: 18/00284/ADVERT
Proposal: Advertisement Consent to display 8 non-illuminated heritage trail information panels
Location: St Boniface Church, East Street Junction With Charlotte Street, Crediton Parish Church, Newcombes Meadow Park, Crediton Methodist Church, Town Square, Crediton Congregational Church, & St Lawrence Green, Crediton
Applicant: Mr R Brookes-Hocking, Crediton Town Team, Oliver House, 7 North Street, Crediton, EX17 2BT

Cllr Letch declared a personal interest as he is a member of the Town Team Committee.

It was **resolved** to recommend APPROVAL. (Proposed by Cllr Harris)

Reference: 18/00317/CAT
Proposal: Notification of intention to remove the deadwood of 3 Lime trees and pollard 3 Lime trees within the Conservation Area
Location: Graveyard, Holy Cross Church, East Street, Crediton
Applicant: Crediton Church Corporation, Parish Office, Boniface Centre, Church Lane, Crediton, EX17 2AH

It was **resolved** to recommend NO OBJECTION as long as MDDC's Tree Officer's professional opinion is that the work is necessary. (Proposed by Cllr Harris)

Reference: 18/00091/MFUL
Proposal: Conversion of former redundant care home to provide 22 residential units, and external landscaping
Location: St Lawrence Home, Churchill Drive, Crediton
Applicant: James Yorke, KHP (St Lawrence) Ltd, Elsinore Villa, Greenway Road, Torquay, TQ2 6JE

Cllr Way declared a personal interest as the building has not yet been sold by the County Council.



It was **resolved** to recommend OBJECTION for the following reasons:

- Over development of the site with 22 family apartments accommodated in the original building and 35 parking spaces
- Unnecessary exterior cladding of the building which is not in the vernacular and will not complement the listed school buildings in the conversation area opposite.
- All hardstanding and driveways should be of porous materials to reduce run off

The Council would also object to any suggestion of a high fence. (Proposed by Cllr Brookes-Hocking)

Reference: 18/00337/FULL
Proposal: Change of use of wool shop to hot food takeaway and installation of extract flue
Location: Crediton Wool Shop, 53 High Street, Crediton, EX17 3JX
Applicant: Mrs T Foster, 2 Primrose Way, Crediton, EX17 1BZ

It was **resolved** to recommend OBJECTION on the basis that such a residential area is not considered a suitable location for a food outlet that requires a flue, due to the nuisance of smells from the extract duct and the visual impact of the 300 mm metal duct on the street scene and adjacent buildings. (Proposed by Cllr Brookes-Hocking)

Reference: 18/00243/FULL
Proposal: Alterations to internal layout and rear fenestration, levelling of ground to rear to form garden, erection of conservatory and upgrading/sound proofing of boundary fence
Location: 5 Charles Symonds Court, Mill Street, Crediton, EX17 3EQ
Applicant: Mr C Reed, Reed Construction and Developments Ltd, 106 High St, Crediton, EX17 3LF

It was **resolved** to recommend OBJECTION for the following reasons:

- Overdevelopment of the site
- Loss of outdoor amenity space for existing flats
- Building up to boundary resulting in the need for higher boundary fences to the detriment of the neighbouring property
- The impact of further development on the neighbouring property, including proximity, noise and loss of privacy

(Proposed by Cllr Brookes-Hocking)

Reference: 18/00358/LBC
Proposal: Listed Building Consent for the removal of existing external branch signage and ATM and remove internal fixtures, fittings, furniture and equipment relating to the operation of the bank
Location: National Westminster Bank Plc, 133 High Street, Crediton, EX17 3DT
Applicant: The Royal Bank of Scotland Group, RBS Gogarburn, 1st Business House C, PO Box 1000, Edinburgh, United Kingdom, EH12 1HQ

It was **resolved** to recommend APPROVAL. (Proposed by Cllr Harris)



Reference: 18/00357/FULL
Proposal: Removal of existing branch signage and ATM
Location: 133 High Street, Crediton, EX17 3DT
Applicant: The Royal Bank of Scotland Group, RBS Gogarburn, 1st Business House C,
PO Box 1000, Edinburgh, United Kingdom, EH12 1HQ

It was **resolved** to recommend APPROVAL. (Proposed by Cllr Harris)

Reference: 18/00369/CAT
Proposal: Notification of intention to remove 2 primary and 2 secondary branches
from 1 Beech tree within the Conservation Area
Location: Three Corners, Pounds Hill, Crediton, EX17 1DT
Applicant: Mr K Jeram, Three Corners, Pounds Hill, Crediton, EX17 1DT

It was **resolved** to recommend NO OBJECTION as long as MDDC's Tree Officer's professional opinion is that the work is necessary. (Proposed by Cllr Harris)

Reference: 18/00242/FULL
Proposal: Alterations to internal layout and rear fenestration, levelling of ground to
rear to form garden, erection of conservatory and upgrading/sound
proofing of boundary fence
Location: 4 Charles Symonds, Court Mill, Street, Crediton, EX17 3FQ
Applicant: Mr C Reed, Reed Construction and Developments Ltd, 106 High St,
Crediton, EX17 3LF

It was **resolved** to recommend OBJECTION for the following reasons:

- Overdevelopment of the site
- Loss of outdoor amenity space for existing flats
- Building up to boundary resulting in the need for higher boundary fences to the detriment of the neighbouring property
- The impact of further development on the neighbouring property, including proximity, noise and loss of privacy

(Proposed by Cllr Brookes-Hocking)

Reference: 18/00244/FULL
Proposal: Alterations to internal layout and rear fenestration, levelling of ground to
rear to form garden, erection of conservatory and upgrading/sound
proofing of boundary fence
Location: 8 Charles Symonds, Court Mill, Street, Crediton, EX17 3FQ
Applicant: Mr C Reed, Reed Construction and Developments Ltd, 106 High St,
Crediton, EX17 3LF

It was **resolved** to recommend OBJECTION for the following reasons:

- Overdevelopment of the site
- Loss of outdoor amenity space for existing flats
- Building up to boundary resulting in the need for higher boundary fences to the detriment of the neighbouring property



- The impact of further development on the neighbouring property, including proximity, noise and loss of privacy

(Proposed by Cllr Brookes-Hocking)

Reference: 18/00365/FULL
 Proposal: Change of use of land for the siting of 3 self-storage shipping containers (Class B8)
 Location: Land at NGR 284428 100189, Commonmarsh Lane, Lords Meadow Ind. Estate, EX17 1HJ
 Applicant: Mr I May, Fir Cottage, 23 Mill Street, Crediton, EX17 1EY

It was **resolved** to recommend NO OBJECTION (Proposed by Cllr Brookes-Hocking)

1803/295 Mid Devon District Council – Planning Decisions

It was **resolved** to note that Mid Devon District Council, the determining Authority, has APPROVED the following applications with conditions as filed. (Proposed by Cllr Letch)

Reference: 17/01174/LBC
 Proposal: Listed Building Consent for the installation of 12 new CCTV cameras and associated cabling and equipment cabinet
 Location: Crediton Railway Station, Station Approach, Crediton, Devon
 Applicant: Mr D Paige, Great Western Railway, Milford House, Milford Street, Swindon, SN1 1HL

Reference: 18/00024/CAT
 Proposal: Notification of intention to prune 3 Silver Birch trees, 2 Scot's Pine trees and 1 Holm Oak tree within a Conservation Area
 Location: Haywards County Primary School, East Street, Crediton, EX17 3AX
 Applicant: Mr Doug Pratt, Doug Pratt Tree Consultancy

Reference: 17/01268/FULL
 Proposal: Erection of dwelling with vehicular access from existing residential driveway
 Location: Corinth, Barnfield, Crediton, EX17 3HY
 Applicant: Mr & Mrs Simpson, Corinth, Barnfield, Crediton, EX17 3HY

Reference: 17/01928/LBC
 Proposal: Listed Building Consent for the renewal of roof coverings to College House including dormer refurbishments, lead replacement works and chimney refurbishment; replacement of windows to front elevations and remaining timber and Crittal single glazed windows; brick and stone repairs; replacement of rainwater goods, damp proofing works and fire doors upgrade
 Location: QE Academy Trust, Western Road, Crediton, EX17 3LU
 Applicant: Mr Ben Brook, Queen Elizabeth's School, Queen Elizabeth Community College, Western Road, Crediton, EX17 3LU

Reference: 17/02040/HOUSE
 Proposal: Erection of single storey extension
 Location: 1 Monks Close, Crediton, EX17 2EL
 Applicant: Mr & Mrs Gilbert, 1 Monks Close, Crediton, EX17 2EL

Reference: 17/01922/FULL
 Proposal: Erection of a temporary office building and re-arrangement of car parking spaces
 Location: Ernest Jackson Land and Buildings at NGR 284714 100432, Marsh End, Lords Meadow, Industrial Estate, Crediton, EX17 1DN
 Applicant: Mrs A Burrow, Ernest Jackson Ltd, High Street, Crediton, EX17 3AP

Reference: 17/01517/FULL
 Proposal: Erection of a dwelling and alterations to existing vehicular access
 Location: 27 Downeshead Lane, Crediton, EX17 1HH
 Applicant: Mrs S Partridge, 27 Downeshead Lane, Crediton, EX17 1HH

Reference: 18/00049/LBC
 Proposal: Listed Building Consent for installation of 3 portholes in garage doors
 Location: 16 St Lawrence Green, Crediton, EX17 2BD
 Applicant: Miss K Voysey, 16 St Lawrence Green, Crediton, EX17 2BD

It was **resolved** to note that Mid Devon District Council, the determining Authority, has REFUSED the following applications with conditions as filed. (Proposed by Cllr Letch)

Reference: 17/01939/FULL
 Proposal: Erection of a dwelling
 Location: East View, Buller Road, Crediton, EX17 2AX
 Applicant: Ms S Wilder, East View, Buller Road, Crediton, EX17 2AX

- 1803/296** **Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts for the period 21st February 2018 to 20th March 2018 inclusive and to receive the bank reconciliation.** The schedule of payments and receipts was issued prior to the meeting. Cllr Wright queried why Hooper Services had been paid for maintenance at Greenway play area if the area had been handed back to Mid Devon District Council. The Assistant Clerk confirmed the Town Council is required to give 3 months' notice and therefore is still responsible for maintenance of the play area until 8th June 2018. It was **resolved** to approve the payments totaling £9,512.34, receipts totaling £1,579.76, transfers totaling £140.00, and accept the bank reconciliation, copies of which are attached to these minutes as Appendix One. (Proposed by Cllr Letch)
- 1803/297** **To receive a list of outstanding debts owed to Crediton Town Council.** The documentation relating to this item had been issued prior to the meeting. It was **resolved** to note the outstanding debts of £149.38, a copy of which is attached to these minutes as Appendix Two. (Proposed by Cllr Letch)
- 1803/298** **Budget Review – To review the budget for the year to date.** A copy of the budget sheet which had been circulated prior to the meeting is attached as Appendix Three.

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The Assistant Clerk advised members that the final budget review for 2017-18 would be provided at the April meeting as further transactions would still take place between now and 31st March. It was **resolved** to note the budget sheet and the information contained therein. (Proposed by Cllr Letch)

1803/299 To receive a report from the Council's internal control checkers, following the monthly random inspection and agree any actions. The Assistant Clerk reported that a random inspection had not been carried out. Cllr Harris agreed to do this before the end of the month.

1803/300 To review and approve the Council's Statement of Internal Control for the Financial Year 2017-2018. A copy of the statement had been issued with the agenda. It was **resolved** to approve the Council's Statement of Internal Control for the Financial Year 2017-2018 (Proposed by Cllr Harris)

1803/301 To review the Town Council's Investment Strategy, including amendments recommended by the Town Clerk. A copy of the strategy, including the Town Clerk's recommended amendments, had been issued with the agenda. It was **resolved** to approve the Town Council's Investment Strategy, including amendments recommended by the Town Clerk. (Proposed by Cllr Harris)

1803/302 To receive a recommendation from the Town Council's Policy & Forward Planning Committee that the Council adopts the following policy regarding the sale of public amenity land:

"Crediton Town Council objects to the loss of any public open amenity space as it is imperative that amenity space is retained for use by the whole community."

Cllr Brookes-Hocking explained that the Policy & Forward Planning Committee had discussed this following two enquiries received from Mid Devon District Council (MDDC) relating to open space at Victoria Crescent and Chapel Downs.

Cllr Way expressed concern that a blanket policy such as this can create difficulties in the future as each request should be decided on its own merit.

It was **resolved** to amend the wording and adopt the following policy regarding the sale of public amenity land: *"Crediton Town Council assumes that the loss of any public open amenity space should be resisted as it is imperative that amenity space is retained for use by the whole community."* (Proposed by Cllr Brookes-Hocking)

1803/303 To review the Town Council's Policy on membership of the Local Government Pension Scheme. The Town Council's current Policy states 'All Council employees will be auto-enrolled into the Local Government Pension Scheme.' It was **resolved** to approve the Town Council's Policy on membership of the Local Government Pension Scheme. (Cllr Harris)

1803/304 To review the Town Council's:

- Volunteer Policy
- Anti-Fraud & Corruption Policy

- **CCTV Policy**
- **Cyber Security Policy**
- **Discretions Policy**
- **Value For Money Statement**
- **Crime & Disorder Statement**
- **Biodiversity Statement**
- **Performance Management Statement**
- **Leadership in Planning for the Future Statement**

A copy of each policy and statement had been issued with the agenda. It was **resolved** to agree and adopt all of the policies listed above. (Proposed by Cllr Harris)

1803/305 To consider supporting the following TAP Fund applications:

- **1st Bow Scout Group**
It was **resolved** to support 1st Bow Scout Group's TAP Fund Application for £1,500. (Proposed by Cllr Harris)
- **Boniface Trail Association**
It was **resolved** to support Boniface Trail Association's TAP Fund Application for £6,396. (Proposed by Cllr Harris)

A copy of the applications had been issued with the agenda.

1803/306 To consider and comment on Great Western Railway's consultation on Barnstaple Rail services. Further information had been issued with the agenda. It was **resolved** to support Great Western Railway's proposals for the Barnstaple Rail services. (Proposed by Cllr Szabo)

Cllr Szabo pointed out that the Town Council was not included in the list of consultees. He requested for Great Western Railway to be made aware of this as well as the fact that the Council supports the Tarka Rail Association and Friends of Crediton Station.

1803/307 To consider and comment on Mid Devon District Council's Consultation on the Schedule of Amendments made to the Sustainability Appraisal Update 2017. Further information had been issued with the agenda. It was **resolved** to note the Schedule of Amendments made to the Sustainability Appraisal Update 2017. (Proposed by Cllr Brookes-Hocking)

1803/308 Councillor Reports - At the discretion of the Chairman, to receive reports from Councillors (Town, District, and County) and representatives of the Council - strictly for information only.

Cllr Szabo:

- Attended the Mid Devon District Council (MDDC) planning training in the Boniface Centre.

Cllr Ross:

- Attended the MDDC planning training in the Boniface Centre.
- Attended a presentation by the Wessex Community Land Trust Project. He hopes to discuss this in more detail at a future Council meeting.

Cllr Downes:

- Has received feedback from the Annual Town Meeting. It was felt that the meeting was too long and did not provide an opportunity for talking/debate.

Cllr Way:

- The Highways Surgeries are still being held in the Council Offices on the 1st and 3rd Thursday every month.
- Has a phone conference scheduled with the deputy directors of the RD&E concerning local issues.
- Has an upcoming meeting regarding the Okehampton Rail Line and requested Councillors to let him know if they have any comments they would like him to report.

Cllr Wright:

- Various items have been reported to him including empty grit bins and blocked drains. A member of the public also suggested making parking in St Saviours Way free from 2.00 pm on a Saturday afternoon until Monday mornings to stop cars parking on the street. It was agreed for this to be included on the next full Council agenda.

Cllr Brookes-Hocking:

- Attended a Devon Strategic Partnership meeting in County Hall which was attended by county councillors, statutory bodies and the voluntary sector. Two presentations were held covering Universal Credit and how Universal Credit can affect homelessness and mental health. The County Council is looking at how it can work with other partners and the voluntary sector to reach people who are affected by the changes to policy. Cllr Wright provided some information on Universal Credit and the Department for Works & Pensions and advised members that MDDC will be holding Universal Credit training soon, so the information may be made available to circulate to Town Councillors.

1803/309 Correspondence and Matters To Note - To receive Council correspondence and matters to note. Copies of the correspondence and matters to note had been issued with the agenda.

Correspondence

1. MDDC - Land at Chapel Downs
2. RD&E - NHS Foundation Trust
3. Member of the Public - Litter complaint
4. Devon Communities Together - March Training Course 2018
5. Grow Wild - Lets got more people growing wild
6. MDDC - Involve Training Programme
7. Member of the public - Peoples Park
8. Exeter City Council - Public consultation on air quality
9. DCH Group - Barn Park
10. MDDC - TAP fund application for phase 1
11. MDDC - Agenda for Cabinet
12. Raddon Hills - Agenda for Feb 27

13. MDDC - Agenda for Planning Committee
14. Town Clerk - Crediton Council Office Building
15. Town Clerk - Council Brainstorming Event
16. MDDC - Press Release Consultation of Mid Devon Local Plan Review
17. Last Resort Explorer Unit - Letter
18. DCC - Temporary prohibition of through traffic & parking (Marsh Lane)
19. MDDC - Economy Policy Development Group
20. MDDC - SA Update Consultation
21. DCC - Winter weather release
22. Town Clerk - Brainstorm Event Feb 2018
23. Assistant Clerk - Quote for Church hanging baskets poles
24. Member of the public - Email of concerns
25. Cllr Wright - Crediton Crime Update
26. MDDC - Land at Victoria Crescent Crediton
27. MDDC - Planning St Lawrence Care Home
28. Cllr Wright - Parking at Churchill Drive
29. MDDC - Parish Planning Training
30. MDDC - Homes Policy Development Group
31. MDDC - Rescheduled meeting
32. MDDC - Agenda Published
33. DCC - Traffic Sensitive Street Review
34. MDDC - Agenda Published Audit Committee

Matters To Note

1. Devon Communities - February Newsletter
2. NALC - Chief Execs Bulletin 7-16 Feb 2018
3. Sustainable Crediton - Seed swap
4. DCC - Your invitation to explore a 'smart house'
5. DALC - Your General Data Protection Regulations Toolkit
6. NALC - Chief Executive's Bulletin 8 - 23 February 2018 v3
7. RD&E - Latest Edition of Community Briefing
8. DCC - Pensions Line
9. Healthwatch Devon
10. NALC - Chief Exec Bulletin 9-2 March 2018
11. DCC - Snow and Roads
12. Sustainable Crediton - Newsletter Issue 91
13. MDDC - Press Release Litterpickers
14. MDDC - Town & Parish Newsletter Feb 18
15. VOYC Devon - Newsletter March 2018
16. DALC - Newsletter 28.02.18
17. Devon Communities - BBC 2 Cookery Show
18. NALC - Chief Exec Bulletin 10-9 March 2018
19. MDDC - Press Release Commonwealth Day

It was **resolved** to note the correspondence and matters to note. (Proposed by Cllr Letch)

Correspondence no.3 - Cllr Szabo requested for a Keep Crediton Clean Campaign leaflet to be posted to the sender, accompanied by a note to say that we understand the issues and are always looking for volunteers to help tidy the town.

Correspondence no.7 - Cllr Szabo requested for a reply to be sent explaining the recent findings of the Conversation Officer. The Assistant Clerk confirmed this query had been responded to and dealt with.

Matters to note no.8 – Cllr Way drew attention to the fact that this does affect people in our town, as they have suggested introducing charges for vehicles entering the city.

1803/310 Business brought forward

Cllr Way:

- Will be attending a Health & Well Being Scrutiny meeting this week concerning the issue of integrated services with the NHS. He will report back to Councillors after the meeting.
- Attended a site meeting as the Newcombes trust are hoping to provide hardstanding for 8 vehicles for the tenants at Lennards Road.

PART TWO

1803/311 It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information. (Proposed by Cllr Letch)

1803/312 **To receive recommendations/nominations for individuals who will receive a Crediton Town plate at the Mayor's Reception 2018.** Councillors are reminded that this is to recognise the efforts of those who demonstrate outstanding commitment to the well-being of Crediton and the community. Due to the sensitive and confidential nature of this item, no further information can be disclosed at this time.

1803/313 **Close**
The meeting closed at 8.25 pm

Signed:.....


(Chairman)

Dated: 17-6-18

**Credition Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
470 Staff Salaries	22/02/2018		Co-operative curre	BACS	Salaries - February	Mrs C Dalley	E	1,927.84	0.00	1,927.84
471 Staff Salaries	22/02/2018		Co-operative curre	BACS	Salaries - February	Mrs Emma Anderson	E	1,336.72	0.00	1,336.72
472 Staff Salaries	22/02/2018		Co-operative curre	BACS	Salaries - February	Mrs Emily Armitage	E	621.40	0.00	621.40
473 PAYE/National Insurance	22/02/2018		Co-operative curre	BACS	PAYE/National Insurance	HMRC	E	1,240.55	0.00	1,240.55
474 Pension Contributions	22/02/2018		Co-operative curre	BACS	Pension Contributions	Peninsula Pensions	E	1,295.51	0.00	1,295.51
475 Staff/Councillor Training	27/02/2018		Co-operative curre	Card	Councillor Training	Frome Town Council	E	99.00	0.00	99.00
476 Subscriptions	05/03/2018		Co-operative curre	400392	CPRE Membership	CPRE	E	36.00	0.00	36.00
477 Stationery	20/03/2018		Co-operative curre	400393	Stationery	Printed Paper Products Ltd	S	23.85	4.77	28.62
478 Advertising	20/03/2018		Co-operative curre	400394	Advert - Annual Town Meeting	Credition Country Council	S	100.00	20.00	120.00
479 Software	20/03/2018		Co-operative curre	400395	Scribe Accounting Package	Scribe 2000 Ltd	S	385.00	77.00	462.00
480 Stationery	20/03/2018		Co-operative curre	400396	Stationery	Devon Commercial Stationery	S	28.18	5.64	33.82
481 Website	20/03/2018		Co-operative curre	400397	Website support	Pure Systems	S	260.00	52.00	312.00
482 Garage/Storage Rental	20/03/2018		Co-operative curre	400398	Dynamic Links Rental - February	Dynamic Links Ltd	S	39.43	7.89	47.32
483 Floral Credition Plants	20/03/2018		Co-operative curre	400399	Plants for Town Square	Mr A E Jewell (J Parker)	S	255.00	51.00	306.00
484 Annual Town Meeting	20/03/2018		Co-operative curre	400400	Boniface Centre - Annual Meeting	Boniface Centre	E	71.00	0.00	71.00
485 People's Park - Grass Cutting	20/03/2018		Co-operative curre	400401	Peoples Park - Grass Cutting	Hooper Services	S	190.00	38.00	228.00
486 People's Park Maintenance	20/03/2018		Co-operative curre	400401	Peoples Park - Step clearing	Hooper Services	S	15.00	3.00	18.00
487 Barnfield - Grass Cutting	20/03/2018		Co-operative curre	400401	Barnfield - grass cutting	Hooper Services	S	84.00	16.80	100.80
488 Spinning Path Gardens	20/03/2018		Co-operative curre	400401	Spinning Path Play Area	Hooper Services	S	50.00	10.00	60.00
489 Greenway Play Area Maintenance	20/03/2018		Co-operative curre	400401	Greenway Play Area - Grass Cutting	Hooper Services	S	50.00	10.00	60.00
490 People's Park Maintenance	20/03/2018		Co-operative curre	400401	Peoples Park - Laurel hedge	Hooper Services	S	90.00	18.00	108.00
491 Greenway Play Area Maintenance	20/03/2018		Co-operative curre	400401	Greenway Play Area - hedge	Hooper Services	S	50.00	10.00	60.00
492 Spinning Path Gardens	20/03/2018		Co-operative curre	400401	Spinning Path Play Area	Hooper Services	S	50.00	10.00	60.00
493 Town Crier Honorarium	20/03/2018		Co-operative curre	400402	Town Crier Honorarium	Mr Kevin Payne	E	100.00	0.00	100.00
494 Honorarium	20/03/2018		Co-operative curre	400403	Honorarium - Town Volunteer	Mr A E Jewell	E	300.00	0.00	300.00
495 Peoples Park - Wildlife	20/03/2018		Co-operative curre	400404	Wildlife Area - Painting expenses	Adams Home Hardware	S	19.10	3.80	22.90
496 Office Supplies	20/03/2018		Co-operative curre	400404	Office Supplies - Various	Adams Home Hardware	S	4.79	0.96	5.75
497 Christmas in Credition - Misc	20/03/2018		Co-operative curre	400405	Christmas in Credition - Misc	Credition Methodist Church	E	21.00	0.00	21.00
498 Photocopier/Printing Charge	20/03/2018		Co-operative curre	400406	Printing Charges	Concorde	S	43.95	8.79	52.74
499 Bus Shelter Cleaning	20/03/2018		Co-operative curre	400408	Bus Shelter Cleaning	Complete Cleaning Services	S	215.00	43.00	258.00
500 Office Service Charge	20/03/2018		Co-operative curre	400407	Staff expense - Call out	Mrs N Letch	E	25.00	0.00	25.00
501 Councillor/Clerk Expenses	20/03/2018		Co-operative curre	400409	Councillor Expenses	Mr F Letch	E	6.30	0.00	6.30
502 Councillor/Clerk Expenses	20/03/2018		Co-operative curre	400410	Travel Expenses	Mrs C Dalley	E	15.50	0.00	15.50
503 Stationery	20/03/2018		Co-operative curre	400411	Stationery	Devon Commercial Stationery	S	44.55	8.91	53.46
504 Hospitality	20/03/2018		Co-operative curre	cardpayment	Hospitality refreshments	Tescos	S	16.52	2.59	19.11

Crediton Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
								9,110.19	402.15	9,512.34
					Total					

F

**Crediton Town Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
363	05/03/2018		Co-operative curre	BACS	Exhibition Road - Allotme	Ms S Brown	E	3.92	0.00	3.92
364	05/03/2018		Co-operative curre	BACS	Boniface Allot Ass - Meml	Ms S Brown	E	0.54	0.00	0.54
365	05/03/2018		Co-operative curre	Cheque	Exhibition Road - Allotme	Mr B Nixon	E	6.62	0.00	6.62
366	05/03/2018		Co-operative curre	Cheque	Boniface Allot Ass - Meml	Mr B Nixon	E	0.91	0.00	0.91
367	06/03/2018		Co-operative curre	BACS	Service Charge - January	Mid Devon District Coun	E	107.00	0.00	107.00
368	07/03/2018		Co-operative curre	BACS	Refreshment Charges	Devon in Sight	E	10.80	0.00	10.80
369	08/03/2018		Co-operative curre	BACS	Service Charge - Oct & N	Mid Devon District Coun	E	241.64	0.00	241.64
370	08/03/2018		Co-operative curre	BACS	Service Charge - Decemb	Mid Devon District Coun	E	107.00	0.00	107.00
371	12/03/2018		Co-operative curre	BACS	Call out fee - 03-03-18	Mid Devon District Coun	E	25.00	0.00	25.00
372	12/03/2018		Co-operative curre	Cash	Exhibition Road - Allotme	Mr K Sutton	E	3.78	0.00	3.78
373	12/03/2018		Co-operative curre	Cash	Boniface Allot Ass - Meml	Mr K Sutton	E	0.52	0.00	0.52
374	12/03/2018		Co-operative curre	Cash	Exhibition Road - Allotme	Mr P Gingell	E	6.49	0.00	6.49
375	12/03/2018		Co-operative curre	Cash	Boniface Allot Ass - Meml	Mr P Gingell	E	0.90	0.00	0.90
376	14/03/2018		Co-operative curre	Cash	Barnfield Allotment Rent	Ms M Lawrence	E	12.86	0.00	12.86
377	14/03/2018		Co-operative curre	Cash	Boniface Allot Ass - Meml	Ms M Lawrence	E	1.78	0.00	1.78
378	09/03/2018		Co-operative curre	BACS	Christmas lights donation	Crediton Dairy	E	1,000.00	0.00	1,000.00
379	09/03/2018		Co-operative curre	BACS	Christmas lights donation	Crediton Pet Shop	E	50.00	0.00	50.00
Total								1,579.76	0.00	1,579.76

**Crediton Town Council
TRANSFERS**

Date	Desc	From	To	Amount
22/05/2017	Bank to Bank Transfer	Co-operative current a/c	Petty Cash	70.00
20/03/2018	Bank to Bank Transfer	Co-operative current a/c	Petty Cash	70.00
			Total.....	140.00



Crediton Town Council

Bank Reconciliation at 20/03/2018			
	Cash in Hand 01/04/2017		203,394.76
	ADD		
	Receipts 01/04/2017 - 20/03/2018		260,861.80
	SUBTRACT		
	Payments 01/04/2017 - 20/03/2018		181,136.60
A	Cash in Hand 20/03/2018 (per Cash Book)		283,119.96
	Cash in hand per Bank Statements		
	Cash 20/02/2018	0.00	
	Petty Cash 20/02/2018	98.02	
	Cambridge & Counties 19/02/2018	75,754.02	
	Co-operative current a/c 65809 20/03/2018	125,205.13	
	Nationwide a/c 90097276 19/02/2018	85,033.04	
			286,090.21
	Less unrepresented cheques As attached		2,992.28
			283,097.93
	Plus unrepresented receipts As attached		22.03
B	Adjusted Bank Balance		283,119.96
	A = B Checks out OK		

- Accounts Information
- Balance Information
- Transactions
- Transaction Search
- Saved Searches
- Statements or Reports
- Internal Transfers
- UK Payments
- Beneficiaries
- Cheque Management
- Service Requests
- Enquiry Facility
- Account Nickname

Accounts Information > Transactions

Help Print

Transactions

Account* 089299 65809217 00 - CREDITON TOWN COUNCIL ▼

Sort By Name Account

Date Range From 19/03/2018 To 20/03/2018 Go

Select	Date	Description	Bank Reference	Customer Reference	Credit	Debit	Additional Information	Running Balance
<input checked="" type="radio"/> 1	19/03/2018	Cheque	8251736500200003	400357		790.00	300000	125,405.94
<input type="radio"/> 2	19/03/2018	Cheque	8251292800200002	400374		50.00	274093	125,355.94
<input type="radio"/> 3	19/03/2018	Cheque	8251292700200002	400378		33.49	274093	125,322.45
<input type="radio"/> 4	19/03/2018	Cheque	8252326200200007	400383		47.32	532201	125,275.13
<input type="radio"/> 5	20/03/2018	ATM Debit	4988243066242656	LINK 09:52 20MAR		70.00		125,205.13

Back Details Print Reports

Our Ref: 15006951\X201\PB
 Date: 5th February 2018
 DDI: 0344 225 3939
 Fax: 0116 254 4637
 Email: savings@ccbanc.co.uk

Strictly Private & Confidential

Crediton Town Council
 Mr F W Letch
 Council Offices,
 Market Street
 Crediton
 Devon
 EX17 2BN

Statement of Account

Account name: Crediton Town Council

Account number: 15006951

Sort code: 60-95-86

Notice description: 120 Day Notice Business Savings Account Issue 1 Monthly 1.79%

FSCS Eligibility: Eligible

Sheet Number: T 1

Date	Description	Debits £	Credits £	Balance £
11/08/2017	Brought forward			75,136.71 Cr
31/08/2017	Interest credited gross 15006951		98.27	75,234.98 Cr
30/09/2017	Interest credited gross 15006951		95.23	75,330.21 Cr
31/10/2017	Interest credited gross 15006951		98.53	75,428.74 Cr
30/11/2017	Interest credited gross 15006951		95.47	75,524.21 Cr
31/12/2017	Interest credited gross 15006951		114.82	75,639.03 Cr
31/01/2018	Interest credited gross 15006951		114.99	75,754.02 Cr

Interest rate summary during statement period

From	To	Interest Rate
11th August 2017	30th November 2017	1.54 %
1st December 2017	4th February 2018	1.79 %

Message Board



Nationwide Building Society

Private & Confidential
 Attn of Clare Louise Dalley
 Crediton Town Council
 Council Offices
 Market Street
 Crediton
 United Kingdom
 EX17 2BN

Summary for 10 Aug 2017 - 05 Feb 2018

Start Balance	85,033.04
Total In	0.00
Total Out	0.00
End Balance	85,033.04

<i>Client Name</i>	Crediton Town Council	<i>Account Number</i>	90097276
<i>Account Type</i>	Business Instant Saver Issue 5 - Annual	<i>Statement Number</i>	6
<i>Date</i>	<i>Description</i>	<i>Details</i>	<i>Payments</i>
10 Aug 2017	Start Balance		
			<i>Receipts</i>
			<i>Balance</i>
05 Feb 2018	End Balance		85,033.04

Account Number 90097276
Statement Number 6
Currency Sterling
Interest Rate as at 05 Feb 2018 0.50%

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS)

Crediton Town Council

If you have a 95 Day Saver or Instant Saver account, you can pay in as often as you like. Just check your terms and conditions to find out the minimum payment and maximum balance for your account type.

You can find out how to make a payment on the back of this statement.



Nationwide
 Building Society

R

Outstanding Debts as at 20th March 2018

Invoice Date	Invoice Number	Amount
Sep-17 Barnfield		£29.88
Dec-17 Exhibition		£2.07
Jan-18 Exhibition		£4.22
Feb-18 MDDC Caretaking		£107.00
Mar-18 Exhibition		£6.21
TOTAL AMOUNT OUTSTANDING		£149.38



Appendix Three

Year To Date Budget 2017-2018

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Remaining	Total Spend
Administration	10,224	497.74	1,302.96	875.58	711.44	648.82	101.37	226.48	1,312.53	843.18	670.59	360.55	636.39	78.3	2,214.57	8,009.43
Council & Councillors	10,144	1,010.62	300.28	1,042.93	1,591.20	621.90	48.10	955.41	1,779.90	866.48	257.00	132.49	979.91	74.8	2,557.78	7,586.22
Property & Parks	39,885	3,158.11	3,045.17	779.72	3,734.41	2,892.66	421.66	1,991.11	4,688.12	1,725.12	1,581.49	758.17	1,048.02	56.6	17,232.24	22,452.76
Insurance	2,500		1,718.62											88.7	781.38	1,718.62
Parish Paths (P3)	750			30.00										-	720.00	30.00
Grants	20,000	18,510.00	400.00			300.00			1,590.00					100.0	0.00	20,000.00
Amenities	23,200		139.20	44.76	386.51	115.39	277.03	359.42	2,994.50	6,741.34	103.47	4,612.54	327.00	77.8	5,158.64	18,041.16
Localism Projects	24,552		9,217.79						7,736.02					69.1	7,598.25	16,955.75
Sub Total	131,055	23,178	15,324	2,773	3,063	4,569	848	3,132	9,113	21,304	2,613	5,884	2,991	72.3	36,283.06	94,791.94
Salaries/PAY/ENI	Budget													%Budget	Balance	Total Spend
SALARIES		3,548.71	3,589.80	3,548.31	3,589.80	3,589.80	3,590.00	3,588.80	3,730.66	3,999.42	4,216.46	3,865.36			-40,837.43	40,837.43
PAY/ENI		2,471.64	1,266.89	1,236.12	1,266.89	1,266.89	1,266.69	1,266.89	1,370.75	1,370.55	1,267.55	1,240.55			-14,024.52	14,024.52
Pension Payments		1,102.99	1,102.99	1,102.99	1,121.63	1,121.63	1,121.63	1,121.63	1,182.81	914.25	1,109.37	1,295.51			-12,297.43	12,297.43
Sub Total	76,725	4,651.70	7,123.14	5,887.42	5,978.32	5,978.32	5,978.32	5,978.32	6,284.22	6,284.22	6,593.38	6,422.02		87.5	9,565.62	67,153.38
Budget Spend	207,780.00	27,830.17	22,447.10	6,660.41	9,040.88	10,546.89	6,826.48	9,110.74	15,397.27	27,588.36	9,205.93	12,305.77	2,991.32	77.9	45,828.68	161,951.32
Ear Marked Reserves/Project Funds																
Wildlife Garden	130													-	130.00	-
Neighbourhood Plan	4,650													-	4,650.00	-
Allotments	1,387													-	1,387.00	-
Street Furniture & Small Works	1,000													-	1,000.00	-
Upper Deck	960													-	960.00	-
General Fund	73,302	234.00	2,214.40	0.98	109.22	2,989.81		636.00	95.76					8.6	67,021.83	6,280.17
Election Expenses	2,951													-	2,951.00	-
Economic Development	7,710									1,800.00				23.3	5,910.00	1,800.00
Christmas Lights Repair/Renewal	4,521								588.03					13.0	3,932.97	588.03
Localism Projects	25,000													-	25,000.00	-
Feasibility Study	190													-	190.00	-
Band Stand	173													-	173.00	-
Defibrillator Project	2,345			2,160.00										92.1	185.00	2,160.00
P3 Parish paths	1,268													-	1,268.00	-
Floral Creation	2,344													-	2,344.00	-
Town Clock	500													-	500.00	-
Premises	2,200													-	2,200.00	-
CCTV	2,000													-	2,000.00	-
Boniface Statue	280													-	280.00	-
War Memorial (General)	2,894													-	2,894.00	-
Mayers Chair	1,000													-	1,000.00	-
Incredible Edible - Town Square garden	100				32.15									32.2	67.85	32.15
General Legal/Professional Fees	3,700	840.00									200.00			28.1	2,660.00	1,040.00
Stonypark Legal/Professional Fees	5,000													-	5,000.00	-
Creddon Town Plates	343													-	343.00	-
Council Office Building	40,000													-	40,000.00	-
IT Equipment/Support	1,000													-	1,000.00	-
Storage Container	1,990			2,988.00										120.0	-998.00	2,388.00
Allotment Access Path Project	5,000							2,969.43	165.00			1,762.50		37.9	103.07	4,895.93
Air Ambulance Lighting Column	1,000													-	1,000.00	-
Sub Total	194,338	234.00	3,054.40	4,548.98	141.37	2,989.81	-	3,605.43	848.79	1,800.00	-	1,962.50	-	77.9	45,828.68	161,951.32
Total Spend Inc reserves	402,118.00	28,064.17	25,201.50	13,209.39	9,182.25	13,536.70	6,826.48	12,716.17	16,246.06	29,388.36	9,205.93	14,268.27	2,991.32	77.9	220,381.40	181,136.60

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