



## Minutes of the meeting of Credition Town Council held on Tuesday 16<sup>th</sup> March 2021, at 19.00, via Zoom

**Present:** Cllrs Mr F Letch, Miss J Harris, Mr S Huxtable, Mrs E Brookes-Hocking, Mr J Downes, Mr J Cairney, Mr J Ross, Mr P Vincent, Mr G Cochran (part meeting), Mr M Szabo, Mrs H Zorlu (part meeting) and Mrs L Martin

**In Attendance:** Mrs R Avery, Town Clerk  
Mrs L Blake, Projects Officer  
Mr N Way, Devon County Councillor

**2103/176 To receive and accept apologies**

It was noted that Cllr Zorlu had work commitments, but would attend the meeting as soon as possible.

**2103/177 Declarations of Interest.**

Cllrs Letch, Cairney and Downes declared that as members of more than one authority, any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

**2103/178 To note the Virtual Meeting Policy**

The policy was noted.

**2103/179 Public Question Time**

There were no members of the public present.

**2103/180 Order of business**

There were no changes to the order of business.

**2103/181 Chairman's and Clerk's Announcements**

The Town Clerk advised that whilst she had received an email from Age Concern, she had not received accounts as requested. It was noted that this information would be requested, and the original email would be circulated to councillors for information. Cllr Letch reported that he had attended the Health and Wellbeing Alliance meeting and would share the papers with councillors.

He had attended a meeting with the Police regarding the Councillor Advocate Scheme regarding speed Watch.

He had also held a meeting with neighbouring parishes regarding future planning.

The Town Clerk advised of the recent vandalism at Newcombes Meadow toilets, which would be discussed at the next meeting of the Assets and Amenities Committee. Cllr Letch expressed great sadness and a sense of shame at this behaviour.

**2103/182 Town Council Minutes**

It was **resolved** to approve and sign the minutes of the Credition Town Council Meetings held on Tuesday 19 January 2021 and 16 February 2021 as a correct record. (Proposed by Cllr Harris).

- 2103/183 To receive the Police report**  
The report was noted. Cllr Brookes-Hocking expressed concern at the increase in antisocial behaviour/violence and sexual offence crimes.
- 2103/184 To adopt the minutes of the following meetings:**
- **Grants Sub-Committee held on 24 November 2020**  
It was resolved to adopt the following minutes. (Proposed by Cllr Letch).
  - **Christmas in Crediton Sub-Committee held on 08 December 2020**  
It was resolved to adopt the following minutes. (Proposed by Cllr Brookes-Hocking).
  - **Old Landscore School Task and Finish Group held on 16 December 2020**  
It was resolved to adopt the following minutes. (Proposed by Cllr Brookes-Hocking).
  - **Town Strategy Committee held on 12 January 2021**  
It was resolved to adopt the following minutes. (Proposed by Cllr Brookes-Hocking).
  - **Council Affairs Committee held on 26 January 2021**  
It was resolved to adopt the following minutes. (Proposed by Cllr Harris).
  - **Town Strategy Committee held on 02 February 2021**  
It was resolved to adopt the following minutes. (Proposed by Cllr Brookes-Hocking).
  - **Council Affairs Committee held on 09 February 2021**  
It was resolved to adopt the following minutes. (Proposed by Cllr Harris).
- 2103/185 Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period inclusive and to receive the bank reconciliation**  
The schedule of payments and receipts had been issued prior to the meeting. The schedule of payments and receipts had been issued prior to the meeting. It was **resolved** to approve the payments totalling £15,549.07, receipts totalling £6,599.16, and to accept the bank reconciliation. (Proposed by Cllr Letch).
- 2103/186 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 asked whether the outstanding allotment rents were likely to be paid, and it was **noted** that the Town Clerk would clarify this and provide a response by email.
- 2103/187 Budget Review - To review the budget for the year to date**  
The budget sheet had been issued prior to the meeting. The Town Clerk provided an overview of the underspends, which mostly related to the pandemic, with a lack of events taking place and staff working from home.
- 2103/188 To receive a report from the Council's internal control checkers, following the monthly random inspection and agree any actions**  
A copy of the report had been issued prior to the meeting. It was noted that petty cash is no longer held. It was **resolved** to note the inspection. (Proposed by Cllr Letch).

- 2103/189 To review the Council's investments and current accounts**  
Further information had been issued prior to the meeting. It was **resolved** to note the Council's investments and current accounts. (Proposed by Cllr Letch)
- 2103/190 To receive a recommendation from the Council Affairs Committee to approve the Council's risk assessments, prepared by the Clerk, and agree to carry out the action plan with immediate effect.**  
A copy of the risk assessments and action plans had been issued with the agenda. It was **resolved** to approve the Council's risk assessments, prepared by the Clerk, and agree to carry out the action plans with immediate effect. (Proposed by Cllr Letch).
- 2103/191 To review and approve the Council's Statement of Internal Control for the Financial Year 2020-21**  
A copy of the statement had been issued with the agenda. It was **resolved** to approve the Town Council's Statement of Internal Control for the financial year 2020-2021. (Proposed by Cllr Letch).
- 2103/192 To review the Town Council's Investment Strategy**  
A copy of the strategy had been issued with the agenda. It was **resolved** to approve the Town Council's Investment Strategy. (Proposed by Cllr Letch).
- 2103/193 To review the Town Council's Standing Orders**  
A copy of the document had been issued with the agenda, which highlighted the amendment relating to voting by signed ballot.  
It was **resolved** that co-option votes would be undertaken by signed ballot, with votes being discounted if they are not signed appropriately. It was **resolved** to approve the Town Council's Standing Orders. (Proposed by Cllr Letch).
- 2103/194 To receive the report relating to The Bungalow, 8 North Street, Crediton and to consider the recommendations therein**  
Cllr Ross asked for clarification as to whether the main room could be used for Full Council meetings. The Town Clerk advised that it would be suitable for committees, but not Full Council.  
Cllr Huxtable asked that the maintenance of garden wall be included in the Heads of Terms as a responsibility of the landlord and requested that a bin store be provided by the landlord for other residents. It was noted that the terms deal with the responsibility of the wall being that of the landlord.  
It was **resolved** to note the report and approve the recommendations therein.  
However, it was requested that the Town Clerk query the requirement to pay towards the maintenance of the front of the building. (Proposed by Cllr Brookes-Hocking).
- 2103/195 CCTV:**
- **To review the report relating to electricity supply and to consider the recommendation therein**  
It was **resolved** to note the report. It was resolved that the Town Council would not install meters, but offer an additional payment of £50.00 to the three buildings where two cameras are sited. (Proposed by Cllr Huxtable).

- **To consider the installation of the additional back up system**  
Further to information provided by the contractor, it was **resolved** that the Town Council would not install the additional back up system. (Proposed by Cllr Cairney).
- **To note the delay due to planning application requirements and additional costs relating to this**  
It was **noted** that the Assistant Clerk is in the process of submitted full and listed building consent for some of the locations.

**2103/196 To receive the report relating to the Local Council Award Scheme and to consider the recommendation therein**

The Town Clerk provided a PowerPoint presentation relating to the Award Scheme. Cllr Cairney thanked the Town Clerk for the work involved in this and stated that he supported the accreditation as it shows how progressive Crediton Town Council is. Cllr Vincent suggested that the council should focus on delivering value for money to those paying the precept. Cllr Huxtable stated that delivering value for money is part of the criteria.

Cllr Cairney stated that the council does a lot for the community and is focussed on looking after those who live here.

It was **resolved** to apply for Quality Gold Status. (Proposed by Cllr Cairney).

**2103/197 To receive a verbal report regarding Newcombes Meadow toilet block**

The Town Clerk provided a brief overview of the recent meeting of the Newcombes Meadow Toilets Task and Finish Group, which includes investigation of living roofs, rain water harvesting and the provision of a Changing Place. It was noted that focus groups will take place, alongside a questionnaire. Cllr Cochran requested that Youth Groups be involved in any discussions.

*Cllr Zorlu joined the meeting at 19.56*

**2103/198 To resolve to appoint Councillors to sit on the Climate Change and Sustainability Sub-Committee**

It was **resolved** to amend the Terms of Reference to allow for the Climate Change and Sustainability Sub-Committee to become a committee, answerable to Full Council, whilst not changing its objectives. (Proposed by Cllr Brookes-Hocking). It was **resolved** that Cllrs Brookes-Hocking, Cochran, Downes, Huxtable, Ross and Vincent would be appointed to sit on the committee. (Proposed by Cllr Letch).

**2103/199 Town Square:**

- **To note that the tables will be reinstated on 29 March**  
It was **noted** that Turning Tides would be moving the tables from storage to the Town Square on Monday 29 March, inline with guidance relating to the rule of six being allowed to meet.
- **To consider a grant of £458 to provide summer events at the Town Square (funding remaining from MDDC Town Centre grant)**  
It was **resolved** to approve the grant. (Proposed by Cllr Letch).

- **To consider a request from Christians Together to install a temporary display on the Town Square**

It was **resolved** to approve the request, providing it is removed from the Town Square overnight. (Proposed by Cllr Letch).

**2103/200 To receive the report relating to the purchase of Old Landscore School, and to consider the recommendation therein**

Cllr Vincent stated that it would be wrong to go ahead with this project without any knowledge of ambition, delivery and costings.

Cllr Ross asked if Cllr Vincent had an interest in this matter, but Cllr Vincent stated that he had no interest in the building.

Cllr Brookes-Hocking stated that the vision is to keep the building in public ownership, for community use. It is clear that whilst the building is old, it is basically sound but it was not possible to know exactly how much work is required. Architects have looked at the building and feel that it can be made a very usable building, within the council's capabilities of accessing funds.

Cllr Cairney stated that as Crediton grows, more social space will be required and this purchase is a great opportunity and would be a wasted opportunity.

It was **resolved** to accept the report and approve the recommendation to purchase Old Landscore School. (Proposed by Cllr Letch, two votes against – Cllrs Harris and Vincent).

**2103/201 To consider arrangements for the 2021 Annual Town Meeting**

It was noted that the Annual Town Meeting would not take place this year, however the Town Clerk suggested that a summer consultation event could take place in the Town Square a restrictions ease. This would offer an opportunity to showcase events that have taken place over 2020 and to provide information on upcoming projects.

**2103/202 To consider and agree start times for committee meetings**

It was requested that all evening meetings of the Town Council commence at 19.00. Cllr Cochran expressed concern that he may find this difficult. It was **resolved** that meetings would commence at 19.00. (Proposed by Cllr Cairney).

**2103/203 Councillor Reports**

Cllr Szabo:

- Attended a meeting of 'Lockdown Stress Support Group' at The Station Tea Rooms, who are complying with government guidance and meeting every Monday between 19.00-21.00.

Cllr Vincent:

- Reported that the St Lawrence Group are making good progress with planting.

Cllr Cairney:

- Reported that Crediton Food Bank are delivering 100 meals twice a month, with local support.

Cllr Downes:

- Congratulated Mid Devon District Council on being one of the highest ranking local authorities for obtaining grants to support local communities, along with many of their furloughed staff supporting people in high risk categories.

Cllr Cochran:

- Reported plans to arrange a meeting regarding the community orchard at Spinning Path Gardens.

Cllr Ross:

- Reported that the Chamber of Commerce are planning a Fiver Fest, starting soon
- Reported hat the League of Friends continue to meet via Zoom
- Reported that Sustainable Crediton’s activities ceased due to Covid restrictions, but will be active soon and have new projects on the horizon.

Mr N Way (Devon County Council):

- Reported that the Covid vaccination programme is working well, with 50% of the county’s population already in receipt of their first jab. QE testing is reportedly going well. Whilst numbers reduce greatly, it is important that everyone stay alert
- He had attended the Devon County Council Highways and Traffic Orders Committee. A virtual site visit will take place to discuss proposals at Union Road and Exeter Road, all other sites were approved except for Alexandra Road. A puffin crossing at Tesco has been accepted, but there had been a reluctance to approve this, and a site visit will take place. The application for Lidl at Exhibition Road provides an opportunity to provide a puffin crossing in this area. In the past, there have been issues with location and cost, but most of the cost should be paid by the developer.

**2103/204 To note Council Correspondence and Matters to Note**

The list had been issued with agenda. It was resolved to **note** the correspondence and matters to note. (Proposed by Cllr Harris)

**2103/205 To note the date of the next meeting – Tuesday 18 May 2021 at 19.00**

The date of the next meeting was noted. The meeting was closed at 20.34.

Signed .....

Dated.....