



Minutes of the Meeting of Credition Town Council held on Tuesday, 17th November 2020 at 7.00 pm via Zoom

Present: Cllrs Mr F Letch, Miss J Harris, Mrs Brookes-Hocking, Mrs L Martin, Mr J Cairney, Mr J Ross, Mr P Vincent and Mrs H Zorlu.

Apologies: Cllrs Mr J Downes and M Szabo

In Attendance: Mrs R Avery, Town Clerk
Mrs L Blake, Projects and Assets Officer
Mr N Way, Devon County Councillor
Mr A Wyer, Mid Devon District Councillor
2 members of the public

2011/087 To receive and accept apologies.

The meeting was opened at 7.00pm. It was **resolved** to accept the apologies of Cllrs Downes and Szabo. (Proposed by Cllr Letch).

2011/088 Declarations of Interest.

Cllrs Letch and Cairney 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.

Cllr Brookes-Hocking declared a personal interest in items 18 and 24.

Cllr Vincent declared a pecuniary interest in item 27.

2011/089 To note the Virtual Meetings Policy.

The policy was noted.

2011/090 Public Question Time.

There were no questions.

2011/091 Councillor Vacancies:

- **To note the two vacancies in Lawrence Ward**

The vacancies were noted.

- **To consider any applications received by the Town Clerk and to resolve to co-opt new councillors. A copy of applications had been issued prior to the meeting.**

Consideration was given to the two submitted applications from Mr G Cochran and Mr S Huxtable. It was **resolved** to co-opt both candidates. (Proposed by Cllr Letch).

Cllrs Cochran and Huxtable signed their Acceptance of Office document and were advised of their responsibilities to provide their Declaration of Interest forms to the Town Clerk within 28 days' of accepting office.

2011/092 Order of Business.

There were no changes to the order of business.

- 2011/093 Chairman's and Clerk's Announcements.**
Cllr Letch advised that the two new grit bins are due to be installed this week. He requested that councillors check grit bins in their areas, to ensure that they are ready for the winter season.
- 2011/094 Town Council Minutes.**
It was **resolved** to approve and sign the minutes of the Crediton Town Council Meeting held on Tuesday, 22nd September 2020 as a correct record. (Proposed by Cllr Brookes-Hocking).
- 2011/095 To receive the Police Report.**
It was **resolved** to note the police report, but that further information be requested relating to the concerning number of cases relating violence and anti-social behaviour. (Proposed by Cllr Brookes-Hocking).
- 2011/096 To adopt the minutes of the following meetings:**
- **Old Landscore School Sub-Committee held on 21st July 2020**
It was **noted** that this meeting had been cancelled.
 - **Town Strategy Committee held on 1st September 2020**
It was **resolved** to adopt the minutes of the Town Strategy Committee meeting held on 1st September 2020. (Proposed by Cllr Brookes-Hocking).
 - **Christmas in Crediton Sub-Committee held on 14th September 2020**
It was **resolved** to adopt the minutes of the Christmas in Crediton Sub-Committee meeting held on 14th September 2020. (Proposed by Cllr Brookes-Hocking).
 - **Assets & Amenities Committee held on 15th September 2020**
It was **resolved** to adopt the minutes of the Assets & Amenities Committee meeting held on 15th September 2020. (Proposed by Cllr Harris).
 - **Council Affairs Committee held on 29th September 2020**
It was **resolved** to adopt the minutes of the Council Affairs Committee meeting held on 29th September 2020. (Proposed by Cllr Harris).
 - **Christmas in Crediton Sub-Committee held on 13th October 2020**
It was **resolved** to adopt the minutes of the Christmas in Crediton Sub-Committee meeting held on 13th October 2020. (Proposed by Cllr Brookes-Hocking).
 - **Town Strategy Committee held on 6th October 2020**
It was **resolved** to adopt the minutes of the Town Strategy Committee meeting held on 6th October 2020. (Proposed by Cllr Brookes-Hocking).
 - **Christmas in Crediton Sub-Committee held on 27th October 2020**
It was **resolved** to adopt the minutes of the Christmas in Crediton Sub-Committee meeting held on 27th October 2020. (Proposed by Cllr Brookes-Hocking).
- 2011/097 Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 24th September 2020 to 18th November 2020 inclusive and to receive the bank reconciliation.**

The schedule of payments and receipts had been issued prior to the meeting. It was **resolved** to approve the payments totalling £25,438.27, receipts totalling £138,506.75, and to accept the bank reconciliation. (Proposed by Cllr Letch).

- 2011/098 Budget Review - To review the budget for the year to date.**
The budget sheet had been issued prior to the meeting. It was **resolved** to note the budget sheet and the information contained therein. (Proposed by Cllr Letch).
- 2011/099 To receive a list of outstanding debts owed to Crediton Town Council.**
Further information had been issued prior to the meeting. It was **resolved** to note the outstanding debts. It was **agreed** that the outstanding debt from June be pursued.
- 2011/100 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 with the agenda. It was **resolved** to note the report and the information contained therein. (Proposed by Cllr Letch).
- 2011/101 To receive the Committee Structure Report and to consider and approve the recommendations/s contained therein.**
A copy of the document had been issued with the agenda. Cllr Harris thanked the Town Clerk for her work on the documents. It was **resolved** to approve the report, proposed structure, and Terms of References.
- 2011/102 To note that the risk assessment for the re-opening of Old Landscore School will be considered once the current Covid-19 lockdown period had passed.**
It was **noted** that the risk assessment would be reconsidered after information on further restrictions have been received from central government.
- 2011/103 To consider and approve the flagpole licence. A copy of the document and associated information had been issued with the agenda.**
It was **resolved** to approve the flagpole licence. It was noted that the Town Clerk would liaise with MDCC regarding the signing of documents.
- 2011/104 To consider and approve Crediton Town Council taking responsibility for the Boniface Heritage Trail Signs.**
Further information had been issued with the agenda. Cllr Brookes-Hocking explained that the Town Council were currently being requested to send a letter to the PCC, stating that should the Town Team cease to exist, the Town Council would be willing to take on maintenance and insurance of the sign.
It was noted that the maintenance of the other signs may require discussion in the future.
It was **resolved** that the Town Clerk would write a letter to the PCC. (Proposed by Cllr Ross).
- 2011/105 To receive an update regarding Christmas in Crediton.**
Cllr Brookes-Hocking reported on the following:
- Christmas lights are in the process on being put up, with the Christmas trees being added to the High Street should lockdown restrictions be lifted sufficiently.

- There will be an online presence including videos, announcements of the competition winners and a live stream of the light switch on
- Empty shop windows are being decorated with the hat theme, with winning entries to be displayed when announced
- A socially distanced show in the Town Square, including the reinstatement of the picnic tables.

2011/106 To consider and agree a new street name for plots 12-17 at Barn Park, for submission to Mid Devon District Council.

Further information had been issued with the agenda. It was **resolved** that Barn Park View be submitted to MDDC for consideration. (Proposed by Cllr Zorlu).

2011/107 To consider the supplying and planting of summer bedding in the town, following Mid Devon District Council's withdrawal of the service, including the associated costs and to consider a course of action.

Further information had been issued prior to the meeting. It was **resolved** that the Town Clerk would facilitate a meeting between MDDC, Sustainable Crediton, the St Lawrence Green group and the Town Council to agree proposals for areas within the town requiring bedding, to ensure that there is a cohesive approach. (Proposed by Cllr Brookes-Hocking).

2011/108 Town Square

• **To resolve to investigate the continued use and maintenance of the tables**

Cllrs Brookes-Hocking and Vincent provided information on how the Town Team, supported by Rotary Club volunteers, had facilitated a safe and socially distanced place for members of the public to use within the town.

Consideration was given to the employment of a maintenance person to include the stewarding of the benches and additional work required by the Town Council, and the installation of a sanitising station.

Concerns were raised regarding the cleanliness of the square, including the increase in cigarette butts and the moving of tables to form larger spaces for groups to congregate, which were operational implications of maintaining the tables.

It was **resolved** that the Town Clerk would research the employment of a maintenance person, the purchase of a sanitising station and would discuss ideas with surrounding businesses. (Proposed by Cllr Letch).

• **To discuss and address concerns regarding alcohol consumption**

Cllr Ross had expressed concerns regarding the consumption of alcohol at previous meetings. He stated that there was a sign on the square relating to a ban on alcohol, yet there was a business servicing the tables when they were in situ. He recommended that if the tables were to become a permanent feature, a policy should be drawn up and enforced.

It was requested that as Chairman of Licensing at MDDC, Cllr Cairney investigate the licensing of the square and report back to the Town Council.

2011/109 Councillor Reports

Cllr Ross' report forms an appendix to the minutes.

County Cllr Way reported on the footpath at Wellparks, which he would provide details of to the Town Council by email.

District Cllr Wyer reported that MDDC have set up a working group to look at governance, which individuals can register to comment on.

2011/110 To note Council Correspondence and Matters to Note.

The list had been issued with the agenda, which was noted.

2011/111 To note the date of the next meeting – Tuesday 8th December 2020 at 7.00 pm.

The date of the next meeting was noted.

PART TWO

2011/112 It is recommended 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.

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).

2011/113 To receive the Old Landscore School report and to consider the recommendation/s contained therein.

Cllr Vincent left the meeting.

Consideration was given to the documents provided to councillors prior to the meeting. It was **resolved** that the Town Strategy Committee set up a task and finish group to hold discussions with councillors, officers, community groups and prospective users that could form the basis of a proposal to submit to architects. (Proposed by Cllr Brookes-Hocking).

Cllr Vincent re-joined the meeting.

2011/114 To receive the Staffing Review Report and to consider the recommendation/s contained therein.

A copy of the report and supporting documents had been issued with the agenda, which were considered as part of the discussion. It was **resolved** to accept the recommendations of the Council Affairs Committee relating to salaries and job descriptions of staff members. (Proposed by Cllr Harris).

2011/115 To consider the rental of garage in North Street.

It was **resolved** to approve the rental of the garage in North Street. (Proposed by Cllr Brookes-Hocking).

2011/116 Close

The meeting was closed at 8.58pm.

Signed

Dated.....