



**Minutes of the Meeting of Credition Town Council held on
Tuesday, 22nd September 2020 at 7.00 pm via Zoom**

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

Apologies: Cllr Mr M Szabo

Absent: Cllr Mr P Vincent

In Attendance: Mr A Wyer, Mid Devon District Councillor
Mrs R Avery, Town Clerk

2009/058 To receive and accept apologies.

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

2009/059 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.

2009/060 To note the Virtual Meetings Policy.

The policy was **noted**.

2009/061 Public Question Time.

There were no questions.

2009/062 Order of Business.

There were no changes to the order of business.

2009/063 Chairman's and Clerk's Announcements.

Cllr Letch reported that he would be attending the turf cutting ceremony on Friday for the new medical hub.

Cllr Letch reported that he and the Projects Officer were dealing with a complaint regarding damage to guttering in November, when the Christmas lights were put up. The ramification of this complaint would require a discussion by the Christmas in Credition Sub-Committee.

2009/064 Town Council Minutes.

It was **resolved** to approve and sign the minutes of the Credition Town Council Meeting held on Tuesday, 21st July 2020 and the Credition Town Council Extraordinary Meeting held on Thursday, 20th August 2020, as a correct record. (Proposed by Cllr Harris).

- 2009/065 Police Report.**
It was **resolved** to note the police report. (Proposed by Cllr Letch).
- 2009/066 To adopt the minutes of the following meetings:**
- **Parish Paths Sub-Committee held on 30th June 2020**
It was **resolved** to adopt the minutes of the Parish Paths Sub-Committee meeting held on 16th June 2020. (Proposed by Cllr Letch).
 - **Christmas in Crediton Sub-Committee held on 20th July 2020**
It was **resolved** to adopt the minutes of the Christmas in Crediton Sub-Committee meeting held on 20th July 2020. (Proposed by Cllr Brookes-Hocking).
 - **Town Strategy Committee held on 28th July 2020**
It was **resolved** to adopt the minutes of the Town Strategy Committee meeting held on 28th July 2020. (Proposed by Cllr Brookes-Hocking).
- 2009/067 Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 22nd July to 23rd September 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 £47,629.07, receipts totalling £10,029.99 and to accept the bank reconciliation. (Proposed by Cllr Letch).
- 2009/068 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).
- 2009/069 To receive a list of outstanding debts owed to Crediton Town Council and consider writing off an outstanding debt of £7.45 from 2019-2020.**
Further information had been issued prior to the meeting. It was **resolved** to write off the outstanding debt of £7.45. (Proposed by Cllr Letch).
- 2009/070 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).
- 2009/071 To consider and agree the use of a motion request form for all meetings of Crediton Town Council.**
The draft document had been issued with the agenda. It was **resolved** to **approve** the motion request form. (Proposed by Cllr Letch).
- 2009/072 To note two councillor vacancies in Lawrence Ward and agree any actions relating to co-option.**
The two councillor vacancies were **noted** and would be advertised in the Crediton Courier. The draft poster would be circulated to councillors for approval.

- 2009/073 To review current councillor membership on committees and sub-committees.**
Information had been issued with the agenda.
- Town Strategy Committee: It was **resolved** to appoint Cllr Martin to serve on the Town Strategy committee. (Proposed by Cllr Harris).
 - Council Affairs Committee: It was **resolved** to appoint Cllr Cairney to serve on the Town Strategy committee. (Proposed by Cllr Harris).
 - Christmas in Crediton Sub-Committee: Cllr Ross stated that he was unable to continue on the Christmas in Crediton Sub-Committee due to meetings taking place during the day. It was **resolved** to appoint Cllr Cairney to serve on the Christmas in Crediton Sub-Committee until December 2020. (Proposed by Cllr Brookes-Hocking).
 - Parish Paths Sub-Committee: It was **resolved** to appoint Cllr Martin to serve on the Parish Paths Sub-Committee. (Proposed by Cllr Harris).
 - Old Landscore School Sub-Committee: It was **resolved** to appoint Cllr Brookes-Hocking to serve on the Old Landscore School Sub-Committee. (Proposed by Cllr Harris).

It was noted that Cllr Vincent had been appointed to the Old Landscore School sub-committee but was not a member of the Town Strategy committee. It was **resolved** that Cllr Vincent would be contacted to be advised of this and that he would no longer serve as a member of the sub-committee unless he was willing to commit to serving of the Town Strategy committee. (Proposed by Cllr Letch). It was noted that Cllr Vincent was not appointed to any committees of the council at this time.

- 2009/074 To nominate a second OPCC Council advocate, to serve alongside Cllr Letch.**
Information had been issued with the agenda. It was **resolved** to nominate Cllr Martin as a second OPCC Council advocate. (Proposed by Cllr Letch).

- 2009/075 To resolve to make the following Members' allowances for the financial year 2020-2021:**

- **Mayor's Allowance £600**
- **Elected Member's Allowance £80**

It was **resolved** to approve the allowances. (Proposed by Cllr Letch).

- 2009/076 To note that the Local Government Services' Pay Agreement 2020/21 has been reached between the National Employers and the NJC Trade Union side on rates of pay applicable from 1 April 2020.**

The agreement was **noted**.

- 2009/077 To resolve to approve the following risk assessments:**

- **Town Council Office Building**

A copy of the document had been issued with the agenda. It was **resolved** to approve the Town Council Office Building risk assessment, with weekly reviews. (Proposed by Cllr Brookes-Hocking).

- **Old Landscore School Building**
Copies of the documents had been issued with the agenda. The clerk provided an overview of the risk assessment but advised that the document for Old Landscore School would require amending to allow for new guidance changes. Concerns were raised regarding the cleaning of Old Landscore School between bookings to ensure safety for all users. It was **resolved** to consider the updated Old Landscore School Building risk assessment when it is available. (Proposed by Cllr Letch).

2009/078 To discuss and agree ongoing arrangements for the use of Zoom to facilitate meetings of the Town Council and its committees.

It was **agreed** that Zoom continues to be the best platform for online meetings. It was **resolved** that Part II meetings would be hosted using a separate meeting ID and password, to ensure security. (Proposed by Cllr Cairney).

2009/079 DALC AGM

- **To note the date – Wednesday 7th October 2020 at 10.00 am**
The date of the AGM was **noted**.
- **To elect a councillor/staff member to attend as the Council's representative**
It was **resolved** to elect Cllr Brookes-Hocking as the Council's representative. (Proposed by Cllr Cairney).
- **To agree the proxy vote for the election of DALC Board Members**
Copies of the documents had been issued with the agenda. It was **resolved** to delegate the voting decision to the Town Clerk and Cllr Brookes-Hocking. (Proposed by Cllr Harris).

2009/080 To discuss arrangements for Remembrance Sunday.

Information had been issued with agenda. Consideration was given to the current Covid-19 restrictions, and it was **resolved** that the usual civic parade would not go ahead, in line Royal British Legion guidance. (Proposed by Cllr Letch).

It was **resolved** that Cllr Letch and the Projects Officer would discuss arrangements to allow for wreath laying to take place safely, in line with emerging guidance. (Proposed by Cllr Brookes-Hocking).

2009/081 To receive an update on anti-social behaviour at Market Street toilets.

Information had been issued with agenda. There was no further update due to a lack of response from MDDC.

2009/082 Market Square Licences

- **To note the current agreement with MDDC**
It was **noted** that the Town Clerk would send the current agreement to members.
- **To consider and agree the 2020/21 agreement**
A copy of the document had been issued with the agenda. It was **resolved** to approve the agreement, with an amendment to ensure clarification of members of the public and patrons in points 9 and 10 of the license. (Proposed by Cllr Brookes-Hocking).

- **To discuss any arising issues relating to the licensing**
Cllr Ross expressed concerns regarding the sale of alcohol and the use of the Square, which he understood to be an alcohol-free zone. It was **resolved** that Cllr Letch would contact MDDC regarding this. (Proposed by Cllr Letch).

2009/083 To note the email from the Information Commissioners Office regarding a complaint.
Information had been issued with the agenda. It was **resolved** to note the comments regarding the complaint. (Proposed by Cllr Letch). It was **resolved** to note that the site visit minutes did not require amendment, but that the complainant did not agree with the document. (Proposed by Cllr Letch).

2009/084 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 Cairney reported that he had attended the past two Town Council surgeries, where he had received complaints regarding cigarette ends on the Market Square. It was **noted** that the Town Clerk had contacted MDDC about this.
Cllr Ross reported that the League of Friends and Chamber of Commerce had not restarted meetings. A report on Sustainable Crediton forms an appendix to the minutes.

2009/085 To note Council Correspondence and Matters to Note.
The list had been issued with the agenda, which was **noted**.

2009/086 To note the date of the next meeting – Tuesday 17th November 2020 at 7.00 pm.
The date of the next meeting was **noted**. The meeting was closed at 8.38 pm.

Signed

Dated.....