



**Minutes of Credition Town Council Meeting, held on
Tuesday, 17th March 2015, at 7pm, at the Council Chamber, Market Street, Credition**

Present: Cllrs Mr F Letch, Miss J Harris, Mr A Wyer, Mr M Szabo, Mr D Webb, Mr N Way, Mrs A Hughes, Mr R Adams (part meeting) and Mr J Downes

In Attendance: Mrs Clare Dalley, Town Clerk
1 member of the press

Absent: Cllrs P Vincent and G Ford.

1503/258 To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr L Brookes-Hocking (Proposed by Cllr Letch)

1503/259 Declarations of Interest

Cllrs Way and Downes 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 Webb declared a disclosable pecuniary interest in agenda item 11 'To consider a time limited premises licence application for the Enchanted Garden Ball 2015 at Shobrooke Park, Credition, Devon, EX17 1DG' as his business will be trading at the event.

1503/260 Public Question Time

There were no members of the public present.

1503/261 Order of Business

There were no changes to the order of business.

1503/262 Chairman's and Clerk's Announcements

The Chairman, Cllr Letch, announced that he had attended two events on behalf of the Town Council. The first was at Chiddenbrook Surgery and the second at Pluss Employment Agency, Exeter, where he had been a guest speaker and prize giver. On both occasions he had been accompanied by the Administrative Assistant, Miss Lucas.

1503/263 Town Council Minutes – To approve and sign the minutes of the Credition Town Council meeting held on Tuesday, 17th February 2015, 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 17th February 2015, as a correct record. (Proposed by Cllr Harris)

1503/264 Matters Arising - At the direction of the Chairman, to report on matters arising from the minutes of the Town Council Meeting held on 17th February 2015, for information only.

Page 76 - minute number 1502/246, Cllr Szabo requested clarification and this was provided by the Clerk and Cllr Wyer.

Page 78 - minute number 1502/252

- letter 15 - Cllr Szabo requested an update from Cllr Way. Cllr Way advised that Devon County Council Highways Officers were attending the area to assess it, no feedback from this inspection has been received yet.

Initials.....

- letter 14 - Cllr Adams asked for an update. The Clerk confirmed the matter had been referred to the Policy & Forward Planning Committee as part of the Traffic Regulation Order project.

1503/265 To receive, and to ratify the decisions therein, the minutes of the following Committee meetings:

- Policy & Forward Planning Committee Meeting held on 24th February 2015
- Peoples Park Wildlife Area Committee Meeting held on 4th March 2015
- Christmas in Crediton Committee Meeting held on 10th March 2015
- Property & Allotment Committee Meeting held on 10th March 2015

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Policy & Forward Planning Committee Meeting held on 24th February 2015. (Proposed by Cllr Wyer)

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Peoples Park Wildlife Area Committee Meeting held on 4th March 2015. (Proposed by Cllr Harris)

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Christmas in Crediton Committee Meeting held on 10th March 2015. (Proposed by Cllr Letch)

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Property & Allotment Committee Meeting held on 10th March 2015. (Proposed by Cllr Harris)

Cllr Adams noted that the minutes of the Christmas in Crediton Committee meeting of 17th February 2015, had not been received by Council. The Clerk apologised for this oversight and advised that they would be included in the April Council meeting agenda.

1503/266 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: [15/00106/FULL REVISED DRAWINGS](#)
 Proposal: Erection of a dwelling
 Location: 11 Okefield Avenue, Crediton, EX17 2DJ
 Applicant: Mrs B Rendell, 36B Argyle Road, West Ealing, London, W13 8AA

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Harris)

Cllr Adams left the room.

Reference: [15/00305/CAT](#)
 Proposal: Notification of intention to fell 1 Western Red Cedar 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 to the application as long as MDDC's Tree Officer's professional opinion is that the work is necessary. (Proposed by Cllr Harris)

Reference: [15/00288/FULL](#)
 Proposal: Construction of single parking bay, retaining wall and wrought iron railings
 Location: 4 Hawthorn Road, Crediton, EX17 2DF
 Applicant: Mr J Ilsley, 4 Hawthorn Road, Crediton, EX17 2DF

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Harris)

Reference: [15/00242/FULL](#)
 Proposal: Installation of 3 replacement windows on front elevation
 Location: 10 Market Street, Crediton, EX17 2AJ
 Applicant: Mr E Rodd For Rodd Bros, The Old Mill, Upton Hellions, EX17 4AE

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

Reference: [15/00254/LBC](#)
 Proposal: Listed Building Consent for the installation of external shop front signage following removal of existing
 Location: National Westminster Bank Plc, 133 High Street, Crediton, EX17 3DT
 Applicant: Mrs J Thomson, RBS, PO Box 1000, Second Floor, Business House D, Gogarburn, Edinburgh, EH12 1HQ

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Harris)

Reference: [15/00255/ADVERT](#)
 Proposal: Advertisement Consent to display 1 internally illuminated fascia sign, 1 externally illuminated hanging sign, and 1 replacement internally illuminated ATM surround
 Location: National Westminster Bank Plc, 133 High Street, Crediton, EX17 3DT
 Applicant: Mrs J Thomson, RBS, PO Box 1000, Second Floor, Business House D, Gogarburn, Edinburgh, EH12 1HQ

It was **resolved** to recommend NO OBJECTION (Proposed by Cllr Harris)

Reference: [15/00216/FULL](#)
 Proposal: Erection of 2 B1/B2 use light industrial units
 Location: Land at NGR 284260 100124 (Plot 3) Commonmarsh Lane, Lords Meadow Industrial Estate, Crediton
 Applicant: Mr S Nightingale, Plot 3, Commonmarsh Lane, Lords Meadow Industrial Estate, Crediton, EX17 1HJ

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

Reference: [15/00222/FULL](#)
 Proposal: Erection of two storey extension with balcony at first floor level, entrance lobby and installation of dormer window to rear elevation
 Location: Roydon, Alexandra Road, Crediton, EX17 2DZ
 Applicant: Mr A Box, Roydon, Alexandra Road, Crediton, EX17 2DZ

It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Szabo)

1503/267

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 Hughes)

Reference: [14/01454/FULL](#)
 Proposal: Installation of ground-mounted photovoltaic solar panel array to generate 4kW of power
 Location: Land at Stairhill Farm, Moorlake, Crediton, EX17 5EL
 Applicant: Mr G Wright, Stairhill Farm, Moorlake, Crediton, EX17 5EL

Reference: [15/00039/FULL](#)
 Proposal: Erection of an extension
 Location: Graphic Plc, Down End, Lords Meadow Industrial Estate, Crediton, EX17 1HN
 Applicant: Mr R Holland, C/o Mr N Maud, XL Planning and Design Ltd, 1A Fore Street, Cullompton, EX15 1JW

Reference: [15/00059/FULL](#)
 Proposal: Change of levels and surface finish of driveway
 Location: Cobweb, Barnfield, Crediton, Devon,
 Applicant: Mr J Foxford, Foxfords Ltd, Eden House, Jericho Street, Thorverton, Exeter EX5 5NY

- 1503/268 **To consider a time limited premises licence application for the Enchanted Garden Ball 2015 at Shobrooke Park, Crediton, Devon, EX17 1DG.** A copy of the application and supporting documents had been issued with the agenda. It was **resolved** to recommend NO OBJECTION. (Proposed by Cllr Wyer)
- 1503/269 **To consider a premises licence application for The Cider Works, Commonmarsh Lane, Crediton, Devon, EX17 1JY.** A copy of the application and supporting documents had been issued with the agenda. It was **resolved** to recommend APPROVAL. (Proposed by Cllr Wyer)
- 1503/270 **Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts for the period 18th February 2015 to 17th March 2015 inclusive and to receive the bank reconciliation.** The schedules of payments and receipts were issued prior to the meeting. The Clerk explained that 3 voucher numbers 281, 282 and 283 were missing from the system and therefore the payments lists. These vouchers had been deleted by the Clerk when she was attempting to correct an error she had made on the accounting system. Once a voucher is deleted it cannot be reinstated. The Clerk confirmed that notes had been made on the system to explain the error and members were welcome to attend the office and check the accounting system in order to establish for themselves that there had been no impropriety. In order to avoid a repeat of this in the future, the Clerk had taken advice from the Scribe helpdesk. It was **resolved** to approve the payments totaling £15,301.48, the receipts totaling £4,561.85 and to accept the bank reconciliation, copies of which are attached to these minutes as Appendix One. (Proposed by Cllr Letch)
- 1503/271 **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 £10.96, a copy of which is attached to these minutes as Appendix Two. (Proposed by Cllr Harris)

Cllr Adams returned to the room.

- 1503/272 **Budget Review – To review the budget for the year to date.** The Clerk circulated the budget sheet. The Clerk explained changes that had been made to the budget sheet. It was **resolved** to note the budget sheet and the information contained therein, a copy of which is attached as Appendix Three. (Proposed by Cllr Harris)

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Initials.....

- 1503/273 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 with no further actions. (Proposed by Cllr Hughes)
- 1503/274 To resolve to allocate the grant budget underspend of £715 in financial year 2014-2015 as a Grants earmarked reserve.
It was resolved to allocate the grant budget underspend of £715 in financial year 2014-2015 as a Grants earmarked reserve. (Proposed by Cllr Harris)
- 1503/275 To consider the Interim Internal Audit Report from the Council's internal auditor Mr Ken Abraham. A copy of the report had been issued with the agenda.
It was resolved to accept, with no further actions, the interim internal audit report from the Council's internal auditor Mr Ken Abraham. (Proposed by Cllr Letch) The Office staff were congratulated on their accurate and well organised records.
- 1503/276 To review 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 accept and approve the risk assessments prepared by the Clerk and to carry out the action plans with immediate effect. (Proposed by Cllr Harris)
- 1503/277 To review and approve the Council's Statement of Internal Control for the Financial Year 2014-2015. 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 2014-2015. (Proposed by Cllr Harris)
- 1503/278 To receive a recommendation from the Grants Committee for full Council to consider granting an additional £500, sourced from an alternative budget/reserve, to Crediton & Tiverton Community Transport Association.
It was resolved to approve an additional £500 grant funding to Crediton & Tiverton Community Transport Association, with the money being taken from the Grants earmarked reserve fund as approved in minute number 1503/274. (Proposed by Cllr Szabo)
- 1503/279 To receive a report from the Neighbourhood Plan Steering Group regarding Mid Devon District Council's Local Plan Review Proposed Submission and agree a course of action. No report had been received from the Neighbourhood Plan Steering Group. The Clerk advised that it had been muted that the deadline for responses to the plan would be extended past 30th March 2015, although no official notification had been received. Cllr Wyer advised that the Neighbourhood Plan Steering Group would be submitting a response directly to Mid Devon District Council. It was resolved to note the Local Plan review proposed submission. (Proposed by Cllr Hughes)
- 1503/280 To receive advice from the Town Clerk regarding the Council providing grant funding for the maintenance/upkeep of religious buildings. The Clerk advised members that it currently did not have a power enabling it to provide funding for the maintenance/upkeep of religious buildings. She advised that the Council may wish to reconsider this matter later in the year if/when it meets the requirements, and resolves to use the General Power of Competence.
- 1503/281 Councillor Reports - To receive the following reports, and 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 Wyer:



Initials.....

- He had recently attended a meeting of the Newcombes Meadow Community Group. The Group is very close to getting the final piece of equipment installed. It is hoped there will be one more meeting in May when the group will be dissolved and will then reform as the Friends of Newcombes Meadow.

Cllr Webb:

- There had been a big turnout at the recent Crediton High Street Traders Group meeting, with the majority of High Street traders being represented. The Group now has a representative on the Christmas in Crediton Committee and has made the decision to operate under the Crediton Chamber of Commerce umbrella.

Cllr Downes

- Devon County Council had re-staked the sapling trees in the top field at Downes Head that had been blown over in January.

Cllr Hughes

- Had attended the recent opening of Youth Café with Cllrs Letch, Vincent and the Town Clerk.
- Had attended the presentation of a cheque from Once Read to Crediton Children's Centre.
- Advised that Crediton Children's Centre is moving out of its current property at the end of June and is desperately searching for new office space. She asked Councillors to e-mail her with any suggestions.

Cllr Letch:

- Represented the Council at the opening of the Youth Centre.
- Thanked the Crediton Courier for all its support and in particular the recent fantastic front page article, highlighting the work the Town Council contributes to in the community.
- Had attended a recent meeting of the Crediton Twinning Association, which will be receiving a number of families during this year's food festival. Invitations had also been extended to Fulda and Dokkum.

1503/282

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. Locality - new contract
2. MDDC - TAP Fund 14-15 Summary Report
3. Mr Brown - DCC Bus Consultation
4. Mr Cann - 7 Nov 14 Road Closure
5. Press Release - Lords Meadow Leisure Centre Red Nose Day Challenge
6. Scrutiny Task Group - Survey
7. Involve Mid Devon - Changes in Involve
8. Sustainable Crediton - February Update
9. Crediton Area History & Museum Society - Entertainment in Crediton Area
10. Crediton Hamlets Parish Council - February 2015 News
11. Crediton Youth Collection - Community Pancake Brunch
12. E-mail to Mr Norey - Public transport budget cuts
13. Community News Roundup - February 2015
14. MDDC - Notice of Planning Committee Meeting
15. Mr Mossman & Mr Shadrake - Presentation & Follow-up
16. Western Power Distribution - Proposed Road Closure, Charlotte St.
17. Big Top Cafe Opening
18. Western Power Distribution - Proposed Road Closure, Mill St.
19. MDDC - Crediton Public Conveniences Update

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Initials.....

20. MDDC - Open Spaces & Play Area Strategy Parish Profiles
21. Crediton Area Children's Centre - LDG Minutes
22. Devon County Council - Temporary Traffic Notice, Landscape
23. Crediton Rugby Football Club & The Rugby World Cup 2015
24. Internal Audit Report 5th March 2015
25. Sustainable Crediton - Newsletter Issue 56
26. Healthwatch Devon - Latest news March 2015
27. Southwest Highways - Road Closure, Joseph Locke Way
28. Devon County Council - Temporary Traffic Order, Park Street
29. Devon County Council - Temporary Traffic Order, Charlotte Street
30. MDDC - Parish Council Elections
31. TNMWD Citizens Advice Bureau - Letter re: Town Council Grant
32. Devon & Cornwall Police - Monthly Report
33. MDDC - Press release
34. Report from Cllr Hughes
35. Devon County Council - Temporary Traffic Order, Charlotte Street
36. Mid Devon District Council - Parish Matters
37. Ms Fuell - Letter re Traffic Calming System at Higher Road

Matters To Note:

1. MDDC – Summons & Agenda Council Meeting 25th February 2015
2. Tarka Rail Association Magazine – Spring 2015
3. Devon Communities Together – Village Green Winter 2014
4. Devon Together – Achievements 2013-14

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

1503/283

Business brought forward

Cllr Wyer

- Requested guidance from the Clerk on what Councillors can and cannot do in the period leading up to the election. A brief overview was provided by the Clerk and she also confirmed that information had already been e-mailed to all members. She also advised that she was happy to discuss individual queries as they arose.

Cllr Way

- Reported that he had organised and attended a meeting with Mr Dave Black at Devon County Council, representatives of Sustainable Crediton and Cllr John Downes with regard to the Crediton and Exeter cycle path project. The Newton St Cyres cycle group has been extremely proactive in contacting land owners around Newton St Cyres and all those contacted are happy to allow use of the land. This will mean the Newton St Cyres section will be the first section to be developed.
- The next Devon County Council Highway and Traffic Orders Committee (HATOC) meeting will discuss the pedestrian crossings for the Well Parks development. So far the officers have reported that money has been allocated for the feasibility study, however Cllr Way is disappointed it hasn't moved on from that. He emphasised that the matter needs to be looked into as soon as possible and should be a continuing agenda item at all HATOC meetings.
- Following the recent fatality in the town, he has attended several meetings with Devon County Council highways officers regarding road safety in town generally. The highways officers have confirmed that they will be installing speed direction radar tests in the town in the near future.



Initials

Cllr Downes

- The development of the Crediton to Exeter cycle path is critical, because the landowners are giving the land freely to the project. The Newton St Cyres section would be the first section to start which will mean Hookway to Quikes would be installed. It is important the whole route is included in the Local Plan, to secure the project through future planning obligations.

Cllr Hughes

- Pleased to hear that speed monitoring will be carried out. A 'Safe Journey to School' Initiative Officer will be meeting with Mr Read, Head teacher at Landscore School in the future, to discuss staggering hometime.

Town Clerk

- Asked Councillors if they would like a future agenda item to discuss re-introducing the tradition of a Town Crier. All Councillors thought this would be a good idea.

PART TWO

1503/284 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, seconded by Cllr Harris)

1503/285 **To discuss the Administrative Assistant's appraisal and to consider any recommendations by the Town Council Chairman, the Town Clerk and the Administration & Personnel Committee.**
 Cllr Letch reported that he and the Clerk had conducted the Administrative Assistant's appraisal on Thursday, 12th March 2015. The details of the appraisal had been discussed by the Administration & Personnel Committee and it had recommended that the Administrative Assistant be promoted to the role of Assistant to the Town Clerk and Mayor, with her salary increased to SCP 13 from 1st April 2015. It was **resolved** for the Administrative Assistant to be promoted to the role of Assistant to the Town Clerk and Mayor, with her salary increased to SCP 13 from 1st April 2015. (Proposed by Cllr Letch, seconded by Cllr Harris)

1503/286 **To receive an update from Cllr Letch and the Clerk regarding the land at Stonypark and agree a course of action.**
 The Clerk provided Councillors with an update. Due to the confidential nature of this item no further information can be disclosed.

1503/287 **Close**
 The meeting closed at 7.56 pm

Signed..... 

Date: 21/4/15