



Credition Town Council



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**Minutes of Credition Town Council Meeting, held on
Tuesday, 21st April 2015, at 7pm, at the Council Chamber, Market Street, Credition**

- Present:** Cllrs Mr F Letch (Chairman & Mayor), Miss J Harris, Mr A Wyer, Mrs L Brookes-Hocking, Mr M Szabo, Mr D Webb, Mr J Downes and Mr R Adams (part meeting)
- In Attendance:** Mrs Clare Dalley, Town Clerk
1 member of the public
1 member of the press
- 1504/288 To receive and accept apologies**
It was **resolved** to receive and accept apologies from Cllrs Miss G Ford, Mr P Vincent, Mrs A Hughes and Mr N Way (Proposed by Cllr Harris, seconded by Cllr Letch)
- 1504/289 Declarations of Interest**
Cllr 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.
- 1504/290 Public Question Time**
There were no members of the public present.
- 1504/291 Order of Business**
There were no changes to the order of business.
- 1504/292 Chairman's and Clerk's Announcements**
The Chairman, Cllr Letch, advised that he was unable to attend the Mayor's Surgery on Saturday, 2nd May 2015 and encouraged a fellow Councillor to attend in his place.
- 1504/293 Town Council Minutes** – To approve and sign the minutes of the Credition Town Council meeting held on Tuesday, 17th March 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 March 2015, as a correct record. (Proposed by Cllr Harris)
- 1504/294 Matters Arising - At the direction of the Chairman, to report on matters arising from the minutes of the Town Council Meeting held on 17th March 2015, for information only.**
There were no matters arising.
- 1504/295 To receive, and to ratify the decisions therein, the minutes of the following Committee meetings:**
- Christmas in Credition Committee Meeting held on 17th February 2015
 - Administration & Personnel Committee Meeting 17th March 2015
 - Christmas in Credition Committee Meeting held on 14th April 2015
 - Peoples Park Wildlife Area Committee Meeting held on 15th April 2015

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Christmas in Credition Committee Meeting held on 17th February 2015. (Proposed by Cllr Letch)

Initials.....

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Administration & Personnel Committee Meeting 17th March 2015. (Proposed by Cllr Harris)

Cllr Adams arrived 7.06 pm

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Christmas in Crediton Committee Meeting held on 14th April 2015. (Proposed by Cllr Brookes-Hocking)

It was noted that there were no minutes for the Peoples Park Wildlife Area Committee Meeting held on 15th April 2015 as it was inquorate.

1504/296

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: 15/00367/FULL
Proposal: Erection of extension to form garage and lounge following removal of existing garage
Location: 2 Victoria Crescent, Crediton, EX17 1DZ
Applicant: Mr E Haggar, 2 Victoria Crescent, Crediton, EX17 1DZ

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

Reference: 15/00423/ADVERT
Proposal: Advertisement consent for 1 externally illuminated fascia sign and 1 externally illuminated heritage projecting sign
Location: 135 High Street, Crediton, EX17 3DU
Applicant: Mr David Bowels, Co-operative Food Group, 4th Floor, Dantzic Street, Manchester, M60 0AF

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


Reference: 15/00438/TPO
Proposal: Application to crown lift 2 Red Cedar trees and remove one Red Cedar tree protected by Tree Preservation Order no. 99/00007/TPO
Location: Land Adjacent to 16 Jocelyn Mead, Crediton, EX17 2EN
Applicant: Mrs J Cookson, 16 Jocelyn Mead, Crediton, EX17 2EN

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

Reference: 15/00439/TPO
Proposal: Application to carry out works to trees protected by Tree Preservation Order No. 99/00007/TPO
Location: Southfield, Southfield Drive, Crediton, EX17 2ET
Applicant: Ms R Skinner, Southfield House, Southfield Drive, Crediton, EX17 2ET

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: 15/00443/FULL
Proposal: Variation of condition (2) of planning permission 13/00932/FULL for changes to north and west elevation of dwelling
Location: Land at NGR 282937 100306 St Saviours Way, Crediton, EX17 3NY
Applicant: Mr P Collier, 52 High Street, Crediton, EX17 3JX

 Initials

It was **resolved** to agree with the planning officers recommendations. (Proposed by Cllr Brookes-Hocking)

Reference: 15/00449/FULL
 Proposal: Installation of new plant. air-conditioning, acoustic screens and doors.
 Location: Co-Op Store, 135 High Street, CREDITON, EX17 3DU
 Applicant: The Co-Op Group, C/O Mr David Reade, Wellsfield Associates, 80 High Street, Hadleigh Essex, SS7 2PB

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

Reference: 15/00388/FULL
 Proposal: Erection of two storey extension with balcony at first floor level
 Location: 2 Meadowside, CREDITON, EX17 3DF
 Applicant: Mr K Wheeler, Homeleigh, 2 Meadowside, CREDITON, EX17 3DF

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

Reference: 15/00528/CAT
 Proposal: Notification of intention to fell 1 Ash, 1 Pine and 1 Beech tree within the Conservation Area
 Location: 2 The Maltings, CREDITON, EX17 1HT
 Applicant: Mr P & Mrs J Crossman, 2 The Maltings, Penton Lane, CREDITON, EX17 1HT

It was **resolved** to OBJECT to the application because no reason has been provided for the felling of the trees. (Proposed by Cllr Brookes-Hocking)

Reference: 15/00425/OUT
 Proposal: Outline for the erection of a dwelling
 Location: Orchard Villa, 4 Threshers, CREDITON, EX17 3NR
 Applicant: Mr G Vanstone, HCD Southwest Ltd, 37 Longmeadows, CREDITON, EX17 1DX

It was **resolved** to defer a decision until a site visit has been undertaken by Councillors', with comments being provided to the Clerk by Tuesday 5th May 2015. (Proposed by Cllr Brookes-Hocking) It was further **resolved** for delegated responsibility be given to the Clerk, in consultation with Cllr Letch, to formulate a response, to be submitted to the Planning Authority, based on Councillors comments. (Proposed by Cllr Letch)

1504/297

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: 14/02044/MFUL
 Proposal: Erection of new head office comprising offices, warehouse, country store, external storage area, parking, new access and associated works
 Location: Land at NGR 284608 99421 (Wellparks) Joseph Locke Way, CREDITON, EX17 3PJ
 Applicant: Mole Avon Trading Limited, C/o Mr A Hughes, Mango Planning & Development Ltd, Number One Waterton Park, Waterton, Bridgend, CF31 3PH

Reference: 15/00106/FULL
 Proposal: Erection of a dwelling
 Location: 11 Okefield Avenue, CREDITON, Devon, EX17 2DJ
 Applicant: Mrs Barbara Rendell, 36B Argyle Road, West Ealing, London, W13 8AA

Initials

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Reference: 14/02130/MFUL
 Proposal: Erection of 10 flats following demolition of existing building (Revised scheme)
 Location: 47 Mill Street, Crediton, Devon, EX17 3AA
 Applicant: Reed Construction & Developments Ltd, 3A Parliament House, Parliament Street, Crediton, EX17 2EY

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, EX17 1HJ
 Applicant: Mr S Nightingale, Plot 3, Commonmarsh Lane, Lords Meadow Industrial Estate, Crediton, EX17 1HJ

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

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

Reference: 15/00254/LBC
 Proposal: Listed Building Consent for the installation of external shopfront 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

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

- 1504/298** **Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts for the period 18th March 2015 to 21st April 2015 inclusive and to receive the bank reconciliation.** The schedules of payments and receipts were issued prior to the meeting. It was resolved to approve the payments totaling £28,837.76, the receipts totaling £84,178.84 and to accept the bank reconciliation, copies of which are attached to these minutes as Appendix One. (Proposed by Cllr Szabo)
- 1504/299** **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 £180.82, a copy of which is attached to these minutes as Appendix Two. (Proposed by Cllr Harris)
- 1504/300** **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.

Initials

The Clerk explained the budget figures and the Council's financial reserves at the end of the financial year 2014-2015. 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 Letch) Cllr Letch requested the record reflect the Council's thanks to the Clerk and to the Assistant to the Clerk & Mayor for their efficient work, which is reflected within the Council's finances.

1504/301 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 Harris)

1504/302 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. A report from the Crediton Neighbourhood Plan Steering Group was tabled by Cllr Brookes-Hocking. Cllr Brookes-Hocking explained the report, a copy of which is attached to these minutes as Appendix Four.

It was **resolved** to accept the recommendations in the report. (Proposed by Cllr Brookes-Hocking)

1504/303 To consider celebrating the 100th Anniversary of Upper Deck. It was **resolved** to mark the 100th Anniversary of Upper Deck at a date to be agreed in August 2015 and for the Council's Property & Allotment Committee to consider how this will be done. (Proposed by Cllr Szabo)

1504/304 To receive a recommendation from the Administration & Personnel Committee to adopt a Town Council Seating Policy with immediate effect. A copy of the policy approved by the Administration & Personnel Committee had been issued with the agenda. It was **resolved** to adopt, with immediate effect, the Town Council Seating Policy. (Proposed by Cllr Brookes-Hocking)

1504/305 To consider a request from Crediton Rugby Club for funding of £1,125 to purchase 500 copies of the children's book My First Rugby Ball, which they would like to distribute free of charge to children at Hayward's and Landscore Primary Schools. A copy of the request had been issued with the agenda. It was **resolved** to support the event by the Town Council purchasing the 500 books for the children of Landscore and Hayward's Primary Schools and members of the Council being present when they are given out. The money for the book purchases to be taken from the Council's general fund. (Proposed by Cllr Brookes-Hocking)

1504/306 To consider the Town Council re-introducing the honorary position of Town Crier, agreeing a recruitment process and setting aside a sum of money to purchase the necessary livery and bell. (Councillors may wish to consider appointing a Senior and Junior Town Crier)

It was **resolved** to re-introduce the honorary position of Town Crier and allocate a budget of £200 plus VAT from the Council's general fund for the purchase of the necessary livery and bell. It was **resolved** to allocate an Honorarium of £100 per annum to the holder of the position and re-imburse the annual membership fee to the Ancient and Honourable Guild of Town Criers with the money being taken from the Council's general fund. (Proposed by Cllr Letch)

The Clerk outlined the potential recruitment process, which included applicants completing an application form and participating in a competition demonstrating their 'cry' during Crediton Festival. It was **resolved** for the Administration & Personnel Committee to oversee the recruitment of the Town Crier.



Initials:

It was further resolved for the Town Council to hold a junior Town Crier competition, encouraging all children to take part, with the winner receiving a small prize. (Proposed by Cllr Downes)

1504/307 To consider appointing a representative to attend a working party set up by Newton St Cyres Parish Council to look at the possibility of a cycle/pathway between Exeter and Crediton. A copy of the invitation had been issued with the agenda. It was resolved to appoint Cllr John Downes as the Town Council's representative. (Proposed by Cllr Letch)

1504/308 To receive an update from the Clerk regarding the future of public conveniences in Crediton following her negotiations with Mid Devon District Council and agree a course of action.

The Clerk advised Councillors that Mid Devon District Council (MDDC) had agreed the following:

- To accept Crediton Town Council's £5,000 contribution for the 2015/16 financial year and keep both Newcombes Meadow and Market Street toilets open. This contribution would increase to 100% of the costs for the provision of public conveniences in Crediton from 2016/17 onwards.
- To agree the transfer of the Newcombes Meadow convenience from MDDC to Crediton Town Council with the appropriate legal conditions to ensure that the property continues to provide public services for the community.
- To agree the transfer of the closed St Lawrence Green convenience from MDDC to Crediton Town Council, with the appropriate legal conditions to ensure that the property is not sold for profit or used for commercial purposes.

MDDC had also resolved that any transfer must be subject to appropriate legal agreements and to restrict use via pre-emption clauses, which restricts the property to remain as a public convenience, or in the case of the old St Lawrence Green toilets, as a storage unit. In the event of a change of use of the buildings after the freehold transfer, the pre-emption clause would mean the freehold for the property would revert back to MDDC and monies received for the purchase would be returned to the Town Council. Legal fees would be discussed should the Town Council wish to proceed

MDDC had both buildings valued by Drew Peace RICS, the valuations are as follows:

- St Lawrence Green £7,500 as a freehold storage unit
- Newcombes Meadow £1,500 to remain as a freehold public convenience.

It was resolved, after careful consideration, to advise MDDC that Crediton Town Council does not agree to these terms. There should be no transfer fee or pre-emption clauses. (Proposed by Cllr Brookes-Hocking)

1504/309 To consider the new limitations on the use of planning obligations (i.e. Section 106 agreements) that came into force on 6th April 2015 and the need for Crediton Town Council and/or the Crediton Neighbourhood Plan Steering Group to identify and collate information on public open space projects required within Crediton Town. The documentation relating to this item had been issued with the agenda and the Clerk explained the implications. It was resolved for Crediton Neighbourhood Plan Steering Group to identify and collate information on public open space projects required in Crediton. (Proposed by Cllr Letch)

1504/310 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 Hughes provided a written report, which is attached to these minutes as Appendix Five.

Cllr Brookes-Hocking reported:

- The Traffic Regulation Order site visits with Devon County Council (DCC) Officers had taken place. The notes of this meeting will be circulated to all councillors shortly. Councillor Brookes-Hocking highlighted the loading bay issue and stated that she had made it clear to DCC Officers that that Town Council wished to pursue changing the colour of the road surface.

The Clerk reported:

- A draft letter had been received from Mid Devon District Council in relation to the Town Council giving local businesses permission to put tables and chairs on the Town Square. The Clerk hoped that all documentation could be considered by the Town Council at its May meeting.
- She was currently undertaking the Council's property inspections and hoped that these would be ready for consideration by the Council's Property & Allotment Committee in June.

1504/311

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. Mr Mortimer - Concerns regarding allotment bonfires
2. Jacobs - Installation of Real Time Information displays on High St
3. DCC - Devon LGPS Governance Opportunities & 2015 Employers Meeting
4. Pensions Line Special March 2015
5. BT - Adopt a kiosk
6. Devon Communities Together - Village Green, Spring Issue
7. DCC - Temporary Traffic Notice, Joseph Locke Way
8. Recovery Devon - Open Meeting 25th March
9. Healthwatch Devon - Reflective Audit 2015
10. DCC - Temporary Traffic Order, Mill Street
11. DCC - Temporary Traffic Order, Mill Street - Amended Plan
12. DCC - Temporary Traffic Order, A3072 Bickleigh Castle Junction
13. NHS - Blood donation sessions
14. Crediton Hospital - Response to FOI request
15. Tesco - Response to email re 341 & 342 bus service
16. MDDC - Local Plan Review and CIL Consultation Extension
17. SLCC - News bulletin
18. Email to Ms Logan - Crediton station car park
19. DCC - Temporary Traffic Order - Exeter Rd & Mill St
20. SWH - Crediton Roadworks 30 March - 2 April
21. Email from Cllr Hughes to Cllr Way - Threshers
22. DCC - Revised Diversion Route - Temporary Traffic Order, A3072 Bickleigh Castle Junction
23. NHS - Perception & Reputation Survey 2015
24. DCC - Community news roundup March 2015
25. Mr Ashley - Thank you to Town Council
26. DCC - Temporary Traffic Notice, Winswood
27. SWH - Road Closure, Winswood Butt Parks
28. DCC - Temporary Traffic Order, Road from Fordton Cross to Station Cross
29. Crediton Courier - New award for Outstanding Young Person
30. NHS - Blood donation sessions
31. Crediton & District Lions Club - TAP Funding thank you letter
32. MDDC - Section 106 Agreement Pooling Restrictions
33. Email from Cllr Brookes-Hocking - Locality, Keep it Local Campaign
34. Save our Hospital Beds Meeting - Notice of Meeting
35. DCC - Temporary Traffic Order, Market Street
36. Crediton Area History & Museum Society - Exhibition Preview

Initials.....

37. Letter from resident - Save our Buses Campaign
 38. Planning Application 14-00766-FULL - Appeal Decision

Matters To Note:

1. Healthwatch Devon Voices – Spring Issue
2. Devon Senior Voice – Spring Newsletter
3. Northern Devon Healthcare - Pulse, Spring 2015
4. Senior Siren - Latest Magazine
5. Sustainable Crediton - Newsletter Issue 57
6. Crediton Children's Centre - Summer Term Programme
7. Public Rights of Way - P3 Spring Update
8. Devon Communities Together - Members Bulletin, Spring 2015
9. Northern, Eastern & Western Devon CCG - Healthy People April 2015

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

1504/312 Business brought forward

Cllr Downes:

- Advised the goal posts in Newcombes Meadow needed moving.

The Clerk:

- Several towns in Devon had expressed an interest in working together to elicit change in how the County Council engages with parish and town councils. A meeting has been arranged in June for Town Clerks to discuss and agree the best approach.

Cllr Letch:

- A post needs to be erected on the pavement outside 2 Lanscore, in order to stop buses and vehicles mounting the pavement, cracking the concrete and cause a danger to pedestrians.
- Thanked Cllr Adams for his numerous years' service to the Council as this was his last meeting.


PART TWO

1504/313 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)

1504/314 To receive an update from Cllr Letch on the Clerk's annual appraisal. Cllr Letch advised that he and Cllr Harris had conducted the Clerk's annual appraisal. Every aspect of her work was pleasing; she was working very hard and doing a superb job.

1504/315 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.

1504/316 Close
 The meeting closed at 8.44 pm.

Signed..... 

Date: 12th May 2015

Initials.....