



Crediton Town Council

Market Street

Crediton

Devon

EX17 2BN

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PUBLIC NOTICE

You are hereby invited to attend the **Annual Meeting of Crediton Town Council**, which will be held on **Tuesday, 15th May 2018**, at the **Council Chamber**, Market Street, Crediton, at **7.00 pm** for the purpose of transacting the following business.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

Clare Dalley (Mrs)

Town Clerk

9th May 2018

Members of the press and public requiring access to any of the documents mentioned in this agenda are asked to contact the Town Clerk (electronic links to documents are provided where available).

AGENDA

1. **To elect the Chairman/Mayor for 2018-19**
2. **The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'**
3. **To elect the Deputy-Chairman/Deputy Mayor for 2018-19**
4. **To receive and accept apologies** (Please make any apologies known to the Town Clerk)
5. **Declarations of Interest** - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.
6. **Town Council Minutes** - To approve and sign the minutes of the Crediton Town Council meeting held on Tuesday, 17th April 2018, as a correct record.
7. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Meetings held on 17th April 2018, for information only.
8. **To receive, and to ratify the decisions therein, the minutes of the following Committee meetings:**
 - **Christmas in Crediton Committee held on Tuesday, 24th April 2018**
 - **Grants Committee held on Tuesday, 24th April 2018**
 - **Policy & Forward Planning Committee held on Tuesday, 1st May 2018**

- **Administration & Personnel Committee held on Wednesday, 2nd May 2018**
- **Property & Allotment Committee held on Tuesday, 8th May 2018**

(A copy of the minutes will be issued with the agenda or prior to the meeting.)

9. To resolve to dissolve the following Council committees:

- **Administration & Personnel**
- **Policy & Forward Planning**
- **Property & Allotments**
- **Grants**
- **Floral Crediton**
- **Christmas in Crediton**
- **Parish Paths**
- **Crediton Open Space**

and replace with the following committees and sub-committees:

- **Town Strategy Committee incorporating a Christmas in Crediton Sub-Committee and a Grants Sub-Committee**
- **Council Affairs Committee**
- **Environment Committee incorporating a Parish Paths Sub-Committee**

- 10. To consider and agree the new Calendar of Meetings for the year.** (A copy of the new calendar will be issued with the agenda.)
- 11. To review the Council's delegation arrangements to committees, sub-committees and employees.** (A copy of the Council's revised Scheme of Delegation will be issued prior to the meeting.)
- 12. To review the Council's Terms of Reference for committees.** (A copy of the Council's revised Terms of Reference will be issued prior to the meeting.)
- 13. To approve that the Chairman, Vice Chairman, and the Chairman of the relevant committee most closely related to the particular matter constitute an Emergency Committee.**
- 14. To receive nominations for the appointment of members to committees.**
- 15. To appoint four Councillors to be the Town Council's audit checkers for 2018-2019.**
- 16. To resolve to adopt, with immediate effect, revised Council Standing Orders, in accordance with the new 2018 version of the NALC Model Standing Orders.** (A copy of the Council's Standing Orders will be issued prior to the meeting.)
- 17. To review the Council's Financial Regulations.** (A copy of the Council's Financial Regulations will be issued with the agenda.)
- 18. To appoint representatives to the following outside bodies and agree procedures for reporting back to the Council.**
- Hayward's Educational Foundation
 - Crediton United Charities
 - Devon Association of Local Councils (& Larger Councils Sub Committee)
 - Crediton Twinning Association
 - Boniface Link Association

- f. Mid Devon Community Safety Partnership
 - g. Friends of Crediton Station
 - h. Sustainable Crediton
 - i. AQMA Steering Group
 - j. Crediton Children's Centre Management Committee
 - k. Newton St Cyres Cycle/Pathway Group
 - l. Crediton Chamber of Commerce
 - m. Okehampton Rail Forum
 - n. League of Friends of Crediton Hospital
- 19. To review the Council's Assets and Lease Arrangements.** (A copy of the Council's Asset Register and Lease Arrangements will be issued with the agenda.)
- 20. To review the Council's insurance requirements.** (Copies of the existing agreement with Hiscox will be issued with the agenda.)
- 21. To review the Council and its employees memberships of other bodies**
- a. Devon Association of Local Councils
 - b. National Association of Local Councils
 - c. Society of Local Council Clerks
 - d. Devon Communities Together
 - e. Campaign for Rural England
- (Further information relating to this item will be issued with the agenda.)
- 22. To review the Council's Complaints Procedure.** (A copy of the Council's Complaints Procedure will be issued with the agenda.)
- 23. To review the Council's Freedom of Information Act Model Publication Scheme and the Council's procedures for handling requests made under the Freedom of Information Act.** (A copy of the Publication Scheme together with the Council's procedures will be issued with the agenda.)
- 24. To review and adopt the Council's Data Protection Privacy Policy, General Privacy Notice and Privacy Notice for Staff, Councillors and Role Holders in accordance with the new General Data Protection Regulation.** (Copies of the policy and notices will be issued prior to the meeting.)
- 25. To review the Council's Communications and Media Policy.** (A copy of the Council's Communications and Media Policy will be circulated with the agenda.)
- 26. Chairman's Annual Report 2017-2018 - To receive the Chairman's Annual Report 2017-2018 and approve for publication.** (A copy of the Chairman's Annual Report will be issued with the agenda.)
- 27. Public Question Time** - To receive questions from members of the public relevant to the work of the Council. *(A maximum of 30 minutes is allowed for this item, verbal questions should not exceed 3 minutes)*
- 28. Chairman's and Clerk's Announcements - To receive any announcements which the Chairman and Clerk may wish to make.** For information only.
- 29. Order of Business - At the discretion of the Chairman, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public.**

30. Police Report - To receive the Police report. For information only.

31. Mid Devon District Council - Planning Applications [MDDC Planning Public Access Portal](#)

Mid Devon District Council, the determining Authority, has asked for comments from this Town Council on the following planning applications:

Reference: 17/00348/MOUT
Proposal: Residential development of up to 257 dwellings and up to 5 Gypsy and Traveller pitches; 8.6 hectares of land made available to facilitate the relocation of Crediton Rugby Club; up to 1.1 hectares of land safeguarded for the delivery of a primary school; access arrangements from A3072 (Exhibition Way); pedestrian and cycle access on to Pounds Hill/Stonewall Cross junction, Old Tiverton Road and Pedlerspool Lane; landscaping and area of public open space; and other associated infrastructure and engineering operations

Location: Land at NGR 284185 101165 (Creedy Bridge), Crediton, Devon

Applicant: Messrs T Turner, S Turner, R. Turner, B Stamp & O Taylor, Gleeson Developments Ltd, C/o Mrs Jane Terry, Vail Williams LLP, CarriageHouse, Walnut Tree Close, Guildford, GU1 4TX

Reference: 18/00587/CAT

Proposal: Notification of intention to reduce branches and crown lift 1 Yew tree 3.4m above ground level; crown lift 1 Yew tree by 3.5m above ground level and reduce overall spread on the South Western side by up to 2m within the Conservation Area

Location: Courtlans, Old Tiverton Road, Crediton, EX17 1EE

Applicant: Mr A & Mrs P Bedford, Courtlans, Old Tiverton Road, Crediton, EX17 1EE

Reference: 18/00514/FULL

Proposal: Demolition of stores to provide courtyard area and provision of access ramp

Location: Crediton Community Bookshop, 21 High Street, Crediton, EX17 3AH

Applicant: Dee Lalijee Huggins, Crediton Community Bookshop, 21 High Street, Crediton, EX17 3AH

Reference: 18/00515/LBC

Proposal: Listed Building Consent for the demolition of stores to provide courtyard area and provision of access ramp and internal alterations to provide wc, cafe, kitchen and meeting rooms

Location: Crediton Community Bookshop, 21 High Street, Crediton, EX17 3AH

Applicant: Dee Lalijee Huggins, Crediton Community Bookshop, 21 High Street, Crediton, EX17 3AH

Reference: 18/00447/HOUSE

Proposal: Erection of extension

Location: 35 Cromwells Meadow, Crediton, EX17 1JZ

Applicant: Mrs C Phillips, 35 Cromwells Meadow, Crediton, EX17 1JZ

Reference: 17/02061/MFUL

Proposal: Remodelling and modernisation of existing garden centre following demolition of existing structures, to include erection of retail areas, cafe, and warehouse, formation of new vehicular access, provision of parking areas, and landscaping

Location: Crediton Garden Centre, Barnstaple Cross, Crediton, EX17 2ER

Applicant: Mr R Broad, Homeleigh Garden Centre, Dutson, Launceston, PL15 9SP

Reference: 18/00651/HOUSE
 Proposal: Alterations to roof to replace flat roof with pitched roof to provide an additional first floor bedroom
 Location: 16 Creedy Road, CREDITON, EX17 1EW
 Applicant: Mr & Mrs A Elston, 16 Creedy Road, CREDITON, EX17 1EW

Reference: 18/00638/LBC
 Proposal: Listed Building Consent for the removal of an internal wall
 Location: 18 The Lodge, Western Road, CREDITON, EX17 3RD
 Applicant: Mr O Fursdon, Fursdon House, Cadbury, Exeter, EX5 5JS

Reference: 18/00700/LBC
 Proposal: Listed Building Consent for the replacement of windows and a door at the rear of property
 Location: 9 North Street, CREDITON, EX17 2BT
 Applicant: Mrs D Harris, 9 Bickleigh, North Street, CREDITON, EX17 2BT

Reference: 18/00706/HOUSE
 Proposal: Erection of two-storey side extension and formation of access and provision of hardstanding for the parking of vehicles
 Location: 20 Butt Parks, CREDITON, EX17 3HE
 Applicant: Mr & Mrs McDonald, 20 Butt Parks, CREDITON, EX17 3HE

32. Mid Devon District Council - Planning Decisions

Mid Devon District Council, the determining Authority, has APPROVED the following applications with conditions as filed:

Reference: 18/00358/LBC
 Proposal: Listed Building Consent for the removal of existing external branch signage and ATM and remove internal fixtures, fittings, furniture and equipment relating to the operation of the bank
 Location: 133 High Street, CREDITON, EX17 3DT
 Applicant: The Royal Bank of Scotland Group, RBS Gogarburn, 1st Business House C, PO Box 1000, Edinburgh, EH12 1HQ

Reference: 18/00357/FULL
 Proposal: Removal of existing branch signage and ATM
 Location: 133 High Street, CREDITON, EX17 3DT
 Applicant: The Royal Bank of Scotland Group, RBS Gogarburn, 1st Business House C, PO Box 1000, Edinburgh, EH12 1HQ,

Reference: 18/00337/FULL
 Proposal: Change of use of wool shop to hot food takeaway and installation of extract flue
 Location: CREDITON Wool Shop, 53 High Street, CREDITON, EX17 3JX
 Applicant: Mrs T Foster, 2 Primrose Way, CREDITON, EX17 1BZ

Reference: 18/00317/CAT
 Proposal: Notification of intention to remove the deadwood of 3 Lime trees and pollard 3 Lime trees within the Conservation Area
 Location: Graveyard, Holy Cross Church, East Street, CREDITON
 Applicant: CREDITON Church Corporation, Boniface Centre, Church Lane, CREDITON, EX17 2AH

Reference: 18/00088/FULL
 Proposal: Conversion of a public toilet to a food outlet/kiosk, including retention of one toilet cubicle for use by the public
 Location: Public Conveniences, St Lawrence Green, Crediton
 Applicant: Mr A Gray, M C Kelly Ltd, Elston Farm, Copplestone, Crediton, EX17 5PB

Reference: 17/01643/HOUSE
 Proposal: Retention of 2 storage sheds 1.6m high trellis and hardstanding on front boundary
 Location: 30 Okefield Road, Crediton, EX17 2DL
 Applicant: Ms L Burrow, 30 Okefield Road, Crediton, EX17 2DL

Reference: 15/01861/FULL
 Proposal: Erection of 4 dwellings and formation of new access following demolition of sheds and outbuildings (Revised scheme)
 Location: 25 Exeter Road, Crediton, EX17 3BL
 Applicant: Mr P Williams & Mr T Beagent, C/o 25 Exeter Road, Crediton, EX17 3BL

Reference: 18/00244/FULL
 Proposal: Alterations to internal layout and rear fenestration, levelling of ground to rear to form garden, erection of conservatory and upgrading/sound proofing of boundary fence
 Location: 8 Charles Symonds Court, Mill Street, Crediton, EX17
 Applicant: Reed Construction & Development Ltd, 106 High Street, Crediton, EX17 3LF

Reference: 18/00243/FULL
 Proposal: Alterations to internal layout and rear fenestration, levelling of ground to rear to form garden, erection of conservatory and upgrading/sound proofing of boundary fence
 Location: 5 Charles Symonds Court, Mill Street, Crediton, EX17
 Applicant: Reed Construction & Development Ltd, 106 High Street, Crediton, EX17 3LF

Reference: 18/00242/FULL
 Proposal: Alterations to internal layout and rear fenestration, levelling of ground to rear to form garden, erection of conservatory and upgrading/sound proofing of boundary fence
 Location: 4 Charles Symonds Court, Mill Street, Crediton, EX17
 Applicant: Reed Construction & Development Ltd, 106 High Street, Crediton, EX17 3LF

Reference: 18/00567/CAT
 Proposal: Notification of intention to fell 1 Fir tree within the Conservation Area
 Location: 63 High Street, Crediton, EX17 3JX
 Applicant: Mr R Stephenson & Ms E Gregory, 63 High Street, Crediton, EX17 3JX

Reference: 18/00439/CAT
 Proposal: Notification of intention to remove 1 Silver Birch tree within the Conservation Area
 Location: The Pound Mill Street Crediton Devon
 Applicant: Miss C Lawes, The Pound, Mill Street, Crediton, EX17 3AA

Reference: 18/00531/CAT
Proposal: Notification of intention to remove 9 Fir trees
Location: 1 The Limes, East Street, Crediton, EX17 3BA
Applicant: Mrs E Hustwayte, 1 The Limes, East Street, Crediton, EX17 3BA

Reference: 18/00426/FULL
Proposal: Erection of extension and decking area, and alterations including provision of access ramp
Location: Methodist Church, Union Road, Crediton, EX17 3AW
Applicant: Mrs C Marshall, Methodist Church, Union Road, Crediton, EX17 3AW

Mid Devon District Council, the determining Authority, has REFUSED the following applications with conditions as filed:

Reference: 18/00365/FULL
Proposal: Change of use of land for the siting of 3 self-storage shipping containers (Class B8)
Location: Land at NGR 284428 100189, Commonmarsh Lane, Lords Meadow, Industrial Estate, Crediton, EX17
Applicant: Mr I May, Fir Cottage, 23 Mill Street, Crediton, EX17 1EY

33. **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 1st April 2018 to 15th May 2018 inclusive and to receive the bank reconciliation.** (The schedule of payments, receipts and bank transfers will be issued prior to the meeting.)
34. **To receive a list of outstanding debts owed to Crediton Town Council.** (The documentation relating to this item will be issued prior to the meeting.)
35. **Budget Review - To review the budget for the year to date.** (The budget sheet will be issued prior to the meeting.)
36. **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 will be issued prior to the meeting.)
37. **To consider the internal audit report from the Council's Internal Auditor, Mr Stuart Pollard, for the financial year 2017-2018 and agree any action.** (A copy of the report will be issued prior to the meeting.)
38. **To receive and agree the Council's accounts for the financial year 2017-2018.** (A copy of the documentation will be issued prior to the meeting.)
39. **To consider and agree the Annual Governance Statement 2017/18 detailed in the external audit annual return.** (A copy of the annual return will be issued prior to the meeting.)
40. **To discuss and agree the Annual Accounting Statements 2017/18 detailed in the external audit annual return.** (A copy of the annual return will be issued prior to the meeting.)
41. **To resolve to make the following Members' allowances for the financial year 2018-2019**
 - Mayor's Allowance £600
 - Elected Members' Allowance £80

42. To agree to amend the signatories on the Hampshire Trust Bank account to include the Town Clerk in order that she can make enquiries on behalf of the Council.
43. To discuss the idea of asking Mid Devon District Council to introduce free parking at St Saviours Way car park from 2.00 pm on a Saturday afternoon until Monday morning.
44. **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.
45. **Correspondence and Matters To Note - To receive Council correspondence and matters to note as detailed below** (Copies of the correspondence and matters to note will be issued with the agenda.)

Correspondence

1. DeVA - Voluntary Voice Elections 2019
2. DCT - Community Led Housing Training
3. DCC - Bus fleet information
4. Victim Support - Grant enquiry
5. North Dartmoor Search & Rescue Team - Grant enquiry
6. Member of public - Parking in Commonmarsh Lane
7. MDDC - Planning Committee Agenda 18th April 2018
8. Assistant Clerk - Councillor training GDPR
9. MDDC – Agenda for Council 25th April 2018
10. DCC – South Hams Planning Document
11. CCC - Proposed new garden centre Crediton
12. Stop Homeleigh Group - Planning objection
13. Member of the Public - Food standards Age Concern
14. MDDC - Consultation on Tiverton Town Centre Masterplan SPD
15. Town Clerk - Resignation of Jade Walters
16. Sandford Parish Clerk - Creedy Bridge Planning application
17. Town Clerk - Meeting with Ian Sorensen
18. Citizens Advice - Letter of thanks for Grant
19. MDDC - Agenda for Cabinet 10th May 2018
20. MDDC - DPA 18 briefing for Towns & Parishes
21. Member of public - Increasing number of developments
22. MDDC - Pedlers Pool Lane

Matters to Note

1. Sustainable Crediton - Update
2. MDDC Press Release - Building Control Officer recognised in superstar awards
3. NALC - Chief Execs bulletin 15 - 13 April
4. RGB Press release - Community fund
5. Healthwatch - Latest edition of healthwatch voices
6. MDDC - Tool theft poster
7. MDDC - Social media app bulletin
8. DALC - Newsletter 17/04/18
9. DALC – NALC password
10. Cllr Piercy – Breaking the mould conference
11. DCT - National rural crime survey
12. NALC - Chief Exec Bulletin 16-20 April
13. NHS – Stay well this winter
14. PCC - Newsletter April 2018
15. DCC - ToR winter service

16. *MDDC Press release - Council employees receive award for reducing anti-social behaviour*
17. *MDDC - Mid Devon Gazette column*
18. *MDDC Press release - Compulsory recycling*
19. *DALC - Latest newsletter*
20. *NALC- Chief Excec Bulletin 17-27 April*
21. *Sustainable Crediton - Special general meeting notice & newsletter*

PART TWO

45. **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.**
46. **To receive an update on the Crediton Council Office building and agree any actions required.**
47. **Close**