



# Crediton Town Council

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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, 16<sup>th</sup> May 2017**, 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**

9<sup>th</sup> May 2017

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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 2017-2018**
2. **The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'**
3. **To elect the Deputy-Chairman/Deputy Mayor for 2017-2018**
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. **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.
7. **Town Council Minutes** - To approve and sign the minutes of the Crediton Town Council meeting held on Tuesday, 18<sup>th</sup> April 2017, as a correct record.
8. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Meetings held on 18<sup>th</sup> April 2017, for information only.
9. **Police Report** - To receive a report from the Police. For information only.

10. **To receive, and to ratify the decisions therein, the minutes of the**
  - **Christmas in Crediton Committee meeting held on 25<sup>th</sup> April 2017**
  - **Policy & Forward Planning Committee meeting held on 2<sup>nd</sup> May 2017**
  - **Property & Allotments Committee meeting held on 9<sup>th</sup> May 2017**
  - **Crediton Open Space Committee meeting held on 10<sup>th</sup> May 2017**

(A copy of the minutes will be issued with the agenda or prior to the meeting.)
11. **Councillor Co-option - To consider the applications received for the Boniface Ward councillor vacancy and to co-opt one Councillor to Boniface Ward.** (Copies of all co-option application forms will be issued with the agenda.)
12. **To review the Council's delegation arrangements to committees, sub committees and employees.** (A copy of the Council's Scheme of Delegation will be issued with the agenda.)
13. **To review the Council's Terms of Reference for committees.** (A copy of the Council's revised Terms of Reference will be issued with the agenda.)
14. **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.**
15. **To receive nominations for the appointment of members to existing committees.**
  - a. Administration & Personnel Committee
  - b. Property & Allotments Committee
  - c. Floral Crediton Committee
  - d. Christmas in Crediton Committee
  - e. Crediton Open Space Committee
  - f. Policy & Forward Planning Committee
  - g. Grants Committee
  - h. Parish Paths Partnership Committee
16. **To appoint four Councillors to be the Town Council's audit checkers for 2017-2018.**
17. **To review the Council's Standing Orders** (A copy of the Council's Standing Orders will be issued with the agenda.)
18. **To review the Council's Financial Regulations** (A copy of the Council's Financial Regulations will be issued with the agenda.)
19. **To appoint representatives to the following outside bodies and agree procedures for reporting back to the Council.**
  - a. Crediton United Charities
  - b. Hayward's Educational Foundation
  - c. Devon Association of Parish Councils (& Larger Councils Sub Committee)
  - d. Devon Towns Forum
  - e. Crediton Twinning Association
  - f. Boniface Link Association
  - g. Mid Devon Community Safety Partnership
  - h. Friends of Crediton Station
  - i. Sustainable Crediton

- j. Mid Devon Transport Forum
  - k. AQMA Steering Group
  - l. Crediton Children's Centre Management Committee
  - m. Newcombes Meadow Community Group
  - n. Newton St Cyres Cycle/Pathway Group
  - o. Crediton Chamber of Commerce
  - p. Town Team
  - q. Okehampton Rail Forum
20. **To review the Council's Assets and Lease Arrangements** (A copy of the Council's Asset Register and Lease Arrangements will be circulated with the agenda.)
  21. **To review the Council's insurance requirements.** (Copies of the existing agreement with Zurich and the new long term agreement with Hiscox will be issued prior to the meeting.)
  22. **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
  23. **To review the Council's Complaints Procedure.** (A copy of the Council's Complaints Procedure will be circulated with the agenda.)
  24. **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.)
  25. **To review and adopt the Council's Data Protection Policy and the Council's procedures for handling requests made under the Data Protection Act.** (A copy of the Policy together with the Council's procedures will be issued with the agenda.)
  26. **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.)
  27. **Chairman's Annual Report 2016-2017 - To receive the Chairman's Annual Report 2016-2017 and approve for publication.** (A copy of the Chairman's Annual Report will be issued with the agenda.)
  28. **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)*
  29. **Chairman's and Clerk's Announcements - To receive any announcements which the Chairman and Clerk may wish to make.** For information only.

**30. 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: 17/00625/LBC  
Proposal: Listed Building Consent remove defective render from front elevation and re-render and paint to match existing  
Location: 1 Taw Vale Terrace, Crediton, EX17 3BU  
Applicant: Mr I Burton, 1 Taw Vale Terrace, Road from Fordton Cross to Station, Crediton, EX17 3BU

Reference: 17/00626/LBC  
Proposal: Listed Building Consent remove defective render from front elevation and re-render and replace detailing and paint to match existing  
Location: 2 Taw Vale Terrace, Crediton, EX17 3BU  
Applicant: Mr P Whitby, Taw Vale Bed and Breakfast, 2 Taw Vale Terrace, Road From Fordton Cross to Station, Crediton, EX17 3BU

Reference: 17/00596/HOUSE  
Proposal: Alterations to roof to include increase in height, change of hipped roof to gable end and installation of dormer windows  
Location: Capri, Broad Close, Crediton, EX17 3NQ  
Applicant: Mr R Miller, Capri, Broad Close, Crediton, EX17 3NQ

Reference: 17/00636/CAT  
Proposal: Notification of intention to fell group of Beech trees and reduce 14 Leylandii trees by 5-6m within the Conservation Area  
Location: Fairpark, Exeter Road, Crediton, EX17 3BJ  
Applicant: Mr Cattell, Fairpark, Exeter Road, Crediton, EX17 3BJ

Reference: 17/00680/FULL  
Proposal: Conversion and extension of existing reservoir building to dwelling and formation of new access to serve the existing utilities (Revised scheme)  
Location: Reservoir at NGR 282480 100906 George Hill Crediton  
Applicant: Peninsula Properties, Peninsula House, Rydon Lane, Exeter, EX2 7HR

Reference: 17/00678/FULL  
Proposal: Erection of a dwelling (Revised Scheme)  
Location: Parliament House, Parliament Street, Crediton,  
Applicant: Mr C Reed, Reed Construction & Development Ltd, 106 High Street, Crediton, EX17 3LF

**31. Mid Devon District Council – Planning Decisions**

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

Reference: 17/00311/FULL  
Proposal: Erection of single storey rear extension and conversion of garage to ancillary accommodation

Location: 30 Primrose Way, Crediton, EX17 1BZ  
 Applicant: Mr & Mrs K Skinner, Serendipity, 30 Primrose Way, Crediton, EX17 1BZ

Reference: 17/00156/HOUSE  
 Proposal: Retention of domestic workshop  
 Location: 57 High Street, Crediton, EX17 3JX  
 Applicant: Mr J Clark, 57 High Street, Crediton, EX17 3JX

Reference: 17/00359/FULL  
 Proposal: Formation of home delivery facility comprising a single storey link corridor from the store to a 4-van loading canopy, service yard, and associated modifications to car park layout  
 Location: Tesco, Joseph Locke Way, Crediton,  
 Applicant: Tesco Stores Ltd, Tesco House, Shire Park, Kestrel Way, Welwyn Garden City, AL7 1GA

Reference: 17/00258/LBC  
 Proposal: Listed Building Consent for the replacement of the existing kitchen window on East elevation, replacement of glazing and repair to existing door and windows on the West elevation ground floor  
 Location: 1 Mews Cottages, North Street, Crediton, EX17  
 Applicant: Mr John Oats, 33 Dulings Meadow, Coplestone, Crediton, EX17 5PE

Reference: 16/01898/MARM  
 Proposal: Reserved Matters in respect of appearance, landscaping, layout, and scale following Outline approval 14/00830/MOUT  
 Location: Land at NGR 284242 99827 (Wellparks), Exeter Road, Crediton  
 Applicant: Mr K Stockwell, C/o Mr E Heynes, Jillings Heynes Planning Ltd, The Studio, Two Acres, Under Lane, Newmills, Launceston, PL15 8SN

Reference: 17/00344/HOUSE  
 Proposal: Re-grading of garden area to improve access and parking and landscaping improvements  
 Location: Trenavin George Hill Crediton Devon  
 Applicant: Mr & Mrs J West, Trenavin, George Hill, Crediton, Devon, EX17 2DS

Reference: 17/00290/FULL  
 Proposal: Erection of extension to existing workshop and cover over loading bay  
 Location: Keith Hoskins Marsh Lane Lords Meadow Industrial Estate Crediton  
 Applicant: Mr J Hoskins, Keith Hoskins, Marsh Lane, Lords Meadow Industrial Estate, Crediton, EX17 1ES

Reference: 17/00503/CAT  
 Proposal: Notification of intention to lift branches of 9 Leylandii trees by 2m and shape tops, and trim lower branches of 1 Fir tree and 1 Yew tree by 2m within the Conservation Area  
 Location: 1 The Limes, East Street, Crediton, EX17 3BA  
 Applicant: Mrs E Hustwayte, 1 The Limes, East Street, Crediton, EX17 3BA

Reference: 17/00325/CAT  
Proposal: Notification of intention to reduce height of 1 Beech tree by 5m within the Conservation Area  
Location: 2 The Maltings, Penton Lane, Crediton, EX17 1HT  
Applicant: Mr Paul Crossman, 2 The Maltings, Penton Lane, Crediton, EX17 1HT

The following applications have been WITHDRAWN:

Reference: 16/00825/MFUL  
Proposal: Construction of an anaerobic digestion plant including vehicular access from Down End, provision of infrastructure works to support the plant including creating compensatory flood storage and regrading of land and landscaping and all associated works and development  
Location: Land at NGR 284938 100390 (Goosealler Marshes), Commonmarsh Lane, Lords Meadow Industrial Estate,  
Applicant: Mr G Kerslake, c/o Mr E Heynes, Jillings Heynes Planning Ltd, Two Acres, UnderLane, Newmills, Launceston, PL15 8SN

Reference: 17/00257/HOUSE  
Proposal: Formation of hardstanding for the parking of a vehicle following removal of existing wall, and erection of wall and fence  
Location: 8 Deep Lane, Crediton, EX17 2BX  
Applicant: Mr & Mrs D Fraiquin, 8 Deep Lane, Crediton, EX17 2BX

32. **Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment, receipts, and bank transfers for the period 19<sup>th</sup> April 2017 to 16<sup>th</sup> May 2017 inclusive and to receive the bank reconciliation.** (The schedule of payments and receipts will be issued prior to the meeting.)
33. **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.)
34. **Budget Review – To review the budget for the year to date.** (The budget sheet will be issued prior to the meeting.)
35. **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 with the agenda.)
36. **To consider the internal audit report from the Council’s Internal Auditor, Mr Stuart Pollard, for the financial year 2016-2017 and agree any action.** (A copy of the report will be issued prior to the meeting.)
37. **To receive and agree the internal audited accounts for the financial year 2016-2017.** (A copy of the documentation will be issued prior to the meeting.)
38. **To discuss and agree the Annual Governance Statement 2016/17 detailed in the external audit annual return.** (A copy of the annual return will be issued prior to the meeting.)

39. **To discuss and agree the Annual Accounting Statements 2016/17 detailed in the external audit annual return.** (A copy of the annual return will be issued prior to the meeting.)
40. **To resolve to make the following Members' allowances for the financial year 2017-2018**
  - **Mayor's Allowance £600**
  - **Elected Members allowance £80**
41. **To discuss the future of Crediton's public conveniences, including maintenance costs and ownership of the buildings.**
42. **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.
43. **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. *TNM&W Devon Citizens Advice - Support given*
2. *Member of the public - Letter*
3. *Police - February 2017 Data*
4. *Sandford Parish Council - Creedy Bridge Development*
5. *Devon Communities Together - Wales & West Utilities' workshops*
6. *Sandford Heritage Group - Event 3rd September 2017*
7. *PCSO L Crocker – TRO's Landscore*
8. *MDDC - Planning Committee Meeting 17th May 2017*

#### **Matters To Note**

1. *Healthwatch Voices - Spring 2017 Newsletter [copy in office]*
2. *DALC - Latest Newsletter*
3. *NALC - Chief Executive's Bulletin 14*
4. *NHS Eastern Locality - Crediton Steering Group minutes*
5. *DCC - Pension Line - Bumper Edition*
6. *MDDC - Town & Parish Newsletter*
7. *The Turning Tides Project - Newsletter No. 4*
8. *MDDC - Lords Meadow Play Area, Crediton*
9. *PCC - Monthly Report April 2017*
10. *MDDC - Community Infrastructure Levy Submission 31 March 2017*
11. *MDDC - Resurfacing car parks*
12. *DCC - Correction NHO post elections*
13. *Sustainable Crediton - Newsletter Issue 82*
14. *NALC - Chief Executive's Bulletin 17*
15. *Boniface Link - Minutes Monday 24th April 2017*
16. *Healthwatch Devon - monthly newsletter*

#### **44. Business brought forward**

At the direction of the Chairman, to report on matters not on the agenda and for information only.

## **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 discuss the ongoing negotiations with Mid Devon District Council regarding the Council Office building and Town Square and agree any further actions.** (Further information relating to this item will be issued with the agenda.)
- 47. Close**