



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, 17th May 2016**, 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

12th May 2016

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 2016-2017**
2. **The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'**
3. **To elect the Deputy-Chairman/Deputy Mayor for 2016-2017**
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 19th April 2016, as a correct record.
8. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Town Council Meeting held on 19th April 2016, for information only.

9. **To receive, and to ratify the decisions therein, the minutes of the:**
 - **Christmas in Crediton Committee meeting held on 15th March 2016**
 - **Grants Committee meeting held on 26th April 2016**
 - **Policy & Forward Planning Committee meeting held on 3rd May 2016**
 - **Crediton Open Space Committee meeting held on 4th May 2016**
 - **Christmas in Crediton Committee meeting held on 10th May 2016**
 - **Property & Allotments Committee meeting held on 10th May 2016**

(A copy of the minutes will be issued with the agenda.)
10. **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 with the agenda.)
11. **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.)
12. **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.**
13. **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
14. **To appoint four Councillors to be the Town Council's audit checkers for 2016-2017.**
15. **To review the Council's Standing Orders** (A copy of the Council's Standing Orders will be issued with the agenda.)
16. **To review the Council's Financial Regulations** (A copy of the Council's Financial Regulations will be issued with the agenda.)
17. **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. Crediton Transport Action Group
 - j. Sustainable Crediton
 - k. Mid Devon Transport Forum

- l. AQMA Steering Group
 - m. Crediton Children's Centre Management Committee
 - n. Newcombes Meadow Community Group
 - o. Newton St Cyres Cycle/Pathway Group
 - p. High Street Traders Group/Crediton Chamber of Commerce
 - q. Town Team
 - r. Okehampton Rail Forum
18. **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.)
19. **To review the Council's insurance requirements.** (Copies of the long term agreement with Zurich, will be issued prior to the meeting.)
20. **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. Devon Playing Fields Association
21. **To review the Council's Complaints Procedure.** (A copy of the Council's Complaints Procedure will be circulated with the agenda.)
22. **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.)
23. **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.)
24. **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)
25. **Chairman's Annual Report 2015-2016 - To receive the Chairman's Annual Report 2015-2016 and approve for publication.**
26. **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)*
27. **Chairman's and Clerk's Announcements - To receive any announcements which the Chairman and Clerk may wish to make.** For information only.
28. **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: [16/00574/CAT](#)
Proposal: Notification of intention to carry out works to 1 Willow, 1 Norway Maple and 1 Common Ash tree within a conservation area
Location: Jockey Cottages, Jockey Hill, Crediton, EX17 1DR
Applicant: Mr Chris Ladd, 2 Jockey Cottages, Jockey Hill, Crediton, EX17 1DR

Reference: [16/00365/HOUSE](#)
Proposal: Erection of a raised timber deck with timber railings
Location: Bramblings, Searle Street, Crediton, EX17 2DB
Applicant: Mrs W Grinney, Bramblings, Searle Street, Crediton, EX17 2DB

Reference: [16/00624/HOUSE](#)
Proposal: Erection of extension
Location: 12 Creedy Road, Crediton, EX17 1EW
Applicant: Mr & Mrs A Palmer, 27 Alexandra Way, Crediton, EX17 2EA

Reference: [16/00628/HOUSE](#)
Proposal: Erection of extension and alterations to dwelling to improve accessibility
Location: 14 Creedy Road, Crediton, EX17 1EW
Applicant: Ms R Daniells, 14 Creedy Road, Crediton, EX17 1EW

Reference: [16/00637/HOUSE](#)
Proposal: Erection of a 2 storey extension following demolition of existing conservatory
Location: 15 Walnut Drive, Crediton, EX17 1JB
Applicant: Mr Andrew Warren, 1 Walnut Drive, Crediton, EX17 1JB

Reference: [16/00547/FULL](#)
Proposal: Erection of 3 dwellings
Location: Okefield House, Deep Lane, Crediton, EX17 2BY
Applicant: Mr M Peters, R & M Peters Ltd, Hawkins Way, Crediton, EX17 1HZ

29. Mid Devon District Council – Planning Decisions

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

Reference: [16/00300/HOUSE](#)
Proposal: Erection of two-storey extension and balcony (Revised scheme)
Location: Arlington House, Ash Court, Crediton, EX17 2JZ
Applicant: Mr & Mrs P Morgan, Arlington House, Ash Court, Crediton, EX17 2JZ

Reference: [16/00240/FULL](#)
Proposal: Replacement of 5 existing first floor windows with UPVC double glazed units
Location: Mid-Devon Fulfilling Lives, 2 Bank Place Chambers, Market Street, Crediton, EX17 2AJ
Applicant: Mr E Rodd, Rodd Bros (A & E Rodd), The Old Mill, Upton Hellions, Crediton, EX17 4AE

Reference: [16/00248/FULL](#)
Proposal: Change of Use from industrial unit (Class B8) to Assembly and Leisure (Class D2), additional car parking, alterations to north elevation
Location: The Trustees of M A P Pension Fund, C R Ferris, 2 Westward Business Centre, Mill Street, Crediton, EX17 1HB
Applicant: Mr Christopher Ferris, The Trustees of M A P Pension Fund C R Ferris. Ladyroyd, 12 Busker Lane, Scissett, Huddersfield, West Yorkshire, HD8 9JU

Reference: [16/00307/HOUSE](#)
Proposal: Erection of replacement conservatory
Location: 14 Creedy Road, Crediton, EX17 1EW
Applicant: Miss J Daniells, 14 Creedy Road, EX17 1EW

Reference: [16/00432/CAT](#)
Proposal: Notification of intention to fell 1 Magnolia tree within the Conservation Area
Location: 2 North View, Union Road, Crediton, EX17 3AL
Applicant: Mrs G Hills, 2 North View, Union Road, Crediton, EX17 3AL

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

Reference: [16/00289/FULL](#)
Proposal: Erection of 2 semi-detached dwellings
Location: Parliament House, Parliament Street, Crediton, EX17 2EY
Applicant: Mr C Reed, Reed Construction & Development Ltd, 106 High Street, Crediton, EX17 3LF

Reference: [16/00380/HOUSE](#)
Proposal: Formation of parking bay following demolition of wall and outbuildings
Location: Lamorna, Peoples Park Road, Crediton, EX17 2DA
Applicant: Mr K O'Connell, Lamorna, Peoples Park Road, Crediton, EX17 2DA

30. **Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment, receipts and bank transfers for the period 20th April 2016 to 17th May 2016 inclusive and to receive the bank reconciliation.** (The schedule of payments, receipts and transfers will be issued prior to the meeting.)
31. **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.)
32. **Budget Review – To review the budget for the year to date.** (The budget sheet will be issued prior to the meeting.)
33. **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.)
34. **To consider the internal audit report from the Council's Internal Auditor, Mr Ken Abraham, for the financial year 2015-2016 and agree any action.** (A copy of the report will be issued with the agenda.)

35. **To receive and agree the internal audited accounts for the financial year 2015-2016.** (A copy of the documentation will be issued with the agenda.)
36. **To discuss and agree the Annual Governance Statement 2015/16 detailed in the external audit annual return.** (A copy of the annual return will be issued with the agenda.)
37. **To discuss and agree the Annual Accounting Statements 2015/16 detailed in the external audit annual return.** (A copy of the annual return will be issued with the agenda)
38. **To resolve to make the following Members' allowances for the financial year 2016-2017**
 - **Mayor's Allowance £600**
 - **Elected Members allowance £80**
39. **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.
40. **Correspondence and Matters To Note – To receive Council correspondence and matters to note.** (Copies of the correspondence and matters to note will be issued with the agenda.)

Correspondence:

1. *Eden Westwood - Update*
2. *SWW - Road Closure application for 25th July 2016*
3. *DCT - Bat Event Sat 23rd April 2016*
4. *L Conyngham - Crediton's edge of town leat, ponds and green space*
5. *DCC - Devon's Libraries*
6. *DCT - Training Courses*
7. *Devon CCG - Crediton Steering Group 20th April 2016*
8. *A Degan - RD&E invitation to Crediton Steering Group*
9. *Devon CCG - Stakeholder Workshop 17th May*
10. *J Clifford, MDDC - Public consultation legal requirements*
11. *Cllr Hughes - Wellparks Development*
12. *S Trafford, MDDC - Presentation by Devonshire Homes*
13. *M Bailey, Involve - Mayor's Reception Feedback*
14. *MDDC - Armed Forces Day 20 June 2016*
15. *Devon Badger Group – Invitation*
16. *Crediton Congregational Church - Thank you letter re grant*
17. *Turning Tides - Update & Training*
18. *Journey Counselling Service - Thank you email re grant*
19. *MDDC - Planning Committee Agenda*
20. *Mid Devon Gazette - Pride of Mid Devon Awards 2016*
21. *Devon CCG - Engagement Event*
22. *Mr & Mrs Tucker - Planning objection*
23. *Colebrooke Parish Council - Parish Plan*
24. *DCC - Road Closure, Market Street*

Matters To Note:

1. *MDDC - Summon & Agenda 27 April 2016 (held in office)*
2. *MDDC - Minutes of Scrutiny Committee 18 April 2016 (held in office)*
3. *Crediton Community Bookshop - Newsletter*
4. *MDDC - Press Release, Tiverton Jobcentre to relocate to Council Offices*

5. *Citizens Advice - Crediton Statistics 201516*
6. *Crediton Courier - Press Release, Tesco Bags for Help grants available*
7. *R Nicholls - Update on Activity*
8. *Devon & Somerset County Council - Broadband Voucher Scheme*
9. *Citizens Advice - April Newsletter*
10. *MDDC – Summons & Agenda Annual Meeting 10th May 2016 (held in office)*
11. *NHS - Blood donation sessions*
12. *MDDC - Press release, Love Your Local Market*
13. *Sustainable Crediton - Evening talk on honey bees*
14. *S Densham - Newcombes Meadow Play Area Update*
15. *R Nicholls - Crediton Community Woodlands*
16. *MDDC - Mid Devon Talk*
17. *Sustainable Crediton - Newsletter Issue 70*
18. *DCC - Devon Local Flood Risk Management Update April 2016*
19. *CTC - Notes from Feasibility Study Meeting*
20. *Devon CCG - Crediton Steering Group minutes*
21. *Devon CCG - Working Group*
22. *DCC Parish Paths - Spring Newsletter 2016*
23. *MDDC - Press Release, State of the District Debate*
24. *Healthy People - April 2016*
25. *DALC - Stakeholder briefing*
26. *Citizens Advice - May Newsletter*
27. *HealthWatch Devon - Monthly newsletter*
28. *MDDC - Press release, MDDC wins Gold Award*
29. *MDDC - Press release, Tiverton community clean-up day*

41. Business brought forward

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

42. Close