



Credition Town Council

8a North Street

Credition

Devon

EX17 2BT

Telephone: 01363 773717

Email: townclerk@crediton.gov.uk

To All Credition Town Councillors,

You are hereby summoned to attend a **Meeting of Credition Town Council**, which will be held on **Tuesday, 17th November 2020, at 7.00 pm.**

This will be a virtual meeting using the Zoom meeting platform. The details for accessing the meeting are:

Join Zoom Meeting

<https://zoom.us/j/96981599045?pwd=cktPRVc1YzQ5WjJiUTR0SnFWdIIQQT09>

Meeting ID: 969 8159 9045

Passcode: 119490

One tap mobile

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Dial by your location

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Find your local number: <https://zoom.us/u/abjuKsnFco>

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

The purpose of the meeting is to transact the following business.

Rachel Avery (Mrs)

Town Clerk

12th November 2020

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).

Please be aware that the meeting will be recorded and may be livestreamed.

AGENDA

1. **To receive and accept apologies** (Please make any apologies known to the Town Clerk)
2. **Declarations of Interest** - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.
3. **To note the Virtual Meeting Policy.**
4. **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)*
5. **Councillor Vacancies:**
 - **To note the two vacancies in Lawrence Ward**
 - **To consider any applications received by the Town Clerk and to resolve to co-opt new councillors.** (A copy of applications will be issued prior to the meeting).
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. **Chairman's and Clerk's Announcements** - To receive any announcements which the Chairman and Clerk may wish to make. For information only.
8. **Town Council Minutes** - To approve and sign the minutes of the Crediton Town Council Meeting held on Tuesday, 22nd September 2020, as a correct record.
9. **To receive the Police report.**
10. **To adopt the minutes of the following meetings:**
 - **Old Landscore School Sub-Committee held on 21st July 2020**
 - **Town Strategy Committee held on 1st September 2020**
 - **Christmas in Crediton Sub-Committee held on 14th September 2020**
 - **Assets and Amenities Committee held on 15th September 2020**
 - **Council Affairs held on 29th September 2020**
 - **Christmas in Crediton Sub-Committee held on 13th October 2020**
 - **Town Strategy Committee held on 6th October 2020**
 - **Christmas in Crediton Sub-Committee held on 27th October 2020**
11. **Due for Payment and Receipts** - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 24th September 2020 – 18th November 2020 inclusive and to receive the bank reconciliation. (The schedule of payments and receipts will be issued prior to the meeting.)
12. **Budget Review** - To review the budget for the year to date. (The budget sheet will be issued prior to the meeting.)

13. **To receive a list of outstanding debts owed to Crediton Town Council.** (Further information to be issued prior to the meeting.)
14. **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.)
15. **To receive the Committee Structure Report and to consider and approve the recommendation/s contained therein.** A copy of the document will be issued with the agenda).
16. **To note that the risk assessment for the re-opening of Old Landscore School will be considered once the current Covid-19 lockdown period has passed.**
17. **To consider and approve the flagpole licence.** (A copy of the document and associated information will be issued with the agenda).
18. **To consider and approve Crediton Town Council taking responsibility for the Boniface Heritage Trail signs.** (Further information to be issued with the agenda).
19. **To receive an update regarding Christmas in Crediton.**
20. **To consider and agree a new street name for plots 12-17 at Barn Park, for submission to Mid Devon District Council.** (Information to be issued with the agenda).
21. **To consider the supplying and planting of summer bedding in the town, following Mid Devon District Council's withdrawal of the service, including the associated costs and to consider a course of action.** (Further information will be issued prior to the meeting.)
22. **Town Square:**
 - **To resolve to investigate the continued use and maintenance of the tables**
 - **To discuss and address concerns regarding alcohol consumption**
23. **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.
24. **To note Council Correspondence and Matters to Note.** (List to be issued with agenda).
25. **To note the date of the next meeting – Tuesday 8th December 2020 at 7.00 pm.**

PART TWO

- 26. 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.**
- 27. To receive the Old Landscore School report and to consider the recommendation/s contained therein.** (A copy of the document will be issued with the agenda).
- 28. To receive the Staffing Review Report and to consider the recommendation/s contained therein.** (A copy of the report will be issued with the agenda.)
- 29. To consider the rental of garage in North Street.**
- 30. Close.**



**Minutes of the Meeting of Credition Town Council held on
Tuesday, 22nd September 2020 at 7.00 pm via Zoom**

Present: Cllrs Mr F Letch, Miss J Harris, Mrs Brookes-Hocking, Mr J Downes, Mrs L Martin, Mr J Cairney, Mr J Ross and Mrs H Zorlu

Apologies: Cllr Mr M Szabo

Absent: Cllr Mr P Vincent

In Attendance: Mr A Wyer, Mid Devon District Councillor
Mrs R Avery, Town Clerk

2009/058 To receive and accept apologies.

The meeting was opened at 7.00pm. It was **resolved** to accept the apologies of Cllr Szabo. (Proposed by Cllr Letch).

2009/059 Declarations of Interest.

Cllrs Letch, Cairney and Downes declared that as members of more than one authority, any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

2009/060 To note the Virtual Meetings Policy.

The policy was **noted**.

2009/061 Public Question Time.

There were no questions.

2009/062 Order of Business.

There were no changes to the order of business.

2009/063 Chairman's and Clerk's Announcements.

Cllr Letch reported that he would be attending the turf cutting ceremony on Friday for the new medical hub.

Cllr Letch reported that he and the Projects Officer were dealing with a complaint regarding damage to guttering in November, when the Christmas lights were put up. The ramification of this complaint would require a discussion by the Christmas in Credition Sub-Committee.

2009/064 Town Council Minutes.

It was **resolved** to approve and sign the minutes of the Credition Town Council Meeting held on Tuesday, 21st July 2020 and the Credition Town Council Extraordinary Meeting held on Thursday, 20th August 2020, as a correct record. (Proposed by Cllr Harris).

- 2009/065 Police Report.**
It was **resolved** to note the police report. (Proposed by Cllr Letch).
- 2009/066 To adopt the minutes of the following meetings:**
- **Parish Paths Sub-Committee held on 30th June 2020**
It was **resolved** to adopt the minutes of the Parish Paths Sub-Committee meeting held on 16th June 2020. (Proposed by Cllr Letch).
 - **Christmas in Crediton Sub-Committee held on 20th July 2020**
It was **resolved** to adopt the minutes of the Christmas in Crediton Sub-Committee meeting held on 20th July 2020. (Proposed by Cllr Brookes-Hocking).
 - **Town Strategy Committee held on 28th July 2020**
It was **resolved** to adopt the minutes of the Town Strategy Committee meeting held on 28th July 2020. (Proposed by Cllr Brookes-Hocking).
- 2009/067 Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 22nd July to 23rd September 2020 inclusive and to receive the bank reconciliation.**
The schedule of payments and receipts had been issued prior to the meeting. It was **resolved** to approve the payments totalling £47,629.07, receipts totalling £10,029.99 and to accept the bank reconciliation. (Proposed by Cllr Letch).
- 2009/068 Budget Review - To review the budget for the year to date.**
The budget sheet had been issued prior to the meeting. It was **resolved** to note the budget sheet and the information contained therein. (Proposed by Cllr Letch).
- 2009/069 To receive a list of outstanding debts owed to Crediton Town Council and consider writing off an outstanding debt of £7.45 from 2019-2020.**
Further information had been issued prior to the meeting. It was **resolved** to write off the outstanding debt of £7.45. (Proposed by Cllr Letch).
- 2009/070 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 and the information contained therein. (Proposed by Cllr Letch).
- 2009/071 To consider and agree the use of a motion request form for all meetings of Crediton Town Council.**
The draft document had been issued with the agenda. It was **resolved** to **approve** the motion request form. (Proposed by Cllr Letch).
- 2009/072 To note two councillor vacancies in Lawrence Ward and agree any actions relating to co-option.**
The two councillor vacancies were **noted** and would be advertised in the Crediton Courier. The draft poster would be circulated to councillors for approval.

- 2009/073 To review current councillor membership on committees and sub-committees.**
Information had been issued with the agenda.
- Town Strategy Committee: It was **resolved** to appoint Cllr Martin to serve on the Town Strategy committee. (Proposed by Cllr Harris).
 - Council Affairs Committee: It was **resolved** to appoint Cllr Cairney to serve on the Town Strategy committee. (Proposed by Cllr Harris).
 - Christmas in Crediton Sub-Committee: Cllr Ross stated that he was unable to continue on the Christmas in Crediton Sub-Committee due to meetings taking place during the day. It was **resolved** to appoint Cllr Cairney to serve on the Christmas in Crediton Sub-Committee until December 2020. (Proposed by Cllr Brookes-Hocking).
 - Parish Paths Sub-Committee: It was **resolved** to appoint Cllr Martin to serve on the Parish Paths Sub-Committee. (Proposed by Cllr Harris).
 - Old Landscore School Sub-Committee: It was **resolved** to appoint Cllr Brookes-Hocking to serve on the Old Landscore School Sub-Committee. (Proposed by Cllr Harris).
- It was noted that Cllr Vincent had been appointed to the Old Landscore School sub-committee but was not a member of the Town Strategy committee. It was **resolved** that Cllr Vincent would be contacted to be advised of this and that he would no longer serve as a member of the sub-committee unless he was willing to commit to serving of the Town Strategy committee. (Proposed by Cllr Letch). It was noted that Cllr Vincent was not appointed to any committees of the council at this time.
- 2009/074 To nominate a second OPCC Council advocate, to serve alongside Cllr Letch.**
Information had been issued with the agenda. It was **resolved** to nominate Cllr Martin as a second OPCC Council advocate. (Proposed by Cllr Letch).
- 2009/075 To resolve to make the following Members' allowances for the financial year 2020-2021:**
- **Mayor's Allowance £600**
 - **Elected Member's Allowance £80**
- It was **resolved** to approve the allowances. (Proposed by Cllr Letch).
- 2009/076 To note that the Local Government Services' Pay Agreement 2020/21 has been reached between the National Employers and the NJC Trade Union side on rates of pay applicable from 1 April 2020.**
The agreement was **noted**.
- 2009/077 To resolve to approve the following risk assessments:**
- **Town Council Office Building**
A copy of the document had been issued with the agenda. It was **resolved** to approve the Town Council Office Building risk assessment, with weekly reviews. (Proposed by Cllr Brookes-Hocking).

- **Old Landscore School Building**

Copies of the documents had been issued with the agenda. The clerk provided an overview of the risk assessment but advised that the document for Old Landscore School would require amending to allow for new guidance changes.

Concerns were raised regarding the cleaning of Old Landscore School between bookings to ensure safety for all users.

It was **resolved** to consider the updated Old Landscore School Building risk assessment when it is available. (Proposed by Cllr Letch).

2009/078 To discuss and agree ongoing arrangements for the use of Zoom to facilitate meetings of the Town Council and its committees.

It was **agreed** that Zoom continues to be the best platform for online meetings. It was **resolved** that Part II meetings would be hosted using a separate meeting ID and password, to ensure security. (Proposed by Cllr Cairney).

2009/079 DALC AGM

- **To note the date – Wednesday 7th October 2020 at 10.00 am**

The date of the AGM was **noted**.

- **To elect a councillor/staff member to attend as the Council's representative**

It was **resolved** to elect Cllr Brookes-Hocking as the Council's representative. (Proposed by Cllr Cairney).

- **To agree the proxy vote for the election of DALC Board Members**

Copies of the documents had been issued with the agenda. It was **resolved** to delegate the voting decision to the Town Clerk and Cllr Brookes-Hocking. (Proposed by Cllr Harris).

2009/080 To discuss arrangements for Remembrance Sunday.

Information had been issued with agenda. Consideration was given to the current Covid-19 restrictions, and it was **resolved** that the usual civic parade would not go ahead, in line Royal British Legion guidance. (Proposed by Cllr Letch).

It was **resolved** that Cllr Letch and the Projects Officer would discuss arrangements to allow for wreath laying to take place safely, in line with emerging guidance. (Proposed by Cllr Brookes-Hocking).

2009/081 To receive an update on anti-social behaviour at Market Street toilets.

Information had been issued with agenda. There was no further update due to a lack of response from MDDC.

2009/082 Market Square Licences

- **To note the current agreement with MDDC**

It was **noted** that the Town Clerk would send the current agreement to members.

- **To consider and agree the 2020/21 agreement**

A copy of the document had been issued with the agenda. It was **resolved** to approve the agreement, with an amendment to ensure clarification of members of the public and patrons in points 9 and 10 of the license. (Proposed by Cllr Brookes-Hocking).

- **To discuss any arising issues relating to the licensing**
Cllr Ross expressed concerns regarding the sale of alcohol and the use of the Square, which he understood to be an alcohol-free zone. It was **resolved** that Cllr Letch would contact MDDC regarding this. (Proposed by Cllr Letch).

2009/083 To note the email from the Information Commissioners Office regarding a complaint.
Information had been issued with the agenda. It was **resolved** to note the comments regarding the complaint. (Proposed by Cllr Letch). It was **resolved** to note that the site visit minutes did not require amendment, but that the complainant did not agree with the document. (Proposed by Cllr Letch).

2009/084 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.
Cllr Cairney reported that he had attended the past two Town Council surgeries, where he had received complaints regarding cigarette ends on the Market Square. It was **noted** that the Town Clerk had contacted MDDC about this.
Cllr Ross reported that the League of Friends and Chamber of Commerce had not restarted meetings. A report on Sustainable Crediton forms an appendix to the minutes.

2009/085 To note Council Correspondence and Matters to Note.
The list had been issued with the agenda, which was **noted**.

2009/086 To note the date of the next meeting – Tuesday 17th November 2020 at 7.00 pm.
The date of the next meeting was **noted**. The meeting was closed at 8.38 pm.

Signed

Dated.....

Police Report (Sept 2020) – Crediton Town

Type	Total	Percentage
Anti-social behaviour	14	33.3%
Burglary	1	2.4%
Criminal damage and arson	2	4.8%
Drugs	1	2.4%
Other theft	4	9.5%
Public order	2	4.8%
Robbery	1	2.4%
Violence and sexual offences	17	40.5%

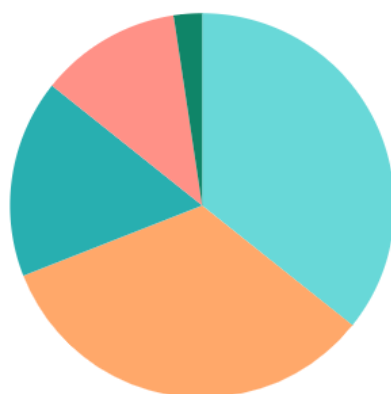
Crimes by outcomes

for the latest month (Sep 2020)

Latest month

Last 12 months

Last 3 years



Under investigation

Other

Unable to prosecute suspect

Investigation complete; no suspect identified

Offender given a caution



**Minutes of Credition Town Council's Assets & Amenities Committee Meeting
held on Tuesday, 15th September 2020, at 7.00 pm, via Zoom**

Present: Cllrs Miss J Harris, Mr F Letch, Mr J Ross, Mr M Szabo, Mrs H Zorlu, Mrs L Martin and Mr J Cairney

In Attendance: Mrs Emma Anderson, Assistant Clerk
Dr Penni Tearle, Chair of Boniface Allotment Association

26 To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr Zorlu. (Proposed by Cllr Harris)

27 Declarations of Interest

Cllrs Letch and Cairney declared that as members of more than one authority, that any views or opinions expressed at the meeting would be provisional and would not prejudice any views expressed at a meeting of another authority

Cllr Letch disclosed a personal interest in agenda items 10 and 17 as a member of his family is employed by one of the contractors quoting.

28 Public Question Time

There were no questions.

29 Order of Business

There were no changes.

30 Chairman's and Clerk's Announcements

There were no announcements.

31 Committee Meeting Minutes - To approve and sign as a correct record the minutes of the Assets & Amenities Committee meeting held on 14th July 2020. It was **resolved** to approve the minutes of the Assets & Amenities Committee meeting held on 14th July 2020, as a correct record. (Proposed by Cllr Letch).

32 Matters Arising

Page 5, minute number 21. Cllr Szabo requested an update. Cllr Letch confirmed that Mid Devon District Council do not know who maintained this area historically, but it is not their responsibility to maintain.

33 Allotments

a) To consider the following issues and agree a course of action:

- Vacant plots, Non-cultivation Notices and Notices To Quit.**

There are currently no vacant plots and one non-cultivation notice has been issued at Barnfield. The 12-month notice to quit issued in January is still active, with the agreement ceasing January 2021.

- **Annual allotment rent increase**

It was **resolved** to increase the annual allotment rent by 1 pence per square metre
(Proposed by Cllr Harris)

- **Rent discounts**

It was **resolved** to apply a rental discount of 100% to Dr Tearle's plot at Barnfield.
(Proposed by Cllr Harris)

b) To consider matters raised by the Boniface Allotments Association and allotment tenants, including the following, and agree any actions.

- **The transformation of the Barnfield Community Plot**

Members received a written report from Dr Tearle prior to the meeting on behalf of the Allotments Association. It was **resolved** to refuse the request for an 8 x 8 shed, as the rules stipulate sheds must be a maximum of 8 x 6. (Proposed by Cllr Harris, Cllr Szabo voted against)

Members acknowledged the groups aim to focus on the local community benefiting from the use of the allotment, as opposed to bringing groups in from other areas. Cllr Szabo advised members that the group aim to plant a community orchard at the allotment site in October, following a site visit with himself and Penni. The aim is to obtain grant funding for the project.

Dr Tearle left the meeting at 7.12 pm

34 To receive an update on the following:

- **Possible protective sealant on the St Boniface Statue**

Still awaiting a response from F J Stevens.

- **Fingerpost at Jockey Hill**

The suggestions from the last meeting were investigated but those contacted were unable to help. A plea has been included in the Courier and local carpenters/joiners are being contacted.

- **Repairs to bandstand electrics**

The damage to the bandstand electrics, identified in the property inspection, required immediate attention. Jo Ward was instructed to repair the damage, costing £233.97.

- **Structural integrity of War Memorial and Bus Shelter**

A local firm assessed the cracks identified in the property inspection and advised these are a result of shrinking and expanding depending on the weather conditions. At present these are not a problem, but the cracks will continue to be monitored.

- **Upper Deck tree works**

Hooper Services have cut back the shrubs, including the Holly tree, under the ground maintenance contract at no additional cost.

35 To receive quotations to clear the vegetation at Upper Deck and agree any actions.

Copies of the quotations had been issued with the agenda.

It was **resolved** to accept the quotation received from Devon Tree Services at a total cost of £120 + VAT, with the money being allocated from the Upper Deck maintenance budget. (Proposed by Cllr Szabo, Cllr Letch abstained)

36 To receive quotations for the various cleaning works identified in the annual property inspection and agree any actions.

Copies of the quotations had been issued with the agenda. It was **resolved** to accept the quotation received from J Hewitt at a total cost of £385, with the money being allocated from the Property & Parks cleaning budgets. (Proposed by Cllr Harris)

37 To receive quotations to repair the broken slabs at the Scout Memorial Garden and agree any actions.

Copies of the quotations had been issued with the agenda. It was **resolved** to accept the quotation received from R J Brooks at a total cost of £216.78 + VAT, with the money being allocated from the Memorial Garden maintenance budget. (Proposed by Cllr Letch)

38 To receive quotations to repair the gate at Spinning Path Gardens Play Area and agree any actions.

Copies of the quotations had been issued with the agenda. It was **resolved** to accept the quotation received from John Butt Fencing at a total cost of £43 + VAT, with the money being allocated from the play area maintenance budget. (Proposed by Cllr Harris)

39 To receive quotations for a survey to be carried out on the St Boniface Statue to assess the foundations and agree any actions.

Copies of the quotations had been issued with the agenda. It was **resolved** to accept the quotation received from Bill Badger at a total cost of £95, with the money being allocated from the Boniface Statue maintenance budget. (Proposed by Cllr Letch)

40 To receive quotations to treat the woodwork identified in the annual property inspection and agree any actions.

Copies of the quotations had been issued with the agenda. It was **resolved** to accept the quotation received from Darren Cann at a total cost of £266, with the money being allocated from street furniture and small works budget. (Proposed by Cllr Letch)

41 To receive the Quantified Tree Risk Assessment Report and consider quotations for the associated priority works and agree a course of action.

Further documentation had been issued with the agenda. The Assistant Clerk advised members that, due to the lack of quotations received, further quotations will be obtained for the priority works and the Committee will be updated. It was **resolved** to note the report and the information contained therein. (Proposed by Cllr Harris)

42 To receive quotations to supply and plant two Lime trees at Peoples Park, following the removal of two Sycamore trees, and agree any actions.

Copies of the quotations had been issued with the agenda. It was **resolved** to accept the quotation received from Hooper Services at cost of £198.95 + VAT, with the money being allocated from the Peoples Park budget. (Proposed by Cllr Harris, Cllr Letch abstained)

43 To consider a proposal received to turn the grassed area of Spinning Path Gardens play area into a community orchard and agree any actions.

Members received a copy of the proposal prior to the meeting. The Committee welcomed the idea and agreed to support the plan in principle. It was **resolved** to contact the group for further information regarding what they are planning to do and whether this requires planning permission from Mid Devon District Council. (Proposed by Cllr Letch) It was agreed the Committee must be consulted before a planning application is submitted.

44 To discuss the future use and opening of Newcombes Meadow toilet block and agree any actions.

A report was circulated prior to the meeting. Cllr Szabo suggested an idea regarding the future use of the toilets and having the entrances on the road-facing side. It was agreed that the use of the rest of the building would be discussed at a meeting in the future. It was **resolved** to install a Cloud-based Locking System, with the funds being allocated from the ear marked reserve of £1,500, to allow the disabled toilet to become a unisex toilet opened and closed electronically. (Proposed by Cllr Harris)

45 To receive quotations to paint the wall of 122-123 High Street where the previous noticeboard has been removed and agree a course of action.

Copies of the quotations had been issued with the agenda. It was **resolved** to accept the quotation received from Allan Gibb Painting & Decorating at a cost of £55, with the money being allocated from the street furniture and small works budget. (Proposed by Cllr Letch)

46 To receive an update on the cob wall located at Peoples Park and agree a course of action.

The Assistant Clerk explained that the Council's solicitor advised that the cob wall is a party wall, however there is no way of proving this. The suggestion would be to have a specialist inspect the side on Peoples Park and request that the owner of the adjacent property has the other side inspected. It was **resolved** to obtain quotations for the condition of the wall to be assessed and to contact the adjacent property asking them to assess the condition of the wall on their side. (Proposed by Cllr Harris)

47 To receive an update on the installation of two grit bins to be located at Spruce Park and Butts Park and agree any actions.

Mid Devon District Council (MDDC) has given permission for the grit bins to be sited on MDDC land and is liaising with Devon County Council Highways regarding the works required for installation. It was **resolved** for the Assistant Clerk to purchase two grit bins from Greenhams at a total cost of £399.98, with £199.99 of the purchase being funded by the approved DCC Locality grant. (Proposed by Cllr Harris)

48 To discuss adding the bin at Spinning Path Gardens Play Area to Mid Devon District Council's refuse collection rota once a month, including the associated costs, and agree any actions.

The Assistant Clerk explained that the bin at Spinning Path Gardens Play Area is not on an emptying rota currently. After visiting the play area, the Assistant Clerk identified that the bin has been lined with a bag and at the time of visiting the bag was empty. This suggests a local resident may be emptying the bin at present, however to do this the lid must have been forced off despite being locked.

It was **resolved** to instruct Mid Devon District Council (MDDC) to empty the bin once per month at a total cost of £6.50 per empty (£78 per year). (Proposed by Cllr Letch)

49 To discuss amending/reducing future grass cutting regimes within the town to protect wildlife and pollinators.

This item had been requested by Cllr Ross. It was **resolved** for the current grounds maintenance contract to be amended to increase the grass length by 50% to 45mm from 30mm. (Proposed by Cllr Ross, Cllr Szabo voted against)

50 To discuss the flower beds located on Exeter Road and agree any actions.

This item had been requested by Cllr Szabo. Cllr Szabo advised members that Bert Jewell would like to takeover the flower beds and this has been discussed with Darren Beer, at Mid Devon District Council (MDDC). Mr Beer confirmed the maintenance of the beds could be transferred to Mr Jewell and his team with MDDC covering the initial costs of the project (weed suppressant, chippings, shrubs). The Committee were in support of this idea and it was **resolved** for the Assistant Clerk to follow this up with Mr Beer and discuss the details. (Proposed by Cllr Ross)

51 To discuss the possibility of Mid Devon District Council withdrawing its summer bedding within Crediton and agree any actions.

During a recent meeting with Mid Devon District Council (MDDC), the Town Clerk was advised that summer bedding may be reduced in Crediton. It was **resolved** for the Assistant Clerk to obtain information regarding the cost of the summer bedding and, in conjunction with the Town Clerk, allocate a budget for 2021-2022 to ensure funds are available if MDDC is to withdraw partially or entirely. (Proposed by Cllr Letch)

52 To discuss the use of Stonypark, including the recent incidents of anti-social behaviour, and agree a course of action.

The existing tenancy at Stonypark has now expired and the Council's solicitors have been instructed to draw up a new two-year agricultural tenancy with the existing tenant at a cost of £300 + VAT. It was **resolved** for the annual rent to increase to £400 per annum. (Proposed by Cllr Harris)

The Assistant Clerk advised that reports of litter and youth gatherings have been reported to the Clerk and the Police are aware of these issues and will be patrolling the area on a more frequent basis.

53 Clerk's Report

Nothing to report.

54 Close.

The meeting closed at 8.09 pm

Signed
Chairman

Dated.....



Christmas in Crediton Sub-Committee Minutes
Tuesday, 13th October 2020 at 11.00 am held via Zoom

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Present: Liz Brookes-Hocking, Stephanie Jones, Alan Quick, Louise Martin, Paul Fallon, Lisa Blake (Special Projects Officer) and Rachel Avery (Town Clerk)

Apologies: Jim Cairney and Jack Robson

In attendance: Peter Hamilton

35. To receive and accept apologies

None received.

36. Declarations of Interest

None declared. Christmas in Crediton Sub-Committee Minutes.

It was resolved to agree and sign, as a correct record, the minutes of the meeting held on 29th September 2020. (Proposed by Cllr Brookes-Hocking).

37. Christmas lighting

- To receive an update

It was noted that the festoon lighting for St Lawrence Green and lights for the main tree had been purchased, as agreed at the last meeting.

Testing will take place on Tuesday 20th October.

It was noted that trees and stars would be installed on Sunday 8th November 2020.

- To discuss the complaint regarding damage to guttering

It was noted that Rachel had met with the complainant and the issue had been dealt with between the Town Council and Lamps and Tubes.

38. To discuss and agree any actions regarding participation of businesses, schools and other organisations.

The poster had been drafted, and required final sign off. The poster would be put up in shop windows and sent to schools electronically.

Steph requested that a copy of the poem in A3 be created to add to the Tesco Community noticeboard.

Action: Final draft to be circulated. Poem to be printed on A3 paper.

Lisa confirmed that Rev. Matthew Tregenza was able to judge the competition alongside Rivka Jacobs.

Action: Louise Martin to ask new Methodist Church Minister if they are able to judge.

Lisa confirmed that two prizes had been received from Andrew Drayton on behalf of Tesco for the competition. There were smaller prizes available at the offices for the year groups at the schools/nurseries but they would require some paints.

Action: Lisa to contact Morrisons and ask if they are able to provide smaller gifts.

39. To discuss the proposals for a Christmas puppet show on the Town Square.

Peter Hamilton provided an over view of his plans, which were widely supported by the sub-committee. A tentative date of Saturday 13th Decembver has been agreed, with two back up dates but communication with the Farmer's Market. It was noted that the Town Square benches would be reinstated for this weekend.

Action: Rachel and Jack to liaise regarding Risk Assessments and other arrangements.

40. To review the finances for the 2020 Christmas in Crediton project.

The budget would be ciculated, with details of agreed purchases for this financial year which are yet to be paid.

Action: Rachel to circulate finances information.

41. To agree the date of the next meeting.

Agreed: Tuesday 27th October 2020 at 11.00am.

42. Close

The meeting closed at 11.48am.

Signed

Date:..... (Chairman)



Christmas in Crediton Sub-Committee Minutes
Monday, 14th September 2020 at 10.00am Held via Zoom

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Present: Liz Brookes-Hocking, John Ross, Stephanie Jones, Alan Quick, Louise Martin, Jack Robson, Paul Fallon, Lisa Blake (Special Projects Officer) and Rachel Avery (Town Clerk)

17. To receive and accept apologies

None received.

18. Declarations of Interest

None declared.

19. Christmas in Crediton Sub-Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 20th July. In item 13, it was **noted** that Steph had reported that Landscore School had responded positively to communication, not Sandford. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 20th July 2020.

20. To discuss plans for Christmas lighting

Lisa reported that she had booked Lamps and Tubes, who would also undertake the catenary wire testing.

Lisa had spoken to Jo Ward regarding the testing, where any replacements would need to be noted. He had raised the issue of the festoon lighting at St Lawrence Green, and she was obtaining quotes for replacement.

Lisa had spoken to the owner of the Natwest building and Helmores regarding permission for lighting rigs, which has now been given.

Liz asked about festoon lighting around the Square.

Action: Lisa/Rachel to find out where the festoon lighting is and ensure it can be used.

Agreed: No further lighting would be required this year.

The trees are stored at Create Storage; lighting would need testing and to ensure that they are all acceptable for use.

Action: Jo Ward to test, with help from Steph and Paul.

The stars are in the container and would also require testing. It was suggested that the adequacy of support for the stars should be checked.

Action: Jo Ward to test, with help from Steph and Paul.

Lisa had contacted Roger Lee regarding the tree for the Market Square and would contact Tom Coomber regarding the cherry picker.

New tree brackets had been ordered. Wistaria Dental Practice and Crediton Baby Hub had requested brackets.

Action: Any other businesses who had previously expressed an interest in having a tree would be contacted.

Action: Jo Ward to be asked who installed brackets previously.

A tentative date for putting the lights up was set for Sunday 15th November.

Action: Lisa to liaise with Jo regarding this date.

21. To discuss and agree any actions regarding communication with businesses, schools and other organisations.

Rachel advised that a letter drop had been undertaken, and she and Lisa had spoken to a lot of traders regarding the changes to the event.

Concerns were raised regarding possible shop closures and the lack of lights in some areas of town.

Action: Lisa and Louise to undertake a survey to find out which shops will be able to plug in lights this year.

Lisa reported that she had been unable to contact Andrew from Tesco at all, regarding prizes or a tree bracket for the Express shop in the high street.

Action: Louise/Alan to provide Lisa with Andrew's work telephone number.

Steph had not contacted schools due to the summer holidays, but intended to contact all schools this week regarding their involvement, with information on various ways of being involved.

Pippins and Sunflowers had both contacted Steph to confirm that they would like to be involved in both the competition and by submitting videos.

The Guides are willing to help with decorating a shop window, and the empty Town and Country store was suggested as a large space where decoration would be required.

22. To consider and agree any further arrangements regarding the Hat-tastic theme.

Steph suggested that prizes be increased this year, with a prize in each group and then a smaller group for each school year group.

Agreed: Additional prize giving.

Action: Lisa to check prizes already in Council office.

Alan stated that he had met the new Morrisons Community Champion, who had confirmed she was happy to provide prizes.

It was agreed that the competition would require advertising, through both the schools and other means. It was suggested that the Helmores virtual shop window could be used, alongside social media.

Action: Lisa/Rachel to speak to Haywards/Landscape regarding bookmarks or electronic posters, given the Covid-19 situation.

Agreed: Tentative competition closing date of Saturday 7th November.

The provision of a small budget to Guides/Scouts for decorating windows was discussed.

Agreed: A small budget for materials would be made available.

23. To consider and agree any actions regarding the use of virtual viewing platforms.

Rachel advised that the cheapest and easiest way of videoing the event would be via live streaming on social media using a smart phone.

Consideration was also given to the hiring of a professional photographer to take photos of the lights this year. They could be added to social media/websites as some people may not be able to visit the town centre, and also for promotional use in the future.

Action: Lisa to investigate costs of professional photographer.

Consideration was given to the light switch on. It was suggested that Father Christmas and the Town Crier switch on the lights and announce competition winners, which could also be live streamed.

Action: Lisa to contact Peter Brewer and Kevin Payne.

24. To agree the date of the next meeting.
Agreed: Tuesday 29th September at 2.00 pm.

25. Close
The meeting closed at 3.04pm

Signed

Date:..... (Chairman)



Christmas in Crediton Sub-Committee Minutes
Tuesday, 27th October 2020 at 11.00 am held via Zoom

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Present: Liz Brookes-Hocking, Jim Cairney, Stephanie Jones, Alan Quick, Jack Robson, Lisa Blake (Special Projects Officer) and Rachel Avery (Town Clerk)

Apologies: Louise Martin

43. To receive and accept apologies

The meeting was opened at 11.00 am. It was **resolved** to receive and accept apologies from Louise Martin.

44. Declarations of Interest

Cllr Cairney declared that as a member of more than one authority, that any views or opinions expressed at the meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

45. Christmas in Crediton Sub-Committee Minutes. It was resolved to agree and sign, as a correct record, the minutes of the meeting held on 13th October 2020. (Proposed by Cllr Brookes-Hocking).

46. Christmas lighting

- **To receive an update**

It was noted that the lights had been installed, and there had been no issues.

The guttering, as discussed at the last meeting, had been fixed by the lighting contractor.

There was discussion regarding the trees on the High Street and the tree and lights in the Town Square.

Action: Rachel to contact Paul regarding the trees.

Action: Jo Ward to be asked to switch lighting off in Square until the switch on.

Action: Rachel/Lisa to arrange cherry picker for large tree in Town Square.

47. To discuss and agree any actions regarding participation of businesses, schools and other organisations.

Steph advised that she would not be using the Tesco Community board due to the Covid restrictions in store. Rachel suggested that the Town Council Office window could be used. Carter Geering had been approached regarding the schools' use of two empty shop windows.

Action: Rachel to confirm the arrangements and report to committee.

It was agreed that the Town and Country Store should be decorated on Wednesday 18th November by Lisa/Steph.

Action: Rachel to confirm access with Mole Avon.

48. Christmas puppet show update.

It was noted that the risk assessment and budget proposal were being worked on.

Action: Jack to speak to Peter Hamilton. Budget proposal to be sent to Rachel by Monday 2nd November.

It was hoped that the Art Centre would be able to provide additional music events through the day.

49. To consider the Scouts' cart proposal.

Steph outlined the proposals for the Scouts' food collection cart (in aid of the Food Bank), which included a period of 10 minutes outside the Co-op and then collections at Morrisons and Tesco.

The cart would be decorated and then quarantined for 72 hours before the food is touched.

Agreed: That the sub-committee supports the proposal and would like it to form part of the event, but that the proposals to stand outside the Co-op be reconsidered given the size of the pavement and difficulties with social distancing.

Action: Steph to contact the Scouts, and suggest using Tesco in the High Street as there is a loading bay or requesting permission to use the pavement outside the Antiques shop.

50. To review the finances for the 2020 Christmas in Crediton project.

Action: Rachel to circulate finances as soon as possible.

51. To agree the date of the next meeting.

Agreed: Tuesday 10th November 2020 at 11.00 am.

52. Close

The meeting closed at 11.42 am.

Signed

Date:..... (Chairman)



**Minutes of Credition Town Council's Council Affairs held on
Tuesday, 29th September 2020 at 6.00pm, via Zoom**

Present: Cllrs Miss J Harris (Chairman), Mrs Brookes-Hocking, Mr F Letch, Mr J Cairney, Mr J Ross, Mrs H Zorlu and Mrs L Martin

In Attendance: Mrs R Avery, Town Clerk

16 To receive and accept apologies

None received.

17 Declarations of Interest

Cllrs Cairney and Letch declared that as a member of more than one authority, any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

18 Public Question Time

No members of the public were present.

19 Order of Business

There were no changes.

20 Chairman's and Clerk's Announcements

There were no announcements.

21 Council Affairs Committee Minutes.

It was **resolved** to approve the minutes of the Council Affairs Committee meeting held on 23rd June 2020, as a correct record. (Proposed by Cllr Brookes-Hocking).

22 To consider and agree the Website Accessibility Statement, report, and action plan.

A copy of the documents had been issued with the agenda. It was **resolved** to approve the Website Accessibility Statement, report, and action plan. (Proposed by Cllr Ross).

23 To consider and approve the following policies:

- Co-option Policy
- Protocol on Member/Officer relations
- Complaints Procedure
- Data Protection Policy
- FOI Model Publication Scheme
- Scheme of Delegation
- Communications and Media Policy
- Social Media and Electronic Communication Policy
- Equal Opportunities
- Safeguarding Policy
- Training and Development

- Grievance Procedure
- Disciplinary Procedure
- Whistleblowing Policy and Procedure
- Maternity, Adoption, Paternity Policy

A copy of the documents had been issued with the agenda. It was **resolved** to approve the policies. (Proposed by Cllr Ross).

24. To review and amend Standing Orders, for approval by Full Council.

A copy of the document had been issued with the agenda. Standing order 3s (voting by show of hands) was discussed. It was noted that councillors would prefer to vote using a paper ballot when co-opting new councillors, however a secret ballot was not acceptable. It was **resolved** that co-option votes would be undertaken by signed ballot, with votes being discounted if they are not signed appropriately. (Proposed by Cllr Letch).

25. To consider whether a policy for the community noticeboard is required.

It was agreed that town council staff are impartial when deciding whether notices should be added to the community noticeboard and it is appropriate for the council office to hold the key. It was **resolved** that the town council does not require a policy for the community noticeboard. (Proposed by Cllr Brookes-Hocking).

26. To discuss the efficiency of the current Council committee structure and to consider a review.

Consideration was given to the current structure. Cllr Brookes-Hocking expressed concern that there is a lack of financial control and flexibility due to there not being a committee with delegated financial responsibility and Full Council meetings being held bi-monthly. Cllr Ross stated that he would support Full Council being reinstated to monthly meetings. It was **resolved** that the town clerk would undertake a review of the committee structure, for consideration at the next meeting. (Proposed by Cllr Harris).

27. To consider a review of committee Terms of Reference, in line with a possible committee restructure.

It was **resolved** that the town clerk would undertake a review of the Terms of Reference, for consideration at the next meeting. (Proposed by Cllr Harris).

28. To discuss the administration of the Climate Change and Sustainability Sub-Committee and to consider whether Town Council staff have the capacity to undertake the support work required.

Cllr Brookes-Hocking provided an overview on why the sub-committee should be a clerked committee of the council, allowing for it to be run in the context of the wider council and ensuring that the minute taking and running of the committee is undertaken to ensure that progress is made. Cllr Ross asked that it be turned into a committee, rather than a sub-committee. It was **resolved** that this would be reviewed alongside the committee restructure for consideration at the next meeting. (Proposed by Cllr Harris).

29. To receive a verbal update on the Council's home working arrangements whilst the current COVID-19 restrictions are in place and to agree any actions.

It was noted that staff are in the office every day, but a degree of flexibility will be required to ensure that government guidance is adhered to.

30. To consider the purchase of additional computer equipment.

The town clerk outlined the requirement for two new laptops to enable staff members to work from home as required. It was **resolved** to purchase two new laptops. (Proposed by Cllr Letch). The town clerk advised that the office network is very slow and may require additional equipment or upgrades. It was **resolved** that the IT company would be requested to undertake a review of the network. (Proposed by Cllr Letch).

31. To receive a verbal report on the Local Council Award Scheme.

The town clerk advised that the current award is due for renewal, expiring in November. She would speak to DALC and NALC regarding an extension due to the change of clerk and Covid-19 situation. Cllr Brookes-Hocking had offered to support the clerk in updating some of the required documentation.

PART TWO

32. 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.

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).

33. To consider and agree that the Town Clerk has successfully completed a probationary period of 14 weeks.

A copy of the report had been issued with the agenda. It was **resolved** that the report be approved, subject to amendments that there are no concerns, rather than no general concerns and that a further appraisal should take place by the end of the municipal year, not the end of this year. (Proposed by Cllr Letch).

It was **agreed** that a standing agenda item would be included to provide the town clerk with the opportunity to discuss concerns with the Council Affairs committee. (Proposed by Cllr Brookes-Hocking).

34. To consider and amend, for approval by Full Council, the Staffing Review Report.

A copy of the report had been issued with the agenda. It was noted that the job description would be circulated to members. It was resolved to accept the report for approval by Full Council. (Proposed by Cllr Letch).

It was **agreed** that a standing agenda item would be included to provide the opportunity to discuss any staffing issues with the Council Affairs committee. (Proposed by Cllr Brookes-Hocking).

35. Close.

The meeting was closed at 6.58pm.

SignedChairman

Dated.....



**Minutes of Credition Town Council's Town Strategy Committee held on
Tuesday, 1st September 2020 at 6.00 pm, via Zoom**

Present: Cllrs Mrs E Brookes-Hocking (Committee Chairman), Mr F Letch, Miss J Harris, Mr J Ross and Mr J Cairney

Absent: Cllr Mr J Downes

In Attendance: Mrs Rachel Avery, Town Clerk
County Councillor Nick Way

49. To receive and accept apologies

None received.

50. Declarations of Interest

Cllr Letch declared that, as a member of more than one authority, any views or opinions expressed at the meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

51. Public Question Time

There were no members of public in attendance.

52. Order of Business

There were no changes.

53. Chairman's and Clerk's Announcements

Cllr Brookes-Hocking reported that the Methodist Church had appointed a Youth Worker, who will take up the position in two weeks. It was agreed that he should be invited to attend a meeting of the Town Council in November.

54. Town Strategy Committee Minutes – To approve and sign the minutes of the Town Strategy Committee Meeting held on Tuesday, 28th July 2020, as a correct record.

It was **resolved** to approve and sign the minutes of the Town Strategy Committee Meeting held on Tuesday 28th July 2020 as a correct record. (Proposed by Cllr Harris).

55. 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: 20/01259/HOUSE

Proposal: Erection of a first floor extension

Location: 35 Cromwells Meadow, Credition, Devon

Applicant: Mr and Mrs Phillips, 35 Cromwells Meadow, Credition, Devon, EX17 1JZ

It was **resolved** that whilst there was no objection to the extension, the Town Council did not support the installation of a stainless steel flue which was not in keeping with the surrounding area. (Proposed by Cllr Brookes-Hocking).

Reference: 20/01316/LBC
 Proposal: Listed Building Consent for installation of a noise attenuating suspended ceiling in the ground floor museum room
 Location: Crediton Museum and Heritage Centre, Old Town Hall, High Street, Crediton
 Applicant: Mr Keith Mortimer, Crediton Museum and Heritage Centre, Old Town Hall, High Street, Crediton, EX17 3LF

It was **resolved** to recommend no objection. (Proposed by Cllr Harris).

Reference: 20/01287/FULL
 Proposal: Change of use from Class A1 (Retail) to Sui Generis (Tattoo Parlour)
 Location: 49 High Street, Crediton, Devon
 Applicant: Miss J Alford, Jade Summer Tattoos, 1 Union Road, Crediton, EX17 3AN

It was **resolved** to recommend no objection. (Proposed by Cllr Harris).

Cllr Cairney joined the meeting at 6.11pm.

Reference: 20/01232/FULL
 Proposal: Change of use of first floor residential (C3A) to office (B1A)
 Location: Wistaria Dental Practice, Western Road, Crediton, EX17 3LT
 Applicant: Dr Michael Bostock, Yew Tree Cottage, Zeal Monochorum, EX17 6DH

It was **resolved** to recommend no objection. (Proposed by Cllr Harris).

56. 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 Harris).

Reference: 20/01003/HOUSE
 Proposal: Erection of single storey extension following removal of conservatory
 Location: Westfield, Alexandra Road, Crediton
 Applicant: Mr & Mrs Thicthener, Westfield, Alexandra Road, Crediton, EX17 2DZ

Reference: 20/00996/HOUSE
 Proposal: Erection of rear extension to existing garage and single storey rear extension
 Location: 23 Beech Park, Crediton, Devon, EX17 1HW
 Applicant: Mr Peter Beer, 23 Beech Park, Crediton, Devon, EX17 1HW

Reference: 20/00889/HOUSE
 Proposal: Erection of a workshop/gym
 Location: The Old Reservoir, Southfield Drive, Crediton
 Applicant: Mr J Cheffings, The Old Reservoir, Southfield Drive, Crediton, EX17 2ET

- Reference: 20/00936/HOUSE
 Proposal: Erection of two storey extension to rear following demolition of existing extension
 Location: 55 East Street, Crediton, EX17 3BA
 Applicant: Mr A Rose, 55 East Street, Crediton, EX17 3BA
- Reference: 20/00970/LBC
 Proposal: Listed Building Consent for the conversion of barns into entertainment venue and accommodation
 Location: Higher Park Farm, Crediton, Devon, EX17 3PR
 Applicant: Mr S Curran, Higher Park Farm, Crediton, Devon, EX17 3PR
- Reference: 20/00447/FULL
 Proposal: Conversion of former school building to a dwelling
 Location: Crediton Preparatory School, Searle Street, Crediton, Devon
 Applicant: Mr John Norton, 3 Hill Bridge Terrace, Crediton, Devon
- Reference: 20/00901/HOUSE
 Proposal: Erection of single storey extension and landscaping following demolition of existing scullery
 Location: 14 East Street, Crediton, Devon, EX17 3AT
 Applicant: Mr D Smith, 14 East Street, Crediton, Devon, EX17 3AT
- Reference: 20/00903/LBC
 Proposal: Listed Building Consent for the erection of single storey extension and landscaping following demolition of existing scullery
 Location: 14 East Street, Crediton, Devon, EX17 3AT
 Applicant: Mr D Smith, 14 East Street, Crediton, Devon, EX17 3AT

- 57. To consider and comment on a new premises licence for Bigger Picture, 100 High Street, Crediton, EX17 3LF.** Additional documents had been issued with agenda. It was **resolved** to recommend no objection. (Proposed by Cllr Harris).
- 58. To receive an update on Old Landscore School.**
 The Town Clerk reported that Dawn Eckhart was currently undertaking work on the feasibility study and further information would be provided at the October committee meeting. A request to re-open Old Landscore School had been received. The Town Clerk reported that she was currently interpreting government guidance, creating risk assessments and would add this to the next Full Council agenda.
- 59. To receive a report on the proposed Town CCTV project and to consider further steps.**
 Additional documents had been issued with agenda.
 It was generally agreed that CCTV was an essential service that should be provided within the town.
 Cllr Letch had made some initial investigations into Tiverton Town Council's system, which had been financially supported by MDDC.
 It was **resolved** that Cllr Letch would obtain further information on how the Tiverton project had been funded prior to further consideration at the next meeting. (Proposed by Cllr Harris).

60. To note the meeting date with DCC regarding a give way to cyclists restriction in Belle Parade.

It was noted that the meeting would take place on Thursday 3rd September at 1.00pm.

61. To note the adoption of the Mid Devon Local Plan 2013-2033.

It was noted that the Mid Devon Local Plan had been adopted by MDDC, with officers now working on the next future planning document.

Cllr Letch reported that concerns had been raised that the Greater Exeter Strategic Plan would override the Local Plan, but now that GESP has stalled this was not likely to be an issue for some time. The original GESP encapsulated four districts originally, but East Devon pulled out meaning that calculations were no longer correct and a lot of additional work will be required. Mid Devon District Council has voted to reconsider a second version of GESP and further information is awaited.

62. To receive an update on Crediton Neighbourhood Plan and agree any actions.

Cllr Brookes-Hocking reported that she would be speaking to one of the planning advisers regarding some final parts of the plan. She is currently working on tree requirements and will be speaking to the Woodland Trust regarding this.

63. To discuss the social care provisions in Crediton and agree any actions.

Cllr Brookes-Hocking stated that Involve will be arranging a meeting to discuss their social prescribing initiative and other issues.

It was also noted that the new Crediton GP Hub had received NHS approval.

64. Close.

The meeting was closed at 6.39pm.

Signed.....
(Chairman)

Date:.....



**Minutes of Credon Town Council's Town Strategy Committee held on
Tuesday, 6th October 2020 at 6.00 pm, via Zoom**

Present: Cllrs Mrs E Brookes-Hocking (Committee Chairman), Mr F Letch, Miss J Harris, Mr J Ross, Mrs Martin, Mr Downes and Mr J Cairney

In Attendance: Mrs Rachel Avery, Town Clerk
Mr Nick Way, Devon County Councillor
One member of the public

65. To receive and accept apologies
The meeting was opened at 6.02pm.

66. Declarations of Interest
Cllrs Cairney, Downes and Letch declared that, as a member of more than one authority, any views or opinions expressed at the meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

67. Public Question Time
The following questions had been received from a member of the public, which would be considered during agenda item 10:

- Why is the council continuing to object to modification of the legal route of Credon footpath number 1 when it has been told by Devon County Council that such an objection will not succeed?
- Are the council aware that sustaining their objection to the the modification of the legal route of Credon footpath number 1 when it has been told that the objection will not succeed will cost a substantial amount of public money?

68. Order of Business
There were no changes.

69. Chairman's and Clerk's Announcements
There were no announcements.

70. Town Strategy Committee Minutes – To approve and sign the minutes of the Town Strategy Committee Meeting held on Tuesday, 1st September 2020, as a correct record.
It was **resolved** to approve and sign the minutes of the Town Strategy Committee Meeting held on Tuesday 1st September 2020 as a correct record. (Proposed by Cllr Letch).

71. 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: 20/01408/FULL

Proposal: Change of use of part of ground floor from Class A2 use (Office) to Sui Generis (Tattoo Studio)

Location: 106 High Street, Crediton
 Applicant: Mr J Cooper, Heavyweight Tattoo, 97 Bampton Street, Tiverton, EX16 6AL

It was **resolved** to recommend no objection (Proposed by Cllr Harris)

Reference: 20/01445/HOUSE
 Proposal: Erection of two storey side extension and conversion of garage to family room
 Location: 52 Beech Park, Crediton, Devon
 Applicant: Mr R Cereda, 52 Beech Park, Crediton, Devon, EX17 1HW

It was **resolved** to recommend no objection (Proposed by Cllr Harris).

Reference: 20/01475/HOUSE
 Proposal: Erection of an extension and alterations including installation of a dormer window (Revised Scheme)
 Location: 18 Blagdon Rise, Crediton, Devon
 Applicant: Mr & Mrs R Adams, No 7. George Hill, Crediton

It was **resolved** to recommend no objection (Proposed by Cllr Harris).

72. 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 Ross).

Reference: 20/00704/FULL
 Proposal: Refurbishment of ground floor and first floor, erection of extension and partial demolition to create 1 flat
 Location: Rear of 20 High Street, Crediton, Devon, EX17 3AH
 Applicant: Ms R Board, The Old Rectory, Upton Hellions, Devon

Reference: 20/01076/HOUSE
 Proposal: Erection of two-storey side extension
 Location: 51 Spruce Park, Crediton, Devon, EX17 3HJ
 Applicant: Mr M Bolt, 51 Spruce Park, Crediton, Devon, EX17 3HJ

Reference: 20/01139/HOUSE
 Proposal: Erection of two-storey front extension
 Location: Crossby, Peoples Park Road, Crediton, Devon
 Applicant: Mr & Mrs S Windsor, Crossby, Peoples Park Road, Crediton, Devon, EX17 2DA

Reference: 20/00705/LBC
 Proposal: Listed Building Consent for refurbishment of ground floor and first floor, erection of extension and partial demolition to create 1 flat
 Location: Rear of 20 High Street, Crediton, Devon EX17 3AH
 Applicant: Ms R Board, The Old Rectory, Upton Hellions, Devon

Reference: 20/01145/FULL
 Proposal: Erection of workshop and store
 Location: Lorry Park Commercial Road, Lords Meadow Industrial Estate, Crediton

Applicant: Mr A Conibear, Conibear Brothers Ltd, Commercial Road Business Park
Commercial Road, Lords Meadow Industrial Estate, CREDITON, Devon, EX17 1ER

Reference: 20/01287/FULL

Proposal: Change of use from Class A1 (Retail) to Sui Generis (Tattoo Parlour)

Location: 49 High Street, CREDITON, Devon, EX17 3JX

Applicant: Miss J Alford, Jade Summer Tattoos, 1 Union Road, CREDITON, EX17 3AN

Reference: 20/01215/HOUSE

Proposal: Erection of single storey extension to rear

Location: 5 Wynfrith Mews, Landscore, CREDITON, Devon

Applicant: Mr S Dunlop, 5 Wynfrith Mews, Landscore, CREDITON, Devon, EX17 3FB

73. To receive an update on Old Landscore School.

The Town Clerk reported that a copy of the draft feasibility report would be available by the end of the week and a progress report from DCC had been requested.

74. To note the contents of an email dated 23rd May 2020 relating to the extinguishment application for Footpath 1.

Further information had been issued with the agenda.

A query was raised regarding a complaint being made to the Ombudsman. It was noted that this complaint had been made against Devon County Council and the decision had ruled against the complainant.

Cllr Brookes-Hocking stated that over a year had passed since the Town Council's initial objection had been lodged. The reason for this objection had related to the Neighbourhood Plan, which seeks to retain and enhance footpaths and walking routes, and to extend or develop potential cycleways. Therefore, the width of the footpath should not be reduced nor should access be compromised. There has been no further evidence since the objection was lodged to affect the decision made by CREDITON Town Council last year.

It was **noted** that the Town Council has not been informed that the objection would not succeed, nor will there be a cost to the public until Devon County Council submit the application to the Secretary of State.

it was **resolved** that the contents of the email be noted. (Proposed by Cllr Letch).

Cllr Ross expressed concerns relating to the use of Footpath 1. It was noted that the Town Council had received complaints that vehicles are blocking the path and details of the vehicles had been reported to Devon County Council Public Rights of Way and the police.

75. To receive a report on the Town CCTV project and consider and agree any actions arising.

Further information had been issued with the agenda. The Assistant Clerk was thanked for her work on the project so far.

It was **resolved** that office staff would undertake further research into CCTV hubs, the Town Council acting as data controllers and managing the network from the council office, in order to provide further information to the next Town Strategy meeting. (Proposed by Cllr Letch).

76. To receive an update on DCC'S response to cyclist priority at Belle Parade.

Devon Council Council's response had been circulated to councillors. The Town Clerk had requested further information regarding the Transport Planner's future intentions for the town, but the response had been disappointing given the Climate Change agenda.

77. To discuss and agree a response to the consultation relating to QE school becoming part of the

Further information had been issued with the agenda. Cllr Letch stated that the Sixth Form provision must be protected through this proposal, but was optimistic for the future. The standard of the QE Sixth Form college is very high, especially in the performing arts sector. It serves a rural area, which is a very important service. It was **resolved** that the Town Clerk would draft a response and would request clarification that the Sixth Form provision will remain. The draft response would be sent to Cllrs Brookes-Hocking and Letch.

78. To note that town and parish boundaries are due to be reviewed between Summer 2021 and Elections 2023.

It was **resolved** to note that town and parish boundaries are due to be reviewed between Summer 2021 and Elections 2023. (Proposed by Cllr Harris).

79. To discuss a response to the Government's 'Planning for the future' white paper.

Further information had been issued with the agenda. It was **noted** that Mid Devon District Council had written a series of responses, which will be considered by Cabinet. It was **resolved** that Cllr Brookes-Hocking would use the NALC template to form the Town Council's response. (Proposed by Cllr Letch).

80. To note and discuss the recently published amendments to permitted development rights and changes to the Use Class order.

Further information had been issued with the agenda. It was **resolved** to invite a Mid Devon District Council officer to attend a future Town Strategy meeting to provide information on these changes. (Proposed by Cllr Brookes-Hocking).

81. To receive an update on the Crediton Neighbourhood Plan and agree any actions.

Cllr Brookes-Hocking reported that she was continuing to work on the plan.

82. To discuss the social care provisions in Crediton and agree any actions.

It was **noted** that Involve have arranged a meeting of the Crediton Health and Wellbeing Alliance, due to be held via Zoom on 22nd October 2020. Cllr Ross reported that he would be interested to understand priorities in order to advise the League of Friends.

83. Close.

The meeting was closed at 6.55pm.

Signed.....
(Chairman)

Date:.....

13 November 2020 (2020-2021)

Crediton Town Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
23	Grants to other Groups/Orga	18/11/2020		Co-operative current a	bacs	Grant Funding	Significant Seams CIC (Upcy	E	1,132.00	0.00	1,132.00
24	Grants to other Groups/Orga	18/11/2020		Co-operative current a	bacs	Grant Funding	Significant Seams CIC (Well-I	E	1,644.00	0.00	1,644.00
216	Telephone Charges	30/09/2020		Co-operative current a	direct debit	Telephone Charges	Concorde	S	75.82	15.16	90.98
217	Office Electricity	07/10/2020		Co-operative current a	direct debit	Office Electricity	Octopus Energy	L	91.11	4.56	95.67
218	Old Landscore School Electric	07/10/2020		Co-operative current a	direct debit	Old Landscore School Electricit	Octopus Energy	L	147.47	7.37	154.84
219	Street Furniture	07/10/2020		Co-operative current a	bacs	Forches Cross Fingerpost - rep	David Nation	E	25.00	0.00	25.00
220	Staff/Councillor Training	09/10/2020		Co-operative current a	card payment	Councillor Training	NALC	S	32.44	6.49	38.93
221	Website	21/10/2020		Co-operative current a	bacs	Website - Splash Page	Pure Systems	S	45.00	9.00	54.00
222	Audit Fees	21/10/2020		Co-operative current a	bacs	Annual return fees	PKF Littlejohn LLP	S	600.00	120.00	720.00
223	Office Supplies	21/10/2020		Co-operative current a	bacs	Office Supplies - Cleaning proc	Mrs Rachel Avery	E	13.00	0.00	13.00
224	Boniface Statue Maintenance	21/10/2020		Co-operative current a	bacs	Structural Survey - St Boniface	W H Badger	E	95.00	0.00	95.00
225	IT Support	21/10/2020		Co-operative current a	bacs	IT Support	Project Cosmic	S	30.00	6.00	36.00
226	People's Park Maintenance	21/10/2020		Co-operative current a	bacs	Assessment of Cob Wall	Mr S P M Francis	E	50.00	0.00	50.00
227	War Memorial Maintenance	21/10/2020		Co-operative current a	bacs	War Memorial - Maintenance -	Mid Devon District Council	E	26.00	0.00	26.00
228	Staff/Councillor Training	21/10/2020		Co-operative current a	bacs	Councillor Training	DALC	S	15.00	3.00	18.00
229	Photocopier/Printing Charges	21/10/2020		Co-operative current a	bacs	Printing Charges	Concorde	S	49.80	9.96	59.76
230	Software	21/10/2020		Co-operative current a	bacs	Parish Online mapping	GeoXphere Ltd	S	120.00	24.00	144.00
231	Hospitality	21/10/2020		Co-operative current a	bacs	Gift - Jo Ward	Mrs Lisa Blake (Grape & Grai	S	11.47	2.30	13.77
232	Photocopier/Printing Charges	21/10/2020		Co-operative current a	bacs	Printing Charges	Concorde	S	13.29	2.66	15.95
233	Councillor/Clerk Expenses	21/10/2020		Co-operative current a	bacs	Staff expenses	Mrs Rachel Avery	E	8.50	0.00	8.50
234	Small works/Various	21/10/2020		Co-operative current a	bacs	Painting of 122-123 High St	Allan Gibb Painting & Decora	E	55.00	0.00	55.00
235	Other	21/10/2020		Co-operative current a	bacs	Local Council Literature	SLCC Enterprises Ltd	S	51.50	0.80	52.30
236	Weed Spraying	21/10/2020		Co-operative current a	bacs	Weed killer	Edwin Tucker & Sons Ltd	S	86.00	17.20	103.20
237	Office Sanitary Bins	21/10/2020		Co-operative current a	bacs	Sanitary Bin - Emptying Servic	Initial Washroom Hygiene	S	35.10	7.02	42.12
238	Newcombes Meadow Toilets	21/10/2020		Co-operative current a	bacs	Sanitary Bin - Emptying Servic	Initial Washroom Hygiene	S	70.20	14.04	84.24
239	OLS - Sanitary Bins	21/10/2020		Co-operative current a	bacs	Sanitary Bin - Emptying Servic	Initial Washroom Hygiene	S	70.20	14.04	84.24
240	Stationery	21/10/2020		Co-operative current a	bacs	Stationery	Viking	S	71.57	12.32	83.89
241	Stationery	21/10/2020		Co-operative current a	bacs	Stationery	Viking	S	34.95	6.99	41.94
242	Subscriptions	21/10/2020		Co-operative current a	bacs	SLCC Membership	SLCC Enterprises Ltd	E	180.00	0.00	180.00
243	Christmas in Cred - Repeat C	21/10/2020		Co-operative current a	bacs	Christmas in Crediton - Lightin	Lamps & Tubes Illuminations	S	47.00	9.40	56.40
244	Hospitality	21/10/2020		Co-operative current a	bacs	Gift - Bert Jewell	Cairney's Bistro	E	20.00	0.00	20.00
245	Christmas in Cred - Repeat C	21/10/2020		Co-operative current a	bacs	Christmas in Crediton - replace	Blachere Illumination	S	974.00	194.80	1,168.80
246	Spinning Path Gardens Play /	21/10/2020		Co-operative current a	bacs	Spinning Path gardens - grass	Hooper Services	S	100.00	20.00	120.00
247	People's Park - Grass Cutting	21/10/2020		Co-operative current a	bacs	Peoples Park - Grass Cutting	Hooper Services	S	380.00	76.00	456.00
248	People's Park Maintenance	21/10/2020		Co-operative current a	bacs	Peoples Park - Step clearance	Hooper Services	S	30.00	6.00	36.00
249	Barnfield - Grass Cutting	21/10/2020		Co-operative current a	bacs	Barnfield - grass cutting	Hooper Services	S	84.00	16.80	100.80

Crediton Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
250	Barnfield - Grass Cutting	21/10/2020		Co-operative current a	bacs	Barnfield - central pathway cut	Hooper Services	S	20.75	4.15	24.90
251	Peoples Park - tree maintena	21/10/2020		Co-operative current a	bacs	Peoples Park - Stump grinding	Hooper Services	S	350.00	70.00	420.00
252	Bandstand Electricity	23/10/2020		Co-operative current a	DIRECT DEBIT	Bandstand Electricity	Octopus Energy	L	38.03	1.90	39.93
253	Office Electricity	23/10/2020		Co-operative current a	DIRECT DEBIT	Office Electricity	Octopus Energy	L	93.92	4.70	98.62
254	Old Landscore School Electr	23/10/2020		Co-operative current a	DIRECT DEBIT	Old Landscore School Electricit	Octopus Energy	L	153.64	7.68	161.32
255	Bandstand Electricity	21/10/2020		Co-operative current a	DIRECT DEBIT	Bandstand Electricity	Octopus Energy	L	37.09	1.85	38.94
256	Staff Salaries	22/10/2020		Co-operative current a	bacs	Salaries - October	Mrs Rachel Avery	E	1,964.60	0.00	1,964.60
257	Staff Salaries	22/10/2020		Co-operative current a	bacs	Salaries - October	Mrs Emma Anderson	E	1,234.58	0.00	1,234.58
258	Staff Salaries	22/10/2020		Co-operative current a	bacs	Salaries - October	Mrs Emily Armitage	E	878.02	0.00	878.02
259	Staff Salaries	22/10/2020		Co-operative current a	bacs	Salaries - October	Mrs Lisa Blake	E	748.47	0.00	748.47
260	Staff Salaries	22/10/2020		Co-operative current a	bacs	Salaries - October	Miss Leanne England	E	181.32	0.00	181.32
261	PAYE/National Insurance	22/10/2020		Co-operative current a	bacs	PAYE/National Insurance - Nov	HMRC	E	1,371.22	0.00	1,371.22
262	Pension Contributions	22/10/2020		Co-operative current a	bacs	Pension Contributions	Peninsula Pensions	E	1,612.34	0.00	1,612.34
263	Mayor's Allowance	22/10/2020		Co-operative current a	bacs	Mayor's allowance	Mr Frank Letch	E	480.00	0.00	480.00
264	Councillor Allowances	22/10/2020		Co-operative current a	bacs	Councillor Allowances	Mr Frank Letch	E	64.00	0.00	64.00
265	Councillor Allowances	22/10/2020		Co-operative current a	bacs	Councillor Allowances	Mr Michael Szabo	E	80.00	0.00	80.00
266	Councillor Allowances	22/10/2020		Co-operative current a	bacs	Councillor Allowances	Mr John Ross	E	80.00	0.00	80.00
267	Councillor Allowances	22/10/2020		Co-operative current a	bacs	Councillor Allowances	Mr John Downes	E	64.00	0.00	64.00
268	Councillor Allowances	22/10/2020		Co-operative current a	bacs	Councillor Allowances	Mr Paul Vincent	E	64.00	0.00	64.00
269	Councillor Allowances (PAYE)	22/10/2020		Co-operative current a	bacs	Councillor Allowances (PAYE)	HMRC	E	48.00	0.00	48.00
270	Mayor's Allowance (PAYE)	22/10/2020		Co-operative current a	bacs	Mayor's allowance (PAYE)	HMRC	E	120.00	0.00	120.00
271	Telephone Charges	30/10/2020		Co-operative current a	DIRECT DEBIT	Telephone Charges	Concorde	S	135.12	27.02	162.14
272	Barnfield Allotment - Water	02/11/2020		Co-operative current a	DIRECT DEBIT	Barnfield Allotment Water	South West Water	E	229.74	0.00	229.74
273	Exhibition Road - Water	02/11/2020		Co-operative current a	DIRECT DEBIT	Exhibition Road - Water	South West Water	E	272.09	0.00	272.09
274	Spinning Path Gardens Play /	04/11/2020		Co-operative current a	bacs	Spinning Path gardens - gate r	JCB Construction	S	43.00	8.60	51.60
275	Office Electricity	10/11/2020		Co-operative current a	DIRECT DEBIT	Office Electricity	Octopus Energy	L	95.13	4.76	99.89
276	Old Landscore School Electr	10/11/2020		Co-operative current a	DIRECT DEBIT	Old Landscore School Electricit	Octopus Energy	L	155.60	7.78	163.38
277	Councillor/Clerk Expenses	18/11/2020		Co-operative current a	bacs	Staff expenses - travel	Mrs Lisa Blake	E	25.20	0.00	25.20
278	Grass Verge Cutting	18/11/2020		Co-operative current a	bacs	Grass Verge Cutting	Glendale	S	756.00	151.20	907.20
279	Christmas in Cred - New Infr	18/11/2020		Co-operative current a	BACS	Christmas in Crediton - Lightin	Lamps & Tubes Illuminations	S	777.80	155.56	933.36
280	Christmas Lights - Renewals/	18/11/2020		Co-operative current a	BACS	Christmas in Crediton - replace	Lamps & Tubes Illuminations	S	149.68	29.93	179.61
281	Remembrance Day	18/11/2020		Co-operative current a	BACS	Poppy Wreath	The Poppy Appeal	E	17.50	0.00	17.50
282	Floral Crediton Plants	18/11/2020		Co-operative current a	bacs	Floral Crediton plants	Mr A E Jewell	E	147.55	0.00	147.55
283	Audit Fees	18/11/2020		Co-operative current a	bacs	Internal Audit Fees	Auditing Solutions Ltd	S	350.00	70.00	420.00
284	Floral Crediton Plants	18/11/2020		Co-operative current a	bacs	Floral Crediton - Compost	Edwin Tucker & Sons Ltd	S	36.62	7.32	43.94
285	Floral Crediton Plants	18/11/2020		Co-operative current a	bacs	Floral Crediton - Compost	Edwin Tucker & Sons Ltd	S	17.48	3.49	20.97
286	Floral Crediton Plants	18/11/2020		Co-operative current a	bacs	Floral Crediton - Compost	Edwin Tucker & Sons Ltd	S	17.48	3.49	20.97
287	Floral Crediton Plants	18/11/2020		Co-operative current a	bacs	Floral Crediton - Compost	Edwin Tucker & Sons Ltd	S	17.48	3.49	20.97
288	Floral Crediton Plants	18/11/2020		Co-operative current a	bacs	Floral Crediton - Bark	Edwin Tucker & Sons Ltd	S	26.67	5.33	32.00

Crediton Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
289	Office Supplies	18/11/2020		Co-operative current a	bacs	Office Supplies - litter bags	Cllr Jim Cairney (Adams Hom	S	4.16	0.83	4.99
290	IT Equipment/Support	18/11/2020		Co-operative current a	bacs	Laptop	Project Cosmic	S	502.80	100.56	603.36
291	IT Support	18/11/2020		Co-operative current a	bacs	Webroot Antivirus Protection	Project Cosmic	S	16.38	3.28	19.66
292	IT Equipment/Support	18/11/2020		Co-operative current a	bacs	Laptop	Project Cosmic	S	498.99	99.80	598.79
293	Spinning Path Gardens Play /	18/11/2020		Co-operative current a	bacs	Spinning Path gardens - grass	Hooper Services	S	100.00	20.00	120.00
294	Spinning Path Gardens Play /	18/11/2020		Co-operative current a	bacs	Spinning Path Gardens - Boun	Hooper Services	S	60.00	12.00	72.00
295	Spinning Path Gardens Play /	18/11/2020		Co-operative current a	bacs	Spinning Path Play Area - hedg	Hooper Services	S	50.00	10.00	60.00
296	People's Park - Grass Cutting	18/11/2020		Co-operative current a	bacs	Peoples Park - Grass Cutting	Hooper Services	S	190.00	38.00	228.00
297	People's Park Maintenance	18/11/2020		Co-operative current a	bacs	Peoples Park - Step clearance	Hooper Services	S	15.00	3.00	18.00
298	People's Park Maintenance	18/11/2020		Co-operative current a	bacs	Peoples Park - Replace Stakes	Hooper Services	S	30.00	6.00	36.00
299	People's Park Maintenance	18/11/2020		Co-operative current a	bacs	Peoples Park - Hedge mainten	Hooper Services	S	95.00	19.00	114.00
300	People's Park - Grass Cutting	18/11/2020		Co-operative current a	bacs	Peoples Park - Grass Cutting	Hooper Services	S	190.00	38.00	228.00
301	People's Park Maintenance	18/11/2020		Co-operative current a	bacs	Peoples Park - Step clearance	Hooper Services	S	15.00	3.00	18.00
302	Old Landscore School - Mainl	18/11/2020		Cambridge & Counties	bacs	Old Landscore School - Weedir	The Turning Tides Project	E	37.50	0.00	37.50
303	Photocopier/Printing Charges	18/11/2020		Cambridge & Counties	bacs	Printing Charges	Concorde	S	23.24	4.65	27.89
304	Peoples Park - Scout Memori	18/11/2020		Cambridge & Counties	bacs	Scout Memorial Garden - slab	R J Brooks & Son Ltd	S	216.78	43.36	260.14
305	Office Electricity	18/11/2020		Co-operative current a	bacs	Office Electricity	Npower	L	75.62	3.78	79.40
306	Old Landscore School Feasibi	18/11/2020		Co-operative current a	bacs	Old Land School - Feasibility S	Miss D Eckhart	E	600.00	0.00	600.00
307	Office Supplies	28/10/2020		Petty Cash	petty cash	Office Supplies - Various	Coop Supermarket	E	3.55	0.00	3.55
Total									22,192.56	1,579.42	23,771.98

Crediton Town Council

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
23	Barnfield - Allotment Rent	29/09/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Ms R Elliot	E	54.96	0.00	54.96
24	Interest on bank accounts	28/09/2020		Co-operative current a	bacs	Bank Interest	Co-op Banking	E	-24.16	0.00	-24.16
25	Interest on bank accounts	28/09/2020		Co-operative current a	bacs	Bank Interest	Co-op Banking	E	0.00	0.00	0.00
26	Boniface Allot Ass. Members	29/09/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Ms R Elliot	E	6.64	0.00	6.64
27	Exhibition Rd - Allotment Rent	29/09/2020		Co-operative current a	bacs	Exhibition Road - Allotment Rent	Miss L Osborne	E	15.84	0.00	15.84
28	Boniface Allot Ass. Members	29/09/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Miss L Osborne	E	1.91	0.00	1.91
29	Exhibition Rd - Allotment Rent	29/09/2020		Co-operative current a	bacs	Exhibition Road - Allotment Rent	Dr C Bennetts	E	26.40	0.00	26.40
30	Boniface Allot Ass. Members	29/09/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Dr C Bennetts	E	3.19	0.00	3.19
31	Exhibition Rd - Allotment Rent	29/09/2020		Co-operative current a	bacs	Exhibition Road - Allotment Rent	Mr David Prosser	E	30.00	0.00	30.00
32	Boniface Allot Ass. Members	29/09/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr David Prosser	E	3.63	0.00	3.63
33	Exhibition Rd - Allotment Rent	29/09/2020		Co-operative current a	bacs	Exhibition Road - Allotment Rent	Mrs C Haydon	E	27.36	0.00	27.36
34	Boniface Allot Ass. Members	29/09/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mrs C Haydon	E	3.31	0.00	3.31
35	Exhibition Rd - Allotment Rent	30/09/2020		Co-operative current a	bacs	Exhibition Road - Allotment Rent	Ms L Stone	E	10.56	0.00	10.56
36	Boniface Allot Ass. Members	30/09/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Ms L Stone	E	1.28	0.00	1.28
37	Exhibition Rd - Allotment Rent	30/09/2020		Co-operative current a	bacs	Exhibition Road - Allotment Rent	Ms L Stone	E	25.92	0.00	25.92
38	Boniface Allot Ass. Members	30/09/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Ms L Stone	E	3.13	0.00	3.13
39	Exhibition Rd - Allotment Rent	30/09/2020		Co-operative current a	cheque	Exhibition Road - Allotment Rent	Mr & Mrs P Gilks	E	12.96	0.00	12.96
40	Boniface Allot Ass. Members	30/09/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mr & Mrs P Gilks	E	1.57	0.00	1.57
41	Barnfield - Allotment Rent	30/09/2020		Co-operative current a	cheque	Barnfield Allotment Rent	Mr N Ponsford	E	27.84	0.00	27.84
42	Boniface Allot Ass. Members	30/09/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mr N Ponsford	E	3.36	0.00	3.36
43	Moffats - Allotment Rent	30/09/2020		Co-operative current a	cheque	Moffats Allotment Rent	Mr W Stevens	E	30.24	0.00	30.24
44	Boniface Allot Ass. Members	30/09/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mr W Stevens	E	3.65	0.00	3.65
45	Barnfield - Allotment Rent	30/09/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Dr A Smith	E	48.72	0.00	48.72
46	Boniface Allot Ass. Members	30/09/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Dr A Smith	E	5.89	0.00	5.89
47	Exhibition Rd - Allotment Rent	30/09/2020		Co-operative current a	bacs	Exhibition Road - Allotment Rent	Mr A Verney	E	36.96	0.00	36.96
48	Boniface Allot Ass. Members	30/09/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr A Verney	E	4.47	0.00	4.47
49	Exhibition Rd - Allotment Rent	30/09/2020		Co-operative current a	bacs	Exhibition Road - Allotment Rent	Mr N Hasted	E	32.16	0.00	32.16
50	Boniface Allot Ass. Members	30/09/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr N Hasted	E	3.89	0.00	3.89
51	Exhibition Rd - Allotment Rent	30/09/2020		Co-operative current a	bacs	Exhibition Road - Allotment Rent	Mr P Salter	E	31.68	0.00	31.68
52	Boniface Allot Ass. Members	30/09/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr P Salter	E	3.83	0.00	3.83
53	Exhibition Rd - Allotment Rent	30/09/2020		Co-operative current a	bacs	Exhibition Road - Allotment Rent	Mr M Robinson	E	22.56	0.00	22.56
54	Boniface Allot Ass. Members	30/09/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr M Robinson	E	2.73	0.00	2.73
55	Exhibition Rd - Allotment Rent	30/09/2020		Co-operative current a	bacs	Exhibition Road - Allotment Rent	Mr D Traill	E	18.24	0.00	18.24
56	Boniface Allot Ass. Members	30/09/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr D Traill	E	2.20	0.00	2.20
57	Exhibition Rd - Allotment Rent	30/09/2020		Co-operative current a	bacs	Exhibition Road - Allotment Rent	Mr D Traill	E	17.28	0.00	17.28
58	Boniface Allot Ass. Members	30/09/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr D Traill	E	2.09	0.00	2.09

Crediton Town Council

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
59	Exhibition Rd - Allotment Rent	01/10/2020		Co-operative current a/c	bacs	Exhibition Road - Allotment Rent	Mr E Sherwood	E	39.60	0.00	39.60
60	Boniface Allot Ass. Members	01/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Mr E Sherwood	E	4.79	0.00	4.79
61	Moffats - Allotment Rent	01/10/2020		Co-operative current a/c	bacs	Moffats Allotment Rent	Mr A Phillips	E	33.36	0.00	33.36
62	Boniface Allot Ass. Members	01/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Mr A Phillips	E	4.03	0.00	4.03
63	Exhibition Rd - Allotment Rent	01/10/2020		Co-operative current a/c	bacs	Exhibition Road - Allotment Rent	Mr R Knowles	E	40.32	0.00	40.32
64	Boniface Allot Ass. Members	01/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Mr R Knowles	E	4.87	0.00	4.87
65	Exhibition Rd - Allotment Rent	01/10/2020		Co-operative current a/c	bacs	Exhibition Road - Allotment Rent	Mr & Mrs Conyngham	E	20.40	0.00	20.40
66	Boniface Allot Ass. Members	01/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Mr & Mrs Conyngham	E	2.47	0.00	2.47
67	Barnfield - Allotment Rent	01/10/2020		Co-operative current a/c	bacs	Barnfield Allotment Rent	Ms L Nicholls	E	12.00	0.00	12.00
68	Boniface Allot Ass. Members	01/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Ms L Nicholls	E	1.45	0.00	1.45
69	Barnfield - Allotment Rent	01/10/2020		Co-operative current a/c	bacs	Barnfield Allotment Rent	Mrs F Macfarlane-Day	E	59.52	0.00	59.52
70	Boniface Allot Ass. Members	01/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Mrs F Macfarlane-Day	E	7.19	0.00	7.19
71	Moffats - Allotment Rent	02/10/2020		Co-operative current a/c	bacs	Moffats Allotment Rent	Mrs G Howison	E	29.52	0.00	29.52
72	Boniface Allot Ass. Members	02/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Mrs G Howison	E	3.57	0.00	3.57
73	Barnfield - Allotment Rent	02/10/2020		Co-operative current a/c	bacs	Barnfield Allotment Rent	Mr A Stewart	E	50.88	0.00	50.88
74	Boniface Allot Ass. Members	02/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Mr A Stewart	E	6.15	0.00	6.15
75	Barnfield - Allotment Rent	03/10/2020		Co-operative current a/c	bacs	Barnfield Allotment Rent	Mr D Holvey	E	17.04	0.00	17.04
76	Boniface Allot Ass. Members	03/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Mr D Holvey	E	2.06	0.00	2.06
77	Exhibition Rd - Allotment Rent	03/10/2020		Co-operative current a/c	bacs	Exhibition Road - Allotment Rent	Mr D Dawe	E	14.88	0.00	14.88
78	Boniface Allot Ass. Members	03/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Mr D Dawe	E	1.80	0.00	1.80
79	Barnfield - Allotment Rent	04/10/2020		Co-operative current a/c	bacs	Barnfield Allotment Rent	Mr G Huxham	E	28.80	0.00	28.80
80	Boniface Allot Ass. Members	04/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Mr G Huxham	E	3.48	0.00	3.48
81	Exhibition Rd - Allotment Rent	04/10/2020		Co-operative current a/c	bacs	Exhibition Road - Allotment Rent	Mr A Hemmings	E	25.20	0.00	25.20
82	Boniface Allot Ass. Members	04/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Mr A Hemmings	E	3.05	0.00	3.05
83	Exhibition Rd - Allotment Rent	04/10/2020		Co-operative current a/c	bacs	Exhibition Road - Allotment Rent	Mr A Hemmings	E	12.00	0.00	12.00
84	Boniface Allot Ass. Members	04/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Mr A Hemmings	E	1.45	0.00	1.45
85	Exhibition Rd - Allotment Rent	04/10/2020		Co-operative current a/c	bacs	Exhibition Road - Allotment Rent	S Wisniewska	E	15.12	0.00	15.12
86	Boniface Allot Ass. Members	04/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	S Wisniewska	E	1.83	0.00	1.83
87	Exhibition Rd - Allotment Rent	05/10/2020		Co-operative current a/c	bacs	Exhibition Road - Allotment Rent	Ms S Rogers	E	12.00	0.00	12.00
88	Boniface Allot Ass. Members	05/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Ms S Rogers	E	1.45	0.00	1.45
89	Exhibition Rd - Allotment Rent	05/10/2020		Co-operative current a/c	bacs	Exhibition Road - Allotment Rent	Ms S Rogers	E	29.28	0.00	29.28
90	Boniface Allot Ass. Members	05/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Ms S Rogers	E	3.54	0.00	3.54
91	Exhibition Rd - Allotment Rent	06/10/2020		Co-operative current a/c	cheque	Exhibition Road - Allotment Rent	Mr D Cheetham	E	28.32	0.00	28.32
92	Boniface Allot Ass. Members	06/10/2020		Co-operative current a/c	cheque	Boniface Allot Ass - Members	Mr D Cheetham	E	3.42	0.00	3.42
93	Exhibition Rd - Allotment Rent	06/10/2020		Co-operative current a/c	bacs	Exhibition Road - Allotment Rent	Mrs D Teague	E	47.52	0.00	47.52
94	Boniface Allot Ass. Members	06/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Mrs D Teague	E	5.74	0.00	5.74
95	Barnfield - Allotment Rent	06/10/2020		Co-operative current a/c	bacs	Barnfield Allotment Rent	Mr B Allnut	E	54.24	0.00	54.24
96	Boniface Allot Ass. Members	06/10/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Members	Mr B Allnut	E	6.55	0.00	6.55
97	Barnfield - Allotment Rent	06/10/2020		Co-operative current a/c	bacs	Barnfield Allotment Rent	Mr J Sanford	E	35.04	0.00	35.04

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98	Boniface Allot Ass. Members	06/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr J Sanford	E	4.23	0.00	4.23
99	Precept	07/10/2020		Co-operative current a	bacs	Precept	Mid Devon District Council	E	130,959.24	0.00	130,959.24
100	Exhibition Rd - Allotment Rent	05/10/2020		Co-operative current a	cash	Exhibition Road - Allotment Rent	Mr Keight	E	16.08	0.00	16.08
101	Boniface Allot Ass. Members	05/10/2020		Co-operative current a	cash	Boniface Allot Ass - Members	Mr Keight	E	1.94	0.00	1.94
102	Exhibition Rd - Allotment Rent	30/09/2020		Co-operative current a	cheque	Exhibition Road - Allotment Rent	Mr I Cornwall	E	23.76	0.00	23.76
103	Boniface Allot Ass. Members	30/09/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mr I Cornwall	E	2.87	0.00	2.87
104	Exhibition Rd - Allotment Rent	01/10/2020		Co-operative current a	cheque	Exhibition Road - Allotment Rent	Mr P Roberts	E	25.92	0.00	25.92
105	Boniface Allot Ass. Members	01/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mr P Roberts	E	3.13	0.00	3.13
106	Exhibition Rd - Allotment Rent	01/10/2020		Co-operative current a	cheque	Exhibition Road - Allotment Rent	Mr P Roberts	E	25.92	0.00	25.92
107	Boniface Allot Ass. Members	01/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mr P Roberts	E	3.13	0.00	3.13
108	Exhibition Rd - Allotment Rent	30/09/2020		Co-operative current a	cheque	Exhibition Road - Allotment Rent	Ms L Findlay	E	22.80	0.00	22.80
109	Boniface Allot Ass. Members	30/09/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Ms L Findlay	E	2.76	0.00	2.76
110	Exhibition Rd - Allotment Rent	03/10/2020		Co-operative current a	cheque	Exhibition Road - Allotment Rent	Mr D Morey	E	15.36	0.00	15.36
111	Boniface Allot Ass. Members	03/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mr D Morey	E	1.86	0.00	1.86
112	Moffats - Allotment Rent	29/09/2020		Co-operative current a	cheque	Moffats Allotment Rent	Mrs K Burks	E	32.64	0.00	32.64
113	Boniface Allot Ass. Members	29/09/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mrs K Burks	E	3.94	0.00	3.94
114	Exhibition Rd - Allotment Rent	30/09/2020		Co-operative current a	cheque	Exhibition Road - Allotment Rent	Mr B Nixon	E	32.40	0.00	32.40
115	Boniface Allot Ass. Members	30/09/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mr B Nixon	E	3.92	0.00	3.92
116	Exhibition Rd - Allotment Rent	02/10/2020		Co-operative current a	cheque	Exhibition Road - Allotment Rent	Mr B Jewell	E	38.88	0.00	38.88
117	Boniface Allot Ass. Members	02/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mr B Jewell	E	4.70	0.00	4.70
118	Barnfield - Allotment Rent	01/10/2020		Co-operative current a	cheque	Barnfield Allotment Rent	Mr M Ross & Mrs A Hindriks	E	41.28	0.00	41.28
119	Boniface Allot Ass. Members	01/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mr M Ross & Mrs A Hindriks	E	4.99	0.00	4.99
120	Exhibition Rd - Allotment Rent	06/10/2020		Co-operative current a	cheque	Exhibition Road - Allotment Rent	Mr M May	E	27.36	0.00	27.36
121	Boniface Allot Ass. Members	06/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mr M May	E	3.31	0.00	3.31
122	Barnfield - Allotment Rent	06/10/2020		Co-operative current a	cheque	Barnfield Allotment Rent	Mr D Cann	E	66.00	0.00	66.00
123	Boniface Allot Ass. Members	06/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mr D Cann	E	7.98	0.00	7.98
124	Exhibition Rd - Allotment Rent	07/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Rent	Mr D Jones	E	28.80	0.00	28.80
125	Boniface Allot Ass. Members	07/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr D Jones	E	3.48	0.00	3.48
126	Barnfield - Allotment Rent	07/10/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Mr I Holtby	E	24.48	0.00	24.48
127	Boniface Allot Ass. Members	07/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr I Holtby	E	2.96	0.00	2.96
128	Exhibition Rd - Allotment Rent	08/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Rent	Mr P Scarbrough	E	26.88	0.00	26.88
129	Boniface Allot Ass. Members	08/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr P Scarbrough	E	3.25	0.00	3.25
130	Barnfield - Allotment Rent	08/10/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Mr & Mrs B Fitch	E	16.80	0.00	16.80
131	Boniface Allot Ass. Members	08/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr & Mrs B Fitch	E	2.03	0.00	2.03
132	Exhibition Rd - Allotment Rent	08/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Rent	Mr M Kingdom	E	47.04	0.00	47.04
133	Boniface Allot Ass. Members	08/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr M Kingdom	E	5.68	0.00	5.68
134	Exhibition Rd - Allotment Rent	08/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Rent	Mr M Kingdom	E	19.44	0.00	19.44
135	Boniface Allot Ass. Members	08/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr M Kingdom	E	2.35	0.00	2.35
136	Barnfield - Allotment Rent	09/10/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Miss L Martin	E	25.20	0.00	25.20

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137	Boniface Allot Ass. Members	09/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Miss L Martin	E	3.05	0.00	3.05
138	Barnfield - Allotment Rent	10/10/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Mr P Ciebien	E	36.72	0.00	36.72
139	Boniface Allot Ass. Members	10/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr P Ciebien	E	4.44	0.00	4.44
140	Exhibition Rd - Allotment Re	10/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mrs K Dunn	E	30.00	0.00	30.00
141	Boniface Allot Ass. Members	10/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mrs K Dunn	E	3.63	0.00	3.63
142	Exhibition Rd - Allotment Re	10/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mr R Dunn	E	31.68	0.00	31.68
143	Boniface Allot Ass. Members	10/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr R Dunn	E	3.83	0.00	3.83
144	Barnfield - Allotment Rent	12/10/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Miss E Wainwright	E	24.00	0.00	24.00
145	Boniface Allot Ass. Members	12/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Miss E Wainwright	E	4.35	0.00	4.35
146	Barnfield - Allotment Rent	12/10/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Mr D Webb	E	17.76	0.00	17.76
147	Boniface Allot Ass. Members	12/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr D Webb	E	2.15	0.00	2.15
148	Exhibition Rd - Allotment Re	07/10/2020		Co-operative current a	cheque	Exhibition Road - Allotment Re	Mrs C Gibb	E	30.24	0.00	30.24
149	Boniface Allot Ass. Members	07/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mrs C Gibb	E	3.65	0.00	3.65
150	Exhibition Rd - Allotment Re	08/10/2020		Co-operative current a	cheque	Exhibition Road - Allotment Re	Mr D Hill	E	35.76	0.00	35.76
151	Boniface Allot Ass. Members	08/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mr D Hill	E	4.32	0.00	4.32
152	Exhibition Rd - Allotment Re	07/10/2020		Co-operative current a	cheque	Exhibition Road - Allotment Re	Mrs C Gibbs	E	9.60	0.00	9.60
153	Boniface Allot Ass. Members	07/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mrs C Gibbs	E	1.16	0.00	1.16
154	Exhibition Rd - Allotment Re	07/10/2020		Co-operative current a	cheque	Exhibition Road - Allotment Re	Mr D Spear	E	30.48	0.00	30.48
155	Boniface Allot Ass. Members	07/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mr D Spear	E	3.68	0.00	3.68
156	Exhibition Rd - Allotment Re	03/10/2020		Co-operative current a	cheque	Exhibition Road - Allotment Re	Mr D Pink	E	21.12	0.00	21.12
157	Boniface Allot Ass. Members	03/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mr D Pink	E	2.55	0.00	2.55
158	Barnfield - Allotment Rent	09/10/2020		Co-operative current a	cash	Barnfield Allotment Rent	Mrs E Clifford	E	24.96	0.00	24.96
159	Boniface Allot Ass. Members	09/10/2020		Co-operative current a	cash	Boniface Allot Ass - Members	Mrs E Clifford	E	3.02	0.00	3.02
160	Exhibition Rd - Allotment Re	12/10/2020		Co-operative current a	cheque	Exhibition Road - Allotment Re	Mr T Lewis	E	25.44	0.00	25.44
161	Boniface Allot Ass. Members	12/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Members	Mr T Lewis	E	3.07	0.00	3.07
162	Exhibition Rd - Allotment Re	12/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Ms I Spencer	E	21.12	0.00	21.12
163	Boniface Allot Ass. Members	12/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Ms I Spencer	E	2.55	0.00	2.55
164	Exhibition Rd - Allotment Re	12/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Miss S Westcott	E	40.08	0.00	40.08
165	Boniface Allot Ass. Members	12/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Miss S Westcott	E	4.84	0.00	4.84
166	Barnfield - Allotment Rent	13/10/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Ms S Cummins	E	28.32	0.00	28.32
167	Boniface Allot Ass. Members	13/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Ms S Cummins	E	3.42	0.00	3.42
168	Barnfield - Allotment Rent	13/10/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Mr C Cadman	E	36.48	0.00	36.48
169	Boniface Allot Ass. Members	13/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr C Cadman	E	4.41	0.00	4.41
170	Barnfield - Allotment Rent	13/10/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Ms K Tucker	E	27.84	0.00	27.84
171	Boniface Allot Ass. Members	13/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Ms K Tucker	E	3.36	0.00	3.36
172	Exhibition Rd - Allotment Re	16/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mr S Jones	E	36.00	0.00	36.00
173	Boniface Allot Ass. Members	16/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr S Jones	E	4.35	0.00	4.35
174	Exhibition Rd - Allotment Re	16/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mr P Wright	E	40.08	0.00	40.08
175	Boniface Allot Ass. Members	16/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Members	Mr P Wright	E	4.84	0.00	4.84

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176	Exhibition Rd - Allotment Rer	15/10/2020		Co-operative current a	cash	Exhibition Road - Allotment Re	Mr M Smith	E	14.88	0.00	14.88
177	Boniface Allot Ass. Membersl	15/10/2020		Co-operative current a	cash	Boniface Allot Ass - Membersh	Mr M Smith	E	1.80	0.00	1.80
178	Barnfield - Allotment Rent	08/10/2020		Co-operative current a	cheque	Barnfield Allotment Rent	Mr A J Hole	E	46.80	0.00	46.80
179	Boniface Allot Ass. Membersl	08/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Membersh	Mr A J Hole	E	5.66	0.00	5.66
180	Exhibition Rd - Allotment Rer	10/10/2020		Co-operative current a	cheque	Exhibition Road - Allotment Re	Mr D Cann	E	10.35	0.00	10.35
181	Boniface Allot Ass. Membersl	10/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Membersh	Mr D Cann	E	1.45	0.00	1.45
182	Exhibition Rd - Allotment Rer	14/10/2020		Co-operative current a	cheque	Exhibition Road - Allotment Re	Mr K Baker	E	16.80	0.00	16.80
183	Boniface Allot Ass. Membersl	14/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Membersh	Mr K Baker	E	2.03	0.00	2.03
184	Exhibition Rd - Allotment Rer	13/10/2020		Co-operative current a	cheque	Exhibition Road - Allotment Re	Mr M Westcott	E	30.24	0.00	30.24
185	Boniface Allot Ass. Membersl	13/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Membersh	Mr M Westcott	E	3.65	0.00	3.65
186	Exhibition Rd - Allotment Rer	13/10/2020		Co-operative current a	cheque	Exhibition Road - Allotment Re	Mr M Westcott	E	29.52	0.00	29.52
187	Boniface Allot Ass. Membersl	13/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Membersh	Mr M Westcott	E	3.57	0.00	3.57
188	Barnfield - Allotment Rent	06/10/2020		Co-operative current a	cheque	Barnfield Allotment Rent	Mrs K Howe	E	27.84	0.00	27.84
189	Boniface Allot Ass. Membersl	06/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Membersh	Mrs K Howe	E	3.36	0.00	3.36
190	Barnfield - Allotment Rent	07/10/2020		Co-operative current a	cheque	Barnfield Allotment Rent	Mr T Hadley	E	59.52	0.00	59.52
191	Boniface Allot Ass. Membersl	07/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Membersh	Mr T Hadley	E	7.19	0.00	7.19
192	Exhibition Rd - Allotment Rer	17/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mr J Talbot	E	27.60	0.00	27.60
193	Boniface Allot Ass. Membersl	17/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mr J Talbot	E	3.34	0.00	3.34
194	Exhibition Rd - Allotment Rer	17/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mr J Talbot	E	21.12	0.00	21.12
195	Boniface Allot Ass. Membersl	17/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mr J Talbot	E	2.55	0.00	2.55
196	Exhibition Rd - Allotment Rer	18/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mr R Bowen	E	34.56	0.00	34.56
197	Boniface Allot Ass. Membersl	18/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mr R Bowen	E	4.18	0.00	4.18
198	Barnfield - Allotment Rent	15/10/2020		Co-operative current a	cheque	Barnfield Allotment Rent	Mr D J Robbins	E	17.94	0.00	17.94
199	Boniface Allot Ass. Membersl	15/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Membersh	Mr D J Robbins	E	2.23	0.00	2.23
200	Barnfield - Allotment Rent	20/10/2020		Co-operative current a	cheque	Barnfield Allotment Rent	Mr S Sampson	E	24.00	0.00	24.00
201	Boniface Allot Ass. Membersl	20/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Membersh	Mr S Sampson	E	2.90	0.00	2.90
202	Barnfield - Allotment Rent	20/10/2020		Co-operative current a	cheque	Barnfield Allotment Rent	Mr S Sampson	E	29.52	0.00	29.52
203	Boniface Allot Ass. Membersl	20/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Membersh	Mr S Sampson	E	3.57	0.00	3.57
204	Exhibition Rd - Allotment Rer	21/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mrs A Heale	E	22.56	0.00	22.56
205	Boniface Allot Ass. Membersl	21/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mrs A Heale	E	2.73	0.00	2.73
206	Exhibition Rd - Allotment Rer	19/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Ms C Bromell	E	18.48	0.00	18.48
207	Boniface Allot Ass. Membersl	19/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Ms C Bromell	E	2.23	0.00	2.23
208	Exhibition Rd - Allotment Rer	22/10/2020		Co-operative current a	cash	Exhibition Road - Allotment Re	Mr D Jones	E	26.64	0.00	26.64
209	Boniface Allot Ass. Membersl	22/10/2020		Co-operative current a	cash	Boniface Allot Ass - Membersh	Mr D Jones	E	3.22	0.00	3.22
210	Exhibition Rd - Allotment Rer	26/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mrs N Turner	E	21.36	0.00	21.36
211	Boniface Allot Ass. Membersl	26/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mrs N Turner	E	2.58	0.00	2.58
212	Exhibition Rd - Allotment Rer	26/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mr L Brooks	E	19.44	0.00	19.44
213	Boniface Allot Ass. Membersl	26/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mr L Brooks	E	2.35	0.00	2.35
214	Exhibition Rd - Allotment Rer	26/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Miss H Stone	E	9.60	0.00	9.60

Crediton Town Council

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
215	Boniface Allot Ass. Members	26/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Miss H Stone	E	1.16	0.00	1.16
216	Barnfield - Allotment Rent	26/10/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Mr J Wood	E	25.92	0.00	25.92
217	Boniface Allot Ass. Members	26/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mr J Wood	E	3.13	0.00	3.13
218	Barnfield - Allotment Rent	26/10/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Ms M Lawrence	E	25.20	0.00	25.20
219	Boniface Allot Ass. Members	26/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Ms M Lawrence	E	3.05	0.00	3.05
220	Moffats - Allotment Rent	26/10/2020		Co-operative current a	bacs	Moffats Allotment Rent	Mrs K Hughes	E	22.08	0.00	22.08
221	Boniface Allot Ass. Members	26/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mrs K Hughes	E	2.67	0.00	2.67
222	Exhibition Rd - Allotment Rer	21/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Ms A Preda	E	21.36	0.00	21.36
223	Boniface Allot Ass. Members	21/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Ms A Preda	E	2.58	0.00	2.58
224	Exhibition Rd - Allotment Rer	26/10/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mrs P Ozog	E	36.00	0.00	36.00
225	Boniface Allot Ass. Members	26/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mrs P Ozog	E	4.35	0.00	4.35
226	Stoney Park - Rent	29/10/2020		Co-operative current a	bacs	Stonypark - Rent	Anthony Rodd	E	400.00	0.00	400.00
227	VAT Repayment	26/10/2020		Co-operative current a	bacs	VAT Repayment	HMRC	R	0.00	2,171.89	2,171.89
228	Barnfield - Allotment Rent	29/10/2020		Co-operative current a	cheque	Barnfield Allotment Rent	Mr T Stone	E	51.84	0.00	51.84
229	Boniface Allot Ass. Members	29/10/2020		Co-operative current a	cheque	Boniface Allot Ass - Membersh	Mr T Stone	E	6.26	0.00	6.26
230	Barnfield - Allotment Rent	29/10/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Mrs R Backhouse	E	19.20	0.00	19.20
231	Boniface Allot Ass. Members	29/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mrs R Backhouse	E	2.32	0.00	2.32
232	Barnfield - Allotment Rent	29/10/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Ms A Stobart	E	43.20	0.00	43.20
233	Boniface Allot Ass. Members	29/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Ms A Stobart	E	5.22	0.00	5.22
234	Barnfield - Allotment Rent	29/10/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Ms E Malster	E	35.04	0.00	35.04
235	Boniface Allot Ass. Members	29/10/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Ms E Malster	E	4.23	0.00	4.23
236	Barnfield - Allotment Rent	02/11/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Mrs Rose Whitehouse	E	12.96	0.00	12.96
237	Boniface Allot Ass. Members	02/11/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mrs Rose Whitehouse	E	1.57	0.00	1.57
238	Barnfield - Allotment Rent	06/11/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Mr S Densham	E	26.16	0.00	26.16
239	Boniface Allot Ass. Members	06/11/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mr S Densham	E	3.16	0.00	3.16
240	Barnfield - Allotment Rent	09/11/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Ms Z Steane	E	22.56	0.00	22.56
241	Boniface Allot Ass. Members	09/11/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Ms Z Steane	E	2.73	0.00	2.73
242	Exhibition Rd - Allotment Rer	09/11/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mr D Larkman	E	12.48	0.00	12.48
243	Boniface Allot Ass. Members	09/11/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mr D Larkman	E	1.51	0.00	1.51
244	Exhibition Rd - Allotment Rer	09/11/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mr D Harris	E	11.28	0.00	11.28
245	Boniface Allot Ass. Members	09/11/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mr D Harris	E	1.36	0.00	1.36
246	Exhibition Rd - Allotment Rer	09/11/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mr D Harris	E	10.08	0.00	10.08
247	Boniface Allot Ass. Members	09/11/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mr D Harris	E	1.22	0.00	1.22
248	Barnfield - Allotment Rent	09/11/2020		Co-operative current a	bacs	Barnfield Allotment Rent	Westbank	E	66.00	0.00	66.00
249	Boniface Allot Ass. Members	09/11/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Westbank	E	7.98	0.00	7.98
250	Exhibition Rd - Allotment Rer	10/11/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Miss S Westcott	E	40.08	0.00	40.08
251	Boniface Allot Ass. Members	10/11/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Miss S Westcott	E	4.84	0.00	4.84
252	Exhibition Rd - Allotment Rer	10/11/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mr S Tilke	E	15.36	0.00	15.36
253	Boniface Allot Ass. Members	10/11/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mr S Tilke	E	1.86	0.00	1.86

Crediton Town Council

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
254	Exhibition Rd - Allotment Rer	10/11/2020		Co-operative current a/c	bacs	Exhibition Road - Allotment Re	Mrs S Bagwell	E	18.24	0.00	18.24
255	Boniface Allot Ass. Membersh	10/11/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Membersh	Mrs S Bagwell	E	2.20	0.00	2.20
256	Exhibition Rd - Allotment Rer	10/11/2020		Co-operative current a/c	bacs	Exhibition Road - Allotment Re	Mrs S Bagwell	E	18.24	0.00	18.24
257	Boniface Allot Ass. Membersh	10/11/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Membersh	Mrs S Bagwell	E	2.20	0.00	2.20
258	Barnfield - Allotment Rent	12/11/2020		Co-operative current a/c	bacs	Barnfield Allotment Rent	Ms A Casey	E	30.00	0.00	30.00
259	Boniface Allot Ass. Membersh	12/11/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Membersh	Ms A Casey	E	3.63	0.00	3.63
260	Barnfield - Allotment Rent	13/11/2020		Co-operative current a/c	bacs	Barnfield Allotment Rent	Mrs L Martin	E	30.96	0.00	30.96
261	Boniface Allot Ass. Membersh	13/11/2020		Co-operative current a/c	bacs	Boniface Allot Ass - Membersh	Mrs L Martin	E	3.74	0.00	3.74
262	Barnfield - Allotment Rent	02/11/2020		Co-operative current a/c	cash	Barnfield Allotment Rent	Mr C Acott	E	50.16	0.00	50.16
263	Boniface Allot Ass. Membersh	02/11/2020		Co-operative current a/c	cash	Boniface Allot Ass - Membersh	Mr C Acott	E	6.06	0.00	6.06
264	Barnfield - Allotment Rent	02/11/2020		Co-operative current a/c	cash	Barnfield Allotment Rent	Mrs J Acott	E	24.96	0.00	24.96
265	Boniface Allot Ass. Membersh	02/11/2020		Co-operative current a/c	cash	Boniface Allot Ass - Membersh	Mrs J Acott	E	3.02	0.00	3.02
266	Barnfield - Allotment Rent	20/10/2020		Co-operative current a/c	cheque	Barnfield Allotment Rent	Ms J da Silva	E	12.96	0.00	12.96
267	Boniface Allot Ass. Membersh	20/10/2020		Co-operative current a/c	cheque	Boniface Allot Ass - Membersh	Ms J da Silva	E	1.57	0.00	1.57
268	Interest on bank accounts	31/10/2020		United Trust Bank a/c	bacs	Bank Interest	United Trust Bank	E	1,220.20	0.00	1,220.20
Total									136,334.86	2,171.89	138,506.75

Crediton Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 18/11/2020		
	Cash in Hand 01/04/2020		362,639.43
	ADD Receipts 01/04/2020 - 18/11/2020		288,687.70
	SUBTRACT Payments 01/04/2020 - 18/11/2020		651,327.13
			148,543.42
	Cash in Hand 18/11/2020 (per Cash Book)		502,783.71
B	Cash in hand per Bank Statements		
	Cash 21/04/2020	0.00	
	United Trust Bank a/c 10026692 31/10/2020	87,066.68	
	Hampshire Trust Bank a/c 1025442 20/04/2020	48,714.81	
	Nationwide a/c 90097276 01/04/2020	61,213.59	
	Co-operative current a/c 65809217 13/11/2020	228,600.17	
	Cambridge & Counties 01/04/2020	86,123.05	
	Petty Cash 13/11/2020	6.19	
			511,724.49
	Less unrepresented payments		9,054.84
			502,669.65
	Plus unrepresented receipts		114.06
	Adjusted Bank Balance		502,783.71
	A = B Checks out OK		

Last 30 days transactions

Balance	
Available balance: £228600.17	Overdraft limit: £ 0.00

Last 30 days transactions				
Date	Bank reference	Transaction description	Amount (£)	Running Balance (£)
	Customer reference	Additional information		
13/11/2020	MARTIN L B8B-2019/20	Faster Payment	34.70	228,600.17
12/11/2020	CASEY A L A Casey10Barnfield	Faster Payment 40253171481622	33.63	228,565.47
10/11/2020	BAGWEL M&S BI E6A and E20 allotm	Faster Payment 40182361096710	40.88	228,531.84
10/11/2020	JOHN TILKE Allotment E9B	Faster Payment 09012874965712	17.22	228,490.96
10/11/2020	OCTOPUS ENERGY A-57B9B83B-001	Direct Debit 505645	-163.38	228,473.74

Telephone +44 (0)20 7190 5555 United Trust Bank Limited
 Email info@utbank.co.uk One Ropemaker Street
 Website www.utbank.co.uk London EC2Y 9AW

Mrs Rachel Avery
 Crediton Town Council
 8A North Street
 Crediton
 Devon
 EX17 2BT

Statement/Page 3/1
 Sort Code 30-01-51
 Account Number 10026692
 Pounds Sterling
 Business 100d - Notice Account



Statement of Account For Crediton Town Council

Date	Details	Debit	Credit	Balance
01Nov2019	Balance Brought Forward			85,846.48
31Oct2020	Credit Interest		1,220.20	87,066.68

Interest rates through statement period

03Jun2020 - 31Oct2020 1.300000%
 01Nov2019 - 03Jun2020 1.500000%

31Oct2020 Balance Carried Forward 87,066.68

This deposit is eligible under the Financial Services Compensation Scheme (FSCS).

For further information about the compensation provided by
 the FSCS, refer to the FSCS website at www.FSCS.org.uk

Period covered 23rd September - 18th November 2020

Voucher no	Date	Description	Amount	Balance
		Balance brought forward		£9.74
4	28-Oct-20	Office loo roll	£3.55	£6.19
		Checked by E Anderson 13th November 2020		

Year To Date Budget 2020-2021

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Remaining	Total Spend
Administration	10,340	742.90	542.85	263.00	203.44	1,361.58	168.19	1,332.53	472.54					49.2	5,252.97	5,087.03
Council & Councillors	14,000	961.59		400.00			744.00	1,333.20	42.70					24.9	10,518.51	3,481.49
Property & Parks	58,398	3,947.12	1,459.26	1651.35	2,094.15	3,419.59	8,674.98	2,208.62	2,087.74					43.7	32,855.19	25,542.81
Insurance	2,500			1742.76										69.7	757.24	1,742.76
Election Costs	0															
Parish Paths (P3)	1,000													-	1,000.00	-
Grants	25,000	24,250.00			4,542.00	1,500.00			2,776.00					132.3	-8,068.00	33,068.00
Amenities	24,700	70.00		71.88	2,401.20	2,561.65		1,328.40	1,219.76					31.0	17,047.11	7,652.89
Localism Projects	18,100		907.20		907.20		1,814.40		907.20					30.1	12,656.80	5,443.20
Sub Total	154,038	29,972	2,909	5,036	10,148	8,843	11,402	6,203	7,506	0	0	0	0	53.2	72,019.82	82,018.18

Salaries/PAYE/NI	Budget													%Budget	Balance	Total Spend
Salaries		5,037.14	6,295.46	4,813.07	4,850.67	4,840.27	5,742.29	5,006.99							-36,585.89	36,585.89
PAYE/NI		1,212.54	2,048.31	1,417.56	1,379.96	1,390.36	1,210.08	1,371.22							-10,030.03	10,030.03
Pension Payments		1,585.68	2,098.99	1,585.30	1,585.30	1,585.30	1,707.85	1,612.34							-11,760.76	11,760.76
Sub Total	99,627	7,835.36	10,442.76	7,815.93	7,815.93	7,815.93	8,660.22	7,990.55	-	-	-	-	-	58.6	41,250.32	58,376.68
Budget Spend	253,665.00	37,806.97	13,352.07	12,852.12	17,963.92	16,658.75	20,061.79	14,193.30	7,505.94	-	-	-	-	55.3	113,270.14	140,394.86

Ear Marked Reserves/Project Funds																
Staffing	15,000	1,470.00					2,790.00								10,740.00	4,260.00
Boniface Statue Clean					456.00											
F19 Repairs							298.80									
General Fund	100,925				1,152.00											
Christmas Lights - renewals & repairs								179.61								
IT Equipment/Support								1,202.15								
OLS - Feasibility Study								600.00								
Sub Total	115,925	1,470.00	-	-	1,608.00	-	3,088.80	-	1,981.76	-	-	-	-	7.0	107,776.44	8,148.56
Total Spend inc reserves	369,590.00	39,276.97	13,352.07	12,852.12	19,571.92	16,658.75	23,150.59	14,193.30	9,487.70	-	-	-	-		221,046.58	148,543.42

INCOME	Budget													%Budget	Balance	Total Income
Administration	2,500	430.86						1,220.20						66.0	848.94	1,651.06
Council & Councillors	0													#DIV/0!	0.00	-
Property & Parks	4,528	42.00		38.59	5.83		651.54	3,091.44	436.60					94.2	262.00	4,266.00
Insurance	0													#DIV/0!	0.00	-
Parish Paths (P3)	0													#DIV/0!	0.00	-
Grants	0				5,000.00		10,000.00							#DIV/0!	-15,000.00	15,000.00
Amenities	3,200													-	3,200.00	-
VAT Repayment	15,000			3,101.27				2,171.89						35.2	9,726.84	5,273.16
Sponsorship	0													#DIV/0!	0.00	-
Precept	261,918	130,959.24						130,959.24						100.0	-0.48	261,918.48
Earmarked Reserves	0		199.00		380.00									#DIV/0!	-579.00	579.00
Localism Projects	376															
Salaries	0															
General fund																
Sub Total	287,522	131,432.10	199.00	3,139.86	5,385.83	-	10,651.54	137,442.77	436.60	-	-	-	-	100.4	-1,165.70	288,687.70

Total Income	£287,522	£131,432.10	£199.00	£3,139.86	£5,385.83	£0.00	£10,651.54	£137,442.77	£436.60	£0.00	£0.00	£0.00	£0.00	100.4	-£1,165.70	£288,687.70
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Outstanding Debts as at 13th November 2020					
Month	Date of Invoice	Invoice Number	Debt relating to	Amount	Comments
	9th June 2020	20/21 DCC UGC	Contribution to highway grass verge cutting	£387.00	Chaser sent 21st September 2020
Jun-20					
Sep-20	28th Sept 2020	E1 2020-21	Allotment rent	£24.75	Chaser sent 10th November 2020
		E3 2020-21	Allotment rent	£39.01	Chaser sent 10th November 2020
		E18 2020-21	Allotment rent	£23.67	Chaser sent 10th November 2020
		E22A 2020-21	Allotment rent	£22.33	Chaser sent 10th November 2020
		E29A 2020-21	Allotment rent	£19.37	Chaser sent 10th November 2020
		B7B 2020-21	Allotment rent	£19.37	Chaser sent 10th November 2020
		B12A 2020-21	Allotment rent	£26.36	Chaser sent 10th November 2020
		B12C 2020-21	Allotment rent	£26.90	Chaser sent 10th November 2020
TOTAL AMOUNT OUTSTANDING				£588.76	

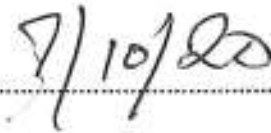
I, Councillor Frank Letch, confirm that I carried out a random audit check at the Council Offices on Friday, 13th November 2020, this included following the audit trail of voucher number 151. I found everything to be in order.

Signed Frank Letch

Dated 15th November 2020

I, Councillor Frank Letch, confirm that I carried out a random audit check at the Council Offices on Wednesday, 7th October 2020, this included following the audit trail of voucher number 192. I found everything to be in order.

Signed.....

Dated.....



Committee Structure Report

Report by: Town Clerk
To: Council Affairs
Date: For consideration on 20th October 2020

Recommendation

The Council Affairs Committee is recommended to consider and amend as required the new Committee Structure, for approval at Full Council, with changes to commence in April 2021.

1. Purpose

- 1.1 This report proposes the creation of one new committee and the renaming of all committees to provide clarity on responsibility for each committee.
- 1.2 This report sets out a proposal to amend the Terms of Reference for each committee.

2. Background

- 2.1 A committee restructure was undertaken by the previous Town Clerk in 2018.
- 2.2 The Town Council's responsibilities are increasing and diversifying. As such, the current responsibilities assigned to each committee have increased and the council is now at a point where a restructure is required.

3. Proposals

- 3.1 New Committee
A new committee named 'Property and Assets' has been proposed, to conclude the maintenance of assets, development of a rolling maintenance programme, management of earmarked projects and the development of strategies for council assets.
- 3.2 New Structure
The new structure is included within the paperwork for the Council Affairs meeting, which should be read alongside the proposed Terms of Reference.

4. Financial Implications

- 4.1 There are no financial implications as the clerking of these meetings has been discussed with Town Council staff.

5. Conclusion

- 5.1 By increasing the number of committees, responsibility will be more distributed.
- 5.2 The new structure deals with discrepancies in the current Terms of Reference.
- 5.3 The new structure ensure transparency when dealing with council finances.
- 5.4 The new structure will aid budget setting, allowing all committees to provide information on their financial requirements.

Rachel Avery – Town Clerk and RFO

FULL COUNCIL

PLANNING & TOWN STRATEGY

- Comments of planning applications
- Comments on strategic documents and policies
- Neighbourhood Plan
- Highways and Traffic
- Other Town infrastructure relating to other authorities ie. Lighting, toilets and transport
- Heritage and Arts
- Town Promotion

8 Members

COUNCIL AFFAIRS AND FINANCE

- To propose budget requirements to Full Council
- To forward plan and make earmarked reserves recommendations
- Internal Control
- Risk Assessments
- Personnel
- Insurance
- Policy overview
- Civic Events

8 Members

AMENITIES AND THE BUILT ENVIRONMENT

- Allotment administration
- Floral displays
- Floral Crediton
- Recreational, social and educational activities in open spaces
- Footpaths

8 Members

PROPERTY AND ASSETS

- Maintenance of owned/leased council assets
- Development of a rolling 5 year maintenance programme
- Manage earmarked reserves projects
- Develop strategies for council assets

8 Members



Credon Town Council – Terms of Reference

Planning & Town Strategy Committee

- The Committee will comprise 8 Members.
- The Committee will comprise 2 substitute Members.
- The quorum of the Committee shall be 4 Members.
- The Committee will undertake the following role and functions:
 - To meet monthly
 - To consider and comment on strategic development policies and consultations documents received from other bodies which affect Credon Town
 - To facilitate greater member focus on town policy development to positively shape the future of Credon
 - Preparation of the Credon Neighbourhood Plan
 - To comment on planning applications referred to the Council for comment on behalf of the Council
 - To identify and facilitate positive change within the Town by working with key stakeholders, local organisation/groups and the whole community
 - Liaise with other bodies regarding highways and traffic management, public lighting, public toilets and public transport
 - To manage general matters affecting the towns heritage, historic environment and art related activities
 - To actively promote the Town
 - To consider the recommendations of Sub-Committees or Working (Advisory) Groups under the control of the Planning & Town Strategy Committee
 - Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council.

Council Affairs & Finance Committee

- The Committee will comprise 8 Members.
- The Committee will comprise 2 substitute Members.
- The quorum of the Committee shall be 4 Members.
- The Committee will undertake the following role and functions:
 - To meet monthly
 - To consider the Responsible Finance Officers (RFO) report on Councils annual estimates of income & expenditure (Budget) for continuing services and payments of capital expenditure for the next three financial years; and to make recommendations to Full Council on the Budget & Precept in time for the Parish Council meeting to be held in December each year
 - To consider forward planning and provide recommendations to Full Council for earmarked reserves levels which may include the replacement of equipment,



vehicles, buildings and/or specific items of expenditure required in the future in order to lessen the precept burden in any one year

- To ensure Full Council hold adequate general reserves, in line with best practice, to secure future budgets
- To appoint a panel to carry out quarterly internal control checks in line with best practice, legislation and Councils duty
- To undertake an annual risk assessment with regard to Councils accounting procedure
- To take responsibility for general staffing matters (e.g. health and safety matters, implementing policies etc.)
- To handle recruitment matters
- To consider all matters concerning the Council's employees including to issue, vary and terminate employment contracts
- The Committee shall be empowered to take decisions and such action as is seen fit to deal with any unforeseen personnel matters which may arise from time to time, including the Council's Employer's Duty of Care and Councillor Conduct
- To undertake the line management responsibility of the Clerk as the most senior Officer of the Council
- To carry out the Clerk's appraisals
- To handle any informal or formal grievance and initiating any informal or formal disciplinary action in the first instance
- To oversee the training requirements of Council staff and Councillors
- Make recommendations to the Council on new areas of Council Policy & Procedures
- To manage, review and amend as necessary the Council's policies, procedures and protocols
- Recommending changes to the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Terms of Reference
- Oversee the Council's Insurance arrangements
- Oversee any Legal Proceedings
- Overseeing electoral matters
- Managing the Council's publicity and public relations
- Managing the Council's risk management practices and procedures
- Oversee Civic events such as Remembrance Parade, Beacon Lighting etc
- Overseeing Council's involvement in any Twinning arrangements
- To scrutinise, when required, Council activities and decisions
- To consider the recommendations of Sub-Committees or Working (Advisory) Groups under the control of the Council Affairs & Finance Committee
- Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council.



Amenities & The Built Environment Committee

- The Committee will comprise 8 Members.
- The Committee will comprise 2 substitute Members.
- The quorum of the Committee shall be 4 Members.
- The Committee will undertake the following role and functions:
 - To meet bi-monthly (opposite months to Property and Assets Committee)
 - To make recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of the allotments function
 - To make recommendations to the Council on the resources necessary to discharge the open space and allotment functions
 - To discharge all other aspects of the allotments function in accordance with relevant legislation, any policy or strategy relating to the function approved by the Council, and within the budget provision made by the Council
 - To co-ordinate the provision of floral displays within Credon Town
 - To co-ordinate the Floral Credon Competition on an annual basis
 - To consider new ways of promoting Floral Credon and encouraging the whole community to participate
 - To actively seek out sponsorship and funding for Floral Credon
 - To identify opportunities to promote Floral Credon and public open spaces within the town and encourage people to visit Credon
 - To encourage recreational, social and educational activities at public open spaces within the town
 - To encourage the community to become involved in the planting and maintenance of public open spaces within the town and in particular the Peoples Park wildlife area
 - To actively seek out sponsorship and funding to enable projects to progress
 - To consider the recommendations of Sub-Committees or Working (Advisory) Groups under the control of the Amenities & Built Environment Committee
 - Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council.

Property & Assets Committee

- The Committee will comprise 8 Members.
- The Committee will comprise 2 substitute Members.
- The quorum of the Committee shall be 4 Members.
- The Committee will undertake the following role and functions:
 - To meet bi-monthly (opposite months to Amenities & The Built Environment Committee)
 - To be responsible for the maintenance (internal and external) and to oversee all assets and property (Council owned and leased)
 - To make recommendations to the Council on the formulation of any policy or strategy in relation to Council owned or leased open spaces



- To develop and maintain a rolling five year planned maintenance programme for all property and assets
- To manage projects funded by Earmarked Reserves as approved by Full Council.
- To determine strategy for income producing Council assets
- To assist with relevant contracts alongside the Assets and Built Environment Committee as required
- To consider the recommendations of Sub-Committees or Working (Advisory) Groups under the control of the Property & Assets Committee
- Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds must be authorised by Full Council.

Christmas in Credition Sub-Committee

- The Sub-Committee will comprise 4 Members of Credition Town Council together with representation from the local community, including local groups, organisations and individuals.
- The quorum of the Sub-Committee shall be 3 Members.
- The Sub-Committee will report directly to the Town Strategy Committee.
- The Sub-Committee will adopt an enabling role where possible, drawing together the expertise of the various groups/organisation/individuals to the benefit of the community, event and or project.
- All members of the Committee may vote, including non-Council members.
- The Committee will undertake the following role and functions:
 - To co-ordinate and facilitate a Christmas Parade and Christmas Light Switch-on Event on an annual basis
 - To co-ordinate and facilitate Christmas illuminations in Credition Town
 - To actively seek out sponsorship and funding for the events
 - To identify opportunities to promote the Christmas events and encourage people to visit Credition
 - To enable the provision of entertainment in the Town Square on an annual basis in order to bring the whole community together
 - The Committee will meet approximately 8 times per year.

Grants Sub- Committee

- The Sub-Committee will comprise 5 Members.
- The quorum of the Sub-Committee shall be 3 Members.
- The Sub-Committee will report directly to the Council Affairs & Finance Committee and will undertake the following role and functions:
 - To review the Council's Grant's Policy and make recommendations for any amendments to the Council Affairs & Finance Committee
 - To consider Grant applications and make recommendations to the Council Affairs & Finance Committee, in accordance with the Council's Grants Policy
 - The Committee will meet 3-4 times per year.



Parish Paths Sub-Committee

- The Sub-Committee will comprise 4 Members of Credition Town Council together with representation from the local community, including local groups, organisations and individuals.
- The quorum of the Committee shall be 3 Members.
- The Sub-Committee will report directly to the Amenities & Built Environment Committee.
- The Sub-Committee will adopt an enabling role where possible, drawing together the expertise of the various groups/organisation/individuals to the benefit of the community, event and/or project.
- All members of the Sub-Committee may vote, including non-Council members.
- The Sub-Committee will undertake the following role and functions:
 - To arrange works when necessary to maintain Credition's footpaths
 - To co-ordinate regular surveys of the footpaths within Credition
 - To identify opportunities to promote Credition's footpaths and encourage people to visit Credition
 - The Committee will meet 3 times per year.

Old Landscore School Sub-Committee

- The Sub-Committee will comprise of 6 members of Credition Town Council
- The quorum of the Committee shall be 3 Members.
- The Sub-Committee will report directly to the Property & Assets Committee and will undertake the following role and functions:
 - To meet bi-monthly
 - To oversee the management of the Old Landscore School Building
 - To oversee a feasibility study to establish whether the Council wish to secure the building as a community asset and/or Council office
 - To co-ordinate and facilitate requests to use the building during the Tenancy at Will.
 - To consider and review plans for the development of the Old Landscore School building.
 - To actively seek out sponsorship and funding for the building
 - To identify opportunities to promote the building and its usage
 - To enable the provision of entertainment in the building in order to bring the community together.

Climate Change & Sustainability Sub-Committee

- The Sub-Committee will comprise 4 Members of Credition Town Council and up to 6 members of the public including representatives of local community groups, organisations and individuals.
- The Councillors on the Sub-Committee will select those public members to serve on the Sub-Committee based on who is best placed to advise the Council in achieving its aims.



- The quorum of the Sub-Committee shall be 4 Members.
- The Sub-Committee will report directly to the Town Strategy Committee.

Emergency Committee

- The Committee will comprise 4 Members.
- The quorum of the Committee shall be 2 Members.
- The Committee shall undertake the following roles and functions:
 - This Committee will only meet in times of sudden local or national disaster or emergency, and then shall act with the full powers of the Council.

DATED

2020

LICENCE TO

USE LAND AT UNION ROAD CREDITON

between

MID DEVON DISTRICT COUNCIL

and

CREDITON TOWN COUNCIL

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CLAUSE

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This licence is dated

day of

2020

Parties

- (1) Mid Devon District Council of Phoenix House Phoenix Lane Tiverton Devon EX16 6PP
(Licensor)
- (2) Crediton Town Council of 8a North Street Crediton Devon EX17 2BT (Licensee)

Agreed terms

1. Interpretation

The following definitions and rules of interpretation apply in this licence.

1.1 Definitions:

Common Parts: such roads, paths, and other means of access to and egress from the Land as designated from time to time by the Licensor.

Competent Authority: any statutory undertaker or any statutory public local or other authority or regulatory body or any court of law or government department or any of them or any of their duly authorised officers.

Flag Pole: the flag pole to be installed on the Land

Licence Fee: the amount of £1.00 or such other amount as the Licensor in its absolute discretion may from time to time determine on giving one months' notice.

Licence Fee Commencement Date: the date of this Licence.

Licence Period: the period from and including the date of this Licence until the date on which this licence is determined in accordance with clause 5.

Necessary Consents: all planning permissions and all other consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any Competent Authority for the Permitted Use.

Permitted Use: to install, operate and maintain a flagpole and flag

Plan: the plan attached to this licence marked "Plan".

Land: the land at Union Road Crediton shown coloured in red on the Plan

Service Media: all media for the supply or removal of heat, electricity, gas, water, sewage, energy, telecommunications, data and all other services and utilities and all structures, machinery and equipment ancillary to those media.

Third Party Insurance: fully comprehensive public liability insurance in a sum not less than £10,000,000.00 (ten million pounds) for each and every claim arising in respect of the Permitted Use

VAT: value added tax chargeable under the Value Added Tax Act 1994 and any similar replacement tax and any similar additional tax.

- 1.2 Clause, Schedule and paragraph headings shall not affect the interpretation of this licence.
- 1.3 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.4 The Schedule forms part of this licence and shall have effect as if set out in full in the body of this licence. Any reference to this licence includes the Schedule.
- 1.5 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.6 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.7 A reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.8 Unless otherwise specified, a reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under that statute or statutory provision and all orders, notices, codes of practice and guidance made under it.
- 1.9 A reference to **writing** or **written** excludes fax and e-mail.
- 1.10 Any obligation on a party not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
- 1.11 References to clauses and Schedules are to the clauses and Schedules of this licence and references to paragraphs are to paragraphs of the relevant Schedule.
- 1.12 Any words following the terms **including**, **include**, **in particular**, **for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

- 1.13 A **working day** is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.

2. Licence to occupy

- 2.1 Subject to clause 3, clause 5 and clause 5, the Licensor permits the Licensee to occupy the Land for the Permitted Use for the Licence Period in common with the Licensor and all others authorised by the Licensor (so far as is not inconsistent with the rights given to the Licensee to use the Land for the Permitted Use).

- 2.2 The Licensee acknowledges that:

- (a) the Licensee shall occupy the Land as a licensee and that no relationship of landlord and tenant is created between the Licensor and the Licensee by this licence;
- (b) the Licensor retains control, possession and management of the Land and the Licensee has no right to exclude the Licensor from the Land;
- (c) the licence to occupy granted by this agreement is personal to the Licensee and is not assignable and the rights given in clause 2 may only be exercised by the Licensee and its employees; and

3. Licensee's obligations

The Licensee agrees and undertakes:

- (a) to pay to the Licensor the Licence Fee payable prior to completion of this licence and annually thereafter in advance on demand;
- (b) to keep the Land clean, tidy and clear of rubbish;
- (c) to maintain and keep in good condition, repair and working order the Flag Pole (including any flags that are deployed) throughout the Licence Period;
- (d) not to use the Land other than for the Permitted Use;
- (e) not to make any alteration or addition whatsoever to the Land, other than those authorised under the Permitted Use;
- (f) to employ a reputable contractor to install and remove the Flag Pole;
- (g) not to display any advertisement, signboards, nameplate, inscription, banner, placard, poster, signs or notices at the Land, provided the licensee may display a flag of suitable size in accordance with the Permitted Use;
- (h) not to do or permit to be done on the Land anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to the Licensor or to any owner or occupier of neighbouring property;

- (i) not to cause or permit to be caused any damage to:
 - (i) the Land, or any neighbouring property; or
 - (ii) any property of the owners or occupiers of the Land, or any neighbouring property;
- (j) not to obstruct the Common Parts, make them dirty or untidy or leave any rubbish on them;
- (k) not to apply for any planning permission in respect of the Land;
- (l) not to do anything that will or might constitute a breach of any Necessary Consents affecting the Land or which will or might vitiate in whole or in part any insurance effected by the Licensor in respect of the Land from time to time;
- (m) to observe any reasonable rules and regulations the Licensor makes and notifies to the Licensee from time to time governing the Licensee's use of the Land and the Common Parts;
- (n) to leave the Land in a clean and tidy condition at the end of the Licence Period;
- (o) to remove the Flag Pole at the end of the Licence Period and make good any damage caused to the Land and to reinstate the Land to its original condition;
- (p) to indemnify the Licensor and keep the Licensor indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:
 - (i) this licence;
 - (ii) any breach of the Licensee's undertakings contained in clause 3 and clause 4; and/or
 - (iii) the exercise of any rights given in clause 2;

4. Third Party Liability Insurance

- 4.1 The Licensee shall ensure that it effects and throughout the Licence Period keep in force the Third Party Liability Insurance with a reputable insurance company which covers all claims in respect of the Land for personal injury, death and damage to property and make available to the Licensor or its agent on reasonable demand a copy of the policy and a copy of the current premium receipt.
- 4.2 The Licensee shall ensure that any contractors employed by the Licensee in connection with the installation and removal of the Flag Pole maintains their own Third Party Liability Insurance and that all current premiums in respect of the contractor's Third Party Liability Insurance are paid and up to date. The Licensee shall provide a copy of the contractor's Third Party Liability Insurance to the Licensor if reasonably requested to do so.

5. Termination

5.1 This licence shall end on the earliest of:

- (a) the expiry of any notice given by the Licensor to the Licensee at any time on breach of any of the Licensee's obligations contained in clause 3 and clause 4; or
- (b) the expiry of not less than one months' notice given by the Licensor to the Licensee or by the Licensee to the Licensor.

5.2 Termination of this licence shall not affect the rights of either party in connection with any breach of any obligation under this licence which existed at or before the date of termination.

6. Notices

6.1 Any notice or other communication given under this licence shall be in writing and shall be delivered by hand or sent by pre-paid first-class post or other next working day delivery service to the relevant party as follows:

- (a) to the Licensor at the address stated at the beginning of the licence and marked for the attention of Property Services; and
- (b) to the Licensee at the address stated at the beginning of the licence and marked for the attention of the Licensee.

or as otherwise specified by the relevant party by notice in writing to each other party.

6.2 Any notice or other communication given in accordance with clause 6.1 will be deemed to have been received:

- (a) if delivered by hand, on signature of a delivery receipt or at the time the notice or other communication is left at the proper address; or
- (b) if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second working day after posting.

6.3 A notice or other communication given under this licence shall not be validly given if sent by e-mail.

6.4 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

7. Costs

On completion of this Licence, the Licensee shall pay to the Licensor on a full indemnity basis all costs, fees, charges and expenses and disbursements of the Licensor and their

professional advisors incurred in relation to the negotiation and completion of this licence, plus an amount equivalent to VAT on them except to the extent that the Licensor is able to recover that VAT.

8. No warranties for use or condition

- 8.1 The Licensor gives no warranty that the Land possesses the Necessary Consents for the Permitted Use.
- 8.2 The Licensor gives no warranty that the Land is physically fit for the purposes specified in clause 2.
- 8.3 The Licensee acknowledges that it does not rely on, and shall have no remedies in respect of, any representation or warranty (whether made innocently or negligently) that may have been made by or on behalf of the Licensor before the date of this licence as to any of the matters mentioned in clause 8.1 or clause 8.2.
- 8.4 Nothing in this clause shall limit or exclude any liability for fraud.

9. Limitation of Licensor's liability

- 9.1 Subject to clause 9.2, the Licensor is not liable for:
- (a) the death of, or injury to the Licensee, its employees, customers or invitees to the Land; or
 - (b) damage to any property of the Licensee or that of the Licensee's employees, customers or other invitees to the Land; or
 - (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by Licensee or the Licensee's employees, customers or other invitees to the Land in the exercise or purported exercise of the rights granted by clause 2.
- 9.2 Nothing in clause 9.1 shall limit or exclude the Licensor's liability for:
- (a) death or personal injury or damage to property caused by negligence on the part of the Licensor or its employees or agents; or
 - (b) any matter in respect of which it would be unlawful for the Licensor to exclude or restrict liability.

10. Third party rights

A person who is not a party to this licence shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this licence.

11. Governing law

This licence and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

12. Jurisdiction

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this licence or its subject matter or formation (including non-contractual disputes or claims).

This licence has been entered into on the date stated at the beginning of it.

Signed by)
for and on behalf of Mid Devon District Council)
(Licensor)

SIGNED by the said [] for)
and on behalf of Crediton Town Council (Licensee))

SIGNED by the said [] for)
and on behalf of Crediton Town Council (Licensee))



Phoenix House
Phoenix Lane, Tiverton EX16 6PP

Tel: 01884 255255 Website: www.middevon.gov.uk



War Memorial Flag Pole - Union Road Crediton

Scale: 1:500

Date: 11/10/2019

Drg. No: Not Set

User Name: sdenham

From: Roger Taylor <Roger.Taylor@wellerslawgroup.com>
Sent: 24 March 2020 11:27
To: Clare Dalley <townclerk@crediton.gov.uk>
Subject: RE: Licence for flag pole at Union Street, Crediton (subject to licence)

Dear Clare

Thank you for your emails. Most of us are working from home, although I am alone in the office today as not everything can be done electronically.

The licence is not just to erect and maintain the flagpole but to look after the land upon which it stands. I appreciate that this is defined as a small area but in clause 3 (b) you have to keep the land clean tidy and free from rubbish and in 3 (n) leave the land in clean and tidy condition in addition to the obligation in (o) to make good damage caused by the removal of the flagpole.

In practice I would anticipate that any tidying would be dealt with by the contractors for the remaining land but if, for instance, tributes were left at the base of the flagpole it would be your responsibility to remove them.

Please also note the requirement for Third Party insurance and you need to ensure that the flagpole is covered by your insurance and to the required level of cover. Please note the indemnity given in clause 9.1.

The licence can be terminated by one month's notice.

I could reduce the length of the licence, but it serves its purpose to allow you to erect and maintain the flagpole, but just be aware of the other provisions which have been included.

Regards

Roger Taylor

From: Clare Dalley [<mailto:townclerk@crediton.gov.uk>]
Sent: 24 March 2020 11:00
To: Roger Taylor <Roger.Taylor@wellerslawgroup.com>
Subject: FW: Licence for flag pole at Union Street, Crediton (subject to licence)

Hi Roger, further to my previous e-mail, please see below.

Best wishes

Clare Dalley

Clare Dalley (Mrs)
Town Clerk & Responsible Financial Officer
Crediton Town Council
8a North Street
Crediton
EX17 2BT
Tel: 01363 773717

To keep up to date on the Council's activities follow us on [Facebook](#) & [Twitter](#)

Clare Dalley

From: Rod Brookes <rodbrookes@hotmail.com>
Sent: 12 February 2020 18:45
To: Frank Letch; Clare Dalley
Cc: Rosemary Stephenson (rosemarystephenson@gmail.com)
Subject: Boniface Heritage Trail
Attachments: Boniface heritage trail sign 1 completed.jpg

Dear Frank and Clare, as you know, after four years of development the Town Team are now nearing completion of the Boniface Heritage Trail project. Eight beautiful and distinctive signs telling the story of Boniface will create a trail through the town from one end to the other and we hope will bring many more visitors to the town. They will also make Crediton what tourism promoters and officers call 'a tourism destination'. I attach a picture of one of the signs just after final assembly in the local steelworks Conibear Brothers.

Planning consent has been granted by Mid -Devon District Council for all eight signs and a separate and long-awaited planning consent for the one in the grounds of the parish church has also been granted by the Church of England Diocesan Chancellor in the form of a London High Court judge. We never expected quite such a lengthy and challenging process but in the end it has brought many people from different walks of life together in a shared journey

The signs will start to be installed into excavated footings from next week and this will continue, weather dependent, with two more per week until all eight are completed in a month's time.

Under the terms of the EU grant, which is administered through the Rural Payments Agency, the town team are obliged to retain ownership and responsibility for the signs for five years, something we are very happy to do

Some of the location owners have indicated that after the five years they would wish to take ownership and responsibility of their own sign and absorb it within their existing assets and we will happily consider these.

One of the location owners though, the governors of Holy Cross, even though they have welcomed their heritage sign and the heritage trail in general are nonetheless concerned that the town team might not exist after five years or possibly even before that, leaving them with responsibility for their sign.

We can't of course give them the guarantee they are seeking that we won't exist, so In order to reassure them we are wondering whether – should that eventuality happen - if the town council would be prepared to assume ownership of the signs?

At the moment we are insuring them against accidental damage and vandalism for £2,000 each. That's the amount we reckon it would cost to have the design re-printed on acetate, bonded within new armoured glass and fitted to the existing galvanised steel frame by Conibear Brothers. We expect not have to do this at all of course; the 25mm laminated and toughened glass being used is the same as that used widely across the country in airport lounges and shopping malls, but there is nonetheless a theoretical risk of it being deliberately vandalised and that is the risk which the Holy Cross governors are seeking to mitigate

If it would help for me or the town team's chair Rosemary Stephenson to speak to this proposal at a council meeting we will happily do so.

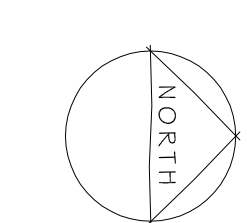
ACCOMMODATION SCHEDULE		TOTAL	PLOT FETTS
<div><div></div>1 Bed 2 Person House 58.0m² (Type A)</div>	4	10 - 13	
<div><div></div>2 Bed 4 Person House 79.9m² (Types B & C)</div>	2	2, 3, 4, 5, 7, 8 & 9	
<div><div></div>3 Bed 5 Person House 93.0m² (Type D)</div>	7	1 & 6	
<div><div></div>3 Bed 5 Person House (full level change) 110.1m² (Type E)</div>	5	16, 17, 18, 19 & 20	
<div><div></div>4 Bed 6 Person House (full level change) 141.6m² (Type F)</div>	2	14 & 15	
20 No. Total	Site Area 0.70 hectare / Dwellings per hectare 29		

PARKING RATIOS	
37m ² Off Road Spaces (1.55 per dwelling)	1 & 2 bed dwellings - 2 spaces each within general shed
N/A, each for 1 bed dwellings	3 & 4 bed dwellings - 4 spaces each within separate additional shed
2m ² , each for 4, 3 & 2 bed dwellings	N/A, visitor space
N/A, visitor space	Sheds to be securely fixed to a concrete foundation. Shed doors to be fitted with secure permanent entrance concrete for each cycle which allows both the wheel and frame to be locked securely.

HARD LANDSCAPING KEY	
1	Burnes Maccastray
2	General Highway 8 footings
3	MATERIALS: Tropic paving, Barn Core to adaptable standards - shared surface highway
4	MATERIALS: Tropic paving, Barn Core
5	dwellings: Tropic paving, Barn Core
6	dwellings: Tropic paving, Barn Core
7	dwellings: Tropic paving, Barn Core
8	dwellings: Tropic paving, Barn Core
9	dwellings: Tropic paving, Barn Core
10	dwellings: Tropic paving, Barn Core
11	dwellings: Tropic paving, Barn Core
12	dwellings: Tropic paving, Barn Core
13	dwellings: Tropic paving, Barn Core
14	dwellings: Tropic paving, Barn Core
15	dwellings: Tropic paving, Barn Core
16	dwellings: Tropic paving, Barn Core
17	dwellings: Tropic paving, Barn Core
18	dwellings: Tropic paving, Barn Core
19	dwellings: Tropic paving, Barn Core
20	dwellings: Tropic paving, Barn Core

CYCLE STORAGE	
Each dwelling to be provided with min. 1.2m x 1.2m area to accommodate:	
• 2m ² 240 litre wheeled bins &	
• 2m ² 55 litre recycling boxes	
Generally storage area to be located within private grounds, open to view	
• Plots 8, 13, 14, 15, 16, 17, 18 & 20 located to the front of the properties, due to this smaller footprint	
• Plots 14, 15, 16, 17, 18 & 20 located to the front of the properties due to split level nature of dwelling	

REFUSE STORAGE	
Each dwelling to be provided with min. 1.2m x 1.2m area to accommodate:	
• 2m ² 240 litre wheeled bins &	
• 2m ² 55 litre recycling boxes	
Generally storage area to be located within private grounds, open to view	
• Plots 8, 13, 14, 15, 16, 17, 18 & 20 located to the front of the properties, due to this smaller footprint	
• Plots 14, 15, 16, 17, 18 & 20 located to the front of the properties due to split level nature of dwelling	



28.10.2020

B

28.10.2020

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PROVISIONAL

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PROVISIONAL

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Summer Bedding Report

Report by: Assistant Clerk
To: Assets & Amenities
Date: For consideration on 10th November 2020

Recommendation

The Assets & Amenities Committee is recommended to consider and agree a proposal for the Town Council to arrange the summer bedding for 2021, following the service withdrawal from Mid Devon District Council, including the associated plans and costs.

1. Purpose

- 1.1 This report sets out three proposals for the sourcing and planting of the flower beds in Credition, previously maintained by MDDC.
- 1.2 The report seeks to address the areas previously planted by MDDC to ensure these continue to be maintained.
- 1.3 To make a recommendation to Full Council for a budget to be allocated to cover the cost of the summer bedding for the financial year 2021-22.

2. Background

- 2.1. At the Assets & Amenities meeting, held on 15th September 2020, the Committee agreed to taken on the responsibility of the bedding and instructed the Assistant Clerk to obtain costings for this.
- 2.2. MDDC has provided the Assistant Clerk with information on the areas that need to be included as well as the plants purchased this year. (Newcombes Meadow, St Lawrence Green, Junction of East Street/Charlotte Street and the Union Road wall).

3. Proposals

- 3.1. East St/Charlotte St Bed
This proposal would include Mr Bert Jewell planting the bed with hardy, low maintenance plants to avoid annual replanting and watering.
- 3.2. Union Road wall
This proposal would include Mr Bert Jewell planting the bed with hardy, low maintenance plants to avoid annual replanting and watering.
- 3.3. St Lawrence Green & Newcombes Meadow Flower Beds
This proposal would include purchasing 1,890 geraniums (figures obtained from MDDC) from a wholesale nursery. The Committee would need to agree on which nursery to use however only one quote has been obtained so far. A quotation has also been provided for the planting of the geraniums. These beds would need to be added to the watering schedule.

4. Financial Implications

- 4.1 As this service was previously supplied by MDDC, a recommendation needs to be put to Full Council for a new budget line to be included in the 2021-22 budgets to cover the costs outlined below.

4.2 East St/Charlotte St Bed

Mr Bert Jewell has provided a plan and list of plants for this bed. The estimated cost of the planting is **£127** with the plants being sourced from Bernaville Nurseries. Bernaville did express an interest in sponsoring the East St/Charlotte Street bed therefore there may be a discount on this price.

4.3 Union Road wall

Mr Bert Jewell has provided a list of plants for this bed. The estimated cost of the planting is **£78.50 + VAT**.

4.4 St Lawrence Green & Necombes Meadow Flower Beds

The quotations to purchase the geraniums are listed below:

	Cost of geraniums	Cost of 1,890 geraniums
Taunton Deane Nursery	£0.42 per unit	£793.80
Mill House Nursery, Honiton	£1.90 per 6 pack	£598.50

The quotations to plant, maintain and remove the geraniums are listed below:

	Service	Cost
MDDC	Plant, maintain and strip the beds at the end of the season	£2,117.76
Jordan Hewitt	Plant, maintain and strip the beds at the end of the season	£1,830

Jordan Hewitt has also confirmed the estimated cost to water the beds at Newcombes Meadow, St Lawrence Green and Union Road wall would be £70 per water. In Tiverton, the beds are watered once every 5 days. From 1st June to 30th September this would require 24 waters, totalling **£1,680**.

5. Conclusion

With Mid Devon District Council withdrawing the bedding services within the town, it is the Town Council's decision to consider addressing the shortfall and continue to provide attractive displays for the benefit of the residents and visitors.

Emma Anderson
Assistant Clerk

Matters to Note

1. Press Release: Funding announced for Cullompton's Heritage Action Zone
2. VOYC Newsletter September 2020
3. Press Release: Bampton – a bustling town which has opened safely to visitors this summer
4. Chief Executive's Bulletin
5. Latest Covid-19 Updates and Resources from DCT
6. Town and Parish Newsletter – October
7. Rebuilding Communities
8. Latest news from CHAT (October)
9. Rebuilding Communities
10. Sustainable Crediton Newsletter Issue 117
11. Latest news from health and social care for Devon
12. Rebuilding Communities
13. Update on MY CARE from Royal Devon and Exeter NHS Foundation Trust
14. DCC (Various Streets, Devon) (waiting restrictions and parking places)
15. Chief Executive's Bulletin
16. Press Release: Cheriton Bishop to benefit from new-look play area
17. Crediton Health Hub press release
18. Devon Voice Autumn 2020
19. Devon CPRE's October E-Bulletin

Correspondence

1. Crediton RFC – Creedy Bridge
2. MDDC - Extraordinary Council Meeting Agenda
3. MDDC – Cabinet Agenda
4. MDDC – Planning Committee Agenda
5. MDDC – Grand Western Canal Joint Advisory Committee Agenda
6. MDDC - Licensing Committee Agenda
7. MDDC – Special Environment Policy Development Group Agenda
8. MOP – Complaint of rubbish at Fordton
9. MOP – Complaint of blocked drains at Lords Meadow Industrial Estate
10. Britain in Bloom – letter to Cllr Szabo