



**Minutes of the Meeting of Crediton Town Council held on
Tuesday, 17th March 2020, at 7.00 pm, at The Old Landscore School, Greenway, Crediton**

Present: Cllrs Mr F Letch, Miss J Harris, Mrs L Martin, Mrs L Brookes-Hocking, Mrs H Zorlu, Mr Szabo, Mr J Downes & Mr P Vincent

In Attendance: Mrs E Anderson, Assistant Clerk
Mrs R Stephenson, Crediton Heart Project
Mr A Wyer, Devon County Council
1 member of press

2003/164 To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllrs Mr J Ross & Mr J Cairney.
(Proposed by Cllr Letch)

2003/165 Declarations of Interest

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

2003/166 To receive a presentation on the progress of the Crediton Heart Project including details on the feasibility study and town website plans.

The Chairman welcomed Mrs Rosemary Stephenson to the meeting. Mrs Stephenson provided a 10-minute presentation updating Councillors on the Crediton Heart Project, a copy of which is attached to these minutes as Appendix One.

Following the presentation, Councillors asked questions including whether the Crediton Heart Project is talking to the Community Bookshop about the workspace it provides and whether it is aware of the Visit Mid Devon website. Mrs Stephenson confirmed that the Heart Project aims to complement the services provided at the Community Bookshop and its website will have a community focus as opposed to tourism.

2003/167 Public Question Time

There were no questions.

2003/168 Order of Business

There were no changes to the order of business.

2003/169 Chairman's and Clerk's Announcements

The Assistant Clerk advised Councillors that the Clerk has reviewed the Council's Financial Regulations and is recommending some minor amendments. As these are not significant, these will not be brought forward until the Council's May meeting, when it annually reviews its Financial Regulations. As the Clerk will no longer be in post, a report of the changes has been prepared clearly showing what has been removed and what it has been replaced with.

- 2003/170** **Town Council Minutes - To approve and sign the minutes of the Crediton Town Council Meeting held on Tuesday, 21st January 2020, as a correct record. It was resolved to approve and sign the minutes of the Town Council meeting held on Tuesday, 21st January 2020 as a correct record. (Proposed by Cllr Brookes-Hocking)**
- 2003/171** **Matters Arising**
There were no matters arising.
- 2003/172** **To receive, and to ratify the decisions therein, the minutes of the following meetings:**
- **Town Strategy Committee held on 4th February 2020**
It was **resolved** to receive and ratify the minutes of the Town Strategy Committee held on 4th February 2020. (Proposed by Cllr Brookes-Hocking)
 - **Christmas in Crediton Sub-Committee held on 11th February 2020**
It was **resolved** to receive and ratify the minutes of the Christmas in Crediton Sub-Committee held on 11th February 2020. (Proposed by Cllr Brookes-Hocking)
 - **Council Affairs Committee held on 18th February 2020**
It was **resolved** to receive and ratify the minutes of the Council Affairs Committee held on 18th February 2020. (Proposed by Cllr Harris)
 - **Climate Change and Sustainability Sub-Committee held on 18th February 2020**
It was **resolved** to receive and ratify the minutes of the Climate Change and Sustainability Sub-Committee held on 18th February 2020. (Proposed by Cllr Brookes-Hocking)
 - **Council Affairs Committee held on 24th February 2020**
It was **resolved** to receive and ratify the minutes of the Council Affairs Committee held on 24th February 2020. (Proposed by Cllr Harris)
 - **Assets & Amenities Committee held on 25th February 2020**
It was **resolved** to receive and ratify the minutes of the Assets & Amenities Committee held on 25th February 2020. (Proposed by Cllr Harris)
 - **Town Strategy Committee held on 3rd March 2020**
It was **resolved** to receive and ratify the minutes of the Town Strategy Committee held on 3rd March 2020. (Proposed by Cllr Brookes-Hocking)
 - **Assets & Amenities Committee held on 10th March 2020**
It was **resolved** to receive and ratify the minutes of the Assets & Amenities Committee held on 10th March 2020. (Proposed by Cllr Harris)
 - **Climate Change and Sustainability Sub-Committee held on 10th March 2020**
It was **resolved** to receive and ratify the minutes of the Climate Change and Sustainability Sub-Committee held on 10th March 2020. (Proposed by Cllr Brookes-Hocking)



- **Old Landscore School Sub-Committee held on 10th March 2020**

It was resolved to receive and ratify the minutes of the Old Landscore School Sub-Committee held on 10th March 2020. (Proposed by Cllr Letch)

Copies of the minutes had been issued prior to the meeting.

2003/173 Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 22nd January 2020 to 17th March 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 £24,935.17, receipts totalling £12,605.31, and accept the bank reconciliation, copies of which are attached to these minutes as Appendix Two. (Proposed by Cllr Letch)

Cllr Brookes-Hocking raised a query regarding switching the business rate relief from 8A North Street to Old Landscore School. The Assistant Clerk confirmed this query would be passed onto the Town Clerk.

2003/174 To receive a list of outstanding debts owed to Crediton Town Council.

The documentation relating to this item had been issued prior to the meeting. It was **resolved** to note the outstanding debts of £30.12, a copy of which is attached to these minutes at Appendix Three. (Proposed by Cllr Letch)

2003/175 To 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, a copy of which is attached to these minutes as Appendix Four. (Proposed by Cllr Letch)

2003/176 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 prior to the meeting. It was **resolved** to note the report. (Proposed by Cllr Letch)

2003/177 To review the Council's investments and current accounts.

Further information had been issued prior to the meeting. It was **resolved** to note the Council's investments and current accounts. (Proposed by Cllr Letch)

2003/178 To receive a recommendation from the Council Affairs Committee to approve the Council's risk assessments, prepared by the Clerk, and agree to carry out the action plan with immediate effect.

A copy of the risk assessments and action plans had been issued with the agenda. It was **resolved** to approve the Council's risk assessments, prepared by the Clerk, and agree to carry out the action plans with immediate effect. (Proposed by Cllr Letch)

2003/179 To review and approve the Council's Statement of Internal Control for the Financial Year 2019-2020.

A copy of the statement had been issued with the agenda. It was **resolved** to approve the Town Council's Statement of Internal Control for the financial year 2019-2020. (Proposed by Cllr Harris)

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2003/180 To review the Town Council's Investment Strategy.

A copy of the strategy had been issued with the agenda. It was **resolved** to approve the Town Council's Investment Strategy. (Proposed by Cllr Brookes-Hocking)

2003/181 To consider and amend/agree the Council's Operational Contingency Plan for the Coronavirus threat.

It was **resolved** to:

- adopt the Council's Operational Contingency Plan for the Coronavirus threat with immediate effect
- Cancel all Committee and Sub-Committee meetings of the Council until further notice. The only meetings that will stay in the diary will be full Council meetings which are bi-monthly

(Proposed by Cllr Harris)

It was further **resolved** to delegate responsibility of the general day to day running of the Council to the Town Clerk's Office in consultation with the Chairman and Deputy Chairman, this includes:

- individual payments up to £5,000
- planning responses following electronic consultation with Councillors.

(Proposed by Cllr Letch)

2003/182 To consider purchasing Crediton Town Council badges and agree any actions. Further information had been issued prior to the meeting.

It was **resolved** to purchase a Former Mayor badge from Fattorini's at a cost of £80.36 net. (Proposed by Cllr Downes)

Ssssss3aMembers agreed that Councillors that wish to have a Crediton Town Council lapel badge should advise the office and these can be purchased at the Councillors own expense. Cllr Downes also suggested updating the look of the Town Council lanyards, making them more official/corporate.

2003/183 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 Szabo:

- Attended an event at Age Concern on 19th February 2020 where a National Trading Standards Officer provided a presentation on illegal money lending.
- Tarka Rail Association has produced a new leaflet which is available in its 2 new display noticeboards, one on each side of the platforms at the Station.
- A Multimedia Heritage Museum will be opening on the Crediton Railway Station platform in the waiting room.
- 23 community groups have entered this year's It's Your Neighbourhood (IYN) Competition, Sandford Orchards is the first business to enter the Business, Leisure & Tourism Award and Crediton has entered the Britain In Bloom Pennant Award
- The IYN Spring Seminar has been cancelled but the tickets will be carried forward to the next event in October.

JS

Cllr Downes:

- The £500 million Restoring Your Railway Fund has been launched to restore closed railway lines and stations which could mean the line from Crediton to Okehampton is reopened.

Cllr Brookes-Hocking:

- DALC is now an independent self-funding organisation, with a memorandum of articles.
- DALC has a climate change task-and-finish group and is working alongside the climate emergency groups within other councils.

Cllr Letch:

- Mid Devon District Council (MDDC) is operating as usual however, there will soon be a bar on all District Councillors that are over 70. This will reduce the Planning Committee from 12 to down to 3 members. MDDC is encouraging working from home.

Cllr Ross provided a written report in his absence, a copy of which is attached to these minutes as Appendix Five.

Mr Wyer, Devon County Council:

- The roads surrounding Bickleigh will be closing over the next couple of weeks for Ash Tree cutting. Saturday 28th and Sunday 29th March will include daytime closures, so you will not be able to get to Bickleigh from Crediton. Further information on the closures can be found on Devon County Council's website.

2003/184

Correspondence and Matters To Note - To receive Council correspondence and matters to note.

A list of the correspondence and matters to note had been issued with the agenda.

Correspondence

1. MOP - Dangerous flooded road
2. MOP - Gallery 100 Crediton
3. MDDC - Planning Working Group
4. PCL Planning Ltd - Planning Committee 12th Feb 2020 Creedy Bridge

Matters to Note

1. Rosemary Stephenson - Crediton Heart Project Feasibility Study
2. NALC - Chief Executive's Bulletin
3. Exeter Community Energy - Big Energy Saving Week event in Crediton
4. NALC - Chief Executive's Bulletin
5. PCC - Community Responder event 21st Jan
6. Sustainable Crediton - Newsletter Issue 111
7. DALC - Newsletter #4 2020
8. NALC – Newsletter
9. DALC Selects its nominees for the Royal Garden Party
10. NALC Chief Executives Bulletin

12. MDDC - Town & Parish Newsletter Feb 2020
13. Peninsula Pensions - Pensions Line
14. MDDC - Electoral Review Have Your Say
15. NALC - Chief Executives Bulletin
16. DCC - Drainage Maintenance Responsibilities
17. PCC - Police & Crime Commissioner's Update Report
18. DALC - Newsletter #07 2020
19. NALC – Newsletter
20. Sustainable Crediton - Newsletter Issue 112
21. DALC - Newsletter #08 2020
22. Town Team - Heritage Trail Press Release
23. NALC - Chief Executives Bulletin
24. NALC - Chief Executive's Bulletin
25. DALC Newsletter #09 2020
26. NALC - Help NALC in its ground-breaking research on dementia
27. NALC - Chief Executives Bulletin
28. MDDC - Town & Parish Newsletter March 2020
29. DCC – Climate update for parishes
30. Locality - First 11 Keep it Local Councils announced!
31. Sustainable Crediton - Newsletter issue 113
32. NALC - Chief Executive's Bulletin

It was **resolved** to note the Correspondence and Matters to Note (Proposed by Cllr Letch)

PART TWO

- 2003/185** 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)
- 2003/186** **To receive an update from the Council Affairs Committee on the recruitment of a Town Clerk including a training contract and the associated costs.**
A report prepared by the Town Clerk was issued to Councillors prior to the meeting. Due to the confidential nature of this item, no further information can be disclosed.
- 2003/187** **To discuss what, if any, interim arrangements the Council may need for May 2020 whilst there is no Town Clerk in post.**
It was **resolved** to accept the offer from the current Town Clerk, Clare Dalley, to provide interim support during May 2020 on a zero-hours/casual contract. (Proposed by Cllr Downes) Due to the confidential nature of this item, no further information can be disclosed.
- 2003/188** **To consider a recommendation from the Council Affairs Committee to give Clare Dalley a zero-hours/casual contract in order that she can be the Event Manager for Christmas in Crediton 2020.**



It was **resolved** to give Clare Dalley a zero-hours/casual contract in order that she can be the Event Manager for Christmas in Crediton 2020. (Proposed by Cllr Letch)

2003/189 **To receive recommendations/nominations for individuals who will receive a Crediton Town plate at the Mayor's Reception 2020. Councillors were reminded that this is to recognise the efforts of those who demonstrate outstanding commitment to the well-being of Crediton and the community.**

Due to the confidential nature of this item, no further information can be disclosed.

2003/190 **Close**

The meeting closed at 8.29 pm

Signed


Dated.....*11th June 2020*