



Minutes of the Full Council meeting held on Tuesday, July 15, 2025 at 19:30 in the Credition Library, Belle Parade, Credition.

Present:	Cllrs Steve Huxtable, Jim Cairney, John Downes, Joyce Harris, Liz Brookes-Hocking, Tim Stanford, Natalia Letch, Paul Perriman, Rachel Backhouse, Vix Frisby and Guy Cochran
Apologies:	Cllr Giles Fawssett
In Attendance:	4 members of the public 1 member of the press
Minute Taker:	Rachel Avery, Town Clerk

MINUTES

2025/066 WELCOME AND INTRODUCTION

Cllr Huxtable opened the meeting at 19:06, and members introduced themselves.

2025/067 PUBLIC QUESTION TIME

The following questions were raised by members of the public:

- Why Cllr Stanford introduced himself as a Liberal Democrat councillor, seeking clarification on the community's representation
- Why their follow up email regarding Freedom of Information request had not been acknowledged, regarding the deletion of live-streamed committee meetings. The Chair confirmed receipt of the request and promised a written response in due course

Additionally, concerns were raised about the accuracy of the minutes from the previous meeting, particularly regarding public opposition to councillors holding multiple positions and the lack of reference to specific interactions. The Chair assured that written responses would be provided for all questions posed.

2025/068 APOLOGIES

Decision: It was **resolved** to receive and accept apologies from Cllr Fawssett (personal). (Proposed by Cllr Huxtable)

2025/069 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

2025/069.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations of interest.

2025/069.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no dispensation requests.

2025/070 ORDER OF BUSINESS

There were no changes to the order of business.

2025/071 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

2025/072 TOWN COUNCIL MINUTES

Decision: It was **resolved** to approve the minutes of the meeting held on Tuesday, 03 June 2025, as a correct record. (Proposed by Cllr Harris, Cllr Cochran abstained)

The minutes of the meeting held on Tuesday, 01 July 2025 were reviewed. Councillors discussed the accuracy of the minutes, with particular attention given to the concerns raised by members of the public regarding the inclusion of public questions and comments, and the request for an apology from a councillor to a member of the public.

A member of the public questioned why the use of video recordings could not be used to ensure accuracy or to use the recording as the minutes. It was **noted** that the minutes are the legal document held relating to the decisions made by the council (Local Government Act 1972, Schedule 12, Paragraph 41(1)).

Decision: It was **resolved** to approve the minutes of the meeting held on Tuesday 01 July 2025, noting the above points. (Proposed by Cllr Harris)

2025/073 COUNTY AND DISTRICT COUNCILLOR REPORTS

District Cllr Downes' reports form part of the minutes (Appendix A).

He highlighted that MDDC had received £326,000.00 to support people in financial difficulty with the cost of water, heating and food, to be administered by CHAT and Navigate.

He also highlighted an email sent to the Town Clerk regarding Air Quality, which would form part of the minutes (Appendix B).

County Councillor Cairney provided an update on the following:

- efforts to fix potholes and the potential cost savings by using recycled tyres
- implementation of '20 is Plenty' signs to encourage slower driving, particularly around schools, noting that this would be at a cost to town and parish councils
- initiative to reduce mobile phone usage in schools

A member of the public asked if County Cllr Cairney intended to hold regular surgeries, with him explaining that he intended to do so once he has recovered from an injury and dates would be advertised in the Crediton Courier.

District Cllr Cairney stated that the MDDC Homes PDG were working on improved communication with tenants, with three tenants having been nominated to attend meetings. Tenant survey results are improving.

Handwritten signature

A member of the public asked, on behalf of a resident, what MDDC are doing to ensure housing tenants receive their refunds following the overcharging of rent. Cllr Downes stated that MDDC have put aside £1.8m and that the first tranche of payments is being made. These are to tenants not in receipt of benefits, with the next tranche including those in receipt of benefits. This delay is to ensure that payments do not affect benefits and are paid appropriately. It was noted that there is a dedicated member of staff dealing with the matter.

District Councillor Cochran reported that Mid Devon District Council is now among the top five in the country for recycling, with plans to expand recycling efforts further.

2025/074 REPORTS FROM OUTSIDE BODIES

Hayward's Educational Foundation: Cllr Cairney reported on a successful summer fair and the ongoing financial challenges faced by schools.

DALC: Cllr Brookes-Hocking encouraged councillors to register for access to resources and training on planning and enforcement, alongside the frequently asked questions page on Local Government Reorganisation.

Chamber of Commerce: A member of the public stated that a meeting is planned in the next two weeks. The Town Clerk advised that the office should be included in any information and would await this.

2025/075 FINANCE

2025/075.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 JUNE AND 30 JUNE 2025

Decision: It was **resolved** to approve transactions between 01 June and 30 June 2025. (Proposed by Cllr Brookes-Hocking)

2025/075.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 30 JUNE 2025

Decision: It was **resolved** to approve the bank reconciliation to 30 June 2025. (Proposed by Cllr Harris)

2025/075.3 TO NOTE BANK ACCOUNT BALANCES TO 30 JUNE 2025

The bank account balances as of 30 June 2025 were **noted**.

2025/075.4 TO NOTE YEAR TO DATE SPEND

The year-to-date spend up to 30 June 2025 was **noted**.

2025/075.5 TO NOTE EARMARKED RESERVES AS AT 30 JUNE 2025

The earmarked reserves as at 30 June 2025 were **noted**.

2025/076 EAR MARKED RESERVES

Members received a report regarding the transfer of Ear Marked Reserve 371 (VJ Day) to the budget. The discussion highlighted the initial budget allocation of £2,500.00 for VJ Day activities, which included a children's tea party, wreath laying, and British Legion presence on the town square. Concerns were raised about the



high cost for the children's tea party, and it was clarified that any unspent funds would be returned to the earmarked reserves.

A proposal was made to approve the transfer of the earmarked reserves, and it was suggested that an email be sent to all councillors detailing the plans for the day.

Decision: It was **resolved** to transfer £2,500.00 from earmarked reserves for VJ Day. (Proposed by Cllr Brookes-Hocking)

Task: Send an email to all councillors detailing the plans for August 15th. @Jo Davey

2025/077 CLOSURE OF NATIONWIDE SAVINGS ACCOUNT

Closure of the Nationwide Savings Account and the transfer of £89,003.07 to the CCLA was considered. The primary reason for this decision was the significantly better interest rates offered by CCLA compared to Nationwide. Additionally, maintaining the Nationwide account required extensive information provision, which was deemed unnecessary given the benefits of transferring to CCLA.

Decision: It was **resolved** to approve the closure of the Nationwide Savings Account and transfer £89,003.07 to the CCLA. (Proposed by Cllr Brookes-Hocking)

2025/078 POLICY REVIEW AND APPROVAL

2025/078.1 TO REVIEW AND APPROVE THE VEXATIOUS COMPLAINTS POLICY

A minor correction was **noted**, changing 'persist' to 'persisting' at point 2.3.

Decision: It was **resolved** to approve the Vexatious Complaints Policy, with the amendment. (Proposed by Cllr Harris)

2025/078.2 TO REVIEW AND APPROVE THE DOCUMENT RETENTION POLICY

Questions were raised about specific terms like 'TORT' and the retention period for certain documents. It was clarified that 'TORT' refers to a legal notice. The practicality of document disposal and the historical nature of some retained documents were discussed. It was agreed that the policy, with minor tweaks, would be approved.

It was **noted** that the policy would be made publicly available on the website for transparency.

Decision: It was **resolved** to approve the Document Retention Policy was approved. (Proposed by Cllr Brookes-Hocking)

2025/079 PULSE HUBS

Members received a report on Pulse Hubs locations.

Concerns were raised about the locations of the hubs, particularly those in less pedestrian-friendly areas. The hubs are intended to provide local information, defibrillators, and a small percentage of community advertising, with the majority being national adverts.

Questions were raised about the benefits to the public and the potential for local businesses to advertise. It was clarified that local businesses could buy advertising space.

Despite some reservations about specific locations at the A377 (Tesco roundabout) and Commonmarsh Lane, the council agreed to support the move to planning applications, with the understanding that further scrutiny would occur during the planning process.

Decision: It was **resolved** to approve the proposals for the placement of Pulse Hubs, with the Town Clerk advising the company on the council's concerns about the locations on the A377 (Tesco roundabout) and Commonmarsh Lane.

Task: Send an email to Pulse Hubs. @Rachel Avery

2025/080 DELEGATED AUTHORITY TO RESPOND TO PLANNING APPLICATIONS

2025/080.1 TO APPROVE THAT PLANNING APPLICATIONS WILL BE RESPONDED TO UNDER DELEGATED AUTHORITY BY THE TOWN CLERK AND TWO MEMBERS

Decision: It was **resolved** to delegate authority to the Town Clerk and two members to handle planning applications during the recess period from 16 July to 02 September 2025. (Proposed by Cllr Harris)

2025/080.2 TO APPOINT TWO MEMBERS RESPONSIBLE FOR RESPONDING TO APPLICATIONS MADE BETWEEN 16 JULY AND 02 SEPTEMBER 2025, IF REQUIRED

Decision: It was **resolved** that Cllrs Brookes-Hocking and Fawssett would be appointed to handle planning applications during the recess period from 16 July to 02 September 2025, with Cllr Huxtable as a reserve should Cllr Fawssett decline. (Proposed by Cllr Harris)

2025/081 TOWN ENTRANCE REPLACEMENT SIGNS

Members received and considered the contents of the report regarding the replacement of the stolen signs.

It was noted that like-for-like signs would have to be paid for by the town council, whilst smaller signs citing just the town name could be installed for free by DCC. Consideration was given to free signs in less prominent locations, but it was generally accepted that the same signs should be replaced like-for-like, with additional fixings to mitigate the likelihood of further theft.

Decision: The council resolved to replace the town entrance signs like-for-like and investigate anti-theft measures.

Task: Investigate anti-theft measures for the new town entrance signs. @Emma Anderson

2025/082 DATE OF NEXT MEETING

It was noted that the date of the next meeting will be Tuesday, 02 September 2025.

2025/083 PART II

Decision: It was **resolved** to approve the exclusion of the public and press were from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (Proposed by Cllr Huxtable)

2025/084 MANOR OFFICE

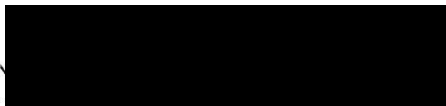
Decision: It was **resolved** to approve the recommendation within the confidential report, with the additional break clauses and costs relating to the running of additional equipment. (Proposed by Cllr Brookes-Hocking)

Task: Contact organisation regarding resolution and attached requirements @Town Clerk

2025/085 UNION ROAD TOILET BLOCK

Decision: It was **resolved** to **note** the approved decision within the confidential report. (Proposed by Cllr Brookes-Hocking)

2025/086 REPORTS PACK

Signed 

Dated..... 2 Sept 25