



To All Credition Town Councillors

You are hereby summoned to attend a meeting of **Full Council**, which will be held on **Tuesday, September 17, 2024, at 19:30, at Old Landscore School, Greenway, Credition, EX17 3LP.**

This meeting may be livestreamed via Facebook in order to allow Members of the Public to watch the meeting.

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

**Rachel Avery FSLCC**

**Town Clerk**

**Wednesday, 11 September 2024**

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Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Credition Town Council is unable to make any decision on matters not listed within the agenda.
- Credition Town Council will always attempt to record and livestream meetings to Credition Town Council's social media platforms.

***Members of the public are warmly invited to attend the meeting venue from 19.00 for refreshments. This is an opportunity to meet with councillors, discuss issues or ask questions.***

## **AGENDA**

### **2024/061 - Public Question Time**

To receive questions from members of the public relevant to the work of the council (a maximum of 15 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

### **2024/062 - Apologies**

To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

### **2024/063 - Declarations of Interest and Requests for Dispensations**

**2024/063.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**

**2024/063.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)**

### **2024/064 - County and District Councillor Reports**

To receive reports from County and District Councillors

### **2024/065 - Order of Business**

At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public

### **2024/066 - Chair's and Clerk's Announcements**

To receive any announcements which the Chair and Town Clerk may wish to make (for information only)

### **2024/067 - Town Council Minutes**

To approve and sign the minutes of the meeting held on Tuesday 16 July 2024, as a correct record (minutes will be issued with the agenda).

### **2024/068 - Town Council Committees and Sub-Committees**

To receive and ratify the minutes of the following meetings:

Oversight Committee held on 11 June 2024

Community Committee held on 02 July 2024

Oversight Committee held on 23 July 2024

### **2024/069 - Reports from Outside Bodies**

Hayward's Educational Foundation

Crediton United Charities

Devon Association of Local Councils (& Larger Councils Sub Committee)

Crediton Twinning Association

Boniface Link Association

Mid Devon Community Safety Partnership

Friends of Crediton Station  
Sustainable Crediton  
Boniface Trail Association  
Crediton Chamber of Commerce  
Okehampton Rail Forum  
League of Friends of Crediton Hospital  
Age Concern Trustee  
North Devon Line Stakeholder Forum

**2024/070 - Committee Substitutes**

To review Substitutes for Committees and appoint the following:  
One substitute for Youth Delivery Sub-Committee

**2024/071 - DALC AGM**

To note that Cllrs Brookes-Hocking and Huxtable would attend the DALC AGM, with the Town Clerk

**2024/072 - HATOC request**

To consider supporting, in principle, a request from a member of the public to make Old Tiverton Road one-way and to agree to submit the request to HATOC

**2024/073 - Date of next meeting**

To note that the date of the next meeting will be Tuesday 19 November 2024

**2024/074 - Part II**

To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information

**2024/075 - Council Offices**

To receive a verbal update and to consider any further action

**2024/076 - Old Landscore School**

To receive a verbal update and to consider any further action

**2024/077 - Reports Pack**

**Attachments – for internal use only**

[2024-07-16 - Full Council - Minutes.pdf](#)

[2024-06-11 - Oversight Committee - Minutes.pdf](#)

[2024-07-02 - Planning and Town Strategy - Minutes.pdf](#)

[2024-07-23 - Oversight Committee - Minutes.pdf](#)

[County and District Councillor Report.docx](#)



**Minutes of the Full Council of Credition Town Council, held on Tuesday, July 16, 2024 at  
19:30 at Old Landscore School, EX17 3LP**

<b>Present:</b>	Cllrs Guy Cochran, Steve Huxtable, Liz Brookes-Hocking, Frank Letch, Joyce Harris, Paul Perriman, Natalia Letch, John Downes, Jim Cairney and Giles Fawssett
<b>Apologies:</b>	Cllrs Rachel Backhouse and Georgina Stone
<b>In Attendance:</b>	One member of the public
<b>Minute Taker:</b>	Rachel Avery, Town Clerk

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## MINUTES

### 2024/045 WELCOME AND INTRODUCTIONS

Cllr Cochran opened the meeting and members introduced themselves.

### 2024/046 PUBLIC QUESTION TIME

A resident of Western Road reported that the bus stop at the hospital, which had been removed from use, had been reinstated.

It was **noted** that the overgrown hedge on Western Road would be cut, with thanks to the Town Council, for the pressure applied to DCC. This is the only continuous pavement along the road from the traffic lights to Queen Elizabeth's school. It was noted that this hedge belongs to DCC. The importance of the responsibility of hedge owners was **noted**.

### 2024/047 APOLOGIES

**Decision:** It was **resolved** to approve the apologies of Cllrs Backhouse and Stone. (Proposed by Cllr Brookes-Hocking)

### 2024/048 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

#### 2024/048.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations of interests.

#### 2024/048.2 TO CONSIDER ANY DISPENSATION REQUESTS

There were no dispensation requests.

**2024/049 ORDER OF BUSINESS**

There were no changes to the order of business

**2024/050 CHAIR'S AND CLERK'S ANNOUNCEMENTS**

There were no announcements.

**2024/051 COUNTY AND DISTRICT COUNCILLOR REPORTS**

County Cllr F Letch reported that the Scrutiny Committee were reviewing pot holes, fibre rollout and provision for children with special educational needs.

District Cllr F Letch would be holding his Civic Service, with a collection for Devon Young Carers.

District Cllr Cairney reported on an ongoing consultation regarding taxis.

District Cllr Downes reported on MDDC Policy Development Groups being amended to align with portfolio holders.

He explained that MDDC currently has one enforcement officer with a responsibility for over 500 cases.

District Cllr Cochran reported on the new Policy Development Group for planning, environment and sustainability.

He advised that District Cllr Duchesne had attended a recent Crediton Cluster Group meeting.

**2024/052 COUNCILLOR REPORTS FROM OUTSIDE BODIES** To receive verbal reports from Town Councillors (if any) from:

Hayward's Educational Foundation – Cllr Cairney advised that the Foundation had purchased some supplies for the school and were investigating the refurbishment of the pre-school area.

Crediton United Charities – Cllr Harris advised that the charity continues to residents with small grants to aid school trips and similar.

Devon Association of Local Councils (& Larger Councils Sub Committee) – Cllr Brookes-Hocking advised that the DALC AGM would be held on 02 October at Exeter Racecourse. This day event offers an opportunity to network and attend workshops.

Crediton Twinning Association – Cllr Huxtable advised that he would be attending Avranches at the end of the month, in commemoration of the liberation of the town.

Boniface Link Association – Cllr Harris advised that the football event, following a grant from the town council, had gone well. She noted that the Boniface Bash had gone very well, but that the Chair of the Association intended to meet with staff to discuss future events.

Friends of Crediton Station – Cllr Perriman had received no information. The Town

Clerk would investigate.

Sustainable Crediton – Due to Cllr Backhouse not being in attendance, there was no update.

Boniface Trail Association – Cllr Fawssett advised that details of the DCC consultation on the much-needed path was awaited.

Crediton Chamber of Commerce – Cllr Cochran advised that meetings had taken place. There has been a suggestion that the Town Square was not utilised enough at the weekends when there is no Farmers Market.

Okehampton Rail Forum – Cllr Perriman stated that a meeting would take place this week, but that work to Okehampton Parkway was likely to take place, offering a possible rail link to Launceston.

League of Friends of Crediton Hospital – Cllr N Letch had attended one meeting.

Age Concern Trustee – Cllr Cairney advised that opening hours had been reduced, and that more users were required to support income.

#### 2024/053 TOWN COUNCIL MINUTES

**Decision:** It was **resolved** to approve the minutes of the meeting held on Tuesday 25 June 2024. (Proposed by Cllr Harris)

#### 2024/054 TOWN COUNCIL COMMITTEES AND SUB-COMMITTEES

**Decision:** It was **resolved** to approve the minutes of the Planning and Town Strategy Committee on Tuesday 07 May 2024. (Proposed by Cllr Brookes-Hocking)

**Decision:** It was **resolved** to approve the minutes of the Council Affairs and Finance Committee on Tuesday 14 May 2024. (Proposed by Cllr Huxtable)

**Decision:** It was **resolved** to approve the minutes of the Planning and Town Strategy Committee on Tuesday 04 June 2024. (Proposed by Cllr Brookes-Hocking)

#### 2024/055 ELECTION OF REPRESENTATIVE TO OUTSIDE BODY

**Decision:** It was **resolved** to appoint Cllr Perriman as the representative to the North Devon Line Stakeholder Forum. (Proposed by Cllr Cochran)

#### 2024/056 DATE OF NEXT MEETING

The date of the next meeting was **noted** as **Tuesday 17 September 2024**.

#### 2024/057 PART II

**Decision:** It was **resolved** to move into Part II under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, excluding the public and press. (Proposed by Cllr Cochran)

#### 2024/058 COUNCIL OFFICES

The report was received and considered.

**Decision:** It was **resolved** to approve option B. (Proposed by Cllr Huxtable)

**2024/059 UNION ROAD TOILET BLOCK**

The report was received and considered.

**Decision:** It was **resolved** to approve the Terms of Reference and Memorandum of Understanding. (Proposed by Cllr Fawssett)

**2024/060 REPORTS PACK**

Signed .....

Dated.....



**Minutes of the Oversight Committee Meeting held on Tuesday, June 11, 2024 at 19:00, Old Landscore School, Greenway, Credition, EX17 3LP**

**Present:** Cllrs Rachel Backhouse, Liz Brookes-Hocking, Jim Cairney, Guy Cochran, Giles Fawssett, Joyce Harris, Steve Huxtable and Frank Letch

**In Attendance:** Two members of the public

**Minute Taker:** Rachel Avery – Town Clerk

## MINUTES

### 1 ELECTION OF CHAIR FOR 2024/25

**Decision:** It was **resolved** to elect Cllr Huxtable as Chair for the 2024/25 term. (Proposed by Cllr Backhouse)

### 2 ELECTION OF DEPUTY CHAIR FOR 2024/25

**Decision:** It was **resolved** to elect Cllr Backhouse as Deputy Chair for the 2024/25 term. (Proposed by Cllr Huxtable)

### 3 WELCOME AND INTRODUCTION

The Chair welcomed those in attendance and members introduced themselves.

### 4 PUBLIC QUESTION TIME

A member of the public requested clarification on the Value for Money Statement and the effectiveness of the CCTV installation, particularly in relation to recent vandalism at Union Road. The Chair acknowledged the question and explained that the CCTV's effectiveness would be reviewed, noting that the current broadband issues might be affecting the system's performance.

Another member of the public raised a question on behalf of residents regarding about the progress on obtaining a portrait of the king. The Chair assured that a response would be provided on the website.

The public was reminded that they could not participate further in the meeting, and the session concluded without additional questions.

### 5 APOLOGIES

There were no apologies.

### 6 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

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



**6.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)**

There were no dispensation requests.

**7 CLIMATE EMERGENCY**

The Chair reiterated the council's commitment to making decisions with the climate emergency in mind. This agenda item served as a reminder to integrate climate considerations into all aspects of decision and policy-making.

**8 ORDER OF BUSINESS**

There were no amendments to the order of business.

**9 CHAIR'S AND CLERK'S ANNOUNCEMENTS**

There were no announcements.

**10 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES**

**Decision:** The minutes from the Council Affairs and Finance Committee meeting held on Tuesday, 14 May 2024, were approved as a correct record. (Proposed by Cllr Cochran, Cllr Harris abstained)

**11 FINANCE**

**11.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 MAY 2024 AND 31 MAY 2024**

**Decision:** The transactions between 01 May 2024 and 31 May 2024 were approved. (Proposed by Cllr Brookes-Hocking)

**11.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 31 MAY 2024**

**Decision:** The bank reconciliation to 31 May 2024 was approved. (Proposed by Cllr Harris)

**11.3 TO NOTE BANK ACCOUNT BALANCES TO 31 MAY 2024**

The bank account balances as of 31 May 2024 were **noted**, showing a healthy financial status.

**11.4 TO NOTE YEAR TO DATE SPEND VS BUDGET DOCUMENT**

The year-to-date spend versus budget document was discussed. Members **noted** the significant workload involved in maintaining the document.

**12 GRANTS 2024/25**

### 12.1 TO CONSIDER A GRANT APPLICATION FROM BANG BANG BOXING

The committee considered a grant application from Bang Bang Boxing. It was agreed that there were obvious potential benefits to the provision of a grant, concerns were raised about the lack of detailed information, safeguarding measures, and the organisation's financial status. It was **agreed** that Cllrs Backhouse and Brookes-Hocking would visit the organisation to gather more information and report back at the next full council meeting.

**Task:** Visit Bang Bang Boxing to gather more information and report back at the next full council meeting. @Rachel Backhouse, Liz Brookes-Hocking

### 12.2 TO CONSIDER A GRANT APPLICATION FROM ROTARY CLUB OF CREDITON BONIFACE

The committee reviewed the grant application from the Rotary Club of Crediton Boniface, which requested funding for the purchase of a defibrillator. Cllr supported the application, noting his previous contribution from his locality fund. Cllr Backhouse raised concerns about the security of the defibrillator, suggesting the use of a coded box to prevent theft.

**Decision:** It was **resolved** to approve a grant of £250.00 to the Rotary Club of Crediton Boniface for the purchase of a defibrillator, with the condition that they consider securing it with a coded box.

## 13 REVIEW AND ADOPTION OF POLICIES

### Value for Money Statement:

The statement was discussed in detail, with recommendations to clarify the frequency of budget monitoring reports and the inclusion of ethical considerations in procurement.

**Decision:** It was **resolved** to approve the Value for Money Statement with amendments to clarify the frequency of budget monitoring reports and include ethical considerations in procurement. (Proposed by Cllr Harris)

**Task:** Use of Amazon to be added as an agenda item for the next meeting of this committee @Rachel Avery

**Anti-fraud and Corruption Strategy:** Concerns were raised about the clarity and specificity of the document, particularly around who would be responsible for the recovery of losses in cases of fraud. It was agreed that while the document's flexibility was valuable, it needed more specificity in identifying responsible parties. Minor amendments were made for clarity, and the strategy was approved.

**Decision:** It was **resolved** to approve the Anti-fraud and Corruption Strategy with minor amendments for clarity. (Proposed by Cllr Harris)

**Bench Seat Policy:** The policy was discussed, with disappointment expressed about the lack of local companies listed in the policy's appendix. It was proposed that the list of companies be included as an appendix that could be updated independently of the policy itself. This would allow for the inclusion of local companies, ensuring best value and

supporting the local economy. There was also a suggestion to change the wording to specify that the land is owned by Crediton Town Council (CTC) to avoid any confusion about which land the policy applies to. The policy was adopted with the minor changes discussed.

**Decision:** It was **resolved** to approve the Bench Seat Policy with minor changes, including updating the appendix to include local companies and specifying that the land is owned by Crediton Town Council. (Proposed by Cllr Harris)

#### 14 OLD LANDSCORE SCHOOL

The concept scheme was presented, and the discussion centred around the proposed design and its suitability for multi-use purposes. Concerns were raised regarding the layout, particularly the positioning of the kitchen, equipment store, and office space. Some members felt that the design was too front-heavy and suggested that new additions should be placed towards the back of the building to make better use of the space.

There was also a discussion about the potential use of the building and the importance of having a clear plan for its multi-use capabilities. It was suggested that the proposed design should be matched against a use plan to ensure it meets the needs of various groups. The need for sustainable design and heating considerations was also highlighted.

The conversation concluded with an agreement to revisit the business plan for the building and have a more detailed discussion once the plan is ready. It was acknowledged that the business plan is crucial for securing funding and ensuring the building's multi-use potential is fully realized. The target was set to discuss the business plan in July, with a possible extension to September if needed.

**Task:** Revisit the business plan for the Old Landscore School and prepare for a detailed discussion in September. @Rachel Avery

#### 15 DATE OF NEXT MEETING

The date of the next meeting was noted to be Tuesday, 09 July 2024.

#### 16 PART II

The meeting resolved to move into Part II under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press due to the likely disclosure of sensitive and confidential information.

**Decision:** It was **resolved** to move into Part II. (Proposed by Cllr Huxtable)

#### 17 CREDITON YOUTH SERVICE

There was a discussion regarding the youth service and it was noted that a Strategic Plan would be provided, in draft form, for the next meeting.

**Task:** Develop a draft strategic plan for Crediton Youth Service, incorporating feedback from council members. @Rachel Avery

**18 COUNCIL OFFICES**

The Town Clerk provided a verbal update.

**19 REPORTS**

Signed.....

Dated.....



**Minutes of the Community Committee (formerly Planning & Town Strategy) held on  
Tuesday, July 2, 2024 at 19:00 in the Old Lansdown School.**

**Present:** Cllrs Fawssett, Huxtable, N Letch, Harris, Cairney and Perriman

**Apologies:** Cllrs Brookes-Hocking (holiday) and Cochran (personal)

**Minute Taker:** Emily Armitage and Emma Anderson

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## MINUTES

### 23 WELCOME & INTRODUCTION

The meeting was opened at 19.00 and cllrs introduced themselves.

### 24 PUBLIC QUESTION TIME

There were no members of public present.

### 25 APOLOGIES

It was **resolved** to receive and accept apologies from Cllrs Brookes-Hocking and Cochran.  
(Proposed by Cllr Harris)

### 26 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Cllr N Letch and Cairney declared that as members 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.

### 27 CLIMATE EMERGENCY

Noted.

### 28 ORDER OF BUSINESS

There was no requirement to change the order of business.

## 29 PLANNING AND TOWN STRATEGY COMMITTEE MINUTES

It was **resolved** to approve the minutes. (Proposed by Cllr Harris)

## 30 CHAIR'S AND CLERK'S ANNOUNCEMENTS

The Administrative Officer advised that due to summer recess, delegated responsibility to comment on planning applications where the deadline is before the next meeting in September would be given to Cllr Brookes-Hocking and the Town Clerk.

## 31 MID DEVON DISTRICT COUNCIL PLANNING APPLICATIONS:

Ref: 24/00085/FULL (change of description)

Proposal: Demolition and erection of 1 dwelling

Location: The Cott, Stanbury Court, Crediton, Devon

*Cllr Harris declared a personal interest as she is employed adjacent to the location*

It was noted that the application is misleading as suggests parking space is for three cars but is in fact storage for three bicycles as there is no vehicular access. Also, that the bicycle and bin storage is outside the curtilage of the property. It was agreed no further comments were needed.

Ref: 24/00673/FULL

Proposal: Replacement of north section of roof to match existing slate roof and raising of ridge height

Location: Redvers House, Union Road, Crediton

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

Ref: 23/01196/FULL (Appeal)

Proposal: Retention of land as domestic garden, including the erection of play equipment and fence

Location: Land at NGR 284534 100658 (81 Willow Walk), Crediton

It was agreed that comments should be the same as previously made to MDDC on 13 October 2023, although it was noted that the hedge had not been removed it was a mass of overgrown weeds.

- Judging from the photographs the height of the play equipment appeared that if someone were using it, they would be able to see into the neighbouring garden.

- Judging from the photographs there was a hedge along the north boundary of the site

which has been removed, contrary to policy EN2 of Crediton Neighbourhood Plan (CNP) 2.1. and no replacement has been included on the site contrary to policy EN2.4.

- Given that the proposal is for a garden, there is a lack of consideration to increase biodiversity for the development contrary to CNP policy EN2.3.

It was also noted that residents had objected due to the applicant's fence being attached to the back of their garages causing access issues, and members agreed this should be addressed.

Ref: 24/00902/FULL

Proposal: Change of use of agricultural land for use as community space, retention of structures and installation of ground mounted solar panels

Location: Land at NGR 283732 99527 Four Mills Lane, Crediton

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

### 32 MID DEVON DISTRICT COUNCIL PLANNING DECISIONS:

The Decisions were **noted**.

### 33 NEIGHBOURHOOD PLANNING AND FUTURE LAND DEVELOPMENT

The report was received.

It was **resolved** to accept the proposal to release £5,000 of Earmarked Reserves to investigate land use for future developments sites in Crediton. (Proposed by Cllr Harris)

### 34 BUS SHELTER COMPLAINT

The Deputy Clerk advised she had spoken to the Neighbourhood Highways Officer in the last two weeks, and he had confirmed DCC would be installing a bus shelter in the location requested by members of public. There was no timeframe given for the work to be completed as there had been reports of issues with drainage, but that officers would monitor the situation and get written confirmation of the work being proposed.

### 35 MOFFATS LAND ALLOTMENT

The report was considered.

It was **resolved** to get further information from a solicitor on boundary ownership before a decision could be made. (Proposed by Cllr Huxtable)

**36 BARNFIELD ALLOTMENT**

The report was considered.

It was **resolved** to accept the estimate from contractor B for £862.80. (Proposed by Cllr N Letch). It was agreed for the Administrative Officer to seek written confirmation from the neighbouring property that they are happy with the estimate and that they will share the cost of the repair work.

**37 TOWN SQUARE**

The Deputy Clerk advised she has spoken to MDDC and established there is currently no schedule for weed clearing on the town square. It was **resolved** to accept MDDC’s proposal to attend quarterly to maintain the town square, but for the town council to monitor the situation and advise them if more sessions are required. (Proposed by Cllr Harris)

**38 DATE OF NEXT MEETING**

The date of the next meeting was noted as being Tuesday 3 September.  
The meeting was closed at 19.48.

**39 REPORTS PACK**

Signed .....

Dated.....





**Minutes of the Oversight Committee held on Tuesday, July 23, 2024 at 19:00 at Old  
Landscore School, Greenway, Credition, EX17 3LP**

**Present:** Cllrs Steve Huxtable, Rachel Backhouse, Liz Brookes-Hocking, Guy Cochran, Giles Fawssett, Joyce Harris and Frank Letch

**Apologies:** Cllr Jim Cairney

**Minute Taker:** Rachel Avery – Town Clerk

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## MINUTES

### 20 WELCOME AND INTRODUCTION

The Chair welcomed those in attendance and members introduced themselves.

### 21 PUBLIC QUESTION TIME

There were no members of the public present.

### 22 APOLOGIES

**Decision:** It was **resolved** to approve apologies from Cllr Cairney, due to holiday.  
(Proposed by Cllr Huxtable)

### 23 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

#### 23.1 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.

#### 23.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no dispensation requests.

### 24 CLIMATE EMERGENCY

The Chair reiterated the council's commitment to making decisions with the climate emergency in mind. This agenda item served as a reminder to integrate climate considerations into all aspects of decision and policy-making.

### 25 ORDER OF BUSINESS

There were no amendments to the order of business.

## 26 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

## 27 COUNCIL AFFAIRS AND FINANCE COMMITTEE MINUTES

Under item 12.2, Cllr Backhouse clarified that she had asked about relevant insurance for the Rotary defibrillator.

**Decision:** The minutes from the Council Affairs and Finance Committee meeting held on Tuesday, 11 June, 2024, were **approved** as a correct record. (Proposed by Cllr Brookes-Hocking)

## 28 FINANCE

### 28.1 TO RECEIVE AND APPROVE TRANSACTIONS BETWEEN 01 JUNE AND 30 JUNE 2024

**Decision:** The transactions between 01 June 2024 and 30 June 2024 were **approved**. (Proposed by Cllr Harris)

### 28.2 TO RECEIVE AND APPROVE THE BANK RECONCILIATION TO 30 JUNE 2024

**Decision:** The bank reconciliation to 31 May 2024 was **approved**. (Proposed by Cllr Harris)

### 28.3 TO NOTE BANK ACCOUNT BALANCES TO 30 JUNE 2024

The bank account balances as of 30 June 2024, were **noted**.

### 28.4 TO NOTE YEAR TO DATE SPEND VS BUDGET DOCUMENT

The document was **noted**.

## 29 GRANT APPLICATION 2024/25

The committee considered a grant application from Crediton and District Netball for £300.00.

**Decision:** It was **resolved** to **approve** the grant of £300.00. (Proposed by Cllr Harris)

## 30 VIREMENT OF FUNDS

The committee discussed the recommendation from the Community Committee to allocate £5000.00 to support upcoming responses to land development.

It was **noted** that MDDC were currently reviewing the Housing and Economic Land Availability Assessment. There was also discussion around the use of land in Crediton, noting that DCC may be landowners, but are also an organisation responsible for benefiting Devon and its citizens.

### 31 EARMARKED RESERVES

**Decision:** It was **resolved** to merge four Ear Marked Reserves (EMRs) relating to Parish Paths, acknowledging that this would streamline financial management and resource allocation for Parish Paths projects. (Proposed by Cllr Harris)

### 32 USE OF AMAZON

Councillor Fawssett introduced the agenda item regarding the use of Amazon for CTC supplies. A discussion ensued about the ethical considerations and potential cost savings of using Amazon.

Following a failed motion by Cllr Fawssett to not use Amazon for one year, Cllr Harris proposed that the Town Clerk decide on the use of Amazon on behalf of CTC.

**Decision:** It was **resolved** that the Town Clerk would decide on a case by case basis, whether to use Amazon for purchases. (Proposed by Cllr Harris, 4 votes for, 3 against)

### 33 INTERNAL AUDITOR APPOINTMENT 2024/25

**Decision:** It was **resolved** to appoint Contractor B, Kevin Rose, to be CTC's Internal Auditor for the financial year 2024/25. (Proposed by Cllr Harris)

### 34 2024 EVENTS

#### 34.1 TO RECEIVE, NOTE AND CONSIDER THE REPORT REGARDING THE FOOD FESTIVAL

The report on the Food Festival was presented, detailing the event's planning and expected outcomes. The committee noted the report and discussed potential improvements and community engagement strategies for the festival. Key points included:

- Detailed planning stages and expected outcomes of the Food Festival
- Discussions on potential improvements to enhance the festival's success
- Strategies to increase community engagement and participation.

Members expressed appreciation for the efforts put into the planning and looked forward to the successful execution of the event.

**Decision:** It was **resolved** to note the contents of the report. (Proposed by Cllr Brookes-Hocking)

#### 34.2 TO RECEIVE, NOTE AND CONSIDER THE REPORT REGARDING THE BIG BONIFACE BASH

The Big Boniface Bash report was reviewed, with discussions focusing on logistics, sponsorship opportunities, and volunteer recruitment. Key points included:

- Detailed logistics planning for the event
- Exploration of sponsorship opportunities to support the event

- Strategies for recruiting and managing volunteers to ensure the event's success.

Members **noted** the report and provided feedback aimed at enhancing the event's success. Members expressed their commitment to supporting the event and ensuring its smooth execution.

**Decision:** It was **resolved** to note the contents of the report. (Proposed by Cllr Brookes-Hocking)

**35 YOUTH STRATEGY 2024-27**

The draft Youth Strategy 2024-27, recommended by the Youth Service Sub-Committee, was considered. Members discussed various aspects of the strategy, including goals, initiatives, and funding. Key points included:

- Detailed review of the goals and initiatives outlined in the strategy as part of an annual Action Plan
- Discussions on the funding required to implement the strategy effectively.
- Consideration of minor amendments to better align the strategy with the council's overall objectives.

**Decision:** It was **resolved** to **approve** the draft Youth Strategy 2024-27 was approved with minor amendments. (Proposed by Cllr Brookes-Hocking)

**36 DATE OF NEXT MEETING**

The date of the next meeting was **noted** as Tuesday, 10 September 2024.

**37 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)

**38 CODE OF CONDUCT COMPLAINT**

The contents of the report and associated documentation were **noted**.

**39 COUNCIL OFFICES**

The Town Clerk provided a verbal update, which was **noted** by members.

**40 REPORTS PACK**

Signed .....

Dated.....

## **County Councillor Report – Frank Letch MBE**

When I lived in London, many years ago, we used to say you waited for a bus for half an hour and then three come along all at once! Now it seems the same is happening with road closures in and around Crediton, three in the past week! The road closure between Crediton and Yeoford will be in place for a few days because there is a lot of patching work to do; there was an extension of 1 week. The closure of the A3072, which is a main road of course, is likely to be in place for a week or more because there is a lot of work to do trenching across the road in order to lay gas, electricity and water pipes. This is to supply the Peddlers Pool proposed 257 houses. The final one occurred in Coplestone. This is having a great impact not only on traffic but the isolation of areas of the village and the takings in the village shop.

As far as the Coplestone closure is concerned I am urging highways to keep the closures to a minimum in place and time and to keep me informed. I've also been in contact with building control with the same request. It seems at the moment that there has been a meeting between the owner, a building firm and building control. I intend to find out a timetable for the works, the road closures and any repercussions if the timetables are not adhered to. The one thing we must all remember is that public safety is paramount and that building is in a very dangerous state and if it collapses it could do a lot of damage to other properties, anybody driving past or walking along the pavement on the other side of the road.

With the help of a few people in Coplestone I have put a copy of the building control reports online and so if you live in the area and are subscribed to Spotted Coplestone you will be kept up-to-date by me. I have placed a copy in the shop window. At this point I can offer no more.

As chairman of the main scrutiny committee I have interviewed members of the senior leadership team in Devon County Council, there were eight interviews in all, including the chief executive, heads of highways, finance, communication, adult social care and recruitment and retention of staff. My purpose was to get an overview of what each department is responsible for, what the challenges are and how it is progressing. This will enable the committee to focus on areas of challenge and concern.

I am also to visit the materials laboratory Exeter where materials used on the highways and elsewhere are analysed! This will be very informative. My other proposed visit is to the national operations centre which has cameras on all the main roads in Devon. Again I am looking forward to an interesting visit and will report back on both as soon as I can.

Now that August is over we have to turn our attention to September and the raft of many meetings ahead.

### **District Councillor Report – John Downes**

Mid Devon District Council successfully secured just over £1.8M from the UK Shared Prosperity Fund and the Rural England Prosperity Fund for delivery from 2023 and ending March 2025. This programme is being successfully delivered by the Mid Devon Economic Development Team.

In relation to motion 605 this has been about strengthening our social fabric I'm fostering a sense of local pride through investment in localities and local businesses, creating jobs, boosting community cohesion through investment that builds upon our existing industries where this has specially benefited agriculture and farming. Both capital and revenue funding being made available:-

- **Field to Fork** – provided grants to support non-farmed owned businesses to develop, produce and market local food & drink products including direct supply to customers.
- **Business Growth & Innovation** – Targeted at micro & small businesses and social enterprises with innovative ideas and high growth potential to help them buy in specialist support to enable them to make 'transformational change' – increase jobs, support decarbonisation, improve productivity & turnover.
- **Visitor Economy – Sustainable Tourism** - Supporting farm diversification with grants towards the development of quality visitor attractions and experiences – including local attractions, trails, and tourism products.
- **Work Hub Development** - creating flexible workshop & office spaces for start-up & growing microbusinesses.
- **Investing in the Social Economy** – such as community shops, pubs & community energy organisations to increase access to key services and facilitate de-carbonisation.
- Under the Rural England guidance, farm businesses were not able to receive grant funding to support food production but could receive funding to support diversification (which in turn would support their primary business). For instance, this would include development of leisure and tourism offers. Non-farm owned food businesses were successful in receiving grant funding to support development and expansion of new product lines, helping them reach new markets and adopt new technologies.

### **Field to Fork: Food Drink Devon**

- Through the UK Shared Prosperity Fund – Mid Devon District Council have provided a grant to Food Drink Devon (FDD) to grow and strengthen this network of food and drink businesses and support Mid Devon businesses. Using the grant, FDD have been able to provide a free trial of 12 months membership to Mid Devon food and drink businesses.
- In addition, working with Food Drink Devon, we supported the Mid Devon hosting of a Food Drink Devon Forum followed by a networking event as well as a training event on Exploring events looking at the different types of food and drink events (e.g. trade shows, specialist markets etc.) and how business can prepare for and optimise attendance.
- Food Drink Devon have recently launched an 'Add one Devon Product' campaign to illustrate how choosing Devon products can boost the local economy and support local producers.

Detailed **Field to Fork** examples include:

### **1. Meet the Producer**

We have funded a series of reels and photographs to promote Mid Devon's local producers, and hospitality businesses to showcase the journey (field to fork) and encourage people to buy locally. Under the first phase, this supported 5 food and drink businesses and 7 farm businesses. We are currently running a second phase of this project.

### **2. Traders and Expanding Local Markets**

1. Grant funding was awarded to Cullompton and Tiverton Farmers' Markets (Crediton declined the offer of support due to capacity) to help promote and expand their offer.
2. We also gave Mid Devon Show funding to support Mid Devon producers to attend the show (for free) for the first time. For 2024, we continued this scheme and funded a "Taste Mid Devon" marquee to showcase the Mid Devon producers together.
3. Supporting local food and drink businesses to trade at Devon County Show 2024 as 'newcomers' – two Mid Devon businesses attended.

Details of **Business Support** include:

### **1. Devon Agri-Tech Alliance (DA-TA) - SPF funded Agri Events**

- Utilising Grant funding Mid Devon District Council has engaged Devon County Council Agri-Tech alliance to provide a series of knowledge exchange workshops for Mid Devon farm businesses. Two events held to date 1: **Routes to market** workshop hosted by Pipers Farm and 2: **Farm Diversification** hosted by West Middlewick Farm – A total of 15 farming businesses (enterprises) attended these events (whole programme target 60), the next event scheduled for 21<sup>st</sup> November will be hosted at Lee Farm Services and will be on the subject of **Regenerative Practices**. A fourth event is scheduled for November (date TBC) focused on agri-forestry and net biodiversity gain.
- All businesses in Mid Devon – including farm businesses and food and drink businesses – can access free business support through the Prosper business support programme.

### **People and Skills**

- Through the UK Shared Prosperity Fund – Mid Devon District Council have provided a grant to The Apricot Centre to offer a regenerative agriculture training project for Mid Devon.

### **Visit Mid Devon**

- Alongside the Shared Prosperity Projects, the team has continued to support local producers, hospitality businesses and independent food retailers by promoting them under the Visit Mid Devon and Taste Mid Devon campaigns. This includes a farm shops and farmers' markets trail map (promoted at events such as Mid Devon Show and online). We also promote our farms for their seasonal Pick Your Own activities (including strawberries, pumpkins, flowers, Christmas Trees and milkshakes, all of which are in Mid Devon with this option).