



Minutes of Credition Town Council's Finance and General Purposes Committee Meeting, held on Tuesday, 4th June 2013, at 7pm, at the Council Chamber, Market Street, Credition

Present: Cllrs Miss J Harris (Chairman), Mr F Letch, Mrs L Conyngham (part meeting), Mrs L Brookes-Hocking, Mr M Szabo, Mr A Wyer, Mr P Vincent, Mr R Adams and Ms G Ford
Mrs C Dalley, Town Clerk

In Attendance: Ms Penni Tearle, Boniface Allotment Association and 1 member of the Press

1 To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllrs N Way, Mrs L Conyngham and Mr W Dixon. (Proposed by Cllr Miss Harris, seconded by Cllr Letch)

2 Declarations of Interest

Cllr Wyer declared a disclosable pecuniary interest in agenda item 10 planning application numbered 13/00685/FULL as his wife works for a competitor nursery.

Cllr Adams declared a disclosable pecuniary interest in agenda item 13, (minute number 13) as a Shopkeeper.

3 To Receive a Presentation/Report from Councillor Mrs Brookes-Hocking on Part 3 of the 'Rising to the Challenge' Councillor Training Course.

Cllr Miss Ford arrived 7.09 pm.

Cllr Mrs Brookes-Hocking provided Members with a report on days two and three of the 'Rising to the Challenge' Councillor Training Course. This included the General Power of Competence, Powers and Duties of Local Councils and Community Consultation. There was also a planning workshop with the aim of supporting and enabling Councillors in community projects.

Cllr Mrs Conyngham left the meeting at 7.26 pm

Cllr Letch thanked Cllr Mrs Brookes-Hocking for her work and suggested the following possible projects worthy of Council consideration in the future:

- Stoney Park
- Town Square
- Council Office Building
- Old Town Hall

Cllr Miss Ford apologised for being late.

4 Public Question Time

There were no questions

5 Order of Business

There were no changes to the order of business.

6 Chairman's and Clerk's Announcements

The Chairman, Cllr Letch, circulated a medal, which he had been presented with during his recent visit with the Twinning Association to Avranches.

Cllr Letch also gave an overview of recent and upcoming duties he has/is undertaking on behalf of the Council, in his capacity as Mayor and Chairman. These are listed below:

- Opening of Crediton Festival with the High Sheriff of Devon
- Catholic Mass
- St Boniface Pilgrimage with the Roman Catholic Bishop
- Crediton Health Summit Engagement Event
- Opening of Crediton Food Festival
- Boules Tournament
- Service at St Lawrence Chapel

The Clerk advised that she had recently met with Christina Cross, Head of ICT at Mid Devon District Council and had requested that a USB port be made available on at least one Crediton Town Council computer. The matter is now being investigated with a view to finding a solution.

7 Finance & General Purposes Committee Minutes – To approve and sign as a correct record the minutes of the Finance and General Purposes Committee Meeting held on 7th May 2013.

Copies had been circulated with the agenda. It was **resolved** to approve, and sign, the minutes of the Finance and General Purposes Committee Meeting held on 7th May 2013, as a correct record. (Proposed by Cllr Letch, seconded Cllr Szabo).

8 Matters Arising

Minute number 165 – Cllr Szabo advised that he had spoken to Mr Adrian Cooke at Mid Devon District Council and the weeds at Silbury Place will be taken care of.

Minute number 165 – Cllr Letch reported that Mid Devon District Council had advised that a dog fouling bin was not possible, and so the litter bin had been made dual purpose. However, a resident had commented that the bin becomes overfull very quickly.

9 Allotments

a) To receive an update from the Clerk on current issues.

The Clerk advised that the Association were considering simplifying the Allotment Tenancy. She had met with representatives to discuss the proposed changes and confirmed the matter would be referred to the Council's Property and Allotment Committee for further consideration.

b) To consider matters raised by the Boniface Allotments Association.

Ms Tearle reported on the Boniface Allotment Association's first trip, which was to Kingtshayes Court kitchen garden. Fifteen Members attended and spent an inspiring two hours with National Trust Gardener, Lucy Haliday.

c) To consider matters and issues raised by allotment tenants.

No matters or issues had been raised by allotment tenants.

10 Planning

Cllr Wyer declared a disclosable pecuniary interest and left the meeting.

a) To receive notification of decisions made by the Planning Authority.

It was **resolved** to note the decisions of Mid Devon District Council, the determining Authority, with conditions as filed, which are attached as Appendix One.

b) To consider planning applications.

It was **resolved** to make comments in respect of planning applications considered at this meeting, which are attached as Appendix Two.

Cllr Wyer returned to the meeting

11 Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts for the period 8th May 2013 to 4th June 2013 inclusive.

The Clerk circulated the payment and receipts list and the bank reconciliation. It was resolved, with no votes to the contrary, to approve the payments totalling £6,355.48 and receipts totalling £8,553.43, copies of which are attached to these minutes as Appendix Three. (Proposed by Cllr Szabo, seconded by Cllr Ms Ford)

12 Budget Review – To review the budget for the year to date.

The Clerk circulated the budget sheet. It was resolved to note the budget sheet and the information contained therein, a copy of which is attached as Appendix Four. (Proposed by Cllr Miss Harris, seconded by Cllr Letch) Cllr Letch said he found the new budget sheet very useful and this was echoed by members.

13 To consider the purchase of garden hand tools for the maintenance of Peoples Park Scout Memorial Garden flower beds.

Cllr Adams declared a disclosable pecuniary interest and left the meeting. Details of the items to be purchased had been issued with the agenda. There was a discussion regarding the on-going maintenance of the garden. It was resolved for the on-going maintenance and management of the Peoples Park Scout Memorial Garden to be discussed at the next Property and Allotments Committee Meeting. (Proposed by Cllr Mrs Brookes-Hocking, seconded by Cllr Letch) In the meantime, the Clerk was asked to speak to the Scouts and Guides to ascertain what areas they believe they can realistically maintain.

14 Business brought forward

Cllr Letch reported:

- Mr Bert Jewell had agreed to judge the Floral Crediton Garden Competition in July. The date is to be confirmed.
- The Mayor's Surgery on Saturday had been extremely successful with six entries for the Floral Crediton Garden competition being received.

Cllr Szabo reported:

- New signs had been erected at St Saviours Way car park

Cllr Ms Ford reported:

- Sandford Parish Council had issued an A5 magazine and the centre pages contained an Emergency Planning form, which homeowners could complete and either keep with them or put somewhere safe. In the event of an emergency such as flooding, they would have all contact details for insurance companies etc. to hand. A brief discussion ensued and it was felt that Emergency Planning is an area which should be brought to the attention of residents.

Cllr Brookes-Hocking reported:

- The Council's Annual Report and Summer Newsletter is being drafted, she listed some possible articles and asked Councillors for any suggestions.
- She was disappointed to note that the grass is very long at Newcombes Meadow and the flower beds around the St Boniface Statue had not been planted.

PART TWO ITEMS

- 15** 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 Miss Harris, seconded by Cllr Letch)

16 **To receive any reports on staffing matters and agree any further action required.**
Due to the confidential nature of this item, no further information can be disclosed.

17 **Close**
The meeting closed at 8.29 pm

Signed.....
(Chairman)

Date:.....

Crediton Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MEETING 4 JUNE 2013

Planning Decisions – as notified by the Planning Authority:

DECISION	<p>Type – Decision</p> <p>Reference 13/00380/FULL Full planning application Address: 122 - 123 High Street Crediton Devon EX17 3LQ Description: Conversion of maisonette into two maisonettes to include external alterations and provision of external staircase with canopy over Decision: Grant permission</p> <p>Web link: <u>113/00380/FULL</u></p> <p>CTC Previous Comments: NO OBJECTION – However the external staircase may be inappropriate to the location. (Proposed by Cllr Mrs Brookes-Hocking, seconded by Cllr Letch and agreed)</p>
DECISION	<p>Type – Decision</p> <p>Reference: 13/00479/FULL Full planning application, registered 11/04/2013 Address: Bramblings Searle Street Crediton Devon EX17 2DB Description: Replacement of boundary fence Decision: Grant permission</p> <p>Web link: <u>13/00479/FULL</u></p> <p>CTC Previous Comments : RECOMMEND APPROVAL (Proposed by Cllr Miss Harris, seconded by Cllr Dixon)</p>

Type – Decision

Reference: **13/00497/FULL** Full planning application, registered 08/04/2013

Address: 12 Blagdon Close Crediton Devon EX17 1EL

Description: Erection of single storey extension

Decision: **Grant permission**

Web link: [13/00497/FULL](#)

CTC Previous Comments : NO OBJECTION (Proposed by Cllr Ms Harris, seconded by Cllr Mrs Conyngham)

DECISION

Type – Decision

Reference: **13/00406/FULL** Full planning application, registered 21/03/2013

Address: Fix Auto Mid Devon 33 Marsh Road Lords Meadow Industrial Estate Crediton Devon EX17 1EU

Description: Erection of extensions and alterations to existing industrial unit (Revised scheme)

Decision: **Grant permission**

Web link: [13/00406/FULL](#)

CTC Previous Comments : NO OBJECTION (Proposed by Cllr Mrs Brookes-Hocking, seconded by Cllr Mrs Conyngham and agreed)

DECISION

Type – Decision

Reference: **13/00412/FULL** Full planning application, registered 25/03/2013

Address: 7 Murley Close Crediton Devon EX17 2DU

Description: Installation of dormer window

Decision: **Grant permission**

Web link: [13/00412/FULL](#)

CTC Previous Comments: NO OBJECTION
(Proposed by Cllr Mrs Conyngham, seconded by Cllr Mrs Brookes- Hocking and agreed)

DECISION

DECISION	Type – Decision
	Reference: 12/01639/OUT Outline Application, registered 15/11/2012
	Address: Casa Ramallah Hawkins Way Lords Meadow Industrial Estate Crediton Devon EX17 1HZ
	Description: Outline for the erection of 1 dwelling
	Decision: Refuse permission
Web link: 12/01639/OUT	
CTC Previous Comments: NO OBJECTIONS	

DECISION	Type – Decision
	Reference: 13/00416/CAT Works to Trees in a Conservation Area
	Address: Land at NGR 282937 100306 St Saviours Way Crediton Devon
	Description: Notification of intention to fell 1 Silver Birch within a Conservation Area
	Decision: No Objection
Web link: 13/00416/CAT	
CTC Previous Comments: NO OBJECTIONS	

DECISION	Type – Decision
	Reference: 12/00067/FULL/NMA Non-Material Amendments
	Address: Land at NGR 282268 100872 (Between Nos. 88 & 90) Queen Elizabeth Drive Crediton Devon
	Description: Erection of 1 dwelling with garage/driveway
	Decision: Grant permission
Web link: 12/00067/FULL	
CTC Previous Comments: OBJECTION: Members fully supported the residents' of Queen Elizabeth Drive objections to the proposal as it represents overdevelopment of a small site with inadequate supporting road infrastructure.	

Crediton Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MEETING 4 JUNE 2013

Planning Applications

APPLICATION	Type – Application
	Reference: 13/00685/FULL Full planning application, registered 15/05/2013
	Address: Pippins Pre-School Church View Union Road Crediton Devon EX17 3AL
	Description: Change of use from A2 (Professional and Financial Services) to D1 (Childrens Pre-School)
	Web link: <u>13/00685/FULL</u>
	CTC COMMENTS: Cllr Wyer declared a disclosable pecuniary interest and left the meeting.
	It was resolved to APPROVE the application. (Proposed by Cllr Adams, seconded by Cllr Letch)

4 June 2013 (2013-2014)

**Crediton Town Council
PAYMENTS LIST**

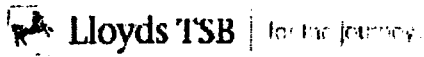
Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
51	16/05/2013		Petty Cash	petty cash	Mayor's Reception Expen	Crediton Town Council	X	30.00	0.00	30.00
52	04/06/2013		Lloyds TSB curren	003707	Town Clock - Servicing	Smith of Derby Ltd	S	186.00	37.20	223.20
53	04/06/2013		Lloyds TSB curren	003708	Hire of Boniface Centre	Boniface Centre	E	85.00	0.00	85.00
54	04/06/2013		Lloyds TSB curren	003709	Catering - Mayor's Recep	R & J Edwards - Triple C	E	715.00	0.00	715.00
55	04/06/2013		Lloyds TSB curren	003710	LCRS Software	DMH Solutions Ltd	S	90.34	18.07	108.41
56	04/06/2013		Lloyds TSB curren	003711	Flowers - Mayor's Recept	Four Seasons	S	12.50	2.50	15.00
57	04/06/2013		Lloyds TSB curren	003712	Peoples Park Project - pri	Sheila Dearing	E	50.00	0.00	50.00
58	04/06/2013		Lloyds TSB curren	003713	Newsletter Printing	Phillips (Print & Statione	E	181.00	0.00	181.00
59	04/06/2013		Lloyds TSB curren	003714	War Memorial - Netting R	Culm Environmental	E	48.30	0.00	48.30
60	04/06/2013		Lloyds TSB curren	003715	Peoples Park Project - pri	Peter Davis RIBA	E	194.72	0.00	194.72
61	04/06/2013		Lloyds TSB curren	003716	Photocopy Charges	Concorde	S	82.24	16.45	98.69
62	04/06/2013		Lloyds TSB curren	003717	Drinks - Mayor's Receptic	Mr Frank Letch	S	146.37	29.28	175.65
63	04/06/2013		Lloyds TSB curren	003717	Lemon for drinks - Mayor	Mr Frank Letch	Z	0.27	0.00	0.27
64	04/06/2013		Lloyds TSB curren	003718	Councillor Expenses	Mr W G Dixon	S	13.32	2.66	15.98
65	04/06/2013		Lloyds TSB curren	003719	Refernce Books	SLCC Enterprises Ltd	E	22.20	0.00	22.20
66	04/06/2013		Lloyds TSB curren	003720	Salaries - May	Mid Devon District Coun	E	3,397.77	0.00	3,397.77
67	04/06/2013		Lloyds TSB curren	003720	PAYE/National Insurance	Mid Devon District Coun	E	270.49	0.00	270.49
68	04/06/2013		Lloyds TSB curren	003720	Pension Contributions	Mid Devon District Coun	E	229.80	0.00	229.80
69	04/06/2013		Lloyds TSB curren	003720	Payroll Administration	Mid Devon District Coun	S	10.00	2.00	12.00
70	04/06/2013		Lloyds TSB curren	003721	Bus Shelter Cleaning	John Gillard Cleaning Se	E	47.00	0.00	47.00
71	04/06/2013		Lloyds TSB curren	003722	Grass Cutting - People's P	Ken Hooper	E	260.00	0.00	260.00
72	04/06/2013		Lloyds TSB curren	003723	Honorarium - Office Clea	Mrs C Jarvis	E	55.00	0.00	55.00
73	04/06/2013		Lloyds TSB curren	003724	Advert - Floral Crediton	Crediton Country Courie	S	100.00	20.00	120.00
Total								6,227.32	128.16	6,355.48

Crediton Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
6	09/05/2013		Lloyds TSB curren	bacs	VAT Repayment	HMRC	R	0.00	8,443.12	8,443.12
7	09/05/2013		Lloyds TSB reserv	bacs	Bank Interest	Lloyds TSB	E	1.75	0.00	1.75
8	09/05/2013		Lloyds TSB precep	bacs	Bank Interest	Lloyds TSB	E	3.36	0.00	3.36
9	16/05/2013		Lloyds TSB curren	cash	Exhibition Road - Allotme	Mr Bowyer	E	9.20	0.00	9.20
10	16/05/2013		Lloyds TSB curren	cash	Boniface Allot Ass - Meml	Mr Bowyer	E	2.59	0.00	2.59
11	21/05/2013		Lloyds TSB curren	cheque	Barnfield Allotment Rent	Mr & Mrs Densham	E	9.86	0.00	9.86
12	28/05/2013		Lloyds TSB curren	cash	Barnfield Allotment Rent	Mr Stone	E	22.81	0.00	22.81
13	28/05/2013		Lloyds TSB curren	cash	Barnfield Allotment Rent	Mr Stone	E	39.42	0.00	39.42
14	29/05/2013		Lloyds TSB curren	cheque	Barnfield Allotment Rent	Mr Moore	E	11.89	0.00	11.89
15	28/05/2013		Lloyds TSB curren	cheque	Exhibition Road - Allotme	Mrs N Turner	E	9.43	0.00	9.43
Total								110.31	8,443.12	8,553.43

Crediton Town Council

Bank Reconciliation at 04/06/2013			
	Cash in Hand 01/04/2013		
			79,912.20
	ADD		
	Receipts 01/04/2013 - 04/06/2013		76,975.02
			156,887.22
	SUBTRACT		
	Payments 01/04/2013 - 04/06/2013		33,482.48
A	Cash in Hand 04/06/2013 (per Cash Book)		123,404.74
	Cash in hand per Bank Statements		
	Cash 03/06/2013	0.00	
	Lloyds TSB current a/c 034522 03/06/2013	13,056.32	
	Lloyds TSB precept a/c 034525 03/06/2013	74,648.32	
	Lloyds TSB reserve a/c 067835 03/06/2013	42,579.71	
	Petty Cash 03/06/2013	95.87	
			130,380.22
	Less unrepresented cheques As attached		6,975.48
			123,404.74
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		123,404.74
	A = B Checks out OK		



Mrs C. Dalley

Your accounts

Last login: 03 June 13 (09:43 AM)

Crediton Town Co..

Business Account	£13,056.32
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30-93-14, 03452274

Bus Instant Access	£42,579.71
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30-93-14, 06783514

Bus Instant Access	£74,648.32
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30-93-14, 03452509

Year To Date Budget 2013-2014

EXPENDITURE	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Remaining	Total Spend
Administration	6,750	430.35	1,084.93	241.30										26.0	4,993.42	1,756.58
Council & Councillors	8,630		317.58	1,307.90										18.8	7,004.52	1,625.48
Property & Parks	22,250	24.74	2,940.00	578.50										15.9	18,706.76	3,543.24
Insurance	4,000		3,821.63											95.5	178.37	3,821.63
Election Costs	200													-	200.00	-
Parish Paths (P3)	250													-	250.00	-
Grants	17,000		9,560.00											56.2	7,440.00	9,560.00
Parish Enhancements	0													-	0.00	-
Amenities	9,670													-	9,670.00	-
Honorarium	110			55.00										50.0	55.00	55.00
Sub Total	68,860	455	17,724	2,183	0	0	0	0	0	0	0	0	0	29.6	48,498.07	20,361.93

Salaries/PAYE/NI	Budget													%Budget	Balance	Total Spend
Salaries			3,397.77	3,397.77												6,795.54
PAYE/NI			270.49	270.49												540.98
Pension Payments			229.80	229.80												459.60
Sub Total	63,000	-	3,898.06	3,898.06	-	-	-	-	-	-	-	-	-	12.4	55,203.88	7,796.12

Total Spend	131,860.00	455.09	21,622.20	6,080.76	-	-	-	-	-	-	-	-	-	21.4	103,701.95	28,158.05
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INCOME	Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	%Budget	Balance	Total Income
Administration	0	3.19	5.11											#DIV/0!	-8.30	8.30
Council & Councillors	0													#DIV/0!	0.00	-
Property & Parks	0	18.40	105.20											#DIV/0!	-123.60	123.60
Insurance	0													#DIV/0!	0.00	-
Parish Paths (P3)	0													#DIV/0!	0.00	-
Grants	0													#DIV/0!	0.00	-
VAT Repayment	0		8,443.12											#DIV/0!	-8,443.12	8,443.12
Precept	136,860	68,400.00												50.0	68,460.00	68,400.00
Sub Total	136,860	68,421.59	8,553.43	-	-	-	-	-	-	-	-	-	-	56.2	59,884.98	76,975.02

Total Income	£136,860	£68,421.59	£8,553.43	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£59,884.98	£76,975.02
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Ear Marked Reserves/Project Funds																
Peoples Park Project		641.10	2,438.61	244.72										#DIV/0!	-3,324.43	3,324.43
Economic Development			2,000.00													2,000.00
																-
																-
Sub Total	0	641	4,439	245	0	0	0	0	0	0	0	0	0	0	0	5,324.43

Total Spend inc reserv	-	1,096.19	26,060.81	6,325.48	-	-	-	-	-	-	-	-	-	-	-33,482.48	33,482.48
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APPENDIX FOUR