



# Credition Town Council



Minutes of the Annual Meeting of the Council held on 29 May 2012

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**Present:**                      **Councillors** Mr F Letch (Chairman)  
Miss J Harris  
Mr A Leighton Plom  
Mr R Adams (Part Meeting)  
Mrs L Brookes-Hocking  
Mr M Szabo  
Mrs L Conyngham  
Mr W Dixon

**In Attendance:**              **Clerks**              Mr M Maggs  
**Press**                              1

**Absent:**                        **Councillor**      Mr J Downes

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## 1. Chairman of the Council and Town Mayor

Councillor Letch was confirmed as Chairman and Town Mayor for the municipal year 2012 - 2013.

## 2. Declarations of Acceptance of Office

Councillor Letch signed the Chairman's Declaration of Acceptance of Office, which was witnessed by the Clerk.

## 3. Apologies

Apologies were received and accepted from Councillor Way (personal) and Councillor Connell (ill health).

## 4. Declarations of Interest

None.

## 5. Meeting Management

Not required.

## 6. Public Question Time

There were no questions from members of the public.

Mr Richard Newton-Chance (QECC Principal) provided a brief update on the single site school issue and answered questions from councillors. He agreed to send a copy of a confidential report to the Clerk for circulation to councillors.

Councillor Adams arrived.

## 7. Chairman's & Clerk's Announcements

None.

## 8. Chairman's Annual Report

The Chairman's Annual Report was received and approved for publication.

## 9. Mayoress/Mayor's Escort for 2012/2013

The Chairman nominated Mrs N Letch as Town Mayoress for the municipal year 2012-2013.

## 10. Election of Vice-Chairman of the Council and Deputy Town Mayor

It was agreed that there would be no need for a formal ballot. The Chairman nominated Councillor Harris. There were no other nominations, consequently Councillor Miss J Harris was elected Vice Chairman and Deputy Town Mayor for the municipal year 2012/2013.

## 11. Appointment of Committees, Sub Committees and Working Groups

The Chairman outlined the requirements for committees and Sub Committees and encouraged members to join. The Clerk to contact Councillors Way, Downes and Connell to confirm their

continuing involvement in the current structure. The Chairman and Vice Chairman of all committees, sub committees and working groups would be decided at their first meetings.

a) **Finance & General Purposes Committee**

The Chairman, Vice Chairman, Councillors Liz Brookes-Hocking, Mike Szabo, Laura Conyngham, Bill Dixon, Ashley Leighton Plom and Richard Adams.

b) **Finance Committee**

The Chairman, Vice Chairman, Councillors Liz Brookes-Hocking, Richard Adams, Mike Szabo and John Downes.

c) **Grants Sub Committee**

The Chairman, Vice Chairman, Councillors Liz Brookes-Hocking, Richard Adams, Tom Connell and Ashley Leighton Plom.

d) **Property & Allotments Sub Committee**

The Chairman, Vice Chairman and Richard Adams.

e) **Parish Paths Partnership Sub Committee**

The Chairman, Vice Chairman Councillors Laura Conyngham, Mr Bob Edwards and Mr G Chudley (P3 Co-Ordinator).

f) **Administration & Personnel Sub Committee**

The Chairman, Vice Chairman, Councillors Liz Brookes-Hocking, Richard Adams, Nick Way, Bill Dixon and Mike Szabo.

g) **Crediton in Bloom Working Group**

The Chairman, Vice Chairman, Councillors Mike Szabo and Tom Connell. Councillor Liz Brookes-Hocking was undecided. Other members of the group would be appointed at the next scheduled meeting of the group.

h) **Policy & Forward Planning Working Group**

Councillors Liz Brookes-Hocking, Laura Conyngham, Ashley Leighton Plom, Tom Connell and John Downes.

i) **Peoples Park & Scout Memorial Gardens Working Group**

The Chairman, Vice Chairman, Councillor Mike Szabo. Also to include representatives from the local community, local Access Group, Crediton Scout and Guide Groups, Sustainable Crediton and Mid Devon District Council.

j) **Events Working Group (currently Jubilee Working Group)**

Chairman, Vice Chairman, Councillors Tom Connell, Laura Conyngham, Richard Adams. Also to include representatives from the local community and community organisations – dependent on the nature of the event to be organised.

## 12. Appointment of Charity Governors

Charity Governors were confirmed as follows:

a) Crediton United Charities

Mrs Gillian Ponsford and Councillor Joyce Harris

b) Haywards Educational Foundation

Mrs Gillian Ponsford

## 13. Appointment of Representatives

The following elected representatives were appointed:

a) **Devon Towns Forum**

Councillor Liz Brookes-Hocking.

b) **Devon Association of Local Councils**

Councillor Liz Brookes-Hocking.

c) **Crediton Area Management & Marketing**

Representatives would be appointed when requested by Crediton Chamber of Commerce.

d) **Crediton Twinning Association**

Councillors Frank Letch.

e) **Monthly Chamber of Commerce Meetings**

Representatives would be appointed when requested by Crediton Chamber of Commerce.

f) **Police Liaison Meeting**

Councillors Frank Letch and Tom Connell.

g) **Boniface Link Association**

Councillors Frank Letch and Joyce Harris.

h) **CLAG (Crediton Area Group Mid-Devon Community Safety Partnership)**

Councillors Frank Letch and Tom Connell.

- i) **Friends of Crediton Station**  
Councillors John Downes and Mike Szabo.
- j) **AQMA Steering Group**  
Councillor Bill Dixon but only if required.
- k) **Crediton Transport Action Group**  
Councillors John Downes and Tom Connell.
- l) **Sustainable Crediton**  
Councillor John Downes.
- m) **Crediton Fairtrade Partnership**  
Councillors Laura Conyngham.
- n) **Mid Devon Transport Forum**  
Councillors Tom Connell and Laura Conyngham.

Meeting closed at 19:55 pm.

Signed:

(F Letch – Chairman)

Date:



# Credition Town Council



Minutes of the Meeting of the Town Council held on  
29 May 2012

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<b>Present:</b>	<b>Councillors</b>	<b>Mr F Letch (Chairman)</b> <b>Miss J Harris</b> <b>Mr A Leighton Plom</b> <b>Mr R Adams</b> <b>Mrs L Brookes-Hocking</b> <b>Mr M Szabo</b> <b>Mrs L Conyngam</b> <b>Mr W Dixon</b>
<b>In Attendance:</b>	<b>Clerk</b> <b>Press</b>	<b>Mr M Maggs</b> <b>1</b>
<b>Absent:</b>	<b>Councillor</b>	<b>Mr J Downes</b>

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## AGENDA ITEMS

### 1. To receive apologies

Apologies were received and accepted from Councillor Way (personal) and Councillor Connell (ill health).

### 2. Declarations of Interest

None.

### 3. Public Question Time

None.

### 4. Chairman's & Clerk's Announcements

#### *Meeting Papers*

The Chairman and Clerk referred to the sets of meeting papers which had been requested and remained uncollected by members. In order to reduce duplication of effort and wastage, councillors were asked to ensure that, if requesting papers, to make sure that they were collected.

#### *Jubilee Events*

The Chairman outlined the events which would take place at Newcombes Meadow and Beacon Park on 4 June.

#### *Civic Service*

The Chairman and Clerk updated councillors on the arrangements for the Civic Service to be held on 3 June. The Chairman reminded all councillors to confirm their attendance, if they had not already done so.

#### *Floral Credition Competition*

The Chairman reported that 16 entries for the competition had already been received. He encouraged councillors to promote the event.

### 5. Town Council Minutes

The minutes of the Town Council meeting held on 24 April 2012 were received and approved as a correct record.

### 6. Matters Arising

*Minute 248 (TC Minute 229):* the Clerk and Chairman updated members; payments were not made at the Mayor's Reception this year, this meeting had approved payment for despatch at the end of the week. Councillor Brookes-Hocking was asked and agreed to draft an appropriate letter.

*Minute 251: (Street Cleansing)* The Chairman agreed to investigate the situation at Tiverton and Cullompton.

## **7. Finance & General Purposes Committee Minutes**

### a) *Minutes*

The minutes of the Finance and General Purposes Committee meeting held on 15 May 2012 were received and noted.

### b) *Recommendations*

There were no recommendations to approve. The Clerk confirmed that the information provided in minute 188b was accurate. He provided a breakdown of the costs which would allow a small amount for contingency, necessary expenses and a possible short extension to the contract in the event of an overrun on the estimated completion date.

## **8. Policy & Forward Planning**

a) The notes of the Policy & Forward Planning Working Group meeting held on 3 May 2012 were received and noted.

b) The recommendations (minutes 4, 6a and 6b) of the working group were approved as noted. The recommendation (minute 6ii) was deferred for future discussion by the group and subsequent consideration by the Council.

## **9. Jubilee Working Group Notes**

a) The notes of the Jubilee Working Group meeting held on 23 May 2012 were received and noted.

b) The recommendations of the working group were approved as noted.

## **10. Planning**

### a) *Planning Decisions*

Noted. Decisions notified by the planning authority are appended.

### b) *Planning Applications*

Comments made in respect of planning applications considered at this meeting are appended.

### c) *Planning Applications/Items for Determination week ending 29 May 2012*

None.

## **11. Finance**

### a) *Schedule of Accounts*

The Schedule of Accounts, numbers 3463 to 3485 totalling £12251.21 was approved. Following a brief explanation from the Clerk, it was agreed to hold account 3469 pending the receipt of further information from MDDC.

### b) *Internal Auditor's Report*

A satisfactory internal auditor's report for the year ended 31 March 2012 was received and noted. The internal auditor raised two issues and made the following recommendations:

1. Council should consider the adequacy of the General Fund when setting next precept.
2. Consideration should be given to outsourcing risk assessments if pressure on staff time continued to be a problem.

### c) *Final Accounts*

The final accounts for year ended 31 March 2012 were received and approved without comment.

### d) *Annual Return, Statement of Accounts and Annual Governance Statement*

It was formally agreed to approve and sign the Annual Return for the year ended 31 March 2012, the Statement of Accounts and the Annual Governance Statement.

### e) *External Auditor*

The letter of consultation on the appointment of an external auditor for 2012/2013 was received and noted. A response was considered unnecessary.

f) *Donation Requests*

A donation request had been received from the Crediton Arts Centre for support funding for a new community music festival to be held on 7 July. It was agreed to donate £200. The Clerk to contact the Arts Centre and arrange payment.

**12. Councillor Reports**

a) *Barnfield Allotments*

Following a visual inspection, a councillor requested that the Council reconsiders its decision to support the Boniface Allotments Association's request to plant a hedge along the northern boundary of the Barnfield allotments. Agenda item at next meeting (Finance & General Purposes) for recommendation.

b) *Devon Association of Local Councils*

The Council's representative provided a brief update following a meeting of DALC's General Purposes Committee:

1. It was unclear when guidance on the new Code of Conduct would be issued
2. There would be increased cooperation between DALC and SLCC
3. Training provided an income stream for DALC
4. DALC and CCD offices were now at Mash Barton
5. DALC AGM would be on 6 October
6. Ilfracombe would be a pilot scheme for Neighbourhood Planning
7. Next meeting would discuss the Mary Portas award

c) *Written Report*

Councillor Conyngham had produced a written report (circulated to councillors) following her attendance at three events/meetings which brought members up to date on the following issues:

1. *Mid Devon Transport Forum*
2. *Electric Vehicle*
3. *Access AGM*

d) *Youth Issues*

Problems with skateboarding at the Scout Memorial Gardens had been brought to the attention of QECC and youth groups. Five young people were reported to be interested in setting up a Youth Council and matters were being progressed.

e) *French Visit*

French Scouts had visited the town and a small group had been welcomed by the Town Mayor in the Council Chamber. The Twinning Association provided a meal.

f) *Twinning Association*

The Town Mayor attended a Twinning Association Jubilee Buffet. He reported that next year the association would be celebrating its twentieth anniversary and special events would be organised. The Council might need to consider a special allocation to support the expected events.

**13. Council Business & Meetings**

a) *Councillor Vacancy*

Following the expiry of the notice of casual vacancy in Boniface ward and no poll having been claimed, it was agreed to fill the vacancy by co-option. The Clerk to publish the notice of co-option with a deadline of 25 June. It was further agreed that if there were more than three candidates, interviews would be held, otherwise co-option of a suitable candidate would proceed at the next full Council meeting (26 June).

b) *Council Review*

A brief discussion took place in open session concerning the Council Review. It was agreed that the recommendations of the independent review were a major priority and the Council would progress those issues it felt were appropriate through the Administration & Personnel Sub Committee.

A proposal, contained in an explanatory letter, put forward by Councillor Dixon was approved, namely "that this Council adopt as standard practice the steps as submitted to the above previous meetings". The previous meetings referred to were the

Administration and Personnel Sub Committee and the Finance & General Purposes Committee meetings of 19 April and 15 May respectively.

Further discussions took place concerning personnel and staffing issues which the Clerk regarded as inaccurate and inappropriate for a public session. The Clerk left the meeting and returned for the next item.

c) *Annual Report & Newsletter*

Councillors agreed to consider articles for the annual report and next newsletter. The annual report needed to be published by 30 June. The Clerk would prepare the accounts and the contact list. The Chairman's report had been completed and approved.

d) *Crediton in Bloom*

Deferred to Part Two.

**14. Loading Bays**

a) *Department for Transport – Response to Council*

The reply from the Department for Transport to the Council's earlier letter was received and noted.

b) *Draft Response to Department for Transport*

The draft letter of response produced by Councillor Dixon was approved for despatch to the Department of Transport with a copy to the Member of Parliament.

Further suggestions put forward by Councillor Adams were supported. Councillor Adams to draft a letter for the Council's consideration at its next meeting (26 June).

**15. Town Guide**

The suggestion put forward by members of the Finance & General Purposes Committee to provide household distribution of the next edition (at no cost to the Council) was supported and approved. It was further agreed to proceed with the commissioning of the third edition. Councillor Brookes-Hocking to review the content and photographs.

**16. St Boniface**

It was agreed to support the Chairman in his personal campaign to create St Boniface patron saint of Crediton.

**17. Correspondence Received and Items of Information**

Correspondence

1. Mid Devon Community Safety Partnership – notes of last meeting – 3 May 2012.
2. MDDC – notes of Annual Meeting of Clerks – 9 May 2012.
3. Quiet Revolution – letter consulting on domestic wind turbine at Blackdog.
4. Blackrock – Peoples Park investment update.
5. Anonymous – letter of complaint about Town Square (Council policy not to action anonymous letters).
6. SLCC agenda and minutes for next meeting on 8 June.
7. Fields in Trust – request to receive future correspondence electronically.
8. Wessex Reserves Forces & Cadets Association – letter requesting current Mayor's details. Passed to Mayor.
9. Mr Ron Cuthbertson – emailed thanks for TC support. Provision of updated information.
10. CTC – e-mail: Jubilee Events Public Liability Insurance Update.

Information

1. MDDC Parish Matters – Issue 33 newsletter.
2. DCC - P3 Spring Newsletter.
3. DALC – Employment Update – Pension Schemes.
4. Boniface Link Association – May Newsletter.

**Business Brought Forward**

**18. Produce Market**

The Chairman requested support from other members to cover the surgery at the next market and to help promote the Floral Crediton competition.

## **PART TWO**

*In view of the sensitive and confidential nature of the business to be transacted, it was agreed, in the public interest, that the press and public be excluded and instructed to withdraw.*

### **19. Crediton in Bloom**

The Chairman reported on the confusing situation relating to the current Crediton in Bloom working group. It was hoped that greater clarity would emerge following the next group meeting (19 June) together with the resolution of all outstanding issues. The SW in Bloom Competition would continue this year, if only in part, with a Neighbourhood entry.

The meeting closed at approximately 10:00pm

**Signed:**

**(Chairman)**

**Date:**



# Crediton Town Council

## PLANNING DECISIONS AND APPLICATIONS FOR THE TOWN COUNCIL MEETING 29 MAY 2012

**Planning Decisions** – as notified by the Planning Authority:

<b>DECISION</b>	<b>Type – Decision</b>
	Reference: <b>12/00344/FULL</b> Full planning application
	Address: 1 Parliament Square Parliament Street Crediton Devon EX17 2AW
	Description: Change of use from residential (C3) to office (B1)
	Decision: <b>Grant permission</b>
Web link: <a href="#">12/00344/FULL</a>	

<b>DECISION</b>	<b>Type – Decision</b>
	Reference: <b>12/00411/FULL</b> Full planning application
	Address: Romany Rye Alexandra Road Crediton Devon EX17 2DZ
	Description: Erection of single storey extension following demolition of existing lean-to and verandah
	Decision: <b>Grant permission</b>
Web link: <a href="#">12/00411/FULL</a>	

## Planning Applications

The Council considered the following applications:

<b>APPLICATION</b>	<b>Type – Application</b>
	Reference: <b>12/00715/LBC</b> Listed Building Consent, registered 16/05/2012
	Address: 108 High Street Crediton Devon EX17 3LF
	Description: Listed Building Consent for the conversion of upper floor maisonette into 2 flats: erection of staircase enclosure following demolition of rear extension and installation of cloakroom on ground floor (Revised Scheme)
Web link: <a href="#">12/00715/LBC</a>	
<b>NO OBJECTIONS</b>	

<b>APPLICATION</b>	<b>Type – Application</b>
	Reference: <b>12/00721/FULL</b> Full planning application, registered 16/05/2012
	Address: 108 High Street Crediton Devon EX17 3LF
	Description: Conversion of upper floor maisonette into 2 flats: erection of staircase enclosure following demolition of rear extension and installation of cloakroom on ground floor (Revised Scheme)
Web link: <a href="#">12/00721/FULL</a>	
<b>NO OBJECTIONS</b>	

## Credton Town Council

### SCHEDULE OF ACCOUNTS SUBMITTED TO A MEETING OF THE TOWN COUNCIL 29 May 2012

Cheque Number	Ref.	Comment	Amount	Total
3463	N/A	Volunteer Centre Credton Annual Donation	LGA 1972 S137	200.00
3464	N/A	Involve Mid Devon Annual Donation	LGA 1972 S137	200.00
3465	N/A	Tarka Rail Association Annual Donation	LGA 1972 S137	50.00
3466	N/A	Friends of Credton Station Annual Donation	LGA 1972 S137	300.00
3467	N/A	Credton Hospital League of Friends Annual Donation	LGA 1972 S137	100.00
3468	N/A	Credton CAB Annual Donation	LGA 1972 S142	1,500.00
3469	Cheq.	Tourist Information Point In Abeyance pending Queries	LGA 1972 S144	*N.B.1 0.00
3470	N/A	CAH&MS Annual Donation	LGA 1972 S137	1,000.00
3471	N/A	Credton Town Band Annual Donation	LGA 1972 S145	500.00
3472	N/A	Twining Association Annual Donation	LGA 1972 S144	80.00
3473	N/A	Credton Arts Centre Annual Donation	LGA 1972 S145	1,000.00
3474	N/A	Community Transport Annual Donation	LGA 1972 S137	1,000.00
3475	N/A	Churches Housing Action Team Annual Donation	LGA 1972 S137	250.00
3476	N/A	Fairtrade Partnership Annual Donation	LGA 1972 S137	100.00
3477	4458	Credton Courier Floral & Vacancy Advertising	LGA 1972 S87 & S111	312.00
3478	4459	Cllr F Letch Travel Expenses * 2	LGA 1972 S111	13.90
	4460	Reception & Jubilee Licence Expenses	LGA 1972 S111	201.67
				215.57
3479	4461	Boniface Centre Mayor's Reception Venue	LGA 1972 S111	100.00
3480	4462	LJ's Kidz Bouncy Castle Hire Charge	LGA 1972 S111	85.00
3481	4463	Hoopers Services Supply & Spread Chippings, P's Park	OSA 1906 S72	156.00
3482	4464	Zurich Municipal Jubilee Activities Additional Insurance	LGA 1972 S111	151.58
3483	4465	MDDC Payroll May 2012	LGA 1972 S111	4,792.58
3484	4466	Devon Commercial Stationers Stationery	LGA 1972 S111	108.48
3485	N/A	Imprest Petty Cash Top Up	LGA 1972 S111	50.00
<b>Total</b>				<b>12,251.21</b>

\*N.B.1 Cheq. Written, hence item appears in schedule

## Credton Town Council

### BANK BALANCES SUBMITTED TO A MEETING OF THE TOWN COUNCIL 29 May 2012 (As @ 24 May 2012)

Lloyds Current	716.12
Precept Reserve	68,830.08
Reserves	42,556.74
Petty Cash	24.76
Income Petty Cash	11.15
<b>Total</b>	<b>112,138.85</b>

## Credton Town Council

## Credton Town Council

### ASSETS & COMMITMENTS SUBMITTED TO A MEETING OF THE TOWN COUNCIL 29 May 2012 (As @ 24 May 2012)

Bank & Cash Holdings	112,138.85
VAT	13,380.85
Creditors (Suppliers & Liabilities)	-12,251.21
Debtors (Customers)	1,522.20
<b>Total</b>	<b>114,790.69</b>