



# Credition Town Council



Minutes of the Meeting of Credition Town Council held at 7pm on  
19 February 2013 in the Council Chamber

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<b>Present:</b>	<b>Councillors</b>	<b>Miss J Harris (Chairman)</b> <b>Mr R Adams (part meeting)</b> <b>Mrs L Conyngham</b> <b>Mr W Dixon</b> <b>Mr J Downes</b> <b>Mr M Szabo</b> <b>Mr N Way</b> <b>Mr A Wyer</b> <b>Mr P Vincent</b> <b>Mrs G Ford</b>
<b>In Attendance:</b>	<b>Clerk</b> <b>Press</b>	<b>Mr M Ashley</b> <b>1</b>

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## AGENDA ITEMS

### 238. To receive apologies

Apologies were received and accepted from Councillors F Letch and E Brookes-Hocking, (personal reasons)

### 239. Declarations of Interest

Code of Conduct	Councillors Downes and Way	As members of more than one authority, declared that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority
Personal	Councillor Way	<i>Minute 247.d:</i> DCC Ward Member
Conflict Of Interest	Assistant Town Clerk	<i>Minute 245:</i> As an employee receiving payment.

### 240. Public Question Time

None

### 241. Meeting Management

The Vice-Chairman explained her role as Chair of the meeting in the absence of the Council Chairman for the benefit of new Councillors.

*Councillor Adams joined the meeting.*

The Clerk reminded Councillors of the Council's policy of not having recordings taken in meetings for those Councillors who had brought electronic equipment with them.

### 242. Chairman's and Clerk's Announcements

None

### 243. Town Council Minutes

The minutes of the Extraordinary Town Council meeting held on 5 February 2013 were received and approved as a correct record with the following corrections:

Minute 231, Line 1: Amend “daft” to read “draft”, (Councillor Conyngham).

Minute 233, Councillor Adams’s declaration: Amend “following” to read “above”,  
Councillor Adams).

(Proposed Councillor Szabo, seconded Councillor Conyngham).

#### **244. Matters Arising**

Minute 231: Councillor Szabo made an enquiry of Councillor Conyngham concerning travelling arrangements for training courses.

Minute 235, Item 8: Councillor Dixon felt that the Council should support the opposition to the change of use Planning Application for 122/123 High Street and requested that his thanks to Councillor Brookes-Hocking for her efforts be recorded.

#### **245. Administration and Personnel Sub-Committee Meeting Minutes**

The Clerk declared a conflict of interest in Minute 26. There was no debate on the item and the Clerk remained in the Chamber.

a) The minutes of the Administration and Personnel Sub-Committee meeting held on 12 February 2013 were received and noted as a correct record.

b) The recommendations of the Administration and Personnel Sub-Committee meeting of 12 February 2013 were approved:

Recommendation Minute 25, (Proposed Councillor Dixon, Seconded Szabo)

Recommendation Minute 26, (Proposed Councillor Dixon, seconded Councillor Szabo).

The Clerk requested that his thanks & appreciation to the Council be recorded.

The Vice-Chairman expressed the thanks of the Council to the Assistant Town Clerk for his efforts since July 2013.

#### **246. Finance**

The schedule of accounts and cheque numbers 3637 to 3641 totalling £8,327.40 were approved, (Councillor Dixon proposed, Councillor Szabo seconded).

#### **247. Planning**

a) *Planning Decisions*

Decisions notified by the Local Planning Authority are appended.

b) *Planning Application*

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

c) *Items for Determination for the week ending 19 February 2013*

None.

d) *Planning Application No. DCC/3435/2012 for the development of a green composting site at Smallbrook Farm (Newton St Cyres parish).*

Councillor Way declared a Personal Interest as the County Council Ward Member.

The County Council Ward member explained why he believed the Town Council should be concerned about this application, although not within the town boundary, as the development will have a significant impact on the town in terms of traffic movement through the town centre, with circa 270 return journeys by tractors down the High Street. Councillors expressed concern that the proposed development is on the opposite side of town from the Punchbowl Recycling Centre. The Council agreed to object to this application on the grounds that the increase in traffic is not in the interests of residents or High Street businesses as well as being detrimental to the already poor air quality of the High Street and Exeter Road, (proposed Councillor Dixon, seconded Councillor Conyngham).

#### **248. Salmonhutch Level Crossing Road Closure**

The request for a response to the proposed closure of the road at the Salmonhutch level crossing on the 2 May 2013 was received and considered. There were no objections and the Clerk was requested to respond to Centurion Traffic Management.

**249. Peoples Park Easy Access Ramp Planting**

The submitted quotations for the design of the planting phase of the Scout Memorial Gardens renovation project were received and considered. It was agreed to accept the recommended quotation from Sheila Dearing Garden Design, (Councillor Conyngham proposed, Councillor Ford seconded). The Clerk was requested to contact the Project Manager to pass on the decision.

**250. Exeter Road Link Road Naming**

Councillors suggested a number of names before agreeing that the recommended name for the link road be "Marsh Lane" as this road is, in fact, an extension of Marsh Lane in the industrial estate, (proposed Councillor Downes, seconded Councillor Way).

Two alternative names were also agreed for recommendation:

a) "Downshead Hill".

b) "Wellparks Hill".

**251. Committee Membership, Appointees and Representatives**

In light of the recent Co-Option of three new Councillors, it was confirmed that Councillors Ford, Wyer and Vincent would all be members of the Finance and General Purposes Committee. Additionally, Councillor Way confirmed that he was no longer a member of the Administration and Personnel Sub-Committee. It was noted that the continuation and future of the Mid Devon Transport Group was under debate and there may be no necessity for a Council representative in the future.

**252. Boniface Link Association Request For A Website Presence On The Town Council's Site.**

The Boniface Link Association's request for an article on the Town Council's website and draft text was received and considered. It was agreed, (Councillor Conyngham proposed, Councillor Szabo seconded), that the submitted text be placed on the website under a suitable link, as suggested by the Clerk.

**253. Appointment of The New Town Clerk**

It was noted that both references had now been received for the successful candidate for the position, Clare Dalley. The Clerk reported that he would distribute the most recent one to Councillors and then organise the signing of the employment contract and job description on the return of the Chairman from holiday.

**254. Councillor Basic Allowances**

There was no motion to revisit the decision to pay Basic Councillor Allowances, (approved 24 January 2011). The Clerk distributed claim forms and District Council payroll forms to all elected Councillors present. It was noted that non-elected Councillors were not eligible for the basic allowance, but could claim legitimate, properly supported and itemised costs incurred in the execution of their duties as a Councillor via the expenses claim procedure.

**255. The Purchase of Council "A" Boards for Promotional Purposes**

It was agreed in principle to purchase of one or more "A" Boards, subject to suitable quotation, for the Council use in the Town, (proposed Councillor Downes, seconded Councillor Dixon). The Clerk was requested to investigate the costs of these boards.

**256. Bus Shelters and The High Street Street-scene**

Members considered a report of a complaint from a member of the public concerning the state of cleanliness of the pavement outside Lloyds bank, around the bus stop there. It was noted that the area was a congregating point for people in the town centre generally, not just those waiting for a bus and that when the bench had been removed previously, it had caused a great fuss. It was agreed, (Councillor Conyngham proposed, Councillor Ford seconded), to ask the Clerk to write to the District Council to complain about the condition of cleanliness and to get it cleaned and then regularly maintained.

The problem of buses obstructing the carriageway by not being able to pull in completely parallel to the kerb was also discussed and the Clerk agreed to contact the Highways Engineer to investigate possible solutions.

**257. The Appearance and Upkeep of Silbury Place** (*Requested by Councillor Szabo*)

Councillors considered the condition and appearance of Silbury Place as well the placing and condition of pedestrian signage to and from St Saviours car Park. It was agreed that the Clerk would bring the state of the current signage to the attention of the District Council and ask them to replace those signs too badly faded to read and that he would contact the County Council Highway Engineer to establish the responsibilities for this area. Councillor Szabo agreed to investigate the issue of new pedestrian signs and the repair or resurfacing of the place.

**258. The Town Council's Civic Award**

Councillors agreed to defer this item to Part 2.

**259. Councillor Reports**

Councillor Szabo reported attending the Tarka Line Forum with a Friends of Crediton Station representative. An assessment of passenger numbers over the last eleven years was tabled and it was reported that journeys had increased by six percent over last year's figures. Councillor Way confirmed that the main problem is now capacity, especially at peak times.

**260. Correspondence received and items of information**

**Correspondence**

1. Crediton Opera and Drama Society – Invitation, two members are invited to attend a Preview Night on 20<sup>th</sup> February for their next production, Brother Jacques, to be performed at QECC Lower School 8-13 April.
2. Devon Association of Local Councils – Letter, confirmation of place at 'Rising to the Challenge' conferences 4 March – 13 May for Cllr Brookes-Hocking.
3. Crediton Garden Club – Letter, application for grant (*application form sent, to be considered April 2013*).
4. Mid Devon District Council – Letter, Local Plan (LP3) examination hearings to take place 13 & 14 March 2013.
5. HM Revenue & Customs – Letter, submission of VAT 126 Form rejected as official form must be used.
6. Vaughtons, Letter, notice of price increase.
7. Involve – Letter, change of address notification.
8. Chairman, Crediton Chamber of Commerce – Email, copy of objection letter to MDDC re Change of Use application for 122-123 High Street. (*Cllr Binks agreed to investigate calling-in the application for determination by MDDC Planning Committee*)
9. Email, Do not be hoodwinked into dialling a number starting with a 809, 284 or 876 area code.
10. Devon Wildlife Trust – Email, happy to discuss ideas on wildlife gardening but not available to make a visit until April 2013 at the earliest.

**Information**

1. MDDC – Press Release, Cullompton launches new heritage trail.
2. MDDC – Press Release, February half-term activities at Mid Devon Leisure Centre.
3. Devon Army Cadets – Newsletter.
4. Local Government Association – Newsletter.
5. Devon County Council – Leaflet, car sharing.
6. NHS Blood & Transplant – Letter, poster re blood donor sessions 26-27 February.
7. Devon Association of Local Councils – Newsletter.
8. Sustainable Crediton – Newsletter.

## **261. Business brought forward**

- a) Councillor Szabo reported attending a meeting of members of the Senior Council for Devon to explain briefly the functions and workings of the Town Council.
- b) Councillor Szabo reported that the hedge-planting by the Allotment Association at the Barnfield site extended beyond the original extent agreed with the Association. *Future Agenda Item Requested.*
- c) Councillor Way reported that the Traffic Regulation Order for Crediton, issued by DCC, was almost ready and would be received by the Council shortly. It was noted that many of the issues addressed were originally raised by the Town Council to alleviate issues such as parking on corners. *Future Agenda Item Requested, (mid way through consultation period suggested).*
- d) Councillor Way reported having visited the sites of three requested salt grit bins. The positions looked suitable and were likely to be approved.
- e) Councillor Vincent made an enquiry as to the workings of the Council's grants and donations policy.

## **PART TWO ITEMS**

*Councillors agreed that it was not in the public interest to discuss the following items in public and that they be dealt with as Part II business and members of the press and public were requested to leave the meeting in accordance with the Council's Standing Orders and the Public Bodies (Admission to Meetings) Act 1960.*

## **262. The Town Council's Civic Award**

*(Deferred from item 20)*

Three names were recommended for nomination for the Council's Civic Award to be considered for selection at the Town Council meeting of 19 March 2013.

The meeting closed at approximately 20:42

**Signed:**  
(Chairman)

**Date:**

## Crediton Town Council

### SCHEDULE OF ACCOUNTS SUBMITTED TO A MEETING OF THE TOWN COUNCIL

19 February 2013

Cheque Number	Comment				Sub-Total	Total
3637	John Gillard Cleaning Serv	4625	Bus Shelter Cleaning	LGMPA 1953 S4		47.00
3638	JTT Contracting Ltd	4619	Second Payment SMG Path Project	OSA 1906 S72		7,723.50
3639	JB Confidential	4626	Classified Waste Disposal	LGA'72 S111		12.60
3640	1st Crediton Scout Group	4627	Leadxers Course Donation	LGA'72 S137		429.60
3641	Cllr Brookes-Hocking	4628	Neighbourhood Planning Event Expenses	LGA'72 S175		114.70
<b>Total</b>						<b>8,327.40</b>

## Crediton Town Council

### BANK BALANCES SUBMITTED TO A MEETING OF THE TOWN COUNCIL TOWN COUNCIL 19 February 2013 (As @ 14 Feb. 2013)

Lloyds Current	1,449.05
Precept Reserve	44,580.21
Reserves	42,572.72
Petty Cash	39.92
Income Petty Cash	17.01
<b>Total</b>	<b>88,658.91</b>

## Crediton Town Council

## Crediton Town Council

### ASSETS & COMMITMENTS SUBMITTED TO A MEETING OF THE TOWN COUNCIL 19 February 2013 (As @ 14 Feb. 2013)

Bank & Cash Holdings	88,658.91
VAT	21,025.22
Creditors (Suppliers & Liabilities)	-8,327.40
Debtors (Customers)	1,560.00
<b>Total</b>	<b>102,916.73</b>

# Crediton Town Council

## PLANNING DECISIONS AND APPLICATIONS FOR THE TOWN COUNCIL MEETING 19 FEBRUARY 2013

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

<b>DECISION</b>	<b>Type – Decision</b>
	Reference: <b>12/01564/FULL</b> Full planning application, registered 21/11/2012
	Address: 8 Prince of Wales Road Crediton Devon EX17 2AG
	Description: Installation of dormer roof extension
	Decision: <b>Grant Permission</b>
Web link: <a href="#">12/01564/FULL</a>	
<b>CTC Previous Comments: NO OBJECTIONS</b>	

<b>DECISION</b>	<b>Type – Decision</b>
	Reference: <b>12/01710/LBC</b> Listed Building Consent, registered 12/12/2012
	Address: Henley House Crediton Devon EX17 3PR
	Description: Listed Building Consent for erection of 2 conservatories, loft conversion and internal and external alterations
	Decision: <b>Grant Permission</b>
Web link: <a href="#">12/01710/LBC</a>	
<b>CTC Previous Comments: NO OBJECTIONS</b>	

DECISION

**Type – Decision**

Reference: **12/01765/FULL** Full planning application, registered 12/12/2012  
Address: Henley House Crediton Devon EX17 3PR  
Description: Erection of two conservatories and installation of bay windows  
Decision: **Grant Permission**

Web link: [12/01765/FULL](#)

**CTC Previous Comments: NO OBJECTIONS**

DECISION

**Type – Decision**

Reference: **12/01772/FULL** Full planning application, registered 14/12/2012  
Address: 27 Downeshead Lane Crediton Devon EX17 1HH  
Description: Reconstruction works due to fire damage  
Decision: **Grant Permission**

Web link: [12/01772/FULL](#)

**CTC Previous Comments: RECOMMEND APPROVAL**

DECISION

**Type – Decision**

Reference: **12/01773/FULL** Full planning application, registered 14/12/2012  
Address: 4 Buller Square Downeshead Lane Crediton Devon EX17 1HF  
Description: Reconstruction of house following fire damage  
Decision: **Grant Permission**

Web link: [12/01773/FULL](#)

**CTC Previous Comments: RECOMMEND APPROVAL**



DECISION

**Type – Decision**

Reference: **12/01758/LBC** Listed Building Consent, registered 13/12/2012  
Address: 4 Buller Square Downeshead Lane Crediton Devon EX17 1HF  
Description: Listed Building Consent for the reconstruction of building following fire damage  
Decision: **Grant Permission**

Web link: [12/01758/LBC](#)

**CTC Previous Comments: RECOMMEND APPROVAL**

DECISION

**Type – Decision**

Reference: **12/01759/LBC** Listed Building Consent, registered 13/12/2012  
Address: 27 Downeshead Lane Crediton Devon EX17 1HH  
Description: Listed Building Consent for reconstruction works due to fire damage  
Decision: **Grant Permission**

Web link: [12/01759/LBC](#)

**CTC Previous Comments: RECOMMEND APPROVAL**

DECISION

**Type – Details Pursuant**

Reference: **11/01979/FULL** Full planning application, registered 13/12/2011  
Address: 10 Lamejohns Field Crediton Devon EX17 1EB  
Description: Erection of extension  
Decision: **Conditions on Development**

Web link: [11/01979/FULL](#)

**CTC Previous Comments: No Objections**

DECISION

**Type – Details Pursuant**

Reference: **12/00007/FULL** Full planning application, registered 04/01/2012  
Address: Harcanville Western Road Crediton Devon EX17 3NF  
Description: Removal of condition 9 of planning permission [10/01872/FULL](#)  
Decision: **Conditions on Development**

Web link: [12/00007/FULL](#)

**CTC Previous Comments: Object** – Councillors felt it was imperative that there should be a pavement at this location and that pedestrian passage is a requirement.

DECISION

**Type – Details Pursuant**

Reference: **12/00614/FULL** Full planning application, registered 23/05/2012  
Address: Devon & Cornwall Constabulary Police Station Churchill Drive Crediton Devon EX17 2EF  
Description: Erection of 4 dwellings and a Police unit after demolition of existing Police Station  
Decision: **Grant Permission**

Web link: [12/00614/FULL](#)

**CTC Previous Comments: APPROVE**

**Planning Applications**

**Type – Application**

Reference: **13/00082/ADVERT** Consent to Display an Advertisement, registered 30/01/2013  
Address: Lloyds TSB Bank Plc 30 High Street Crediton Devon EX17 3AH  
Description: Advertisement Consent to display 2 internally illuminated fascia signs, 2 internally illuminated hanging signs, 4 other internally illuminated signs, and 1 non-illuminated sign

Web link: [13/00082/ADVERT](http://13/00082/ADVERT)

**CTC COMMENTS: Objection the on grounds of excessive advertising and internally illuminated signs on the High Street.**

**Type – Application**

Reference: **13/00157/FULL** Full planning application, registered 30/01/2013  
Address: 11 Prince of Wales Road Crediton Devon EX17 2AG  
Description: Installation of clear glazed window in side elevation

Web link: [13/00157/FULL](http://13/00157/FULL)

**CTC COMMENTS: No Objection**

**Type – Application**

Reference: **12/00963/LBC** Listed Building Consent, registered 12/02/2013  
Address: Crediton Area Development Trust Ltd Old Town Hall High Street Crediton Devon EX17 3LF  
Description: Listed Building Consent for installation of public noticeboard

Web link: [12/00963/LBC](http://12/00963/LBC)

**CTC COMMENTS: Approved**