



**Minutes of Credition Town Council's Annual Meeting, held on
Tuesday, 20th May 2014, at 7pm, at the Council Chamber, Market Street, Credition**

Present: Cllrs Mr F Letch (Chairman), Miss J Harris, Mr M Szabo, Mr A Wyer, Mr P Vincent, Mr R Adams, Miss A Hughes, Mr D Webb and Mr J Downes (part meeting)
Mrs C Dalley, Town Clerk

In Attendance:

- 1405/01 **To Elect the Chairman/Mayor for 2014-2015**
It was **resolved** that Cllr Letch be Chairman and Mayor for 2014-2015 (Proposed by Cllr Szabo seconded by Cllr Hughes)
- 1405/02 **The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'**
The Chairman, Cllr Letch, read and signed the prescribed 'Declaration of Acceptance of Office'.
- 1405/03 **To Elect the Deputy-Chairman/Deputy Mayor for 2014-2015**
It was **resolved** that Cllr Harris be Deputy Chairman and Deputy Mayor for 2014-2015 (Proposed by Cllr Letch seconded by Cllr Hughes)
- 1405/04 **To receive and accept apologies**
It was **resolved** to receive and accept apologies from Cllrs Brookes-Hocking, G Ford and N Way. (Proposed by Cllr Harris, seconded by Cllr Wyer)
- 1405/05 **Declarations of Interest**
None declared.
- 1405/06 **Order of Business**
There were no changes to the order of business.
- 1405/07 **Town Council Minutes – To approve and sign the minutes of the Credition Town Council Meeting held on 15th April 2014, and the Extraordinary Credition Town Council Meeting held on 6th May 2014, as correct records.** Copies had been circulated with the agenda. It was **resolved** to approve, and sign the minutes of the Town Council meeting held on 15th April 2014, as a correct record. (Proposed by Cllr Harris, seconded Cllr Szabo). It was further **resolved** to approve, and sign, the minutes of the Extraordinary Town Council meeting held on 6th May 2014, as a correct record. (Proposed by Cllr Harris, seconded Cllr Szabo)
- 1405/08 **Matters Arising - At the direction of the Chairman, to report on matters arising from the minutes of the Town Council Meeting held on 15th April 2014, for information only.**
Cllr Szabo asked for an update on minute number 1404/287 and this was provided by the Clerk.
- 1405/09 **To receive, and to ratify the decisions therein, the minutes of the following Committee meetings:**
- Peoples Park Wildlife Garden Working Group Meeting held on Thursday 24th April 2014
 - Grants Committee Meeting held on Tuesday 29th April 2014
 - Christmas in Credition Working Group Meeting held on Tuesday 6th May 2014

- Finance and General Purposes Committee Meeting held on Tuesday 6th May 2014
 - Property and Allotments Committee Meeting held on Tuesday 13th May 2014
- Copies of all committee meeting minutes had been issued with the agenda.

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Peoples Park Wildlife Garden Working Group Meeting held on Thursday, 24th April 2014. (Proposed by Cllr Szabo, seconded by Cllr Harris)

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Grants Committee Meeting held on Tuesday, 29th April 2014. (Proposed by Cllr Szabo, seconded by Cllr Harris)

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Christmas in Crediton Working Group Meeting held on Tuesday, 6th May 2014. (Proposed by Cllr Szabo, seconded by Cllr Harris)

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Finance and General Purposes Committee Meeting held on Tuesday, 6th May 2014 (Proposed by Cllr Szabo, seconded by Cllr Harris)

It was **resolved** to receive and to ratify the decisions therein, the minutes of the Property and Allotments Committee Meeting held on Tuesday, 13th May 2014. (Proposed by Cllr Szabo, seconded by Cllr Harris)

1405/10 **To review the Council's delegation arrangements to committees, sub committees and employees.**

A copy of the Council's Scheme of Delegation had been issued with the agenda. It was **resolved** to adopt the Scheme of Delegation. (Proposed by Cllr Szabo, seconded by Cllr Harris)

1405/11 **To review the Council's Terms of Reference for committees.**

A copy of the Council's Terms of Reference had been issued with the agenda. Cllr Adams proposed the Terms of Reference for the Property and Allotments Committee be amended, by increasing the number of members serving on the Committee to 5 and increasing the quorum to 3. There was no seconder. It was **resolved** to adopt the Council's Terms of Reference for committees. (Proposed by Cllr Wyer, seconded by Cllr Hughes)

1405/12 **To approve that the Chairman, Deputy Chairman, Chairman of Finance & General Purposes Committee and the Chairman of the relevant Committee most closely related to the particular matter constitute an Emergency Committee.**

It was **resolved** to approve the appointment of the Chairman, Deputy Chairman, the Chairman of Finance & General Purposes Committee and the Chairman of the committee most closely related to the particular matter as an Emergency Committee of the Council. (Proposed by Cllr Hughes, seconded by Cllr Wyer)

1405/13 **To receive nominations for the appointment of members to existing Committees.**

a. Finance & General Purposes Committee

It was **resolved** to appoint Cllrs Letch, Harris, Szabo, Hughes, Wyer, Brookes-Hocking, Ford, Adams, Vincent and Webb to serve on the Finance & General Purposes Committee. (Proposed by Cllr Harris, seconded by Cllr Letch)

b. Administration & Personnel Committee

It was **resolved** to appoint Cllrs Letch, Harris, Hughes, Brookes-Hocking, Adams, and Wyer to serve on the Administration & Personnel Committee. (Proposed by Cllr Letch seconded by Cllr Harris)

c. Property & Allotments Committee

It was **resolved** to appoint Cllrs Harris, Adams, Szabo and Webb to serve on the Property & Allotment Committee. (Proposed by Cllr Letch, seconded by Cllr Harris)

d. Grants Committee

It was **resolved** to appoint Cllrs Letch, Harris, Hughes Mrs Brookes-Hocking and Wyer to serve on the Grants Committee. (Proposed by Cllr Letch, seconded by Cllr Harris)

e. Parish Paths Partnership Committee

It was **resolved** to appoint Cllrs Letch, Mrs Brookes-Hocking and Szabo to serve on the Parish Paths Partnership Committee. (Proposed by Cllr Letch seconded by Cllr Harris)

1405/14

To appoint new Committees, confirm their terms of reference, the number of members and receive nominations for the appointment of members, including the following:

a. Floral Crediton Committee

It was **resolved** to appoint a Floral Crediton Committee for 2014-2015 with 4 Councillors to serve upon it. (Proposed by Cllr Letch, seconded by Cllr Harris) It was further **resolved** to appoint Cllrs Letch, Harris, Szabo and Hughes to serve on the Floral Crediton Committee. (Proposed by Cllr Letch, seconded by Cllr Harris)

b. Christmas in Crediton Committee

It was **resolved** to appoint a Christmas in Crediton Committee for 2014-2015 with 4 Councillors to serve upon it. (Proposed by Cllr Letch, seconded by Cllr Harris) It was further **resolved** to appoint Cllrs Letch, Brookes-Hocking, Downes and Webb to serve on the Christmas in Crediton Committee. (Proposed by Cllr Letch, seconded by Cllr Harris)

c. Peoples Park Wildlife Area Committee

It was **resolved**, to appoint a Peoples Park Wildlife Area Committee for 2014-2015 with 4 Councillors to serve upon it. (Proposed by Cllr Harris, seconded by Cllr Hughes) It was further **resolved** to appoint Cllrs Letch, Brookes-Hocking, Webb and Ford) to serve on the Peoples Park Wildlife Area Committee. (Proposed by Cllr Harris, seconded by Cllr Hughes)

d. Policy and Forward Planning Committee

It was **resolved**, to appoint a Policy & Forward Planning Committee for 2014-2015 with 6 Councillors to serve upon it. (Proposed by Cllr Letch, seconded by Cllr Harris) It was further **resolved** to appoint Cllrs Letch, Hughes, Wyer, Brookes-Hocking and Webb to serve on the Policy & Forward Planning Committee. (Proposed by Cllr Letch, seconded by Cllr Harris)

Prior to the meeting the Clerk had circulated a draft Terms of Reference for the new Committees for Councillors consideration. It was **resolved** to adopt with immediate effect the Terms of Reference for the new Committees. (Proposed by Cllr Letch seconded by Cllr Harris)

1405/15

To review the Council's Standing Orders

A copy of the Council's Standing Orders had been issued with the agenda The Clerk advised Councillors, that a new model Standing Orders had been issued by NALC and therefore, it would be prudent for the Council to thoroughly review and amend its Standing Orders accordingly. It was **resolved** for the Clerk to review the Council's Standing Orders and prepare a new draft, with an accompanying report detailing the proposed changes for full Council consideration. (Proposed by Cllr Letch, seconded by Cllr Hughes)

Cllr Adams commented that this should not take priority over other work the Clerk was undertaking as he did not believe it to be a high priority. It was **resolved** that the Clerk be allowed to prioritise her own work. (Proposed by Cllr Letch, seconded by Cllr Szabo)

1405/16 **To review the Council's Financial Regulations**
A copy of the Council's Financial Regulations had been issued with the agenda
The Clerk advised Councillors, that a new model Financial Regulations had been issued by NALC and therefore, it would be prudent for the Council to thoroughly review and amend its Financial Regulations accordingly. It was **resolved** for the Clerk to review the Council's Financial Regulations and prepare a new draft, with an accompanying report detailing the proposed changes for full Council consideration. (Proposed by Cllr Harris, seconded by Cllr Wyer)

1405/17 **To appoint two representatives to Crediton United Charities and agree procedures for reporting back to the Council.**
It was **resolved** to appoint Cllrs Harris and Wyer to Crediton United Charities and to provide a report as and when deemed appropriate. (Proposed by Cllr Letch, seconded by Cllr Szabo)

1405/18 **To appoint a representatives to Hayward's Educational Foundation and agree procedures for reporting back to the Council.**
It was **resolved** to appoint Cllr Wyer as representative to Hayward's Educational Foundation and to provide a report as and when deemed necessary. (Proposed by Cllr Harris seconded by Cllr Letch)

Cllr Downes arrived 7.36 pm and declared as a member of more than one authority, 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

1405/19 **To appoint representatives to the following outside bodies and agree procedures for reporting back to the Council.**
It was **resolved** to make the following appointments, with written reports being submitted to Council, by the representatives, as and when deemed necessary.

a. Devon Association of Local Councils (& Larger Councils Sub Committee)	Cllr Mrs Brookes-Hocking
b. Devon Towns Forum	Cllr Mrs Brookes-Hocking
c. Crediton Twinning Association	Cllrs Letch & Webb
d. Boniface Link Association	Cllr Harris
e. Mid Devon Community Safety Partnership	Cllr Hughes
f. Friends of Crediton Station	Cllrs Downes and Szabo
g. Crediton Transport Action Group	Cllr Letch
h. Sustainable Crediton	Cllr Downes
i. Mid Devon Transport Forum	(vacant)
j. AQMA Steering Group	Cllr Adams
k. Crediton Children's Centre Management Committee	Cllr Hughes
l. Newcombes Meadow Community Group	Cllr Wyer

(Proposed by Cllr Letch, seconded by Cllr Harris)

1405/20 **To review the Council's Assets and Lease Arrangements**
A copy of the Council's Asset Register and Lease Arrangements had been circulated with the agenda. It was **resolved** to accept the Council's Assets and Lease Arrangements. (Proposed by Cllr Harris, seconded by Cllr Letch)

- 1405/21 **To review the Council's insurance requirements, consider quotations received from insurance providers for insurance cover for the next three years and receive a recommendation from the Council's Finance and General Purposes Committee to accept a 3 year long term agreement and that the quotation from Zurich be accepted.**
Copies of the quotations received had been issued with the agenda. It was **resolved** to accept the quotation from Zurich with a 3 year long term agreement. (Proposed by Cllr Harris, seconded by Cllr Hughes)
- 1405/22 **To review the Council and its employees memberships of other bodies**
a. Devon Association of Local Councils
b. National Association of Local Councils
c. Society of Local Council Clerks
d. Community Council of Devon
e. Devon Playing Fields Association

It was **resolved** to continue with membership of the Devon Association of Local Councils, National Association of Local Councils, Society of Local Council Clerks, Community Council of Devon, Devon Playing Fields Association. (Proposed by Cllr Hughes, seconded by Cllr Harris)
- 1405/23 **To review the Council's Complaints Procedure**
A copy of the Council's Complaints Procedure had been circulated with the agenda. It was **resolved** to agree and adopt the Council's Complaints Procedure. (Proposed by Cllr Harris, seconded by Cllr Hughes)
- 1405/24 **To review and adopt the Council's Freedom of Information Act Model Publication Scheme and the Council's procedures for handling requests made under the Freedom of Information Act.**
A copy of the Publication Scheme together with the Council's procedures had been issued with the agenda. It was **resolved** to agree and adopt the Freedom of Information Act Model Publication Scheme and the Council's procedures for handling requests made under the Freedom of Information Act. (Proposed by Cllr Harris, seconded by Cllr Szabo)
- 1405/25 **To review and adopt the Council's Data Protection Policy and the Council's procedures for handling requests made under the Data Protection Act.**
A copy of the Policy together with the Council's procedures had been issued with the agenda. It was **resolved** to agree and adopt the Council's Data Protection Policy and the Council's procedures for handling requests made under the Data Protection Act. (Proposed by Cllr Harris, seconded by Cllr Szabo)
- 1405/26 **To review the Council's policy for dealing with the press/media.**
The Clerk advised Councillors that at present the Council did not have such a policy and she recommended that this situation be remedied. It was **resolved** for the Clerk to prepare a draft press/media policy for Council consideration. (Proposed by Cllr Letch seconded by Cllr Harris)
- 1405/27 **Chairman's Annual Report 2013-2014**
The Chairman, Cllr Letch, advised members that he would circulate his annual report shortly.
- 1405/28 **Public Question Time**
There were no questions.

- 1405/29 **Chairman's and Clerk's Announcements**
 The Town Clerk advised members of the following:
- DALC are looking to run a one day finance course on 10th July 2014, if any Councillors are interested in attending please advise her.
 - She had arranged for Lesley Smith, County Secretary at DALC, to conduct an evening training course on Tuesday, 23rd September 2014, between 6.30 pm and 9.00 pm covering finance for Councillors, data protection and the freedom of information act. The cost to the council will be £200 and will be paid for from the training budget.
 - The public conveniences on St Lawrence Green will be closed permanently by Mid Devon District Council from 3rd June 2014.
- The Chairman, Cllr Letch, advised members of the following:
- He had attended a celebration at Haywards School on 'Thank a Teacher' day, which was Friday 16th May, because Ruth Dixon, a teacher at the school, has been awarded 'Teacher of the Year'. There were over 22,000 nominations and Ruth is one of 55 winners.
 - The Twinning Association are short of hosts to accommodate families visiting from Avranches in June and asked for volunteer hosts.
- 1405/30 **Planning**
 Details of decisions and planning applications received had been circulated to Members prior to 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.
- 1405/31 **To consider the internal audit report from the Council's Internal Auditor, Mr Ken Abraham, for the financial year 2013-2014 and agree any action.**
 A copy of the report had been issued with the agenda. It was **resolved** to note the internal audit report with no further actions required. (Proposed by Cllr Harris, seconded by Cllr Letch)
- 1405/32 **To Receive and Agree the Internal Audited Accounts for the Financial Year 2013-2014**
 A copy of the documentation had been issued with the agenda. It was **resolved**, to agree and approve the Internal Audited Accounts for the financial year 2013-2014. (Proposed by Cllr Harris, seconded by Cllr Hughes)
- 1405/33 **To Discuss and Agree the External Audit Annual Return for the Year ended 31st March, 2014**
 A copy of the Annual Return had been issued with the agenda. It was **resolved** to agree the External Audit Annual Return for the year ended 31st March 2014. (Proposed by Cllr Harris, seconded by Cllr Szabo)
- 1405/34 **To Discuss and Agree the Annual Governance Statement Detailed in the External Audit Annual Return**
 A copy of the Annual Return had been issued with the agenda. It was **resolved** to agree the Annual Governance Statement for the year ended 31st March 2014. (Proposed by Cllr Harris, seconded by Cllr Szabo)

- 1405/35 **To consider and make comments on Devon County Council's proposals for the future provision of Children's Centre services.**
A copy of the full consultation document had been issued with the agenda. It was **resolved** to respond to the consultation and advise Devon County Council that insufficient information has been provided to enable the Town Council to comment on the proposals. (Proposed by Cllr Letch, seconded by Cllr Harris)
- 1405/36 **To consider a request from Sevenoaks Town Council to support a proposal it has submitted to the government under the Sustainable Communities Act. The proposal is: "That the government take the necessary action to allow a percentage of Business Rates to be paid direct to Parish and Town Councils for the benefit of local economic growth."**
A copy of the request had been issued with the agenda. It was **resolved** to support Sevenoaks Town Council. (Proposed by Cllr Letch, seconded by Cllr Hughes)
- 1405/37 **Councillor Reports - At the discretion of the Chairman, to receive reports from Councillors (Town, District, and County) and representatives of the Council - strictly for information only.**
- Cllr Wyer reported:
- He had attended a meeting of the Hayward's Foundation, which had now purchased the last set of hearing equipment. This meant that there are now microphones and speakers in every classroom. This is something the Education Authority requires in every newly built school, which existing schools cannot afford.
- Cllr Downes reported:
- The contract has been awarded to start the cycle path in Belle Parade.
- Cllr Vincent reported:
- He had attended, along with Cllr Letch and the Clerk, the meeting regarding future youth service provisions in Crediton.
- Cllr Harris reported:
- She had attended a Boniface Link meeting and a Crediton United Charities meeting, which she attended on the first Monday of every month.
- 1405/38 **Correspondence and Matters To Note - To receive Council correspondence and matters to note.**
Copies of the correspondence and matters to note had been issued with the agenda.
- Correspondence:**
1. Mrs J.Farley – Letter: Copy of letter sent to Exeter Road residents from Waddeton Park Ltd. Re. Wellparks Development Proposal.
 2. Tavistock Town Council – Letter, (cc CTC): Support for Alternative Inland Rail Route, (*Letter to Sec. of State for Transport*).
 3. DALC – Minutes: NALC Larger Councils Committee meeting of 21 January 2014.
 4. Lloyds Bank Plc – Letter: Notification of changes to account names.
 5. MDCC – e-mail & Letter: Response to DCC Youth Service Consultations.
 6. The Enchanted Group – Letter: Response to Shobrooke Event Licence objections.
 7. Mr A.Ames – e-mail: Enquiry as to Great War Centenary Activities, (*CTC Response 23 Apr. 2014*).
 8. Mr S. Wreford – Letter: Offer of Grounds Maintenance Services, (*CTC Response 1 May 2014*).
 9. Mrs J. Bishop – Letter: Report of Trip Hazard on the High Street, (*forwarded DCC Highways 6 May 2014, repaired by 14 May 2014*).
 10. Mr T. Matthews – e-mail: Enquiry concerning meeting room booking, (*CTC response 7 May 2014*).

11. Combined Councils Campaign Group – Meeting Notes: Care Home Services Meeting 1 May 2014, Tiverton.
12. MDDC – Licence Application Hearing Notification: Shobrooke Park Event Licence, Hearing 16 May 2014, *(CTC Response 8 May 2014, Hearing now cancelled)*.
13. BT - e-mail: Notification of traffic management system, Creedy Bridge 10th & 11th August 2014.
14. BT - e-mail: Notification of road closure, Priorton Lane, 28 Jul. to 1 August 2014.
15. Network Rail – e-mail: Update on situation with regards to roadway adoption in the vicinity of the railway station.
16. Mrs B Bellamy – e-mail: Enquiry concerning internments in Washford Pyne Churchyard, *(CTC response 12 May 2014, awaiting response from Crediton Parish Church)*.
17. Fields in Trust – AGM Notification: Tuesday 10 June 2014, London.
18. MDDC – e-mail: Notification of election of Cllr J. Berry as Chairman.
19. MDDC – Notification: Event Licence Application, East Pidsley Farm, Sandford, 28 Aug. to 01 Sep. 2014.
20. Combined Councils Campaign Group – Meeting Notes: DCC Extra-ordinary Council meeting, 14 May 2014, DCC Care Home Services.
21. DCC – e-mail: Appontment of DCC Community Locality Lead – Simon Niles.
22. Crediton Arts Centre – Grant Application: Music Market Busk It! Grant Application 5 Jul. 2014.
23. Crediton CAB – Letter: Thank You For Donation Letter.
24. MDDC – Letter: Overnight Car Parking Charges – Response to CTC.
25. MDDC – Letter: Invitation to MDDC “Armed Forces Day” Flag Raising, 23 Jun. 2014.
26. Crediton Congregational Church – Grant Application: Summer Music Recitals in Crediton

Items to Note:

1. Healthwatch Devon – Newsletter: Issue 4 - Spring 2014.
2. DCC – e-newsletter: Community News Roundup – April 2014.
3. MDDC – Agenda & Summons: Council Meeting 30 April 2014.
4. Northern, Eastern & Western Devon Clinical Commissioning Group – e-newsletter: New Year 2014.
5. MDDC – Summons & Agenda: Annual Council Meeting 7 May 2014.
6. SLCC – Newsletter: The Clerk May 2014.
7. Clerks & Councils Direct – Newsletter: May 2014.

It was **resolved** to note the correspondence and matters to note (Proposed by Cllr Letch, seconded by Cllr Harris)

1405/39

Business brought forward

Cllr Downes:

- Asked if Wi-Fi could be installed in the Council Chamber, this request was supported by most members present and the Clerk confirmed she would investigate and ensure it was a future agenda item.

Cllr Vincent:

- Reported there was a new Headteacher at Queen Elizabeth and suggested the Council sent a letter welcoming him. Cllr Letch advised that previously the Council has invited new Headteachers to a Council meeting.

Cllr Hughes:

- She had received a complaint from a member of the public regarding the lack of young children’s play equipment in the Exhibition Road area of the Town. The Clerk was asked to forward a copy of Cllr Wyer’s play area report to Cllr Hughes.

Cllr Letch:

- Advised members that the Council would be flying the Armed Forces Day flag week commencing Monday, 23rd June 2014. Councillors were invited to join him and members of the Royal British Legion for a short ceremony on the morning of the 23rd, time to be confirmed.

1405/40

Close

The meeting closed at 8.22 pm

Signed.....
(Chairman)

Date:.....

Appendix 1

Crediton Town Council

PLANNING DECISIONS FOR THE PERIOD TO 20th MAY 2014

Planning Decisions – as notified by the Planning Authority:

DECISION	Type – Decision
	Reference: 14/00300/FULL Full planning application, registered 25/02/2014
	Address: Tolleys Units Commonmarsh Lane Lords Meadow Industrial Estate Crediton Devon
	Description: Removal of condition 10 for Unit 2 and variation of condition 11 from Classes B1 and B2 (Office/Light Industrial) to Class B8 (Storage and Distribution) with ancillary retail sales for Unit 2, approved under planning permission 12/00554/FULL (plan 6514-10-002B)
	Decision: Permission Granted
Web link: 14/00300/FULL	
CTC Previous Comments : APPROVE	

Appendix 2 Crediton Town Council

COMMENTS ON NEW APPLICATIONS FOR THE PERIOD TO 20th MAY 2014

Planning Applications

APPLICATION	<p>Type – Application</p> <p>Reference: 14/00576/FULL Full planning application, registered 28/04/2014 Address: Methodist Church Union Road Crediton Devon EX17 3AW Description: Erection of extension and decking area, and alterations including provision of access ramp</p> <p>Web link: 14/00576/FULL</p> <p>CTC COMMENTS: APPROVE – (Proposed by Cllr Harris, seconded by Cllr Letch)</p>
APPLICATION	<p>Type – Application</p> <p>Reference: 14/00658/CAT Conservation Area application, registered 24/04/2014 Address: 1 Taw Vale Terrace Crediton Devon EX17 3BU Description: Notification of intention to remove 1 holly tree within a Conservation Area</p> <p>Web link: 14/00658/CAT</p> <p>CTC COMMENTS: NO OBJECTION as long as MDDC's Tree Officer's professional opinion is that the work is necessary (Proposed by Cllr Harris, seconded by Cllr Letch)</p>