



# Crediton Town Council

Market Street

Crediton

Devon

EX17 2BN

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## PUBLIC NOTICE

You are hereby invited to attend a **Meeting of Crediton Town Council**, which will be held on **Tuesday, 15<sup>th</sup> November 2016**, at the **Council Chamber**, Market Street, Crediton, at **7.00 pm** for the purpose of transacting the following business.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

**Clare Dalley (Mrs)**  
**Town Clerk**

8<sup>th</sup> November 2016

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Members of the press and public requiring access to any of the documents mentioned in this agenda are asked to contact the Town Clerk (electronic links to documents are provided where available).

## AGENDA

1. **To receive and accept apologies** (Please make any apologies known to the Town Clerk)
2. **Declarations of Interest** – To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.
3. **Public Question Time** - To receive questions from members of the public relevant to the work of the Council (*A maximum of 30 minutes is allowed for this item, verbal questions should not exceed 3 minutes*)
4. **Order of Business** - At the discretion of the Chairman, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public.
5. **Chairman's and Clerk's Announcements** - **To receive any announcements which the Chairman and Clerk may wish to make.** For information only.
6. **Town Council Minutes** – To approve and sign the minutes of the Crediton Town Council meeting held on Tuesday, 18<sup>th</sup> October 2016, as a correct record.
7. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Meetings held on 18<sup>th</sup> October 2016, for information only.

8. To receive, and to ratify the decisions therein, the minutes of the
- Christmas in Crediton Committee meeting held on 18<sup>th</sup> October 2016
  - Administration & Personnel Committee meeting held on 18<sup>th</sup> October 2016
  - Parish Paths Committee meeting held on 25<sup>th</sup> October 2016
  - Policy & Forward Planning Committee meeting held on 1<sup>st</sup> November 2016
  - Christmas in Crediton Committee meeting held on 8<sup>th</sup> November 2016
  - Property & Allotments Committee meeting held on 8<sup>th</sup> November 2016
  - Public Open Space Committee meeting held on 9<sup>th</sup> November 2016
- (A copy of the minutes will be issued with the agenda.)
9. **Mid Devon District Council – Planning Applications** [MDDC Planning Public Access Portal](#)  
Mid Devon District Council, the determining Authority, has asked for comments from this Town Council on the following planning applications:

Reference: [16/01544/HOUSE](#)

Proposal: Erection of single storey extension following demolition of storage building

Location: 20 Winswood, Crediton, Devon, EX17 3EX

Applicant: Mrs Robbins, 20 Winswood, Crediton, EX17 3EX

Reference: [16/01555/TPO](#)

Proposal: Application to crown lift 1 Fir tree protected by Tree Preservation Order 99/00007/TPO

Location: Southfield, Southfield Drive, Crediton, EX17 2ET

Applicant: Mrs K Holland, 14 Jocelyn Mead, Crediton, EX17 2EN

Reference: [16/01594/FULL](#)

Proposal: Change of use of ground floor from Class A1 (Shop) to mixed use Class A1 (Shop) and Class A3 (Cafe) and associated internal and external alterations

Location: 28 High Street, Crediton, EX17 3AH

Applicant: Jurassic Coast Coffee Limited, C/o Mr S Millett, Walsingham, Planning, Bourne House, Cores End Road, Bourne End, SL8 5AR

Reference: [16/01595/ADVERT](#)

Proposal: Advertisement Consent to display 1 externally illuminated fascia sign and 1 externally illuminated hanging sign

Location: 28 High Street, Crediton, EX17 3AH

Applicant: Jurassic Coast Coffee Limited, C/o Mr S Millett, Walsingham, Planning, Bourne House, Cores End Road, Bourne End, SL8 5AR

Reference: [16/01336/FULL](#)

Proposal: Change of use of ground floor from commercial tool hire to retail bike outlet, showroom and workshop; Conversion and extension of first floor from a flat to six bedroomed communal accommodation to accommodate customers of the biking business and conversion of second floor to form a two bedroomed apartment (Revised Scheme)

Location: Crediton Tool Hire, Union Road, Crediton,

Applicant: Mr N Paterson, Lower Creedy, Upton Hellions, Crediton, EX17 4AE

Reference: [16/01661/FULL](#)  
Proposal: Alterations to access to upper hall to form new ramp and stairs  
Location: Congregational Church, High Street, Crediton  
Applicant: Mr G Gregory, Congregational Church, High Street, Crediton

Reference: [16/01662/LBC](#)  
Proposal: Listed Building Consent for alterations to access to upper hall to form new ramp and stairs  
Location: Congregational Church, High Street, Crediton  
Applicant: Mr G Gregory, Congregational Church, High Street, Crediton

Reference: [16/01650/HOUSE](#)  
Proposal: Erection of two storey extension and decking area  
Location: 5 Murley Close, Crediton, EX17 2DU  
Applicant: Mr V Keenor, 5 Murley Close, Crediton, EX17 2DU

Reference: [16/01710/FULL](#)  
Proposal: Replacement of existing entrance door with window and formation of new entrance door with extended porch roof over  
Location: 6A Courtis Gardens, Crediton, EX17 3BQ  
Applicant: Newcombes (Crediton) Housing Association Ltd, C/o Mr Mike Armstrong, 5 Parr House, Lennard Road, Crediton, EX17 2AP

#### 10. Mid Devon District Council – Planning Decisions

Mid Devon District Council, the determining Authority, has APPROVED the following application with conditions as filed:

Reference: 16/01277/HOUSE  
Proposal: Installation of a dormer window  
Location: 7 Mount Pleasant, Park Street, Crediton, EX17 3EG  
Applicant: Ms Marcioni, 7 Mount Pleasant, Park Street, Crediton, EX17 3EG

Mid Devon District Council, the determining Authority, has REFUSED the following application with conditions as filed:

Reference: 16/01470/HOUSE  
Proposal: Formation of parking bay following demolition of wall and outbuilding with retention of arched gateway  
Location: Lamorna, Peoples Park Road, Crediton,  
Applicant: Mr K O'Connell, Lamorna, Peoples Park Road, Crediton, EX17 2DA

11. **Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment, receipts and bank transfers for the period 19<sup>th</sup> October 2016 to 15<sup>th</sup> November 2016 inclusive and to receive the bank reconciliation.** (The schedule of payments and receipts will be issued prior to the meeting.)

12. **To receive a list of outstanding debts owed to Crediton Town Council.** (The documentation relating to this item will be issued prior to the meeting.)

13. **Budget Review – To review the budget for the year to date.** (The budget sheet will be issued prior to the meeting.)
14. **To receive a report from the Council’s internal control checkers, following the monthly random inspection and agree any actions.** (A copy of the report will be issued prior to the meeting.)
15. **To consider and agree/amend Crediton Town Council’s budgets prepared by the Council’s Responsible Financial Officer for the financial year 2017-2018.** (Copies of the draft budget will be issued at the meeting. It is recommended for this item to stand adjourned until the December Council meeting.)
16. **To consider and agree/amend Crediton Town Council’s reserve levels for the financial year 2017-2018.** (Copies of the reserve levels will be issued at the meeting. It is recommended for this item to stand adjourned until the December Council meeting.)
17. **To discuss and agree Crediton Town Council’s precept for the financial year 2017-2018.** (The precept figures will be issued at the meeting. It is recommended for this item to stand adjourned until the December Council meeting.)
18. **To review the Council’s Health & Safety Policy.** (A copy of the policy will be issued with the agenda.)
19. **To receive a recommendation from the Administration & Personnel Committee to adopt, with immediate effect, the Town Council’s short term Action Plan.** (A copy of the short term Action Plan will be issued with the agenda.)
20. **To approve Crediton Town Council’s Quality Award application to the Local Council Award Scheme. In doing so the Town Council must resolve**
  - a) **that it publishes the following documents on line:**
    - Standing Orders & Financial Regulations
    - Code of Conduct and link to Councillors Interests
    - Publication Scheme
    - Annual Return (the latest)
    - Transparent information relating to council payments
    - A calendar of all meetings including the annual meeting of electors
    - Minutes - at least one full year of Council, Committees and sub-committees.
    - Current Agendas
    - Budget & Precept Information for current year.
    - Complaints Procedure
    - Council contact details and Councillor information
    - Action Plan (current year)
    - Evidence of communicating with the community
    - Publicity of Council Activities
    - Evidence of participating in Town and Country Planning
    - Draft Minutes of all Council and Committee meetings in the last four weeks.
    - Health & Safety Policy
    - Equality Policy

- Councillor Profiles
- Community Engagement Policy
- Grant Award Policy
- Evidence to show Electors contribution to Annual Town meeting
- A Strategic Action Plan
- Evidence of Community Engagement
- Evidence of helping Community plan for its future

**b) that the Town Council has in place the following documents:**

- Risk Management Scheme
- Register of Assets
- Contracts for all staff
- Insurance Policies
- Disciplinary & Grievance Policies
- Training Policy (Staff & Councillors)
- Training Record (Staff & Councillors – previous 12 months)
- Town Clerk who has achieved 12 CPD points
- Scheme of Delegation
- Addressed complaints received in the last year
- Two thirds of Councillors elected
- Annual Report
- Qualified Town Clerk
- Town Clerk & Deputy employed to nationally agreed terms/conditions.
- Appraisal Policy
- Training Policy.

**21. To consider an e-mail received from the Town Council’s Solicitors regarding the lease of Fulda Crescent, Greenway and Spinning Path Garden play areas from Mid Devon District Council and agree a course of action. (A copy of the e-mail will be issued with the agenda.)**

**22. To consider amending the Council’s Standing Orders by adding the following to Page 4, Part o:**

- i. to speak on an amendment moved by another councillor;
- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
- iii. to make a point of order;

**so the point reads:**

- o. Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.

23. **To consider a quotation received from Mid Devon District Council for the 2016/17 grass verge cutting.** (A copy of the quotation will be issued with the agenda.)
24. **To agree the Town Council's calendar of meetings for 2017.** (A copy of the calendar prepared by the Town Clerk will be issued with the agenda.)
25. **To resolve the dates the Town Council Office will be closed during the Christmas period.**
26. **To consider whether the Town Council will take part in the commemoration and remembrance of the end of the World War One by lighting a beacon at 7.00pm on Sunday 11<sup>th</sup> November 2018.** (Further information will be issued with the agenda.)
27. **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.**
28. **Correspondence and Matters To Note – To receive Council correspondence and matters to note as detailed below** (Copies of the correspondence and matters to note will be issued with the agenda.)

### **Correspondence**

1. *Crediton Community Woodlands*
2. *DCC - Temporary Traffic Regulation Order - A377 Coplestone 9-11 Nov 2016*
3. *Devon CCG - Postponed Steering Group 19th Oct*
4. *P Vincent - Music Makers*
5. *D&C Police - Speeding on Park St*
6. *SWW - Road Closure Application, Old Tiverton Rd*
7. *DCC - Footpath Closure, FP32*
8. *M Pollinger - Dementia Information for Cllrs*
9. *S Densham MDDC - Boundary Wall at Meadows Meadow*
10. *DCC - Town & Parish Council Conferences*
11. *NHS - Your future Care - Consultation - 7th October '16 to 6th Jan '17*
12. *MDDC - Devonshire Homes - Wellparks - affordable housing provision*
13. *SWH - road closure 8-11 Nov - Barnstaple X to Quarryfoot X - 7pm-7am*
14. *NHS - Your Future Care Consultation & Public Meetings*
15. *MDDC - Planning Committee 2.11.2016*
16. *Farm at Uton - condition of road*
17. *Turning Tides Project - Parish Training Workshop*
18. *Devon County Council - Become a Councillor*
19. *Crediton Community Woodlands - meeting 2nd November 2016*
20. *Rachel Pill - Objection Costa Coffee*
21. *MDDC - Environment Policy Development Group Agenda 8th November 2016*
22. *MDDC employers Payroll and Statutory Employee Obligations*
23. *MDDC - Grass cutting arrangements for DCC verges*
24. *Landscape Primary School - Parking at school*
25. *Carol Beech - Job enquiry*
26. *MDDC - Queen Elizabeth Drive Crediton Play Area*
27. *MDDC - Regulatory Committee Agenda 11 November 2016*
28. *Town Team - Town Team AGM and Public Consultation 30 Nov 2016*
29. *DCC - Crediton Traffic Order start date*

## **Matters To Note**

1. *Citizens Advice – Newsletter*
2. *MDDC - Press Release, New addition to MDDC Cabinet*
3. *Pensions Line - October 2016*
4. *MDDC - Licensing Notification*
5. *Devon Communities - Energy Schemes*
6. *NHS - Your Future Care - NEW Devon's Success Regime newsletter*
7. *Mid Devon Talk - October Edition*
8. *NHS – Healthwatch Voices – Autumn 2016 (Copy in office)*
9. *The Devon Pension Fund - presentation materials*
10. *Tarka Rail Association – Magazine Issue 49 Autumn 2016 (Copy in office)*
11. *Devon ALC - monthly newsletter*
12. *Sustainable Crediton - Newsletter Issue 76*
13. *MDDC - MDDC achieves highest increase in recycling rates in Devon*
14. *DCC - Phil Norrey - Changes to Senior Leadership Team at DCC*
15. *Devon Senior Voice – Newsletter Issue no. 31 Autumn/Winter 2016 (Copy in office)*
16. *MDDC - Car Park re-surfacing works planned*
17. *MDDC - New memorial garden Phoenix Lane to honour Tiverton's war dead*
18. *MDDC - Newcombes Meadow tree*
19. *Citizens Advice - November Newsletter*

## **29. Business brought forward**

At the direction of the Chairman, to report on matters not on the agenda and for information only.

## **PART TWO**

30. **It is recommended 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.**
31. **To review the Assistant Clerk's salary following her successful attainment of her BA Honours Degree.**
32. **To discuss the ongoing negotiations with Mid Devon District Council regarding the Council Office building and Town Square and consider how the project could be funded.**
33. **Close**