



All members of Cullompton Town Council are hereby summoned to attend a meeting of the **Town Council** to be held on **Thursday 14 April 2016 commencing at 7pm at Cullompton Town Hall**

*Judy Morris*

**SIGNED:** Mrs Judy Morris (Town Clerk)

**DATE:** 6 April 2016

## **AGENDA**

**PUBLIC QUESTION TIME: 15 minutes is set aside at the beginning of the meeting to enable members of the public to bring issues relating to Cullompton to the attention of Councillors. Up to 3 minutes is allowed for each question.**

**It may not be possible to reply and your question may just be noted. The question will be recorded.**

1. **APOLOGIES:** To receive apologies for absence.
2. **DECLARATIONS OF INTEREST:** To receive disclosures of pecuniary and personal interests.
3. **PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting.
4. **MINUTES:** To receive and sign as a correct record the Minutes of the previous Full Council meeting held on 24 March 2016 (Appendix A).
5. **RESIGNATION:** To receive the resignation of Cllr Mark Stevens.
6. **ENVIRONMENT AND COMMUNITY**
  - (i) **Cullompton Townscape Heritage bid:** to receive report and approve a statement of general support.
  - (ii) **Allocation of land for housing in the Neighbourhood Plan:** To receive report and approve a statement of general support.
  - (iii) **Highways workshop and Road Warden Scheme:** To consider details and agree way forward (Appendix C).
  - (iv) **Public conveniences:** To consider setting up a working group to review public convenience provision in Cullompton.

**7. CORRESPONDENCE**

- (i) Any correspondence received after the date of this agenda.

**RECOMMENDATION:** That, due to its confidential nature, the following item is dealt with as Part 2 business and in accord with the Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private.

**8. ST ANDREWS CAR PARK**

- (i) To consider the revised contract for the management of the car park.

**9. DATE AND TIME OF NEXT MEETING:** Thursday 28 April 2016 commencing at 7pm.

---

*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.*

*Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.*

---

**DRAFT**

**MINUTES of a Meeting of Cullompton Town Council  
held on  
Thursday 24 March 2016 commencing at 7pm at Cullompton Town Hall**

**PRESENT:** Cllr Chaim Ebanks (in the chair)

Cllrs: Eileen Andrews, Anthony Buczkowski, Camille Harrison, Kate Haslett, Janet Johns, Brett Lewis, Martin Smith, Chris Standford, and Mike Thompson.

Also in attendance: Cllr Karl Busch (MDDC), one member of the press and two members of the public.

Mrs Judy Morris: Clerk

- 159. APOLOGIES** were accepted from: Town Mayor Cllr Rachel Sinclair (unwell) and Cllrs: Deborah Christopher (work), Gordon Guest (personal) and Phil James (work). Also Cllr John Berry (DCC).
- 160. PUBLIC QUESTION TIME:** None
- 161. MINUTES:** The Minutes of the previous Full Council meeting held on 25 February 2016 were approved and signed as a correct record. Proposed Cllr Eileen Andrews, seconded Cllr Janet Johns.
- 162. REPORTS**
- (i) **Town Mayor's Report:** None
  - (ii) **Police Report:** Written report circulated to all members present. It was noted that recorded crime was down 20% over the same month last year.
  - (iii) **County/District Councillor Reports:** Mid Devon District Councillor Eileen Andrews reported her attendance at the opening of a new shop at Coldharbour Mill, she had found it very interesting and admired the hard work of the dedicated volunteers.
  - (iv) **John Tallack Youth & Community Centre Report:** Written report circulated with the agenda. Good to see that the Centre is being used but a slight concern about the low attendance at the youth sessions although it was accepted that it is still 'early days'. Ask the YMCA if they can promote the youth sessions to encourage more young people to attend.
  - (v) **Devon Larger Local Councils Committee report:** Cllr Anthony Buczkowski provided all members present with written reports relating to devolution proposals for the South West.

- (vi) **Devon Highways Conference held on 16 March 2016:** Cllrs Anthony Buczkowski and Mike Thompson attended, the presentations included the Road Warden scheme. Summary of the meeting will be available after Easter.

**RESOLVED:** That an item is included on the agenda of the next meeting to fully discuss the information obtained at the Highways Conference.

**NOTE:** It was suggested that details of the Road Warden Scheme are included on the agenda for the Annual Parish Meeting.

- (vii) **Any other reports:** None

### **163. BUSINESS AND FINANCE**

- (i) **To approve the Financial Statements for February 2016.**

**RESOLVED:** That payments totalling £24,109.35 for February 2016 are approved and the Financial Statements for February 2016 are approved. Proposed Cllr Chaim Ebanks, seconded Cllr Camille Harrison.

**NOTE:** Clerk to draft a rota for internal audit

- (ii) **Devon Association of Local Councils:** To approve payment of the annual subscription of £851.18 (plus VAT).

**RESOLVED:** That the Council pays the 2016/17 Devon Association of Local Councils annual subscription of £851.18 plus VAT.

**162. COMMITTEES AND WORKING GROUPS:** To receive the Minutes of the following Committees and Working Groups and approve the recommendations contained therein:

- (i) **Planning & Licensing Committee** meetings held on 25 February 2016 and 10 March 2016.

**RESOLVED:** That the Planning & Licensing Committee meeting minutes of 25 February 2016 and 10 March 2016 are noted and the recommendation contained in the minutes of 25 February 2016 i.e. "That the consideration of street names for new housing developments is delegated to the Planning Committee" is approved.

- (ii) **Policy, Finance and Personnel Committee** meeting held on 8 March 2016 including consideration of the Investment of reserves report.

**RESOLVED:** That the Minutes of the Policy, Finance and Personnel Committee held on 8 March 2016 and the Investment of reserves report are noted. Proposed Cllr Anthony Buczkowski, seconded Cllr Brett Lewis. Proposed Cllr Camille Harrison, seconded Cllr Anthony Buczkowski.

**(iii) Community Wellbeing Committee** meeting held on 8 March 2016

**RESOLVED:** That the Minutes of the Committee Wellbeing Committee meeting held on 8 March 2016 are noted and the following recommendations are approved:

- (a) That the Christmas Lights Event 2015 Income and Expenditure Accounts are noted and a Working Group is set up to organise the Christmas 2016 event. All Council members to be invited to join the Working Group. Proposed Cllr Eileen Andrews, seconded Cllr Anthony Buczkowski.
- (b) That the Council makes a contribution of £50 towards the Spring Food, Craft & Music Festival being held on 9 April. Proposed Cllr Camille Harrison, seconded Cllr Anthony Buczkowski.
- (c) That the Council promotes its Annual Parish Meeting on 12 May and encourages the public to come along. Present grant cheques, invite the YMCA to provide a report on the youth service provision at the John Tallack Centre and provide cheese and wine (or similar). Proposed Cllr Kate Haslett, seconded Cllr Brett Lewis.

**NOTE:** Cllr Anthony Buczkowski abstained from voting at Item (c) as he is a trustee of the John Tallack Centre.

**(d) Traffic & Environment Working Group** meeting held on 15 March 2016. Noted

**163. ENVIRONMENT AND COMMUNITY**

- (i) **Public conveniences in Station Road: to consider report and agree way forward:** MDDC will only keep the public conveniences open after 1 April 2016 if the Town Council reimburses 100% of the running costs. It has offered to sell the Council the freehold of the building and has requested a letter of intent by 1 April 2016.

**RESOLVED:** That the Council requests more time to consider the offer to purchase the freehold of the public conveniences in Station Road and in the meanwhile:

- Offers to pay the running costs of the public conveniences on a month-by-month basis until a decision has been made about the purchase of the freehold.
- Obtains a structural survey.

Proposed Cllr Anthony Buczkowski, seconded Cllr Janet Johns.

- (ii) **To consider any action to be taken with regard to the condition of leat in front of Old Tannery site, Exeter Road.** It was noted that Devon County Council are now the responsible flooding authority.

**RESOLVED:** That the Council writes a strongly worded letter to the land owner, with copies to MDDC and DCC requesting that the condition of the leat is improved. Proposed Cllr Mike Thompson, seconded Cllr Eileen Andrews.

- (iii) **To consider requesting the provision of a litter bin in the vicinity of the bus stop in front of the Old Tannery site, Exeter Road.**

**RESOLVED:** That MDDC are requested to install a litter bin besides the bus stop in front of the Old Tannery site (opposite Aldi). Suggest that Aldi are asked to sponsor the bin.

- (iv) To approve a statement of general support for the Cullompton Townscape Heritage bid (report to follow).

**RESOLVED:** That this item be deferred until the next meeting as the report has not yet been received from MDDC.

**164. MOTIONS PUT FORWARD BY COUNCILLORS**

- (i) To consider setting up a S.106 Committee (Cllr Anthony Buczkowski).

**RESOLVED:** That the Council sets up a s.106 Committee, membership to be agreed at the Council's Annual Meeting in May 2016. Proposed Cllr Anthony Buczkowski, seconded Cllr Mike Thompson.

- (ii) That Town Councillors refrain from discussing any Town Council business using social media (Cllr Martin Smith).

**RESOLVED:** That the Clerk drafts guidelines for the use of social media to be considered by the Policy, Finance and Personnel Committee at its next meeting. Proposed Cllr Martin Smith, seconded Cllr Anthony Buczkowski.

**165. DATES FOR MEETING:**

- (i) **To confirm that the June 2016 full council meeting will take place on Thursday 30 June due to EU referendum on 23 June.**

**RESOLVED:** That the Council's June full council meeting will take place on Thursday 30 June 2016 as the Town Hall is being used for EU referendum on 23 June. Proposed Cllr Chaim Ebanks, seconded Cllr Brett Lewis.

- (ii) **To approve holding an informal meeting on 14 April 2016.**

**RESOLVED:** That the Council holds a formal Town Council meeting on 14 April 2016 in order to discuss matters such as the transfer of the public conveniences and the revised agreement for St Andrews car park.

**166. CORRESPONDENCE**

- (i) Devon Senior Voice: Newsletter. *Noted*
- (ii) Mid Devon District Council: Letter on intent – Tufty Park and Head Weir Road play areas.

**NOTE:** The final item on the agenda: to consider the revised contract for the management of St Andrews car park was deferred until the 14 April 2016 meeting in order to give Councillors time to read through the revised contract.

The meeting closed at 8.40pm

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

### DEVON COUNTY COUNCIL – Self help and community support

The community support schemes give town and parish councils and community self-help groups the opportunity to take control of small local maintenance tasks; allowing you to manage local volunteers and maintain your own local area.

#### How you can get involved

- Snow Wardens Scheme – trained volunteers who act as a key contact between the local community and DCC during severe weather
- Parish Paths Partnership (P3) – a scheme to help people improve the condition of their local rights of way
- Community Self Help Scheme – trained volunteers who complete minor works out at a safe distance from the public highway
- Community Road Warden scheme – trained volunteers who complete minor maintenance works in the vicinity of the public highway within their community.

Any parish or town council or community self-help group interested in the Community Self Help or Community Road Warden schemes will need to attend at least one of these courses depending upon the type of work to be undertaken:

- Highway Safety Awareness Training – Half day workshop aimed at raising the safety awareness and providing information to those persons who would wish to volunteer to undertake minor maintenance works within their community.
- SWQR Unit 2 – Signing, Lighting & Guarding (City & Guilds) 2 day course – Basic Chapter 8 qualification for those persons who would wish to volunteer to undertake minor maintenance works within the vicinity of the public highway.

This year we are providing the basic funding required for volunteers to undertake this training, which is being delivered in partnership with South West Highways Ltd.

Read these guidance notes if you are interested in becoming involved with the Community Road Warden Scheme and Community Self-Help Scheme.

#### Community Self Help scheme

To be part of this scheme you must do the basic Highway Safety Awareness Training course. Once completed, you can supervise volunteers doing work at a safe distance from the live carriageway or footway, or under a temporary road closure. These are regarded as Level 1 works and include:

- clearing weeds
- cleaning signs
- cleaning gully grating
- cutting grass
- repairing finger posts
- cutting hedges road closures for special events
- ecological, geological and historical surveys.

Groups involved in the Community Self Help scheme must provide their own insurance.

## Contact us

If you're interested in working with us to more effectively manage your local area call 0345 155 1004 or email [hwaymain@devon.gov.uk](mailto:hwaymain@devon.gov.uk).

## Community support

We are also talking to some parishes about how local farmers can safely contribute towards maintenance on rural minor roads by:

- cutting verges
- cleaning ditches – most are the landowners' responsibility
- ploughing road edges.

## Current examples

**Bideford and Holsworthy** town councils hold tidy town days where members of the community do works to improve the look of the towns. As a part of the Tidy Town Initiative volunteers cleaned street signs, carried out litter picks, cleared overgrowth and cleaned, stained and varnished seats, and weeded and raked landscape areas.



During the severe weather of the winter 2013/14, the surface of the main road in to the hamlet of Harcombe was damaged to such an extent it had to be closed. The alternative access to Harcombe was inconvenient.

Meetings were held with MPs, local elected members and residents. As the necessary skills and machinery were available locally, a community member of the community offered to do the work to the road if Devon Highways provided the materials. Devon Highways provides 30 tonne of stone which was laid by two local farmers, who also provided Terram sheeting for the base to reduce the ingress of ground water.



**Northam Town Council** has been very proactive and has employed two trained and accredited lengthsmen for a number of years. The lengthsmen carry out grass cutting and other highway-related works in the Parish and are also trained as Snow Wardens and organise salt bags distribution and spreading salt on the pavements and local roads emergencies.

Following reductions in the frequency of urban grass cutting **Northam Town Council** bought their own grass cutting equipment and trained their operatives to use it. They now carry out grass cutting in the parish in between the four cuts that we provide. Northam is also actively looking to participate in the Road Warden Scheme and is working closely with us to make this happen.



**Willand Parish Council** raised concerns about the condition of the finger post in the centre of the village. DCC was not able to prioritise renovating the post when considered against other necessary work. A member of the community and Parish Council recognised the value of the finger post and offered to do the renovation if the cost of the materials could be covered. The signs letters were supplied by South West Highways and Cllr Radford gave a contribution from his locality budget.



The parishes of **Uplyme, Combyne Rousden, Axmouth and Sidmouth** successfully applied for funding from the Parishes Together Fund to provide additional Parish Lengthsman resource. DCC also agreed to provide the allocated funding which would have been used to provide the Parish Lengthsman resource for the fourth quarter of the financial year. The parishes intend to raise funds from alternative sources to continue this service in the future.