



All members of Cullompton Town Council are hereby summoned to attend
a meeting of the **Town Council** to be held on
Thursday 26 May 2016 commencing at 7pm at Cullompton Town Hall

Judy Morris

SIGNED: Mrs Judy Morris (Town Clerk)

DATE: 19 May 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. **ELECTION OF TOWN MAYOR:**
 - (i) To elect Town Mayor for the ensuing civic year.
 - (ii) To receive Town Mayor's declaration of acceptance of office.
3. **ELECTION OF DEPUTY TOWN MAYOR:** To elect Deputy Town Mayor for the ensuing civic year.
4. **Declarations of Interest:** To receive disclosures of pecuniary, non-pecuniary and personal interests.
5. **PUBLIC QUESTION TIME:** To receive questions from member of the public present at the meeting.
6. **MINUTES:** To receive and sign as a correct record the Minutes of the previous Full Council meeting held on 28 April 2016 (Appendix A).

7. **POLICE REPORT:** To introduce Inspector Stephen Bradford as the new Mid Devon Sector Inspector and receive report.
8. **COMMITTEES, SUB-COMMITTEES AND COMMUNITY REPRESENTATIVES:** To appoint committees, sub-committees and community representatives for the ensuing civic year. (Appendix B).
10. **REPORTS**
 - (i) **County/District Councillor Reports.**
 - (ii) **Any other meeting reports.**
11. **BUSINESS AND FINANCE**
 - (i) **Annual Return:** To approve 2015/16 Annual Return (to be tabled at the meeting).
 - (ii) **To approve the Financial Statements for April 2016.** (Appendix C).
12. **MATTERS ARISING FROM THE ANNUAL PARISH MEETING**
 - (i) Drainage and flooding in the Station Road area.
 - (ii) Road Warden Scheme.
13. **COMMUNITY AND ENVIRONMENT**
 - (i) Drainage and flooding in the Higher Bullring area and Clark's Court.
 - (ii) To consider lending support to a letter sent by the Town Team to the Leader of Devon County Council with regard to concerns about second section of Swallow Way (Appendix D).
14. **COMMITTEES:** To receive the Minutes of the following Committee meetings:
 - (i) Market Committee meeting held on 27 April 2015 (Appendix E).
 - (ii) Policy, Finance and Personnel Committee meeting held on 3 May 2016 (Appendix F), including the following recommendation "that the draft social media guidelines are approved". (Appendix G).
 - (iii) Community Wellbeing Committee meeting held on 10 May 2016 (Appendix H), including the following recommendation "That the Council does not loan equipment for the Town Fayre to be held on 28 August 2016".
 - (iv) Planning & Licensing Committee meeting held on 28 April (Appendix I) and 12 May (Appendix J).
15. **CORRESPONDENCE**
 - (i) **Culm Voluntary Car Scheme:** Thank you for the grant.
 - (ii) **Citizens' Advice Bureau:** Thank you for the grant.
 - (iii) **Phillip Ham:** Signing through Swallow Way.
 - (iv) **Jan Jackett:** Central government should respect the wishes of local people when determining whether fracking goes ahead.
16. **DATE AND TIME OF NEXT MEETING:** Thursday 30 June 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

APPENDIX A



MINUTES of a Meeting of Cullompton Town Council held on Thursday 28 April 2016 commencing at 7pm at Cullompton Town Hall

PRESENT: Cllr Rachel Sinclair (in the chair)

Cllrs: Eileen Andrews, Anthony Buczkowski, Deborah Christopher, Chaim Ebanks, Gordon Guest, Kate Haslett, Janet Johns, Martin Smith, 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

178. APOLOGIES were accepted from: Cllrs: Camille Harrison (personal), Phil James (personal) and Chris Standford (personal).

179. DECLARATIONS OF INTEREST: None at this time.

180. PUBLIC QUESTION TIME:

(i) Mr Ashley Hellier asked “when making an email enquiry to a Councillor how long should one reasonably expect to wait for a reply?”

It was explained that the Council does not have a policy about this but would expect Councillors to respond in a timely manner.

(ii) Mr Chris Snow's questions **was were** related to the John Tallack Youth & Community Centre. He asked why no accounts have been published for 18 months and how the trustees were appointed to the charity.

The Clerk explained that the money held by the Council was included in the Council's accounts but that the Trust did have its own bank account. The Trustees were all people that had an interest in ensuring that the JT Centre remains open.

181. MINUTES: The Minutes of the previous Full Council meeting held on 14 April 2016 were approved and signed as a correct record after deleting a resolution to review the Council's Comments and Complaints policy as being void. It was approved during Public Question

Time which is not in accord with the Council's Standing Orders. Proposed Cllr Eileen Andrews, seconded Cllr Martin Smith.

182. REPORTS

- (i) Town Mayor's Report:** The Town Mayor reported that she had been honoured to officially open the SpringFest on 9 April which had been a roaring success.
- (ii) Police Report:** Written report circulated to all Councillors present, discussion ensued and it was

RESOLVED: That the Council writes to Police Inspector Jane Alford-Mole to thank her and her team for keeping the crime rate low and thereby continuing to make Cullompton a safe place to live. Proposed Cllr Anthony Buczkowski, seconded Cllr Martin Smith.

(iii) County/District Councillor Reports.

- (a) Mid Devon District Councillor Karl Busch** reported that the district councillors had voted to include development at J27 in the Local Plan, the motion was carried on the casting vote of the Chairman.
- (b) Mid Devon District Councillor Eileen Andrews** referred the Council to the Mid Devon Housing newsletter and a group called Turntable which helps people furnish their homes.

(iv) Any other reports: None

183. BUSINESS AND FINANCE

(i) To approve the Financial Statements for March 2016.

RESOLVED: That the Financial Statements for March 2016 are approved. Proposed Cllr Martin Smith, seconded Cllr Gordon Guest.

NOTE: A vote of thanks was recorded to the Council staff for the efficient way in which the accounts are organised. Proposed Cllr Chaim Ebanks, seconded Cllr Martin Smith.

(ii) To consider and approve response to the Annual Governance Statement of Internal Control 2015/16

RESOLVED: That the Council responds "Yes" to all the questions in Section 1 of the Annual Governance Statement 2015/16. Proposed Cllr Chaim Ebanks, seconded Cllr Eileen Andrews.

(iii) Town Hall PA set-up and improvement: To receive report and agree way forward.

RESOLVED:

1. That the Council thanks Chris Snow for taking the time and the trouble to produce the report.
2. That the report is delegated to the General Purposes Committee for consideration, possibly in conjunction with the audio recording of meetings. The Committee's recommendations to be brought back to the full council for consideration. Proposed Cllr Anthony Buczkowski, seconded Cllr Martin Smith.

(iv) Transfer of Council deeds: To approve the transfer of the Council's property deeds from Dunn & Baker to Tozers.

RESOLVED: That the Council's deeds are transferred from Dunn & Baker to Tozers who will be acting on behalf of the Council for legal matters.

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

- (i) Market Committee meeting** held on 17 March 2016: Noted
- (ii) Planning & Licensing Committee** meetings held on 24 March 2016 and 14 April 2016: Noted
- (iii) Policy, Finance and Personnel Committee** meeting held on 5 April 2016

RESOLVED: That the Minutes of the Policy, Finance and Personnel Committee are noted and the recommendations are approved as follows: (Proposed Cllr Eileen Andrews, seconded Cllr Anthony Buczkowski)

(a) That grants are paid as follows:

Name	Why grant is required	Amount requested	Recommended grant
Citizens Advice Bureau	Providing an outreach service in Cullompton that will benefit the local community.	£750.00	£500.00
1 st Cullompton Rangers	Rent, craft items and purchase of a unit flag.	£100.00	£50.00
3 rd Cullompton Brownies	Brownie holiday	£150.00	£50.00
1 st Cullompton Scout Group	Camping gas burner and tables	£200.00	£100.00
Cullompton Board Game Group	To pay room hire at the Community Centre	£150.00	£50.00
Cullompton Rugby Club	Purchase of exterior defib box so that anyone at anytime can access the box which is currently locked away inside the clubhouse.	£300.00	£75.00
Cullompton Rangers Football Club	Line marking machine	£600.00	Nil
Culm Voluntary Car Scheme	To help towards the general running expenses.	£200.00	£200.00
Tiverton & District Community Transport	Ring & Ride service	£500.00	£150.00
		TOTAL	£1175.00

NOTE: Cllr Rachel Sinclair declared a personal interest in respect of the item below as her daughter is a member of the Ace Majorettes.

(b) That a grant application from Ace Majorettes is not considered as it was received after the deadline and is instead deferred and considered with the next round of grant applications, the deadline for which is 30 September 2016.

(iv) **Christmas Lights Event Working Group** meeting held on 4 April 2016: Noted

(v) **Community Wellbeing Committee** meeting held on 12 April 2016.

RESOLVED: That the Minutes of the Community Wellbeing Committee meeting held on 12 April 2016 are noted and the following recommendations are approved:

- (a) That book tokens to the value of £10 each are awarded as prizes for the winner of each of the three age groups in the Queen's 90th Birthday Poetry competition.
- (b) That £1,000 is allocated from the Community Wellbeing Committee budget for the Christmas Lights Event Working Group.

(vi) **General Purposes Committee** meeting held on 19 April 2016: Noted

185. ENVIRONMENT AND COMMUNITY

- (i) **Cullompton Townscape Heritage bid:** To receive report and approve a statement of general support.

RESOLVED: That a letter is sent to Cllr Richard Chesterton at Mid Devon District Council confirming the Council's general support for the Cullompton Townscape Heritage project. Proposed Cllr Anthony Buczkowski, seconded Cllr Chaim Ebanks

NOTE: Clerk to obtain clarification of the following statement contained in the briefing notes "Cullompton Relief Road; £8m allocated by DCC. MDDC to investigate whether any of this could be used for town centre improvements at the appropriate time". It had been thought that £17m had been set aside, concerns that this money should be used for the relief road and nothing else.

186. MOTIONS PUT FORWARD BY COUNCILLORS

- (i) That the Council updates the signage near the Tesco roundabout (Cllr B Lewis).

RESOLVED: That as Cllr Brett Lewis was absent from the meeting this item is deferred.

187. CORRESPONDENCE

- (i) Healthwatch Voices: Newsletter. *Noted*

Discussion ensued and it was

RESOLVED 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.

PART II: PRIVATE AND CONFIDENTIAL

Members of the public and press were asked to leave the meeting.

- (i) **ST ANDREWS CAR PARK:** To consider the Solicitor's report re the revised contract for the management of the car park.

Discussion ensued, the solicitors comments were considered and it was

RESOLVED: That the Clerk requests the following revisions to the Agreement:

- (a) Term of contract to be reduced from three years to two years.
- (b) That clause 2.4 is altered to add the following wording to the end ... *“or the Client cancels a PCN in accordance with 5.2”*.
- (c) That clarification of the free parking period is needed – free parking between 18.00 and – 8.00 (vehicles may park for up to four hours before 18.00 but must leave at 8.00 and cannot return for at least one hour).
- (d) Class of vehicles: exclude campervans, caravans and trailers.
- (e) 11.2 add *“on receipt of invoices”*.
- (f) 11.2 can this be amended to *after the second year*.
- (g) Add a clause to the Agreement that the Council receives a monthly statement.
- (h) Add a clause to the Agreement that it supersedes all previous Agreements (or words to that effect).
- (i) Obtain clarification of the duration and termination provision.
- (j) Ask for clause 16.5 to be removed.

It was also noted that:

- The car park management company can provide a solar powered “pay and display” machine to negate the requirement to provide a power supply.
- It was agreed not to pursue the erection of a barrier but instead to wait and see if an issue arises.
- Clerk to obtain guidance with regard to the Freedom of Information Act and whether companies that have a contract with a local authority are bound by it.
- Clerk to contact the Council’s insurers to make them aware that a “pay and display” machine will be installed in the car park.
- Request that the Council approves the new signage before it is erected.

It was **AGREED** that an application for planning permission for the “pay and display” machine is submitted.

The meeting closed at 8.40pm

SIGNED: _____

DATE: _____

CULLOMPTON TOWN COUNCIL

COMMITTEE AND WORKING GROUP MEMBERSHIP 2015.16

NOTE: Committees will comprise a maximum of seven members plus the Town Mayor and Deputy Town Mayor who are ex-officio members of all committees

Policy, Finance and Personnel Committee	Eileen Andrews Anthony Buczkowski Mike Thompson Gordon Guest Phil James Chaim Ebanks (Chairman)
General Purposes Committee	Eileen Andrews Anthony Buczkowski Phil James Mike Thompson Christopher Standford Brett Lewis Camille Harrison (Chairman)
Planning & Licensing Committee	Eileen Andrews Anthony Buczkowski Gordon Guest (Chairman) Janet Johns Christopher Standford Kate Haslett Deborah Christopher
Market Committee	Eileen Andrews Anthony Buczkowski Chaim Ebanks (Chairman)
Community Wellbeing Committee	Rachel Sinclair Eileen Andrews (Chairman) Anthony Buczkowski Camille Harrison Janet Johns Deborah Christopher Martin Smith
Public Toilet Working Group	Anthony Buczkowski Chaim Ebanks Janet Johns Brett Lewis Mike Thompson
s.106 Sub-Committee (Reports to Planning & Licensing Committee)	
Appeals Sub-Committee	Kate Haslett Janet Johns
Audit Sub-Committee (Reports to Policy, Finance and Personnel Committee)	Chaim Ebanks Camille Harrison Mike Thompson

WORKING GROUPS AND OUTSIDE BODIES

Allotment Association	Anthony Buczkowski
Cullompton John Tallack Centre	Anthony Buczkowski Mike Thompson Martin Smith Eileen Andrews Gordon Guest
Citizens Advice Bureau	Eileen Andrews
Town Team (Two representatives)	Mike Thompson Camille Harrison
Cullompton Community Association	Martin Smith
Devon Playing Fields Ass	Eileen Andrews
Larger Local Councils	Anthony Buczkowski
Community Safety Partnership Two representatives	Eileen Andrews Mike Thompson
Tree Protection Officer	Camille Harrison
Voluntary Car Scheme	Chaim Ebanks
Cullompton Swimming Pool Campaign	Kate Haslett
Culm Valley in Business	Rachel Sinclair
Neighbourhood Plan	Eileen Andrews Gordon Guest Martin Smith
Cullompton United Charities	Eileen Andrews Martin Smith
Cullompton Pub-Watch Scheme	Rachel Sinclair
Community Bus Working Group	Eileen Andrews Mike Thompson Martin Smith

Date :- 12/05/2016

Cullompton Town Council

APPENDIX C

Time :- 11:03

Detailed Income & Expenditure by Account 01/05/2016

Month No : 2

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Expenditure Detail							
4000 Advertising	0	0	800	800		800	0.0 %
4005 CCTV	3,479	0	1,500	1,500		1,500	0.0 %
4010 Contingency	2,503	0	5,000	5,000		5,000	0.0 %
4015 Town Team Co-ordinator	0	0	6,000	6,000		6,000	0.0 %
4020 Cullompton Crier	2,972	0	4,028	4,028		4,028	0.0 %
4025 Extreme Sports Project	14,685	0	2,445	2,445		2,445	0.0 %
4030 Councillor Expenses	486	0	900	900		900	0.0 %
4035 General Administration/Other	1,575	35	2,900	2,865		2,865	1.2 %
4037 Miscellaneous Expenditure	1,110	0	1,000	1,000		1,000	0.0 %
4045 Sundries	913	0	1,000	1,000		1,000	0.0 %
4048 Audit Costs	1,620	0	2,000	2,000		2,000	0.0 %
4050 Photocopier	1,149	0	1,200	1,200		1,200	0.0 %
4051 Postage	602	0	650	650		650	0.0 %
4052 Stationery	626	28	750	722		722	3.8 %
4055 Subscriptions	1,419	1,213	1,500	287		287	80.9 %
4060 Telephone & Broadband	1,951	32	2,000	1,968		1,968	1.6 %
4065 Professional Fees	950	0	1,500	1,500		1,500	0.0 %
4068 IT Support	0	309	6,500	6,191		6,191	4.8 %
4070 Office Equipment	5,895	-1	500	501		501	-0.1 %
4072 Recycling Bags Expenditure	1,855	424	0	-424		-424	0.0 %
4075 Grants	1,830	0	4,170	4,170		4,170	0.0 %
4080 Mayor's Charity	0	0	323	323		323	0.0 %
4085 Mayoralty Fund	1,136	0	1,864	1,864		1,864	0.0 %
4090 Payroll Expenses	191,024	16,406	217,376	200,970		200,970	7.5 %
4095 Christmas Lights	15,407	35	10,000	9,965		9,965	0.4 %
4096 Christmas Lights Event	347	0	1,000	1,000		1,000	0.0 %
4100 Public Works Loan Repayment	17,647	0	17,600	17,600		17,600	0.0 %
4105 St Andrew's Car Park	2,361	154	2,000	1,846		1,846	7.7 %
4110 St Andrew's Car Park Improv.	0	0	6,000	6,000		6,000	0.0 %
4115 Staff & Councillor Training	1,460	90	4,540	4,450		4,450	2.0 %
4120 Town Maintenance	5,345	46	7,155	7,109		7,109	0.6 %
4122 Grass/Verge Cutting	0	0	4,000	4,000		4,000	0.0 %
4125 Upcott Field Running Expenses	775	20	2,625	2,605		2,605	0.8 %
4130 Van Fund	0	0	6,500	6,500		6,500	0.0 %
4135 Van Running Expenses	3,034	0	5,366	5,366		5,366	0.0 %
4150 Public Toilets Contribution	3,344	0	6,670	6,670		6,670	0.0 %
4165 Community Events	0	0	2,000	2,000		2,000	0.0 %
4170 Community Bus Service	0	0	5,000	5,000		5,000	0.0 %
4200 Allotment Expenses	151	0	699	699		699	0.0 %
4300 Cemetery Equipment	5,485	487	1,000	513		513	48.7 %

Continued on Page 2

Detailed Income & Expenditure by Account 01/05/2016

Month No : 2

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4305 Cemetery Extension	13,439	0	10,658	10,658		10,658	0.0 %
4310 Cemetery Running Expenses	13,245	2,942	15,755	12,814		12,814	18.7 %
4315 Cemetery Loan Repayments	11,164	0	0	0		0	0.0 %
4320 Cemetery Paths	0	0	5,000	5,000		5,000	0.0 %
4400 Town Hall Improvements	1,977	0	33,023	33,023		33,023	0.0 %
4405 Town Hall Running Expenses	7,090	615	12,910	12,295		12,295	4.8 %
4800 Outdoor Market expenses	1,362	175	9,076	8,901		8,901	1.9 %
4801 Market payroll contributions	1,702	0	0	0		0	0.0 %
4805 Archive Project Expenditure	2,028	0	247	247	225	22	91.1 %
4806 Archive Project Payroll conts	9,248	106	252	146		146	41.9 %
4820 Neighbourhood Plan	8,510	0	6,039	6,039		6,039	0.0 %
4830 Town Team Expenditure	450	0	1,150	1,150		1,150	0.0 %
4840 John Tallack Centre Exp	6,658	184	8,638	8,454		8,454	2.1 %
4845 John Tallack Payroll	2,647	0	0	0		0	0.0 %
4850 Youth Services	11,175	0	20,428	20,428		20,428	0.0 %
Total OverHead	383,829	23,300	471,237	447,937	225	447,712	5.0 %
Expenditure Detail							
4160 Community Wellbeing Committee	251	0	2,749	2,749		2,749	0.0 %
Total Direct	251	0	2,749	2,749	0	2,749	0.0 %
Income Detail							
1000 Crier Advertising	300	80	500	-420			16.0 %
1005 Hanging Baskets	775	0	250	-250			0.0 %
1010 Interest Received	1,037	882	1,000	-118			88.2 %
1015 MDDC Loan Contribution	5,200	0	0	0			0.0 %
1020 Miscellaneous Income	2,386	775	500	275			155.0 %
1025 Photocopying Income	84	0	63	-63			0.0 %
1030 Precept	257,500	149,089	0	149,089			0.0 %
1035 Council Tax Support Grant	7,501	3,198	6,396	-3,198			50.0 %
1040 Recycling Bags	1,869	0	0	0			0.0 %
1045 Staff Charge Back	200	25	500	-475			5.0 %
1050 Town Fayre/Christmas Lights	4,520	0	500	-500			0.0 %
1051 Christmas Lights event	217	0	0	0			0.0 %
1055 Town Maintenance Income	29,026	0	29,100	-29,100			0.0 %
1200 Allotment Rents - Top Field	426	350	350	0			100.0 %
1205 Allotment Rents - Haymans	102	102	150	-48			68.0 %
1300 Burial Fees	23,650	4,370	22,000	-17,630			19.9 %
1305 Cemetery Income, other	3,383	1,638	0	1,638			0.0 %
1400 Town Hall Hire	11,795	585	11,000	-10,415			5.3 %
1800 Market Income	1,926	295	0	295			0.0 %

Detailed Income & Expenditure by Account 01/05/2016

Month No : 2

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1805 Archive Project Income	12,000	0	0	0			0.0 %
1820 Town Team Income	500	0	0	0			0.0 %
1830 John Tallack Centre Income	3,883	93	0	93			0.0 %
1840 Extreme Sports Project Income	12,500	0	0	0			0.0 %
1850 Neighbourhood Plan Income	6,161	0	0	0			0.0 %
4067 Tec Fund	0	0	3,166	-3,166			0.0 %
Total Income	386,941	161,482	75,475	86,007			214.0 %
Total Expenditure	384,081	23,300	473,986	450,686	225	450,461	5.0 %
Total Income	386,941	161,482	75,475	86,007			214.0 %
Net Expenditure over Income	-2,860	-138,182	398,511	536,694			

At : 17:03

Current Bank Account

List of Payments made between 01/04/2016 and 30/04/2016

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
01/04/2016	Year End Creditors	CREDITORS	1,461.43		Year End Creditors
01/04/2016	Mid Devon District Council	DD	520.60		NNDR Town Hall
01/04/2016	Mid Devon District Council	DD	153.80		NNDR St Andrews
01/04/2016	Mid Devon District Council	DD	2,904.00		NNDR Cemetery
01/04/2016	ICO	DD	35.00		Data Protection Registration
11/04/2016	Opus Energy	DD	251.29		Gas 25.2.16 to 26.3.16
11/04/2016	Scottish Power	DD1014	300.00		Electric 06.07.14 - 18.01.16
12/04/2016	O2	DD	14.15		Mobile Phone
14/04/2016	E-on	DD1074	51.83		Electric 26.02.16 to 31.03.16
14/04/2016	E-on	DD1075	57.67		Gas 23.02.16 to 31.03.16
15/04/2016	British Telecom	DD1103	23.99		Telephone 01.04.16 to 30.04.16
18/04/2016	Lloyds 3 Month Deposit	1149510100	100,000.00		Long Term Deposit
18/04/2016	Lloyds 6 Month Deposit	1149511000	75,000.00		Long Term Deposit
18/04/2016	Lloyds 12 Month Deposit	1149511600	50,000.00		Fixed term deposit
20/04/2016	Michael Speirs	8499	87.54		Neighbourhood Plan Website
20/04/2016	Gillian Graham Distributor	8500	400.00		Cullompton Crier Distribution
20/04/2016	Edenvale Turf (SW) Ltd	8501	13.44		Cemetery Running Expenses
20/04/2016	Parkhouse, Steve	8502	125.00		Work on telephone system
20/04/2016	D & H Plant Ltd	8503	300.00		Digger Hire
22/04/2016	Mole Valley Farmers	BACS1091-3	58.64		Town Maintenance
22/04/2016	MST	BACS1090	580.00		Brushcutter
27/04/2016	MST	BACS1090	2.00		Cemetery Equipment, adjustment
27/04/2016	Salaries	BACS	11,576.78		Salaries April 2016
28/04/2016	HMRC	BACS	3,116.32		Tax & NIC April 2016
28/04/2016	Pensions	BACS	1,924.06		Pension Contributions Apr 2015
28/04/2016	Unison	8506	9.70		Unison Subs April 2016
28/04/2016	D&G Heating Plan	DD	23.50		Boiler Insurance
28/04/2016	Scrace, Tim	BA1099/100	62.00		Town Hall Window Cleaning
28/04/2016	Mole Valley Farmers	BACS1094	55.04		Town Maintenance
28/04/2016	EDF	BACS1095	36.80		Christmas Lights 15/16
28/04/2016	South West Councils	BACS1096	434.40		Annual Subs Apr 16 to Mar 17
28/04/2016	Mid Devon District Council	BACS1097	509.24		Recycling Bags
28/04/2016	Devon Commercial Stationers	BACS1098	34.13		Stationery
28/04/2016	Professional Hygiene	BACS1101/2	20.40		Sanitary Bin
28/04/2016	Devon Association of Local Cou	BACS1104	949.73		Membership Apr 16 to Mar 17
28/04/2016	Devon Association of Local Cou	BACS1105	108.00		Highways Conference
28/04/2016	Landscaping & Grounds Maintena	BACS1106	24.07		Grass Cutting
28/04/2016	Microshade Business Contsultan	BACS1107	370.20		Hosting Service
28/04/2016	Spot On Supplies	BACS1108	16.88		J T Centre Running Expenses
28/04/2016	British Telecom	BACS1109	99.60	JT Centre	Telephone 01.03.16 to 31.05.16
28/04/2016	C H R Ebanks	BACS1110	50.00		Busker for Spring Festival
28/04/2016	Steve Goffey	BACS1111	88.42		Scrubber Dryer for Floor

Total Payments	<u>251,849.65</u>
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APPENDIX D

Letter from Cullompton Town Team to Councillor John Hart (Leader Devon County Council)

19 May 2016

" Dear John

I am emailing you to ask for your help to resolve some serious on-going issues concerning Cullompton's new roads, streets and highways.

Some parts of the new developments along Kingfisher Reach are delightful - well planned as a residential area. However, 3 major errors by DCC Highways have created serious and dangerous situations that warrant urgent and comprehensive action.

Error 1. In November 2015, DCC Highways created a serious problem by changing the priorities at the North end of the original Swallow Way.

Swallow Way is a 25 year old 7.2 m wide safe distributor road, which has now been directly connected to the new Kingfisher Reach residential development, which was designed as a 20 mph 5.5m wide residential street with houses opening directly on to the street.

This means that the distributor road traffic now flows directly into a high risk attractive family residential area with many small children.

Error 2. Currently, at a meeting on March 30th in Phoenix House, Brian Hensley indicated that the planned North West extension distributor road would connect directly to the North end of the Kingfisher Reach residential street. He indicated that the capacity of the North West extension distributor road would therefore be compromised due to the "bottle neck" that Kingfisher Reach represented.

This appears to perpetuate the serious Error 1 and would lead to even more traffic through Kingfisher Reach.

Error 3. The Manual for Streets 1 (2007) [MfS1] has been applied incorrectly by DCC Highways:

MDDC's plans for Kingfisher Reach to be similar to the original Swallow Way were, according to Brian Hensley's email to John Berry on 15th February "made obsolete by the introduction of Manual for Streets in 2007"

However, the Introduction to MfS 1 states:

" Its (MfS) scope is limited to residential and other lightly trafficked streets, although some of its principles may be applied to other road types where appropriate. It is not, however, meant to be used for trunk routes of any description, as these roads are covered by the Highways Agency's Design Manual for Roads and Bridges." By connecting Swallow Way into Kingfisher Reach, Kingfisher Reach can in no way be considered "lightly trafficked", and is therefore outside the scope of MfS1.

Ref: MfS 2.2

One of the MfS Principles (MfS2 page 8) is: "Designing to keep vehicle speeds at or below 20 mph in streets and places with significant pedestrian movement unless there are overriding reasons for accepting higher speeds". In the case of Kingfisher Reach an overriding reason for higher speeds and pedestrian segregation is the functional requirement to be a distributor road carrying buses, large

agricultural vehicles, Large articulated Goods Vehicles and all the traffic requiring to by-pass the congested town centre - unlike Cranbrook, there is no other by-pass route planned. It is also the main route planned for dealing with a emergency closure of the M5.

Error 4. DCC has brutally pushed aside the MfS requirement for a collaborative approach to design.

Furthermore, MfS 1 page 5 "Status and application" states "MfS comprises technical guidance and does not set out any new policy or legal requirement". MfS2 has the same wording under the same heading and does not supercede MfS1 but merely adds more detail. The collaborative approach required in both MfS 1 & 2 appears to have been brutally pushed aside since the developers' and DCC's plans for Kingfisher Reach were rejected five times by MDDC and CTC planners.

We recognise that this is a complicated situation. CTC is taking legal advice to determine what can be done. We would much rather have some face-to-face meetings to determine

- a collaborative way forward to reduce the risks to residents of Kingfisher Reach,
and
- an acceptable plan for the North West extension road that will meet local requirements
and
- a way of avoiding the contraventions of the Disability Discrimination Act caused by car parking that block pavements.

We look forward to your response"



MINUTES
of the
Market Committee meeting
held on
Wednesday 27 April 2016 commencing at 2.30pm
at **Cullompton Town Hall**

PRESENT: Cllr Chaim Ebanks (in the chair), Dorothy Anderson (Cullompton Farmers Market) and Cllrs: Eileen Andrews and Anthony Buczkowski

Judy Morris (Town Clerk).

Also in attendance: Two members of the public

1. **Apologies:** None
2. **To receive disclosures of interest:** None.
3. **Public question time:**
 - (i) **Jonathan Baker**, who is a stall holder at the market, made a few suggestions about ways in which to attract additional stalls.
4. **Minutes:** The Minutes of the previous meeting held on 17 March 2016 were approved and signed as a correct record. Proposed Cllr Anthony Buczkowski, seconded Cllr Eileen Andrews.
5. **FINANCE:** The budget was reviewed and noted.
6. **Street Market:** The Clerk reported that Saturday markets had been held on Easter Saturday (26 March) and St Georges Day (23 April). The next Saturday market is due to be held on 28 May and will be advertised as a Whitsun Market. The market on 26 March attracted 9 stalls but unfortunately the weather was poor, the market on 23 April only attracted 6 stalls but the weather was a lot better. The regular Wednesday market averages three stalls plus the fish van.

It was agreed to continue to hold a market on the 4th Saturday of each month and monitor the number of stalls attending.
7. **Higher Bullring Power Supply:** Quote from Western Power to supply a 230v single phase supply, including trench work, is £1608.78 plus VAT. The cost of a cabinet is in addition to that cost.

RESOLVED: That this item is deferred until the next meeting to enable the Clerk to find out the cost of the cabinet and obtain additional information about the electrical installation.

- 8. Cullompton Farmers' Market project:** Dorothy Anderson reported that the committee is struggling to find suitable premises for a community shop and, in the meanwhile, has decided to concentrate on "pop-up" markets and a food and drink trail. Pop-up market to be held in Tesco car park on Saturday 30 April. The two food and drink festivals held in the town, of which the Farmers' Market was an integral part, had been very successful.

Storage facilities for gazebos has now been found.

NOTE: Discussion then ensued about closing the parking spaces in the area of the war memorial when markets are taking place. It was agreed that this item is placed on the agenda for the next meeting.

- 9. Premises Licence:** The Clerk explained that the current licence is in the name of Barnaby Butterfield and covers every Wednesday and Saturday 09:00 – 14:00.

RESOLVED: That the application is revised and the hours extended, instead of 09:00 – 14:00, extend to 09:00 – 18:00, provided the cost is no more than £100. Also change the name on the licence to someone that regularly attends the market.

- 10. Forward planning:** Discussion included:

- Promotional banner not thought a good idea at present.
- Love Your Local Market Campaign: 17 – 31 May, use this in the marketing material for markets during this period.
- Flags to be erected at every market.
- Look at using buskers to attract people, particularly at the larger markets.

- 11. Any other market matters:** Article for Cullompton Crier.

Date and time of next meeting: Wednesday 1 June at 2pm

Chairman's signature:

Date:

APPENDIX F



POLICY, FINANCE & PERSONNEL COMMITTEE

**Minutes of a Committee meeting held on
Tuesday 3 May 2016 at 2.00pm in Cullompton Town Hall**

Present: Cllr Chaim Ebanks (in the chair)

Cllrs: Eileen Andrews, Anthony Buczkowski and Mike Thompson.

Mrs Judy Morris: Clerk

1. **APOLOGIES received and accepted from:** Cllrs: Gordon Guest (personal).
2. **DECLARATIONS OF INTEREST:** None.
3. **PUBLIC QUESTION TIME:** None.
4. **MINUTES:** The Minutes of the previous meeting held on 5 April 2016 were approved and signed as a correct record. Proposed Cllr Anthony Buczkowski, seconded Cllr Eileen Andrews.
5. **ITEMS DEFERRED FROM THE PREVIOUS MEETING**
 - (i) **WEBSITE AND IT ADMINISTRATION: To review current website and agree way forward:** It was explained that the current website is 5 years old and looking "dated". The Council has also experienced problems with its webmail address which is routed through the website. One estimate has been obtained from an Exeter company that has designed and hosts several Devon Town Council websites. It was agreed to investigate other web design options and obtain comparative quotes.

RESOLVED: That three quotes are obtained for the redesign and hosting of the Town Council website.

(ii) COUNCILLOR/STAFF TRAINING AND TEAM BUILDING

- (a) To receive and consider draft 2016/17 training programme.**

RESOLVED: That the 2016/17 draft training programme is approved.

- (b) To consider arranging a summer social event for staff and Councillors:** Invite Council members to attend the BBQ and footpath walk on 15 June 2016.

(iii) POLICIES AND MANAGEMENT DOCUMENTS:

- (a) To review scheme of delegation:** The document was reviewed and discussion ensued about the signing of documents by the Proper Officer.

RESOLVED:

1. That the Clerk obtains clarification with regard to the signing of contracts and leases.
2. Section 3 (a) (ii) add "in consultation with the Council.
3. The word "emergency" is added to Section 3 (b).
4. A s106 Sub-Committee is added to Section 4. The s106 Sub-Committee to become a sub-committee of the Planning & Licensing Committee.

NOTE: Cllrs Anthony Buczkowski and Mike Thompson offered to obtain draft Terms of Reference for the s.106 Sub-committee.

(b) To consider draft social media guidelines: The use of social media was discussed. Computer security was a concern and the Clerk offered to obtain clarification with regard to encryption of the council's computers.

RECOMMENDATION: That the draft social media guidelines are approved.

(c) To review the Cemetery Policy and the Policy for the Installation of Memorial Stones.

RESOLVED: That the revised cemetery policy and the revised policy for the installation of memorial stones are approved.

6. **COMPLIMENTS, COMMENTS AND COMPLAINTS: To receive details of any comments or complaints for April 2016:** None

7. **STAFFING MATTERS:**

(a) Staffing update: Report was circulated to all members present and noted.

8. **FINANCE**

(a) To review Income & Expenditure to Budget: The financial report was reviewed and noted.

(b) Flood resilience grant: To receive confirmation that the Council has been awarded a grant of £2,000 for flood resilience equipment: Noted.

(c) To consider purchase of a colour printer for the Town Clerk

RESOLVED: That the Clerk purchases a colour printer/scanner for her office to replace a black and white one.

(d) To consider the Council's investment strategy

RESOLVED: That, if possible, the Council deposits £75,000 with the Cambridge and Counties Building Society. Proposed Cllr Anthony Buczkowski, seconded Cllr Eileen Andrews.

9. **BUILDINGS AND GROUNDS**

(a) Storage facilities: To review site visit made at the beginning of the meeting and consider report: The committee discussed the site visit and the report. It was

RESOLVED: That the matter of storage facilities is referred to the General Purposes Committee for further investigation.

- (b) The Equality Duty: To consider the implications of the Equality Duty with regard to the parking of mobility scooters:** The equality duty information and the advice from the Fire Officer were noted. It was

RESOLVED: That the matter of the parking of mobility scooters insider/outside the Town Hall is referred to the General Purposes Committee to consider how best to accommodate mobility scooters in the Town Hall.

(i) POLICIES AND MANAGEMENT DOCUMENTS:

(a) To consider and make comment on the draft Parish Councils' Bill: Noted.

(b) To consider a review schedule for council policies and other working documents:
Discussion about a review of the Council's Standing Orders and Financial Regulations.
Clerk to draw up a schedule.

(ii) DATE AND TIME OF FUTURE MEETINGS: To consider dates for 2016/17 schedule of meetings.

RESOLVED: That, from June 2016, meetings of the committee are held on the third Tuesday of every month at 10.00am.

SIGNED: _____

DATE: _____

CULLOMPTON TOWN COUNCIL



SOCIAL MEDIA AND SOCIAL MEDIA PARTICIPATION GUIDELINES

FIRST DRAFT APRIL 2016

1. INTRODUCTION

The council currently uses Social Media termed as Facebook

The Town Clerk is the administrator and any specific matters are either answered by the Town Clerk or the Assistant Town Clerk.

Usage will be monitored and a quarterly report made to the Policy, Finance and Personnel Committee.

2. RISKS

As with any online activity there are some risks associated with using social media.

The following types of risk have been identified:

- Damage to the reputation of the council – This could be through postings/photographs of staff, members or third parties pretending to represent the council.
- Level of monitoring – The council can currently only monitor its social media sites during office hours.
- Virus or other malicious software infection – This could include infection from social media sites into councils' IT systems or hacking of council's social media accounts.
- Disclosure of confidential information or breach of data protection – Either deliberately or inadvertently through information/photos posted.
- Breach of Safeguarding – Either regarding children, young people and vulnerable adults who may use social media.

3. RISK MANAGEMENT

It is proposed that the councils' social media sites are controlled and managed by the Clerk in consultation with the Policy, Finance and Personnel Committee. This small group are to be fully aware of the risks and issues.

APPENDIX G

The council has anti-virus protection on PCs.

Where appropriate, the council will include a disclaimer on their social media sites which set out the parameters for use and control.

The council will remove libellous, offensive or defamatory posts at the earliest opportunity.

The councils' social media sites will be monitored on a daily basis.

Facebook has been restricted to block photographs from other users to reduce the risk of inappropriate content being posted.

Strong passwords must be used when creating social media sites for the councils and changed every three months.

Those using social media on behalf of the council are aware of the safeguarding issue relating to vulnerable groups and are familiar with the advice and guidance provide at <http://www.devonsafeguarding.org/>.

4. PRINCIPLES OF SOCIAL MEDIA USE

- (a) The councils' use of social media will comply with the laws of libel, copyright and data protection.
- (b) Social media content is subject to the same rules of fairness, openness and transparency as the council uses in all its communications.
- (c) Social media should never be used in a way that breaches any of the councils' other policies.
- (d) During times of major incident, emergency or crisis, social media should be employed as a key tool for keeping communities informed.
- (e) All complaints made via social media should be added to the councils' complaints system.
- (f) Social media use by the council should concentrate on facts. The councils' official social media sites will not be used for political gain or campaigning.
- (g) The council will be aware of safeguarding issues regarding children and vulnerable adults when using social media.
- (h) The council will be aware of potential problems like cyber-bullying and other online anti-social behaviour.
- (i) When dealing with errors or controversial comments about them, the council will not remove criticism unless it contains swear words etc. Instead, responses will concentrate on correcting factual errors and responding to legitimate criticism.

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- (j) Derogatory or offensive comments will be removed from official council social media sites.
- (k) Personal details like home addresses or personal phone numbers will not be given out on the councils' social media sites.
- (l) Photos of people will only be used when all individuals pictured have given permission, in advance.

5. USING SOCIAL MEDIA AT WORK

The council encourage employees to make reasonable and appropriate use of social media websites as part of their work. It is an important part of how the councils communicate with their residents. Employees may contribute to the councils' social media activities (in liaison with the Communications Team). Employees must be aware at all times that, while contributing to the councils' social media activities, they are representing the organisation. Staff using social media as part of their work must adhere to the following rules:

- Use the same safeguards as they would with any other form of communication about the organisation in the public sphere.
- Obtain permission from the Town Clerk before embarking on a public campaign using social media and work with the Communications Team to deliver it.
- Be aware of and adhere to the councils' guidelines for using social media.

6. USING SOCIAL MEDIA OUTSIDE THE COUNCIL

If Staff or Councillors use social media in their personal lives it must be separate from the councils' official sites. Employees are allowed to say that they work for the councils, but if they do so their personal social media profile should include a statement along the following lines: "The views I express here are mine alone and do not necessarily reflect the views of the council."

Staff should not engage in any social media activity which would bring the councils into disrepute.

Staff and Elected Members should not:

- Breach the confidentiality of the councils or individuals related to the councils
- Discuss the councils' internal workings
- Breach the councils' copyright

Staff and Elected Members should:

Adhere to the staff /members code of conduct in their use of social media and be aware that breaches will result in disciplinary procedure.

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7. USE BY MEMBERS

Members should be familiar with the councils' guidance on social media. They should ensure their use of social media does not put the councils' information and security systems at risk, or damage the reputation of the councils. It is recommended that Members also include a statement on their social media profiles along the lines of: "The views I express here are mine alone and do not necessarily reflect the views of the council."

At present any elected Members and staff will not be allowed the use of Twitter for any Council matter.

APPENDIX H



Community Wellbeing Committee meeting

held on

Tuesday 10 May 2016 commencing at 7.00pm at Cullompton Town Hall

MINUTES

Present: Councillors Eileen Andrews (in the chair), Anthony Buczkowski, Camille Harrison and Janet Johns

Judy Morris (Clerk)

1. **APOLOGIES:** None
2. **DECLARATIONS OF INTEREST:** None
3. **PUBLIC QUESTION TIME:** None
4. **MINUTES:** The Minutes of the previous meetings held on 8 March and 12 April 2016 were approved and signed as a correct record of those meetings. Proposed Cllr Janet Johns, seconded Cllr Eileen Andrews.
5. **STREET PARTY TO CELEBRATE THE QUEEN'S 90TH BIRTHDAY**
 - (a) **Update and agreement on future actions.** The Clerk circulated details of arrangements to-date. Tesco has offered to make a food contribution for the party boxes and the Cullompton Twinning Association has made a donation of £25. Discussion ensued and the following actions were agreed:
 - Theme to be Alice in Wonderland and the Mad Hatter's Tea Party.
 - Cater for 300 children.
 - Order party boxes, union jack crowns and bubbles, sufficient for 300 children.
 - Contact the youth club to find out if they would like to help.
 - Party food for boxes to include: crisps, cheese, fruit and biscuits/cake.
6. **PUBLIC RIGHTS OF WAY P3 SCHEME**
 - (a) **To receive confirmation of receipt of grant:** Noted
 - (b) **Update report from the Cullompton Parish Footpath Warden:** Clerk reported that minor maintenance works had been carried out. Regular programme of footpath walks has been agreed, the first planned walk is Wednesday 11 May.

7. **CULLOMPTON TOWN FAYRE: To receive details of event to be held on 28 August at the CCA Fields and consider request for support:** The Clerk reported that a local fundraiser is organising the event to raise money for bowel cancer, Crohn's & Colitis UK and the CCA. She has asked if it would be possible to loan equipment such as a generator and gazebos.

RECOMMENDATION: That the Council does not loan equipment for the Town Fayre to be held on 28 August 2016.

8. **ELECTRONIC NOTICE BOARD:** To consider installing a new electronic notice board in the Town Hall to provide information about events happening locally.

RESOLVED: That this item is deferred until the next meeting in order to obtain more information.

9. **CORRESPONDENCE:** None

10. **DATE AND TIME OF NEXT MEETING: To agree schedule of meetings for 2016/17:** It was agreed to hold a meeting on Thursday 2 June at 7pm to discuss arrangements for the street party and then on the second Tuesday on each month at 7pm.

- (b) Poetry competition: to agree age group categories and prizes.

Age groups are to be defined as Primary School, Secondary School and Adult (16+). Commemorative medals are to be priced and purchased if reasonable.

RECOMMENDATION: That book tokens to the value of £10 each are supplied as prizes for the winner of each age group. Proposed Councillor Eileen Andrews, seconded Councillor Janet Johns.

11. CHRISTMAS

- (a) Christmas Lights update.

The Assistant Town Clerk gave an update on the current situation with the Christmas lights display and indicated that it would probably be very similar to the 2015 display which had received such positive feedback.

- (b) Christmas event: to allocate a budget for the Christmas Lights Event Working Group.

RECOMMENDATION: That £1,000 is allocated from the Community Wellbeing Committee budget to the Christmas Lights Event Working Group. Proposed Councillor Janet Johns, seconded Councillor Eileen Andrews.

12. PUBLIC RIGHTS OF WAY P3 SCHEME: UPDATE REPORT

The Assistant Town Clerk read verbatim the report received from Nick Savage detailing the work that had been carried out in the Parish since the last report. In addition, a reminder was given of the Summer Walks that will be led by Nick Savage in June, July and August.

13. **PROVISION OF 'DOG BINS':** To review location of existing bins and consider request for additional bin.

The Clerk was requested to continue to pressure MDDC to replace the dog bin removed from Knowle Lane.

14. **DEMENTIA FRIENDLY COMMUNITIES:** To receive report and consider any actions the Council/Committee could take (Appendix B).

Councillor Janet Johns attended and awareness session and made a report to the Committee on how communities can be more accessible to those with Dementia including:

- The provision of Memory Cafés.
- Community cinema events playing “dementia friendly” productions such as musicals from the 1950s which could include vintage advertisements.
- Caring for the Carers – it is understood that the carers of those with a diagnosis of dementia are often under a great deal of pressure and need to have some recuperative time.
- Improving town signage, such as using pictograms as well as words on signage for the public toilets for example.

- It was generally agreed that, unless directly affected by a councillor or employee with dementia, the only way a Parish council can help is with awareness campaigns.

The Assistant Town Clerk reported that DCC wish to be informed of any events marking Dementia Awareness Week 15-21 May 2016.

15. CORRESPONDENCE:

- (i) There was no correspondence to consider.

16. DATE AND TIME OF NEXT MEETING: Tuesday 10 May 2016 at 7pm.

SIGNED:.....

DATE:



Appendix I

Planning and Licensing Committee meeting
held on
Thursday 28 April 2016 commencing at 6.00pm at Cullompton Town Hall

Membership: Councillors Gordon Guest (Chair), Rachel Sinclair, Janet Johns, Anthony Buczkowski, Eileen Andrews, Chris Standford, Kathryn Haslett, Deborah Christopher.

Those Present: Councillors Gordon Guest (in the Chair), Anthony Buczkowski, Eileen Andrews, Kathryn Haslett, Janet Johns.

Mr Ashley Hellier (a member of the public).

The Assistant Town Clerk (Clerk).

DRAFT MINUTES

201. **Apologies:** The following apologies were received and accepted from:
- Councillor Chris Standford (personal).
202. **Declarations of Interests:** The following declarations of disclosable pecuniary interests and personal interests were made:
- a. Councillor Kathryn Haslett declared a personal interest in Planning Application 16/00347/LBC as she is acquainted with Secretary of the Conservative Club.
 - b. Councillor Eileen Andrews declared a personal interest in Planning Application 16/00519/HOUSE as she has been approached by the owner of a neighbouring dwelling and has discussed the application with an objector.
203. **Minutes:** The Minutes of the Planning and Licensing Committee meeting held on 14 April 2016 were adopted as a true and correct record of the meeting and signed as such. Proposed Councillor Anthony Buczkowski, seconded Councillor Eileen Andrews.
204. **Public question time:** There were no questions from the member of the public present.
205. **Chairman's Announcements.** The Chairman had no announcements to make.

206. **Planning and Licensing matters:**

- a. To consider and make comment on planning applications received for Cullompton 21 and available to view at the [Planning Portal](#):
- i. [16/00500/ADVERT](#) - MDDC
Advertisement Consent to display 1 free standing Heritage Information panel at The Walronds, 6 Fore Street, Cullompton.
Recommend grant permission. Proposed Councillor Eileen Andrews, seconded Councillor Anthony Buczkowski.
 - ii. [16/00519/HOUSE](#) - Mr and Mrs P Moore
Erection of a first floor extension at 23 Clover Drive, Cullompton.
Recommend refuse permission. It is considered that the addition of a living space above the garage at 23 Clover Drive will have a significant and negative impact on the privacy of the neighbouring bungalows at 3 and 4 Spindlebury. The proposed development will make an already imposing house even more so and will have a detrimental impact on the visual amenity of adjoining properties.
Proposed Councillor Anthony Buczkowski, seconded Councillor Janet Johns.
 - iii. [16/00525/FULL](#) - Mr J Persey
Conversion of former stables to form 1 dwelling at Newland Farm, Cullompton.
Recommend grant permission. Recommend a condition that the new dwelling is not sold as a separate entity. Proposed Councillor Gordon Guest, seconded Councillor Janet Johns.
 - iv. [16/00527/FULL](#) - Mr R Chard
Change of use of land from agricultural to domestic garden and erection of detached double garage at Ricklands, Colebrooke Lane, Cullompton.
Recommend grant permission. Proposed Councillor Eileen Andrews, seconded Councillor Anthony Buczkowski.
 - v. [16/00347/LBC](#) - Cullompton Conservative Club
Listed Building Consent for internal alterations and replacement windows at Cullompton Conservative Club, Cullompton.
Recommend grant permission. Proposed Councillor Anthony Buczkowski, seconded Councillor Janet Johns. Kathryn Haslett abstained.
 - vi. [16/00524/FULL](#) - Mr T Moore
Erection of an agricultural livestock and storage building at Woodmill Farm, Cullompton.
Recommend grant permission. Proposed Councillor Gordon Guest, seconded Councillor Eileen Andrews.

- vii. [16/00571/LBC](#) - Mrs A Church
Listed Building Consent for the erection of a conservatory at 2 Newcourt Cottages, Langford.
Recommend grant permission. Proposed Councillor Kathryn Haslett, seconded Councillor Anthony Buczkowski.
- viii. [Application to Vary and Premises Licence](#) to include variation of hours, the consumption of alcohol on and off site and the playing of recorded music at The Devon Kitchen, 8 Higher Street, Cullompton.
No objection. Proposed Councillor Eileen Andrews, seconded Councillor Janet Johns.

Councillor Gordon Guest declared a personal interest in the following application for a new premises licence because he is known to and has had discussions with the Chairman of the Rugby Club.

- ix. [Application for a new Premises Licence](#) to include plays (indoors), films (indoors), indoor sporting events, live and recorded music (indoors and outdoors), performance of dance (indoors and outdoors), anything similar to music and dance (indoors), late night refreshment (indoors and outdoors), supply of alcohol (on and off the premises) at Cullompton Rugby Club, Stafford Park, Cullompton.
No objection. Proposed Councillor Janet Johns, seconded Councillor Anthony Buczkowski.

- b. To receive planning determinations and consider any other planning matters brought forward at the discretion of the Chair.

Councillor Janet Johns reported that a resident of Cockpit Hill has installed a number of paving slabs over the existing ancient cobbles. The Assistant Town Clerk is requested to refer the matter to the MDDC Conservation Officer.

Councillor Anthony Buczkowski requested that the Planning Authority is contacted to establish whether permission has been sought to install a cash point at Cost Cutter (3 Fore Street). In addition, Councillor Buczkowski requested that confirmation that the interior changes require no planning consent.

- c. To consider applications from neighbouring parishes. There were no applications from neighbouring parishes to consider.

207. **Neighbourhood Plan Update:** To receive an update on the Neighbourhood Plan.

Councillor Gordon Guest reported that there is nothing significant to add to previous reports and that the next Neighbourhood Plan Steering Group meeting is in May.

208. **Correspondence:** There was no correspondence received.

209. **Date and time of the next meeting:** To confirm the date and time of the next Planning Committee meeting as Thursday 12 May 2016 commencing at 6pm. Councillor Gordon Guest apologised in advance as he is on holiday.



APPENDIX J

Planning and Licensing Committee

held on

Thursday 12 May 2016 commencing at 6.00pm at Cullompton Town Hall

Membership: Councillors Gordon Guest (Chair), Rachel Sinclair, Janet Johns, Anthony Buczkowski, Eileen Andrews, Chris Standford, Kathryn Haslett, Deborah Christopher.

Those present: Councillors Anthony Buczkowski, Eileen Andrews, Janet Johns, Kathryn Haslett, Rachel Sinclair*

**for part of the meeting only.*

The Assistant Town Clerk (Clerk)

Councillor Anthony Buczkowski elected chair in the absence of Councillors Gordon Guest and Rachel Sinclair. Proposed Councillor Eileen Andrews, seconded Councillor Kathryn Haslett.

DRAFT MINUTES

210. **Apologies:** Apologies for absence were received and accepted from Councillors Gordon Guest (holiday), Chris Standford (work), Deborah Christopher (personal).
211. **Declarations of Interests:** The following declarations of disclosable pecuniary interests and personal interests were made:
- a. Councillor Janet Johns declared a personal interest in 16/00586 as the applicant is a client.
 - b. Councillor Eileen Andrews declared a personal interest in 16/00519 as she has been approached by the owners of properties adjacent to this application.
212. **Minutes:** The minutes of the Planning and Licensing Committee meeting held on 28 April 2016 were adopted as a true and correct record of the meeting and signed as such. Proposed Councillor Janet Johns, seconded Councillor Eileen Andrews.
213. **Public question time:** As there were no members of the public present, this section of the meeting did not take place.
214. **Chairman's Announcements.** None.

215. **Planning and Licensing matters:**

- a. To consider and make comment on planning applications received for Cullompton 21 and available to view at the [Planning Portal](#):

- i. [16/00519/HOUSE](#) - Mr and Mrs P Moore

Erection of a first floor extension at 23 Clover Drive, Cullompton. **REVISED DRAWINGS.**

The council's view remains unchanged. The living area over the garage, with or without patio doors, will have a significant and detrimental effect on the privacy of adjoining dwellings and that 23 Clover Drive will become an imposing property likely to be detrimental to the visual amenity of adjoining dwellings. Proposed Councillor Anthony Buczkowski, seconded Councillor Kathryn Haslett.

Rachel Sinclair arrived and assumed the Chair at 6.10pm.

- ii. [16/00580/FULL](#) – Mr R Wyman

Erection of dwelling at Land at NGR 301988 106652 (Adjacent to Poyle House), Exeter Road, Cullompton.

The Assistant Town Clerk reported that there is an existing Planning Permission ([13/00254/FULL](#)) on this site (including the adjacent garage fronting Exeter Road) for the erection of 2 apartment dwellings and that the council supported the application when it was made in February 2013. It can be seen from the current proposal that provision has been made to extend the development to include this garage at some time in the future.

Recommend grant permission. Proposed Councillor Kathryn Haslett, seconded Councillor Janet Johns. Councillors Eileen Andrews and Anthony Buczkowski voted against. Councillors Janet Johns, Kathryn Haslett and Rachel Sinclair voted in favour.

- iii. [16/00586/HOUSE](#) - Mrs A Mason

Erection of extension at 16 Duke Street, Cullompton.

No comment. Councillors Anthony Buczkowski and Janet Johns noted that they could not access the plans on the MDDC website and Rachel Sinclair believed that the plans were unclear.

- iv. [16/00598/TPO](#) - Mr M Turner @ David Wilson Homes

Application to carry out works to 1 Monterey Cypress, 1 Oak and 4 Willow trees protected by Tree Preservation Order 15/00008/TPO at Milkmoor, Tiverton Road, Cullompton.

The council will accept the determination of the Planning Authority. Proposed Councillor Eileen Andrews, seconded Councillor Rachel Sinclair.

- b. To receive planning determinations and consider any other planning matters brought forward at the discretion of the Chair. None.

- c. To consider applications from neighbouring parishes. None.

216. **Neighbourhood Plan Update:** To receive an update on the Neighbourhood Plan. Mike Speirs will present a report to the Annual Parish Meeting.

217. **Correspondence:** To consider correspondence received after the despatch of this Agenda.
- a. Further to concerns raised at the previous meeting of the Planning and Licensing Committee about changes made at 3 Fore Street (Cost Cutter), it has been confirmed by the Planning Authority that planning permission is required for the installation of an ATM at the premises. Retrospective planning permission is being sought. With regard to the expansion of the retail space inside the shop, the Planning Authority has confirmed that no permission is required for this.
 - b. The following Householder Development Acceptance Notices have been received from the Planning Authority:
 - i. Mrs J Hill for the erection of an extension, extending 3.95m to the rear with a maximum height of 3.44m and 2.50m at the eaves at 1 Heathaller Cottages, Knowle, Cullompton.
 - ii. Mr I Parsons for the erection of an extension, extending 4.00m to the rear with a maximum height of 3.0m and 3.0m at the eaves at 7 Robin Close, Cullompton.
 - c. Eileen Andrews presented a letter from a resident of Colebrooke Lane complaining about construction traffic using this lane instead of Fore Street and Swallow Way. It was noted that the Town Clerk is aware of other complaints and that Towns would be contacted to try and encourage their drivers to use Swallow Way instead of Colebrooke lane.
218. **Date and time of the next meeting:** To confirm the date and time of the next Planning Committee meeting as Thursday 26 May 2016 commencing at 6pm.