



All members of Cullompton Town Council are hereby summoned to attend  
a meeting of the **Town Council** to be held on  
**Thursday 28 July 2016 commencing at 7pm at Cullompton Town Hall**

*Judy Morris*

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

**DATE:** 15 July 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, non-pecuniary and personal interests.
3. **PUBLIC QUESTION TIME:** To receive questions from member 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 14 July 2016 (Appendix A).
5. **COUNCIL VACANCIES:** To consider applications for co-option
6. **REPORTS**
  - (i) **Town Mayor's Report**
  - (ii) **Police Report**
  - (iii) **County/District Councillor Reports.**
  - (iv) **Any other meeting reports.**

**7. BUSINESS AND FINANCE**

(i) **To approve the Financial Statements for June 2016.** (Appendix B).

(ii) **Councillor's allowances:** To confirm that, for the financial year 2016/17, the Council will pay an allowance of £100 to each elected Council member and £120 to the Town Mayor.

**8. COMMITTEES:** To receive the Minutes of the following Committee meetings and approve the recommendations contained therein:

(i) **Planning & Licensing Committee** meetings held on 30 June (Appendix C).

(ii) **General Purposes Committee** meeting held on 2016 (Appendix D) including the recommendation that the Committee's terms of reference remain as before.

(iii) **Christmas Lights Event Working Group** meeting held on 27 June 2016 (Appendix E).

(iv) **Community Bus Working Group** meeting held on 29 June 2016 (Appendix F).

**9. MOTIONS PUT FORWARD BY COUNCILLORS**

(i) That the Council asks the owners of the Hayridge car park if they will provide free car parking in the car park between 19:00 and 08:00. (Cllr Eileen Andrews).

**10. CORRESPONDENCE**

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

**11. DATE AND TIME OF NEXT MEETING:** Thursday 25 August at 7pm.

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*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.*

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**MINUTES of a Meeting of Cullompton Town Council  
held on  
Thursday 14 July 2016 commencing at 7pm in Cullompton Town Hall**

**PRESENT:** Deputy Town Mayor Cllr Martin Smith (in the chair)

Cllrs: Eileen Andrews, Karl Busch, Chaim Ebanks, Camille Harrison, Janet Johns, and Mike Thompson.

Mrs Judy Morris: Clerk

**33. APOLOGIES** received and accepted from: Cllrs Anthony Buczkowski (unwell), Deborah Christopher (work), Gordon Guest (personal), Kate Haslett (personal), Rachel Sinclair (unwell) and Chris Standford (work) .

**34. DECLARATIONS OF INTEREST:** None at this stage of the meeting.

**35. PUBLIC QUESTION TIME:** None

**36. MINUTES:** The Minutes of the previous Full Council meeting held on 30 June 2016 were approved and signed as a correct record. Proposed Cllr Mike Thompson, seconded Cllr Eileen Andrews

**NOTE:** Clerk agreed to prepare an "Action List" of actions from each meeting to show the follow-up action taken and circulate to members with the agenda for Full Council meetings.

**37. RE-OPENING OF CULLOMPTON RAILWAY STATION: To consider request for a contribution towards the cost of a feasibility study.** Taunton Deane Borough Council has agreed to contribute £40,000, Wellington Town Council has committed a further £10,000 and Mid Devon District Council is hopefully going to match the contribution made by Taunton Deane Borough Council and has asked if Cullompton Town Council will match the contribution being made by Wellington Town Council.

Concern that, to-date, the Council has not been involved in the discussions about the delivery of a railway station to serve Cullompton.

**RESOLVED:**

1. That, in principle, the Council is happy to make a contribution of £10,000 towards the cost of a feasibility study to look at the provision of a Cullompton railway station with the provisos that:
  - (i) The Council is involved in the discussions relating to the delivery of a railway station to serve Cullompton and
  - (ii) the Council has involvement in the feasibility study and is consulted on the questions to be asked.
  
2. That the Policy, Finance and Personnel Committee is tasked with deciding the means of funding a contribution of £10,000 towards the cost of a railway station feasibility study.

Proposed: Cllr Chaim Ebanks, seconded Cllr Eileen Andrews

**NOTE:** MDDC to be asked to invite Devon County Council representatives to be involved in the discussions.

**38. HIGHWAY AND FORWARD PLANNING MATTERS: To consider response from Devon County Council and agree way forward regarding:**

**(i) Design of extension to Swallow Way:** Discussion included:

- Road constructed in accordance with the approved planning application. Developers will not be willing to pay for alterations so looks like the town is stuck with what its got.
- The current plans show the NW Distributor Road running alongside the cemetery boundary and coming out into Tiverton Road opposite the entrance to Langlands Road. Is there an intentions to use Langlands Road as the link rather that the new section of Swallow Way?
- Request that the policy is included in the Neighbourhood Plan setting out the criteria for any future road construction in Cullompton.
- A judicial review can only be used if it is considered that due process has not been followed. There is no mechanism to apply for a review of an approved planning application. Unlikely that anything will be achieved by applying for a judicial review.

**RESOLVED:**

1. That a meeting is arranged with the NW Extension developers to find out what their plans are for the NW Distributor road and also ask for a policy to be included in the Neighbourhood Plan stipulating the criteria for road construction for future development in Cullompton. Involve the Neighbourhood Plan Steering Group and a planning officer in the meeting. Proposed Cllr Martin Smith, seconded Cllr Janet Johns.
2. That our Devon County Councillor is asked to find out Devon County Council's policy with regard to liaising/consulting with towns and parishes on highway planning matters. Proposed Cllr Martin Smith, seconded Cllr Mike Thompson.

**(ii) Congestion created by traffic lights at the M5 junction:** Response from Devon County Council concluded that there was nothing that could be done to improve the current situation. It was considered that the comments were unacceptable, as there was no problem before the traffic lights were installed there should be a solution. Concerns that the future development planned for Cullompton will make the situation worse. Suggestions included:

- Changing the phasing of the lights.

- Stopping cars from parking in Fore Street at peak traffic flow times.

**RESOLVED:**

1. That Devon County Council is requested to consider changes to the shift patterns for Parking Enforcement Officers to ensure that no vehicles park in Fore Street at times of peak traffic flows.
2. That Devon County Council is reminded that the problem didn't exist before the traffic lights were installed and so there must a way to resolve it. The Council requests details of the current data with regard to the volume of traffic using the junction. Make it clear that the current situation is unacceptable particularly as
  - (i) There is massive residential expansion planned for Cullompton which is going to make the situation worse.
  - (ii) Cullompton is a detour route when the M5 is closed.

Proposed Cllr Martin Smith, seconded Cllr Mike Thompson.

**NOTE:** Cllr Eileen Andrews declared a personal interest in respect of the following item as she is Vice-Chairman of the Cullompton Community Association

**(iii) The Eastern Distributor Road:** It was noted that a considerable amount of money has been spent in Somerset to improve the A38 North East of Taunton.

**RESOLVED:** That the Council contacts its County Councillor to ask, if Somerset County Council can invest in new roads for Taunton why can't Devon County Council do the same for Cullompton?

**(iv) The Northern Distributor Road.** This matter has been dealt with at 38(i).

**39. LOCALLY LED GARDEN VILLAGES, TOWNS AND CITIES:** To approve writing a letter in support of submitting an application in respect of the Government's Garden Towns and Villages initiative

**RESOLVED:**

1. That the Council writes a letter of support for the submission of an Expression of Interest in respect of the Government's Locally-led Garden Villages and Towns initiative.
2. Investigate incorporating in the Neighbourhood Plan. Proposed Cllr Martin Smith, seconded Cllr Mike Thompson.

**40. CORRESPONDENCE**

- (i) **Willowbank Primary School:** Thank you for loan of gazebos. *Noted*
- (ii) **Devon County Council:** Letter re grass cutting will be passed to Head of Highways to respond directly. *Noted*
- (iii) **Devon Senior Voice:** Newsletter. *Noted*
- (iv) **Deborah Christopher:** Resignation. *Noted*

Following discussion 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. Proposed Cllr Rachel Sinclair, seconded Cllr Martin Smith.

**41. ST ANDREWS CAR PARK**

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

**RESOLVED:** That the revised Agreement for the management of St Andrews car park is approved.

**42. DATE AND TIME OF NEXT MEETING:** Thursday 28 July at 7pm.

The meeting closed at 9.10pm

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

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

Date :- 12/07/2016

Cullompton Town Council

## APPENDIX B

Time :- 14:21

Detailed Income &amp; Expenditure by Account 08/07/2016

Month No : 3

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<b>Expenditure Detail</b>							
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	1,042	4,028	2,986		2,986	25.9 %
4025 Extreme Sports Project	14,685	0	2,445	2,445		2,445	0.0 %
4030 Councillor Allowances	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	48	1,000	952		952	4.8 %
4045 Sundries	913	56	1,000	944		944	5.6 %
4048 Audit Costs	1,620	984	2,000	1,016		1,016	49.2 %
4050 Photocopier	1,149	312	1,200	888		888	26.0 %
4051 Postage	602	117	650	533		533	18.0 %
4052 Stationery	626	97	750	653		653	12.9 %
4055 Subscriptions	1,419	1,213	1,500	287		287	80.9 %
4060 Telephone & Broadband	1,951	463	2,000	1,537		1,537	23.1 %
4065 Professional Fees	950	1,500	1,500	0		0	100.0 %
4068 IT Support	0	934	6,500	5,566		5,566	14.4 %
4070 Office Equipment	5,895	133	500	367		367	26.6 %
4072 Recycling Bags Expenditure	1,855	424	0	-424		-424	0.0 %
4075 Grants	1,830	1,175	4,170	2,995		2,995	28.2 %
4080 Mayor's Charity	0	0	323	323		323	0.0 %
4085 Mayoralty Fund	1,136	56	1,864	1,808		1,808	3.0 %
4090 Payroll Expenses	191,024	50,406	217,376	166,970		166,970	23.2 %
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	8,823	17,600	8,777		8,777	50.1 %
4105 St Andrew's Car Park	2,361	794	2,000	1,206		1,206	39.7 %
4110 St Andrew's Car Park Improv.	0	0	6,000	6,000		6,000	0.0 %
4115 Staff & Councillor Training	1,460	364	4,540	4,176		4,176	8.0 %
4120 Town Maintenance	5,345	1,679	7,155	5,476		5,476	23.5 %
4122 Grass/Verge Cutting	0	0	4,000	4,000		4,000	0.0 %
4125 Upcott Field Running Expenses	775	188	2,625	2,437		2,437	7.2 %
4130 Van Fund	0	0	6,500	6,500		6,500	0.0 %
4135 Van Running Expenses	3,034	516	5,366	4,850		4,850	9.6 %
4150 Public Toilets Contribution	3,344	0	6,670	6,670		6,670	0.0 %
4165 Community Events	0	651	2,000	1,349		1,349	32.6 %
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 &amp; Expenditure by Account 08/07/2016

Month No : 3

## 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	3,501	15,755	12,254		12,254	22.2 %
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	4,980	33,023	28,043		28,043	15.1 %
4405 Town Hall Running Expenses	7,090	1,843	12,910	11,067		11,067	14.3 %
4800 Outdoor Market expenses	1,362	650	11,002	10,352		10,352	5.9 %
4801 Market payroll contributions	1,702	0	0	0		0	0.0 %
4805 Archive Project Expenditure	2,028	85	747	663	225	438	41.4 %
4806 Archive Project Payroll conts	9,248	179	252	73		73	71.0 %
4820 Neighbourhood Plan	8,510	2,092	2,700	608		608	77.5 %
4830 Town Team Expenditure	450	0	1,650	1,650		1,650	0.0 %
4840 John Tallack Centre Exp	6,658	620	12,520	11,900		11,900	5.0 %
4845 John Tallack Payroll	2,647	0	0	0		0	0.0 %
4850 Youth Services	11,175	4,151	20,428	16,277		16,277	20.3 %
<b>Total OverHead</b>	<b>383,829</b>	<b>90,632</b>	<b>474,706</b>	<b>384,074</b>	<b>225</b>	<b>383,849</b>	<b>19.1 %</b>
<b>Expenditure Detail</b>							
4160 Community Wellbeing Committee	251	0	2,749	2,749		2,749	0.0 %
<b>Total Direct</b>	<b>251</b>	<b>0</b>	<b>2,749</b>	<b>2,749</b>	<b>0</b>	<b>2,749</b>	<b>0.0 %</b>
<b>Income Detail</b>							
1000 Crier Advertising	300	190	500	-310			38.0 %
1005 Hanging Baskets	775	845	250	595			337.8 %
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	1,775	500	1,275			355.0 %
1025 Photocopying Income	84	35	63	-28			55.6 %
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	667	0	667			0.0 %
1045 Staff Charge Back	200	100	500	-400			20.0 %
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	15,581	29,100	-13,519			53.5 %
1200 Allotment Rents - Top Field	426	380	350	30			108.6 %
1205 Allotment Rents - Haymans	102	102	150	-48			68.0 %
1300 Burial Fees	23,650	5,765	22,000	-16,235			26.2 %
1305 Cemetery Income, other	3,383	1,638	0	1,638			0.0 %
1400 Town Hall Hire	11,795	2,825	11,000	-8,175			25.7 %
1800 Market Income	1,926	927	0	927			0.0 %



## Detailed Income &amp; Expenditure by Account 08/07/2016

Month No : 3

## 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	500	0	500			0.0 %
1820 Town Team Income	500	0	0	0			0.0 %
1830 John Tallack Centre Income	3,883	1,063	0	1,063			0.0 %
1840 Extreme Sports Project Income	12,500	0	0	0			0.0 %
1850 Neighbourhood Plan Income	6,161	5,050	0	5,050			0.0 %
1900 Flood Prevention Scheme	0	2,000	0	2,000			0.0 %
4067 Tec Fund	0	0	3,166	-3,166			0.0 %
<b>Total Income</b>	<b>386,941</b>	<b>192,611</b>	<b>75,475</b>	<b>117,136</b>			<b>255.2 %</b>
<b>Total Expenditure</b>	<b>384,081</b>	<b>90,632</b>	<b>477,455</b>	<b>386,823</b>	<b>225</b>	<b>386,598</b>	<b>19.0 %</b>
<b>Total Income</b>	<b>386,941</b>	<b>192,611</b>	<b>75,475</b>	<b>117,136</b>			<b>255.2 %</b>
<b>Net Expenditure over Income</b>	<b>-2,860</b>	<b>-101,979</b>	<b>401,980</b>	<b>503,959</b>			

## CULLOMPTON TOWN COUNCIL

### Payments from current account 1 June 2016 - 30 June 2016

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/06/2016	Unison	£10	Unison Subs May 2016
01/06/2016	Mid Devon District Council	£155	NNDR St Andrews
02/06/2016	The Locked Horns	£400	Queens Birthday Party
02/06/2016	Credit Card	£952	TH Trolleys, printer, Queens Birthday party
10/06/2016	Local World Ltd	£72	Advertising
10/06/2016	Tozers	£1,800	Legal Services contract
10/06/2016	Sun Leisure Ltd	£28	Gazebo repairs
10/06/2016	Labdon Building Supplies	£40	Cemetery Running Expenses
10/06/2016	Professional Hygiene	£20	Sanitary Bin
10/06/2016	Landscaping & Grounds Maintenan	£48	Grass Cutting
10/06/2016	Weston, Paul	£2,025	Neighbourhood Plan Support
10/06/2016	Mole Valley Farmers	£51	Cemetery Running Expenses
10/06/2016	02	£14	Mobile Phone
10/06/2016	Petty Cash	£300	Petty Cash Cheque 8525
13/06/2016	E-on	£46	JT Gas May 2016
13/06/2016	E-on	£37	JT Electric May 2016
15/06/2016	Mid Devon District Council	£70	Annual Licence Charge
15/06/2016	D A A Halsgrove Ltd	£32	2nd Book of Cullompton x 5
15/06/2016	Astra Printing Group	£770	Cullompton Crier Summer 2016
15/06/2016	Microshade Business Contsultar	£380	Hosting Service
15/06/2016	Devon Commercial Stationers	£20	Stationery
15/06/2016	Scrace, Tim	£65	Cleaning Bus Shelters
15/06/2016	British Telecom	£25	Telephone June 2016
17/06/2016	The Gardeners Nursery	£967	Town Maintenance
17/06/2016	Otterdene Products	£52	Bubble Tubs
17/06/2016	Auditing Solutions Ltd	£492	Audit Service
17/06/2016	The Gardeners Nursery	£95	Town Maintenance
17/06/2016	Exeter Road Garage	£239	MOT, Fuel for van and cemetery machinery
17/06/2016	Mr A Dolbear, Alfies	£132	Black bags, cleaning materials etc.
17/06/2016	AS Signs & Graphics	£35	Car Park Closed Sign
21/06/2016	NPower	£128	Cem Electric 1.3.16 to 31.5.16
22/06/2016	HMRC	£3,477	Tax & NI June 2016
22/06/2016	Salaries	£12,003	Salaries June 2016
24/06/2016	Pensions	£1,997	Pension Contributions Jun 2016
24/06/2016	Unison	£10	Unison Subs June 2016
28/06/2016	Tozers	£30	Land Registry Fee
28/06/2016	D&G Heating Plan	£24	Boiler Insurance
29/06/2016	Somerset Rural Training	£204	Staff Training
29/06/2016	Perry Stickland	£29	Staff Training
29/06/2016	Mole Valley Farmers	£61	Cemetery Running Expenses
29/06/2016	Ricoh UK Ltd	£374	Photocopier Charges
29/06/2016	South West Water	£9	Cemetery Water Mar-Jun 16
29/06/2016	St John Ambulance	£60	Town Event
29/06/2016	Modes User Association	£80	Membership Fee Jun 16 - May 17
29/06/2016	Gillian Graham Distributor	£400	Crier Delivery
		28,260.43	



## Planning and Licensing Committee

held on

**Thursday 30 June 2016 commencing at 6.00pm at Cullompton Town Hall**

Membership: Councillors Eileen Andrews, Anthony Buczkowski, Gordon Guest, Janet Johns, Christopher Standford, Kate Haslett, Deborah Christopher.

Those present: Councillors Janet Johns (in the Chair), Eileen Andrews, Rachel Sinclair and Kathryn Haslett.

The Assistant Town Clerk (Clerk).

## MINUTES

13. **Apologies:** Apologies were received and accepted from Councillors Gordon Guest (personal), Anthony Buczkowski (personal), Chris Standford (work related).
14. **Declarations of Interests:** There were no declarations of disclosable pecuniary interests and personal interests made.
15. **Minutes:** The minutes of the Planning and Licensing Committee meeting held on 9 June 2016 were adopted as a true and correct record of the meeting and signed as such. Proposed Councillor Eileen Andrews, seconded Councillor Kathryn Haslett.
16. **Public question time:** As there were no members of the public present, this section of the meeting did not take place.
17. **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. [16/00840/FULL](#) - Mr G Evans  
Erection of an agricultural storage building and formation of pond at Land at NGR 301860 104609 (Westcott), Westcott, Cullompton.  
**Recommend grant permission. Proposed Councillor Eileen Andrews, seconded Councillor Kathryn Haslett.**

- ii. [16/00884/FULL](#) - Mrs J Hill

Change of use of land to form vehicular access to dwelling at Land at NGR 300589 107384 (Rear of 1 Heathaller Cottages), Knowle, Cullompton.

**As there is insufficient information available, the council feels unable to make comment on this application at this time. Further information, including a Site Location Plan, is requested. 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.

It was reported that the ATM that has been installed at 3 Fore Street (Cost Cutter) has been granted retrospective planning permission.

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

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

In the absence of Councillor Gordon Guest (Chair of the Neighbourhood Plan Steering Group), there was nothing to report.

19. **Council Housing:** To receive information and to form a view on the proposed building of Council housing in Mid Devon (Councillor Eileen Andrews).

Councillor Eileen Andrews reported that the meeting scheduled to discuss this matter had been rescheduled and will take place on Friday 8 July 2016. She will report at the next meeting.

20. **Correspondence:** To receive the following correspondence:

- a. The Adoption Statement of the Solar PV Developments in the Landscape Supplementary Planning Document. Noted.

- b. A consultation document entitled "[Cranbrook Development Plan Consultation](#)". Noted.

- c. To receive the Design and Access Statement for the proposed development of Gidley Coach House (Appendix B). Noted. A Planning Application will be received and considered in due course.

- d. Any correspondence received after the despatch of this Agenda. There was no further correspondence to consider.

21. **Date and time of the next meeting:** To confirm the date and time of the next Planning Committee meeting as Thursday 14 July 2016 commencing at 6pm.



**General Purposes Committee**

held on

**Tuesday 31 May 2016 commencing at 7pm at Cullompton Town Hall**

Membership: Councillors Eileen Andrews, Anthony Buczkowski, Mike Thompson, Chris Standford, Brett Lewis, Gordon Guest, Camille Harrison.

Those present: Councillors Eileen Andrews, Camille Harrison, Mike Thompson.

The Assistant Town Clerk (Clerk).

Mr Ashley Hellier (a member of the public).

Mr Chris Snow (a member of the public).

## MINUTES

1. **Apologies for Absence:** Apologies were received and accepted from Councillors Gordon Guest (personal), Anthony Buczkowski (personal).

2. **Declarations of Interests:** The following disclosures of declarable pecuniary and personal interests were made:

Councillor Camille Harrison declared a personal interest in item 7 as she is an allotment tenant.

Councillor Mike Thompson declared a personal interest in item 8(ii) as he has been working with the Mr Snow on the council's requirements for the Town Hall PA system.

3. **Public Question Time:** There were no questions from the member of the public present at the meeting.

4. **Elections:**

(i) To elect a Chairman for the Civic Year 2016/2017.

Councillor Mike Thompson was elected Chairman of the General Purposes Committee for the Civic Year 2016/2017. Proposed Councillor Eileen Andrews, seconded Councillor Camille Harrison.

(ii) To elect a Vice-Chairman for the Civic Year 2016-2017.

Councillor Camille Harrison was elected Vice-Chairman of the General Purposes Committee for the Civic Year 2016/2017. Proposed Councillor Mike Thompson, seconded Councillor Eileen Andrews.

4. **Minutes:** The Minutes of the General Purposes Committee meeting held on 19 April 2016 were adopted as a true and correct record of the meeting and signed as such. Proposed Councillor Eileen Andrews, seconded Councillor Camille Harrison.
5. **Terms of Reference:** The Terms of Reference for the General Purposes Committee were considered and it was

**RECOMMENDED:** That the Terms of Reference for the General Purposes Committee read as follows in accordance with the Scheme of Delegation:

- a. To review the play area inspections and maintain the Upcott Field to ensure the site is fit for purpose. Investigate grants to provide new play equipment.
- b. Monitor and maintain the management arrangements for the cemetery and cemetery extension, Town Hall and the St Andrew's Estate car park.
- c. To review the maintenance of the allotment fields and endeavour to provide adequate allotment provision.
- d. To input into the council Action Plan as monitored by the Community Wellbeing Committee.
- e. To consider additional service provision to meet the needs of the town.
- f. To prepare and monitor the maintenance schedule for street furniture and trees.
- g. To monitor the work of the Cemetery Working Group.
- h. The General Purposes Committee has delegated powers to spend the following budget lines:
  - i. Town Maintenance.
  - ii. Town Hall Refurbishment.
  - iii. Town Hall running expenses.
  - iv. Cemetery Equipment.
  - v. Cemetery Extension Fund.
  - vi. St Andrew's Car Park.
  - vii. St Andrew's Car Park improvements.
  - viii. CCTV.
  - ix. Office Equipment/IT.
  - x. Van Running Expenses.
  - xi. Van Replacement Fund.

6. **Cemetery:**

- (i) To receive an update. An update was received.

The matter of disposal of cemetery topsoil was discussed. Following advice from the Solicitor to the Diocese of Exeter, it was established that small amounts of soil from the cemetery (such as the remainder following an interment) would not require an Ecclesiastical Faculty as the procedure would fall under general maintenance. It was agreed that a skip for disposal would be the option of last

resort and that local building firms could take excess soil away for topping off gardens in new build developments or that it is used at the allotment sites.

- (ii) To consider estimates for purchase of new leaf blower.

It was reported that a local supplier had been asked to quote with comparison quotes obtained online.

It was agreed that further justification was required before a new leaf blower is purchased.

- (iii) To consider an estimate received for a structural survey of part of the Cemetery (East) retaining wall.

It was reported that 5 quotations had been requested. Two companies contacted stated that they were unable to conduct such a survey and one did not respond at all. Two quotations were, therefore, received. It was

**RESOLVED:** To contract Thorne and Carter to conduct a structural survey of part of the Cemetery (East) retaining wall at an approximate cost of £200. The extent of the wall to be surveyed may be extended by up to an additional 50% at discretion of the surveyor. Proposed Councillor Mike Thompson, seconded Councillor Camille Harrison.

## 7. Allotment Fields:

- (i) To receive an update. An update was received.
- (ii) To consider the rental of a waste disposal skip for the removal of allotment waste at the end of the allotment growing season.

**RESOLVED:** To rent a waste disposal skip for the removal of allotment waste in approximately November 2016 at a cost of no more than £300. Proposed Councillor Mike Thompson, seconded Councillor Eileen Andrews.

## 8. Town Hall:

- (i) To receive an update. An update was received.

The matter of parking of mobility scooters at the Town Hall was discussed with a view to finding somewhere more suitable than the entrance vestibule. Some members of the Committee have the view that this is not suitable despite professional advice that it does not pose a fire risk. Investigations will be made to establish whether the provision of parking facilities for mobility scooters is a “reasonable adjustment” under the Disability Rights Act 2010.

The Assistant Town Clerk was requested to liaise with the Project Funding Officer to establish whether or not grants are available to make reasonable adjustments to public buildings.

- (ii) To consider the report concerning the PA system in the main hall.

The report, produced by Mr Chris Snow, detailed various options for the improvement of the PA system in use in the Town Hall and he had been invited to the meeting to discuss his proposals.

It was agreed that the Committee needed to know how long the work would take and how much it would cost. Mr Snow estimated that the work would take about 8 hours and that an amplifier would be required in addition to the items listed in his report.

Mr Snow suggested replacing the wall mounted speakers with a minimum of 8 ceiling mounted recessed speakers. Microphones should be plugged into a floor mounted box. Wireless microphones for all councillors are available on the market but cost prohibitive at this time. A wall plate could be installed into which a recording device could be plugged in order to record meetings taking place in the Town Hall was also suggested and is easy and inexpensive to achieve.

To save money, it was suggested that the Maintenance Supervisor would be able to install the speakers prior to their connection.

Mr Snow stated that he would supply a detailed estimate for the works.

Assistant Town Clerk was requested to obtain like-for-like comparison estimates on Option 2.

9. **Play Areas:**

- (i) **Head Weir Road and Tufty Park:** An update was received. A public consultation has taken place and planning has started for the upgrading of these play areas. However, MDDC have still yet to supply documentation concerning the lease of these areas to the council.
- (ii) **Upcott Field:** An update was received. A quotation is still awaited for the replacement of the fence around the play area.
- (iii) Following a resolution made in September 2015, a type and condition survey of the trees and hedges at the Upcott Field has been conducted. The trees and hedges are all considered to be in a fair to poor condition and require works to preserve their health and make them safe. Some of the damage to the hedges in particular is, unfortunately, considered to have been caused by vandalism.

**RESOLVED:** To talk to Andrew Shadrake of the Devon Hedge Group about doing the hedge work. Proposed Councillor Camille Harrison, seconded Councillor Mike Thompson.

10. **St Andrews car park:** To receive an update. An update was received.

**RESOLVED:** That if the proposed meter meets the criteria for installation without planning permission, then it should be installed. Proposed Councillor Mike Thompson, seconded Councillor Eileen Andrews.



11. **John Tallack Youth and Community Centre:** To receive details of the proposed transfer the Freehold of the John Tallack Youth and Community Centre to a Charity.

**RESOLVED:** That the proposed area for a Community Asset Transfer of the John Tallack Youth and Community Centre from Devon County Council to a charity is acceptable. Proposed Councillor Mike Thompson, seconded Councillor Camille Harrison.

12. **Equipment Storage:** To receive an update and consider options for the storage of council equipment.

It was reported that MDDC is prepared to offer a Tenancy at Will on land adjacent to the garage currently rented from them at Knightswood for the siting of a shipping container. Planning permission would be required.

A new single use 20' ISO shipping container will cost approximately £1,775.00 delivered and installed to site.

The Assistant Town Clerk was requested to approach MDDC to establish which site at Knightswood is preferred and what works will be required before the installation can take place.

13. **Date and time of next meeting:** To agree the date and time of the next meeting as Tuesday 5 July 2016 commencing at 7pm.

## CULLOMPTON CHRISTMAS LIGHTS EVENT WORKING GROUP



### Summary of a meeting of the Christmas Lights Event Working Group held at Town Hall, Cullompton at 7.30pm on Monday 27 June 2016.

**PRESENT:** Cllr Camille Harrison (in the chair), Cllr Janet Johns, Cllr Martin Smith, Elizabeth Sessions, Graham Sessions and William Gillings

Mrs Judy Morris: Clerk

1. **APOLOGIES:** Eileen Andrews, Kate Haslett and Michael Speirs
2. **ELECTION OF CHAIRMAN AND VICE-CHAIRMAN:** Cllr Camille Harrison was elected Chairman and Cllr Janet Johns was elected Vice-chairman for the 2016/17 civic year.
3. **REVIEW OF SUMMARY OF MEETING HELD ON 4 APRIL 2016:** The summary of the meeting held on 4 April 2016 was approved with one amendment: Item 5 Japanese Drummers (not Japanese Dancers).
4. **REVIEW OF ARRANGEMENTS TO-DATE:** Arrangements to-date were discussed and the following actions agreed:
  - Contact Cllr Anthony Buczkowski to ask if he would like to run a lantern making workshop in the Town Hall, possibly on Sunday 20 November (JM).
  - Contact Matt's Balloons and Emma's Face Painting (JM).
  - Japanese Drummers booked to do two sessions (times to be agreed), check whether they can be accommodated in a marquee in the Walronds Garden, Town Council willing to assist with erection of marquee (JM).
  - Approach Baptist Church to confirm that they are happy for workshops to be held there (CH).
  - Contact Hayridge Centre Manager to find out if they would like to take part by arranging a Christmas story telling session or similar (JM and CH).
  - Contact Children's Centre re pantomime for the under 5s, possibly in the Town Hall, approximate cost £700, part of which can be recouped with ticket sales. Source staging, contact local schools.
  - Contact Majorettes to notify of date and invite to perform (JM).
  - Contact Gregory's re loan of lorry for stage (JM).

- Contact Pickwicks Tea Shop to find out if they would like to host a storytelling event or similar. (MS).
- Approach Cullompton Community Choir, St Andrews choir and Culm Valley Community Choir (MS).
- Approach Community House about use of the building for craft stalls, choir etc.
- Letter to be sent to town centre businesses.

**5. TO CONSIDER:**

- (i) **Daytime events and venues:** Look at ways to encourage people to walk from one end of the town centre to the other i.e. from the Hayridge to Devon Kitchens. Stalls in the Lower Bullring area, possibly the Fire Service, chestnut seller.
- (ii) **Format of the lights switch-on event:** Try to find a public figure to switch the lights on.

Discussion about a parade. Road closure is required and the Police are not keen to grant permission for the closure of High Street as there is no alternative route and can result in traffic backing-up on the M5. It was explained that, if Culm Valley in Business would like to organise this then the Group would be willing to support but not something the Group would like to take-on due to difficulties finding sufficient volunteers to act as stewards and the health & safety implications.

It was suggested that, instead a lantern “walk” is organised from the Walronds Garden to the Higher Bullring area. This could be led by a musician or similar.

**ACTIONS**

- (a) Contact the Walronds to ask about use of the garden for the parade participants to gather.
- (b) Contact groups such as scouts, guides and brownies to ask if they would like to make lanterns and join the parade.
- (iii) **Provisional programme:** Start to draft, let the Town Clerk have ideas and suggestions.
- (iv) **Is First Aid cover required?:** Not required for daytime events as venues will each have their own arrangements. Consider whether First Aid cover is required for the switch-on event as there is the potential for a lot of people to be in one crowded location.
- (v) **Event Management Plan to be prepared for presentation to the Mid Devon Safety Advisory Group meeting on 28 July:** Town Clerk and Chairman to attend. A copy of the draft Plan was handed to everyone present for comment.
- (vi) **Shop Window competition, judges, prizes etc.:** Winners to be announced at the lights switch-on ceremony. Ask Cullompton Tesco Manager to judge the competition to thank him for the store’s continued community support (WG).
- 6. Funding for the event:** £1,000 budget, MDDC Innovations Fund will contribute 50% of the cost of innovative ideas that encourage people into the town centre.

7. **Volunteers for the switch-on event:** Start to promote and encourage volunteers to come forward.
8. **Promotion and advertising:** Promote using Facebook and other social media. Posters with classic Christmas theme.
9. **Any other business:**
  - (i) **Santa Suit:** Two suits, both well worn and threadbare.

**RESOLVED:** That Cllr Janet Johns is allocated a maximum of £50 to make two new pairs of trousers for Santa.

- (ii) **Christmas market:** Encourage “Christmas” theme stalls such as Christmas trees, holly wreaths, food etc. Invite stall holders to dress in Dickensian theme.
10. **Date and time of next meeting:** Monday 22 August at 7.30pm.

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## CULLOMPTON COMMUNITY BUS WORKING GROUP



### Summary of a meeting of the Community Bus Working Group held at the Town Hall, Cullompton at 11.00am on Wednesday 29 June 2016

**PRESENT:** Cllrs Eileen Andrews and Mike Thompson

Mrs Judy Morris: Clerk

1. **APOLOGIES:** Cllr John Berry (DCC) and Faye Ashton (T&DCTA)
2. **SUMMARY OF PREVIOUS MEETING:** The summary of the previous meeting held on 9 November was approved.
3. **UPDATE ON CURRENT SITUATION:** Tiverton & District Community Transport Association are still waiting for the outcome of their lottery application for funding to purchase two additional buses, one of which is to be used primarily for community transport in the Cullompton area. In the meantime Devon County Council has extended the contract with Dartline to provide a community bus service around Cullompton once a week on a Wednesday.
4. **TO AGREE A WAY FORWARD:** Discussion included:
  - Working with neighbouring parishes such as Bradninch and Willand.
  - Contacting local organisations such as the Town Team and Culm Valley in Business to ask for their support to extend the current town bus service.
  - Approach local coach companies to find out if they have the capacity and would be willing to hire out a bus or a bus plus driver to provide a town bus service and find out what the cost would be.
  - Review the s.106 Agreement for the new Culm Lea development to find out what the developer is obliged to contribute in terms of community transport and also find out what conditions are included in other future development s.106 Agreements.
5. **DATE AND TIME OF NEXT MEETING:** To be agreed in consultation with representatives from DCC and T&DCTA to find out when they would be available to attend a meeting.