



**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: _____