



## General Purposes Committee

held on

**Tuesday 23 January 2018 at 2pm at Cullompton Town Hall**

**Membership:** Councillors Mike Thompson, Eileen Andrews, Gordon Guest, Will Jones and Richard Thorne.

**Those present:** Councillors Mike Thompson, Gordon Guest, Richard Thorne, Iain Emmett (in the Chair), Eileen Andrews and Lloyd Knight.

The Project Funding Officer.

The Assistant Town Clerk (Clerk).

## DRAFT MINUTES

1. **Apologies for Absence:** To receive apologies for absence. None received.
2. **Declarations of Interests:** To receive disclosures of pecuniary and personal interests.

Councillor Richard Thorne declared a personal interest in matters relating to the Allotment Fields as he is currently an allotment tenant.

3. **Public Question Time:** To receive questions from members of the public present at the meeting. None present.
4. **Minutes:** The Minutes of the General Purposes Committee meeting held on 11 December 2017 were adopted as a true and correct record of the meeting and signed as such. Proposed Councillor Richard Thorne, seconded Councillor Iain Emmett.

### 5. ALLOTMENTS

- a) To receive update report. The Assistant Town Clerk reported that there are currently 6 waiting for first plots, 2 waiting for a second and 1 waiting for a third. 2 eviction notices have been issued for the Top Field.
- b) Allotment policy: to receive and consider email setting out concerns with regard to the current Allotment policy. A discussion ensued concerning:
  - The Allotment Association excluding those tenants who choose not to be part of the Association from information distribution (such as the council's provision of a skip).
  - That the council, through the Clerk, will have responsibility for all Allotment Fields, particularly as the town expands and more facilities are provided – there should be an overarching policy that reflects this.

- c) Allotment policy, risk assessment and Health & Safety Guide to allotments – to review:
- **Policy:**
    - **RESOLVED:** Section 12 – To include a clause stating that rents from all allotment sites are paid to the Town Council will contribute to the cost of running the allotment sites. Proposed Councillor Gordon Guest, seconded Councillor Eileen Andrews.
    - **RESOLVED:** That a policy stating the council’s general insurance provision for the Allotment Fields is included in the Allotment Policy for aspects for which the council is responsible (such as PLI for visitors to the allotment fields and trees that the council is responsible for and Employee Liability Insurance) and stating that personal PLI insurance is recommended for individual allotment tenants for individual plots – this recommendation should be included the Tenancy Agreement if this is not already the case. Proposed Councillor Gordon Guest, seconded Councillor Mike Thompson.
    - **RESOLVED:** That the Town Clerk reviews and comments on each point raised within Cllr Richard Thorne’s email regarding allotment policy, to establish where it is within the Allotment Policy and or Allotment Agreement, or if it has not been included as part of the update. The Town Clerk will ensure that both the Allotment Policy and Allotment Agreement are in concordance. Proposed Councillor Richard Thorne, seconded Councillor Gordon Guest.
    - **Note** – Council staff are requested to contact adjacent parishes to see what is included in their Allotment Agreements.
  - **Risk Assessment** was noted.
  - **Health and Safety Guide** should be reviewed following information raised during the production of the Risk Assessment.
    - **RESOLVED:** That the Health and Safety Guide is reviewed in light of the production of a generic Allotment Risk Assessment. Proposed Councillor Gordon Guest, seconded Councillor Richard Thorne.
- d) Notice Board: to confirm location and budget for top field site.  
**RESOLVED:** That emails are used to communicate with all allotment tenants with letters and/or telephone calls to those without emails in lieu of the installation of a notice board. Proposed Councillor Mike Thompson, seconded Councillor Eileen Andrews.
6. **CCTV:** To receive update report and agree way forward. Discussion took place that suggested that the lighting column outside 65 Fore Street could be replaced including sufficient cameras and should cost in the region of £2,000. Assistant Town Clerk should contact DCC with a view to establishing whether or not this post can be replaced with a sufficiently robust column that would support the installation of CCTV cameras.

Following discussion it was:

**RESOLVED:** That DCC are contacted with a suggestion for replacement of the lighting column outside 65 Fore Street with a view to including a CCTV installation on it. Councillor Mike Thompson will supply an alternative location should the replacement of the existing lighting column prove unacceptable to DCC. Proposed Councillor Mike Thompson, seconded Councillor Gordon Guest.

## 7. CEMETERY

- a) **Income & Expenditure report:** To receive and note. Noted.
- b) **Cemetery wall survey:** To receive report and agree way forward.

**RESOLVED:** That all recommendations in the Cemetery wall report are accepted and that progress will commence on implementation of them in a timely fashion. Proposed Councillor Richard Thorne, seconded Councillor Iain Emmett.

It was further considered that priority is given to manufacture and installation of buttresses to support the SE corner of the wall.

- c) **Cemetery paths:** To agree way forward. It was reported that a specification for works has yet to be drawn up as information is awaited from the National Trust in relation to their own pathways. There was a suggestion that the Cemetery Operative can renew the path a section at time whilst he has the mini-digger in use but there was concern that a specification is required in order that the council complies with external authority requirements with regard to the disposal of surface water runoff.
- d) **War Grave signage:** To consider erection of a Commonwealth War Graves Commission sign outside the cemetery.

**RESOLVED:** That the Commonwealth War Graves Commission sign is erected outside the cemetery to the left of the main entrance gate. Proposed Councillor Eileen Andrews, seconded Councillor Mike Thompson.

## 8. Town Hall:

- a) **Income & Expenditure report:** to receive and note. Noted.
- b) To receive update report. The following items have been completed in the Town Hall:

- The broken window to the front door has been replaced.
- Intumescent strips to the Assistant Town Clerk, Reception and Kitchen doors have been replaced and correctly installed.
- Doors, as required, have been adjusted including the replacement of hinges on the Assistant Town Clerk and Kitchen doors in order to make them compliant with fire safety regulations.
- The central heating system has been modified with new radiators in the Town Clerk's office and the Committee Room connected to the wet central heating system. The plumber asked that it be noted that the council staff were particularly helpful and his invoice was reduced as a result.
- The Town Clerk is actively obtaining estimates for the remainder of the, mostly, exterior work and these should be available for next month's meeting – 4 builders have visited the Town Hall and have indicated that they will be submitting estimates for the required works.

These points were noted and the Committee looks forward to receiving the quotation for exterior works.

Councillor Gordon Guest stated that the owner of Lloyds Bank has requested a meeting with the Town Council with a view to establishing what may be done with the building. The

landowner has specifically asked whether or not the council would wish to rent all or part of the building for council use.

9. **Date and time of next meeting:** Tuesday 27 February at 2pm.