

APPENDIX A



Minutes of a meeting of Cullompton Town Council held on Thursday 23 August 2018 commencing at 7pm at Cullompton Town Hall

Present: Cllr Iain Emmett (in the chair) and Cllrs: Eileen Andrews, Kerry Baldwin, Jordann Barge, James Buczkowski, Gordon Guest, Janet Johns, Kate Haslett, Will Jones*, Lloyd Knight and Mike Thompson

*in attendance for part only of the meeting.

Also in attendance: Cllr John Berry (DCC), Cllr Rosemary Berry (MDDC) and approximately 5 members of the public plus one member of the press.

Judy Morris: Town Clerk

It was noted that the meeting is being recorded.

- 58. APOLOGIES** received and accepted from Cllrs: Liza Oxford-Booth (personal), Rachel Sinclair (personal) and Martin Smith (personal).
- 59. DECLARATIONS OF INTERESTS:** None at this stage of the meeting.
- 60. PUBLIC QUESTION TIME:**
- **Mr Nigel Middlewick** asked:
 - (i) The Council to please remember that the business of a charity needs to be kept separate from Council business.
 - (ii) When the entrance to Kingfisher Reach from Tiverton Road will be completed and if some form of pedestrian crossing will be installed. He also asked about the flooding problem in Tiverton Road and expressed concern about traffic speeds.

It was explained that there is an item to consider charity business later in the meeting.

Discussion about remedial work that the developers of the new homes at Kingfisher Reach need to complete before the roads can be adopted by Devon County Council. It was pointed out that there are no dropped kerbs. It was agreed that the Traffic & Environment Working Group is asked to consider the matters raised by Mr Middlewick.

- **Mr Chris Snow** stated that he considered that the word “accusation” used in the motion at 66(i) was incorrect and it should instead state “complaint”. He asked the Council to consider whether any members of the Council were required to declare an interest in respect of an item

relating to the Neighbourhood Plan. He also reminded the Council that staff are also required to declare any interests that they may have.

NOTES:

Cllr Gordon Guest declared a personal interest in respect of discussion relating to the Neighbourhood Plan as he is Chairman of the Neighbourhood Plan Steering Group.

Cllr Eileen Andrews declared a personal interest in respect of discussion relating to a relief road as she is a member of the Cullompton Community Association Committee and

Cllr Mike Thompson declared a personal interest in respect of discussion in respect of a relief road as he lives close to the route of the proposed road.

- 61. MINUTES:** the Minutes of the previous meetings held on 26 July (Proposed Cllr Gordon Guest, seconded Cllr Mike Thompson) and 9 August 2018 (Proposed Cllr Janet Johns, seconded Cllr Kate Haslett) were approved and signed as a correct record.

62. REPORTS

- (i) **Town Mayor:** reported on visit to 2 Sisters factory with police representative and member of the public. Very strict hygiene regulations when entering and leaving buildings. 1300 employees, 1,000 employed directly by 2 Sisters and a further 300 employed through the employment agency Staffline.

MDDC Cllr Rosemary Berry joined the meeting.

They had suggested a multi-cultural day that they Police will support. He found the visit very worthwhile and reported that 80% of the employees arrive by bus and so help to keep a regular bus service going.

DCC Cllr John Berry joined the meeting.

- (ii) **District and County Councillors:**

- (a) **MDDC Cllr Nikki Woollatt** submitted a written report which had been circulated to all members prior to the meeting and was noted.

- (b) **MDDC Cllr Eileen Andrews** report included:

- New process for s.106 payments, town and parish councils to be consulted.
- State of the District debate arranged for later in the year.
- Public convenience in Market Street, Crediton to stay open and remain in the ownership of MDDC.
- Demolition of part of Phoenix Lane multi-storey car park will start on 18 September, to accommodate a new Premier Inn.
- Options for Cullompton relief road to be considered by MDDC Cabinet on 30 August. Public consultation to take place in Cullompton.

- (c) **MDDC Cllr Rosemary Berry** apologised for not being able to attend every council meeting but she will attend when she can. She reported that:

- Local Plan J27 land allocation to be considered at a public inquiry starting on 21 September.

- Consultation on Cullompton relief road, please bear in mind that one option can't be delivered within the Planning Infrastructure grant.
- Unlikely that work will start on Hele viaduct for quite some time as residents need to be consulted and DCC require 3 months' notice for a road closure.
- Planning application submitted to convert Blackborough House to a hotel.
- MDDC to go cashless from December 2018.
- Street Food event in Tiverton Market on 1 September.

(d) Devon County Councillor Cllr John Berry report included:

- DCC now only have 970 potholes left to fill, out of 7400.
- Additional £1m allocated for foster care services.
- Some schools in Devon seeking approval for starter classes (starting at age 3).
- He explained that Devon County Council and South West Water may start court proceedings if the developers don't proceed with getting the flooding problem at Trumps Barn sorted out in the very near future. Devon County Council are looking to adopt the road at Kingfisher Reach but there is still a lot of outstanding work

(iii) Police: None

(iv) Any other meeting reports: None

63. BUSINESS AND FINANCE

(i) Payments: To approve payments for July 2018

RESOLVED: That payments totalling £24,219.69 for July 2018 are approved. Proposed Cllr Jordann Barge, seconded Cllr Janet Johns.

(ii) Financial Reports: To receive Financial Reports for July 2018: Deferred until the next meeting to correct errors on balance sheet.

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

- (i)** Planning & Licensing Committee meetings held on 26 July and 9 August: *Noted*
- (ii)** Cemetery and Town Hall Committee meeting held on 24 July: *Noted*
- (iii)** Town Centre and Economic Development Committee meeting held on 2 August: *Noted*
- (iv)** Community Wellbeing Committee meeting held on 14 August: *Noted*
- (v)** Christmas Lights Event Working Group meeting held on 19 July: *Noted*
- (vi)** Youth Services Working Group meeting held on 27 July 2018: *Noted*

65. COMMUNITY AND ENVIRONMENT

(i) Litter Bins: To receive response to information requested from Mid Devon District Council and agree way forward.

RESOLVED:

1. That the Council requests a plan showing the location of refuse and dog bins in Cullompton and a schedule of when they are emptied. Proposed Cllr Kerry Baldwin, seconded Cllr Mike Thompson.

2. Ask MDDC for clarification, as the town's population is expanding, what is the MDDC policy on providing additional bins free of charge to accommodate the increase in population. Proposed Cllr Iain Emmett, seconded Cllr Janet Johns.

66. MOTIONS PUT FORWARD BY COUNCILLORS

- (i) **Given the continual accusations and suggestion that the Town Council is not complying with the Local Government Transparency Code, I propose that the Audit Committee completes a self-audit of the Council in regards to its compliance to the Local Government Transparency Code and the ICO Model Publications Scheme for Parish Councils. The Audit Committee is to report back to full council at the next meeting and if any shortfalls are identified, this report should include an action plan to ensure the Council is compliant going forward.** (Cllr James Buczkowski).

RESOLVED: That the Town Council completes a self-audit in regard to its compliance with the Local Government Transparency Code and the ICO Model Publications Scheme for Parish Councils. A report to be brought back to full council and if any shortfalls are identified then this report should include an action plan to ensure that the Council is compliant going forward. Cllrs Jordann Barge and Kerry Baldwin to undertake the audit with assistance from Deputy Town Clerk. Proposed Cllr James Buczkowski, seconded Cllr Will Jones.

NOTE: Liaise with the National Association of Local Councils for definitive advice.

- (ii) **That the four individual trustees of the charity Gift of A Burrow for Allotments are replaced by the Town Council as sole corporate trustee and that the terms of reference for the Community Wellbeing Committee are amended to allow it to convene a special meeting to deal with all matters relating to the Gift of A Burrow for Allotments by way of making recommendations to full council.** (Cllr James Buczkowski).

Motion was discussed and it was resolved to accept the motion after deleting "*by way of making recommendations to full council*" Proposed Cllr Mike Thompson, seconded Cllr James Buczkowski.

RESOLVED: That the four individual trustees of the charity Gift of A Burrow for Allotments are replaced by the Town Council as sole corporate trustee and that the terms of reference for the Community Wellbeing Committee are amended to allow it to convene a special meeting to deal with all matters relating to the Gift of A Burrow for Allotments. Proposed Cllr James Buczkowski, seconded Cllr Mike Thompson.

- (iii) **That the four individual trustees of the charity, The Upcott Field Recreation Ground, are replaced by the Town Council as a sole corporate trustee and that the terms of reference for the Community Wellbeing Committee are amended to deal with all matters relating to the Upcott Recreation Field by way of making recommendations to full council.** (Cllr James Buczkowski).

Motion was discussed and it was resolved to accept the motion after deleting "*by way of making recommendations to full council*" Proposed Cllr Mike Thompson, seconded Cllr Mike Thompson, seconded Cllr James Buczkowski.

RESOLVED: That the four individual trustees of the charity, The Upcott Field Recreation Ground, are replaced by the Town Council as a sole corporate trustee and that the terms of reference for the Community Wellbeing Committee are amended to deal with all matters relating to the Upcott Recreation Field. Proposed Cllr James Buczkowski, seconded Cllr Mike Thompson.

- (iv) **That all reports to either Full Council or Committees are written and distributed with the meeting agenda and posted with the Agenda onto the Town Council website. In exceptional circumstances the Chairman may authorise a late distribution, in which case they will be added to the agenda on the Council website to enable full visibility and transparency.** (Cllr James Buczkowski).

RESOLVED: That all reports to either Full Council or Committees are written and distributed with the meeting agenda and posted with the Agenda onto the Town Council website. In exceptional circumstances the Chairman may authorise a late distribution, in which case they will be added to the agenda on the Council website to enable full visibility and transparency. Proposed Cllr James Buczkowski, seconded Cllr Mike Thompson.

67. CORRESPONDENCE

- (i) **Street Pastors:** Thank you for letter: *Noted*
- (ii) **Devon County Council:** Notification that Pay & Display will operate in St Andrews car park from 1 September 2018: *Noted*
- (iii) **Member of the public:** Concern about the misnaming of the Upcott Field as something like "St Andrews Field".

RESOLVED: That a polite letter is sent to St Andrews Primary School requesting that, as the Upcott Field was given to the town in memory of members of the Upcott family for the recreation of the inhabitants of the Parish of Cullompton, they refer to the recreation field as the Upcott Field rather than St Andrews Field. Proposed Cllr Gordon Guest, seconded Cllr Jordann Barge.

NOTE: Clerk to check whether there is a sign in the field which refers to the "Upcott Field" by name.

- (iv) **Devon County Council:** Notification of Amendment Order for traffic regulations to include Cullompton No Waiting at Any Time on specified lengths of Cockpit Hill, Crow Gree, Rivermead, St Georges View and Willand Road: *Noted*
- (v) **Young Devon:** Concern about TUPE implications. *Obtain advice from solicitor about whether TUPE applies.*
- (vi) **Triway:** Development of land at Station Road, *meeting arranged with developer.*

68. NEIGHBOURHOOD PLAN: To ratify the decision of the Planning Committee with regard to appointment of consultant.

Recommendation from Planning Committee meeting held on 23 August 2018: *That Paul Weston is contracted to be the Community Consultant in support of the Neighbourhood Plan until the end of the current Financial Year at a cost of £7,650.00 for an estimated 17 day work package paid as invoiced in two instalments. This contract will be reviewed at the end of the Financial Year should further Community Consultant work be required. Proposed Councillor Gordon Guest, seconded Councillor Kathryn Haslett. Unanimous."*

RESOLVED: That the recommendation of the Planning Committee that Paul Weston is contracted to be the Community Consultant in support of the Neighbourhood Plan until the end of the current Financial Year at a cost of £7,650.00 for an estimated 17 day work package paid as invoiced in two instalments. This contract will be reviewed at the end of the Financial Year should further Community Consultant work be required. With the proviso that payment is subject to the terms being as favourable as they have been in the past i.e. pay in stages rather than 50% at the beginning of the contract. Proposed Cllr James Buczkowski, seconded Cllr Mike Thompson.

Cllr Gordon Guest then made a statement about the aim and process of the Neighbourhood Plan

69. **DATE OF NEXT MEETING:** Thursday 27 September 2018.

SIGNED: _____

DATE: _____