

APPENDIX A



Minutes of a meeting of Cullompton Town Council held on Thursday 25 October 2018 commencing at 7pm at Cullompton Town Hall

Present: Cllr Iain Emmett (in the chair) and Cllrs: Eileen Andrews, Kerry Baldwin, James Buczkowski, Gordon Guest, Janet Johns, Kate Haslett*, Lloyd Knight, Liza Oxford-Booth, Martin Smith and Mike Thompson

Also in attendance: 3 members of the public plus one member of the press.

Judy Morris: Town Clerk

*In attendance for part only of the meeting.

It was noted that the meeting is being recorded.

81. **APOLOGIES** received and accepted from Cllrs: Daniel Barnes (work) and Will Jones (work). Also Cllr John Berry (DCC) and Rosemary Berry (MDDC).
82. **DECLARATIONS OF INTERESTS:** None at this stage of the meeting.
83. **PUBLIC QUESTION TIME:**
 - Cathy Penharris asked whether there was any reason why the Minutes can't record the whole question asked by the member of the public or organisation and also the reply to be recorded. The detail recorded in the Minutes of 27 September 2018 doesn't come close to what I asked the Mayor directly at that meeting.

It was agreed that the Minutes will be amended as requested.

- Chris Snow asked three questions:
 - (a) The Deputy Town Mayor's lack of attendance at meetings and will this be looked into?
 - (b) The incorrect detail on the Deputy Town Mayor's Register of Interests form – will this be corrected?
 - (c) Payment for £387.71 on the October list of payments to Shire Leasing PLC, what is this for?

It was confirmed that the Council will pursue the concerns relating to the Deputy Town Mayor and that the payment to Shire Leasing is for the lease of the Council's telephone system.

- Ashley Hellier asked why the motion 11 (iv) was on the agenda for discussion and suggested it would be more useful if the time was used to apologise to the local Council Tax payers and explain why it was not proof read in the past. Mr Hellier offered to assist with proof reading in the future.

Mr Hellier's kind offer to assist with proof reading the Crier was noted.

- 84. MINUTES:** The Minutes of the previous meeting held on 27 September 2018 were approved and signed as a correct record after adding the following after Item 70 ("Apologies"):

"That Cllr Mike Thompson requested that it be noted that he had a concern that the Deputy Town Mayor had not provided sufficient explanation of his absence for the past 5 months" and amending the question asked by Cathy Penharris (Item 72) to read

"Does the Town Mayor already know the route of the relief road and if not why has he put forward the Motion 10 (ii), which by the way has not been mentioned to the CCA Committee when there is already a motion agreed by the Town Council, also when the consultation is over half way through. Why does he keep mentioning replacement land that could be offered to the CCA that is not council owned but privately owned. Why when being interviewed by Devon Live did he say the CCA was in denial and why has he been quite aggressive in social media posts about the CCA. As the lines are rather blurred is he speaking on behalf of the Town Council or as an individual?"

Proposed Cllr Kate Haslett, seconded Cllr Janet Johns.

- 85. COUNCILLOR RESIGNATION:** To receive the resignation of Cllr Rachel Sinclair.

RESOLVED: That the resignation of Cllr Rachel Sinclair is noted and that a letter thanking her for her hard work over a long period of time and through difficult circumstances. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

86. REPORTS

- (i) **Town Mayor:** The Town Mayor reported his attendance at the following:
- October Food & Drink Festival, very well attended despite the poor weather conditions.
 - Launch of school pastor scheme at Cullompton Community College, very good attendance, looks as though they will provide a very good service to the college.
 - Garden Village Governance Board, toured the site of the proposed garden village, huge area. MDDC would like to arrange a meeting with the Town Council to present the proposals.

NOTE: Cllr Thompson asked if it would be possible for written reports to be provided when members of the Town Council attend important meetings.

(ii) **District and County Councillors.**

- (a) **Mid Devon District Councillor Nikki Woollatt** had sent a written report which had been circulated to members prior to the meeting and was noted.
- (b) **Mid Devon District Councillor Eileen Andrews's** report included the following:

- Minutes of MDDC Licensing Committee meeting held on 9 October 2018 circulated to all those present. Additional information about this meeting available from Cllr Eileen Andrews on request.
- Negotiations ongoing to provide additional electric car charging points in MDDC amenity car parks.
- Consultations re Cullompton relief road well attended.
- All units in Market Walk, Tiverton now taken.
- Part demolition of Phoenix Lane multi-storey car park to accommodate a Premier Inn now underway.
- Feasibility study for introducing a railway station at Cullompton and Wellington has been commissioned and should be completed by the end of the year.
- At the last meeting of the Homes Committee it was recommended that the parking of mobility scooters in the communal areas is forbidden. Cllr Andrews has asked MDDC to consider providing a covered area for mobility scooters.
- MDDC looking at ways to ask people not to use plastic bags when shopping, use a basket instead. She felt that it would be better to ask supermarkets and shops to find alternative wrappings for food.

(iii) **Police:** PC Adrian Legg circulated the crime figures for September 2018, compared to September 2017. He considered the figures to be modest. He explained that the majority of his work was now dealing with migrant worker issues, also on-line bullying and sexual grooming.

He asked the Council to consider making representations to DCC/MDDC that once the second section of Swallow Way is adopted a suitable level of parking enforcement is carried out. In his view this issue will come up a lot and is a problem that the Police can't solve.

In response to a question from Cllr Gordon Guest about Cullompton and surrounding area being a safe place to live he said *"yes, certainly safer than it was when I first started in Cullompton in 2000"*. He considered that this was partly due to an increase in the use of social media.

There are currently 9 police cars working out of Cullompton Police Station but this doesn't mean that Cullompton is where they are working. There used to be 4 Neighbourhood Beat Officers for Cullompton in 2013 and now there are 2.

In response to a question from Chris Snow he explained that there had been 2 fatal accidents in Cullompton during the past week and that when someone dies on the highway in England the road is inspected in order to decide whether there should be any improvement.

Cllr Martin Smith asked about the increase in public safety crimes and Cllr Mike Thompson asked about introducing a speed watch scheme. PC Legg confirmed that the Police will be pleased to support such a scheme and provide the training if the Town Council can find the volunteers.

RESOLVED: That an item is included on the agenda for the next full Council meeting to discuss support for a speed watch scheme. Proposed Cllr Mike Thompson, seconded Cllr Janet Johns.

Discussion about parking in Cullompton's main street and also along the second section of Swallow Way. Cllr Mike Thompson informed the Council that the drainage problem at the Tiverton Road/Swallow Way junction now appears to have been resolved.

RESOLVED: That Devon County Council is asked what its plans are for Swallow Way once the road has been adopted, including parking restrictions and use of Langlands Road. Proposed Cllr Martin Smith, seconded Cllr Lloyd Knight.

(iv) Any other meeting reports.

- **Devon Association of Local Councils AGM:** Cllr Lloyd Knight attended the AGM on 3 October and had circulated a written report to all Councillors. He offered to become the Town Council's representative on the Devon Larger Local Councils Committee and this offer was gratefully accepted. He also reported that he had won a tablet in a draw at the meeting.

RESOLVED: That the Town Council is happy for Cllr Lloyd Knight to keep the tablet that he won in the DALC AGM draw and also that he represents the Council on the Devon Larger Local Councils Committee. Proposed Cllr Gordon Guest, seconded Cllr Mike Thompson.

- **Affordable Housing:** Cllr Gordon Guest reported that MDDC Officers had recently attended a meeting of the Planning Committee to discuss affordable housing. The powerpoint presentation is available from the Council office on request. Concern that although MDDC has a policy on the percentage affordable housing to be provided as part of a new development this is often lowered.
- **Sports Facilities:** Cllr Gordon Guest also reported that the Town Council has been discussing sports facilities with MDDC since 2011 but disappointed to learn that MDDC still has no plans to improve Cullompton's sports facilities.

RESOLVED: That letter is sent to MDDC Chief Executive plus Officers and Councillors with responsibility for sport and leisure to express concern that MDDC has not yet made any decisions about the improvement of sport provision in Cullompton and requesting a meeting to discuss. Proposed Cllr Gordon Guest, seconded Cllr Mike Thompson

NOTE: It was suggested that in the meanwhile the Council finds out what sports and leisure facilities have been provided in Crediton and Tiverton.

87. RESOLUTIONS: List to review: Noted

88. BUSINESS AND FINANCE

(i) Payments: To approve payments for September 2018

RESOLVED: That payments totalling £25,879.94 for September 2018 were approved. Proposed Cllr Martin Smith, seconded Cllr Janet Johns.

(ii) Financial Reports: To receive Financial Reports for September 2018: Noted

(iii) Completion of Audit 2017.18: To receive confirmation of completion of 2017.18 Audit: Noted.

- (iv) **Budget survey: To approve draft survey form:** Discussion about the format and suggestions made about amendment. Cllr James Buczkowski offered to distribute at the Hayridge on a Saturday morning. Make it clear that it is a limited survey due to time constraints. Make people aware of the survey via social media, local press, posters etc. Survey to be made available by paper copy and electronically (Survey Monkey).

RESOLVED: That the draft budget survey form is approved in principle, subject to minor amendment. Proposed Cllr Gordon Guest, seconded Cllr Martin Smith.

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

- (i) **Cemetery and Town Hall Committee** meeting held on 25 September including approval of the following recommendation: *“That the Council keeps a separate (physical) file at the Town Hall where all resolutions (for all committees) are filed for ease of reference”.*

RESOLVED: That the “resolution” file is kept electronically, Clerk to consider most effective means to achieve this and report back to the next meeting. Proposed Cllr Gordon Guest, seconded Cllr Kate Haslett.

- (ii) **Planning & Licensing Committee meetings** held on 27 September and 11 October: Noted

- (iii) **Christmas Lights Event Working Group** meeting held on 1 October 2018: Noted

- (iv) **Town Centre and Economic Development Committee** meeting held on 4 October: Noted

- (v) **Community Wellbeing Committee** meeting held on 9 October: Noted

- (vi) **Policy, Finance and Personnel Committee** meeting held on 16 October including recommendations.

RESOLVED: That the Minutes of the Policy, Finance and Personnel Committee meeting held on 16 October 2018 are noted and the recommendations contained therein and detailed below are approved:

- a. That the Council approves grants as per the recommendation contained in the PFP Committee Minutes as follows:

Organisa tion	Purpose of grant	Amount requested	Grant paid 2017. 18	Recommend grant 2018.19
1 st Cullomp ton Rangers	To purchase resources to implement the new programme which was recently launched. It is the biggest overhaul that has ever happened and the new programme will give the Rangers the chance to discover and develop their interests, skills and confidence.	£150		£150 with the proviso that additional information is provided about what resources they intend to buy. (Proposed Cllr James Buczkowski, seconded Cllr Gordon Guest)
Unite Carers in Mid Devon	Adult carers, including bereavement, counselling, IT support and home visits. Run support groups which carers	£1,000		Nil

	can attend to meet other people in a relaxed atmosphere.			
Bread of Life	Community project originally set up to assist the street homeless in Exeter. Based in Cullompton and we have assisted 4 people presenting as street homeless in Cullompton.	No amount specified		Nil – but suggest that they reapply for a specific item. (Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett)
St Andrew's Church Youth Work	Looks to inspire, encourage and nurture the young people of our community through a diverse range of activities and events. Would like to take their work to another level both in terms of quantity and quality. Significant lack of activities for young people in Cullompton and determined to change this.	No amount specified		Nil – but suggest that they reapply for a specific item. (Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett)
Life Education Wessex	Visit to Willowbank School over 3 days in November to see approx. 300 children – independent charity delivering health, well-being and drug prevention programme.	£825.00		Nil (Proposed Cllr Gordon Guest, seconded Cllr Mike Thompson).
Cullompton Family Centre	To purchase comfortable nursing chair and smaller seats to allow for more chairs as more families coming into the centre (at present big old sofas).	£250.00	£250.00 (May 2018)	Nil as they have already received a grant in this financial year. Suggest that they reapply in April 2019.
Friends of Cullompton Library	To provide cover for the outside area of the café. This will enable visitors all year round use.	500.00	85.00 (October 2017)	Nil as it was considered that the café is a commercial venture
Total				150.00

- b. That the Council's Grants Policy is revised to enable the Community Wellbeing Committee to provide grants from the Community Events budget:** It was explained that the reason for making the recommendation that the Community Wellbeing Committee makes the decisions about grants for community events is that it is the Community Wellbeing Committee that has responsibility for such events and will provide for a joined-up decision making process.

RESOLVED: That the revised Grants Policy which enables the Community Wellbeing Committee to provide grants from the Community Events budget is approved. Proposed Cllr James Buczkowski, seconded Cllr Kate Haslett.

90. COMMUNITY AND ENVIRONMENT

- (i) Devon County Council: Response to request for information relating to a byelaw to prevent parking on pavements**

RESOLVED: That this item is deferred until the next meeting in order for Cllr Mike Thompson to provide the Clerk with information/clarification about byelaws.

- (ii) Devon County Council: Proposal to install a flat top road hump in Brook Road**

RESOLVED: That the Council is unable to support the proposal to install a flat top road hump in Brook Road as it has insufficient information about how the surface water drainage will be upgraded. Proposed Cllr Kate Haslett, seconded Cllr Liza Oxford-Booth.

- (iii) Devon County Council: Variation of parking order: Disabled Badge Holders Only At Any Time on specified lengths of Knightswood.**

RESOLVED: That the Council supports the variation of parking order at Knightswood. Proposed Cllr Martin Smith, seconded Cllr Eileen Andrews.

- (iv) Flag protocol: To approve:** Concern about lack of information about what flags will be flown when.

RESOLVED: That the Council flies two Union flags on the flag poles for the time being and more detail about which flags will be flown will be added to the protocol at a later date.

- (v) Tiverton Museum: To consider providing a letter of support for funding application to create a new website and guide to promote Mid Devon to visitors and local residents.**

RESOLVED: That Cullompton Town Council provides Tiverton Museum with a letter of support for funding application to create a new website and guide to promote Mid Devon to visitors and local residents. Proposed Cllr Eileen Andrews, Seconded Cllr Janet Johns.

91. MOTIONS PUT FORWARD BY COUNCILLORS

- (i) That the Town Council supports the Culm Valley in Business request that a one-way system is put in place through the town's main streets when work is carried out on the gas main (Cllr Gordon Guest):** Cllr Gordon Guest reported that the town centre traders had organised a petition for a one-way system for the period of gas main works in Fore Street.

Concern about lorries being required to turn in and out of the Tiverton Road junction and also diverting heavy goods vehicles through a residential area. Also Cullompton is a main diversion route for the M5.

Cllr Mike Thompson suggested a manually operated one-lane system with a vehicle to escort traffic through the road works. Concern about what would happen at night, people sleeping in flats above shops, can't have an escort vehicle going all night.

RESOLVED:

1. That Devon County Council is asked for its best advice to keep the town working. Preferred option to move parking to opposite side of the road (Veysey Butchers side), and install a manually controlled traffic light system with a traffic sensitive traffic management plan for both shops and residents of Fore Street with priority depending on the length of the queue. Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.
2. That the Council writes to Culm Valley in Business to explain that it is not able to support the proposal for a one-way system as they don't consider it to be the best solution but will work with Devon County Council to investigate other solutions. Proposed Cllr Kate Haslett, seconded Cllr Martin Smith.

RESOLVED: That as the time is now 9pm the meeting continues for a further half an hour. Items 11 (ii), (iii) and (iv) and Item 12(ii) to be deferred until the next meeting. Proposed James Buczkowski, seconded Cllr Iain Emmett.

- (ii) That the Town Council provide 30 minutes free parking in St. Andrews Car Park 24hrs / 7 days per week rather than the 8am-6pm period that it currently does. This will support the night time economy within the town centre (Cllr James Buczkowski). *Deferred until the next meeting*
- (iii) That the Town Council considers offering NIGHT TIME PERMITS at a further reduced rate to residents that live within Cullompton, to counter the effects of parking restrictions on Willand Road and the future loss of parking due to development on Willand Road. (Cllr James Buczkowski). *Deferred until the next meeting.*
- (iv) That the full council has the opportunity to fully approve the content of "The Crier" before publication and that "The Crier" is externally proof read before publication (Cllr James Buczkowski). *Deferred until the next meeting.*

92. POLICIES AND GOVERNING DOCUMENTS

- (i) **Standing orders: To approve revised Standing Orders**

RESOLVED: That the Standing Orders as revised are approved with the proviso that NALC is identified as the National Association for Local Councils. Proposed Cllr James Buczkowski, seconded Cllr Liza Oxford-Booth.

- (ii) **IT & Email policy:** to receive solicitor's advice and approve policy: *Deferred until the next meeting.*

93. CORRESPONDENCE

- (i) **St Andrew's Church:** Reserve seating for Remembrance Sunday Service. *Noted*
- (ii) **Tiverton Swimming Club:** Thank you for grant. *Noted*

Cllr Kate Haslett left the meeting.

- (iii) **Mid Devon District Council:** Date for meeting to receive results of relief road consultation.

RESOLVED: That the Council will hold a formal meeting to receive details of the relief road consultation with any confidential matters being dealt with as Part 2 business. Meeting to be arranged as soon as possible.

Meeting to receive information about the Garden Village proposal to be arranged for 15 November if possible, but 12 November will be acceptable.

- 94. DATE OF NEXT MEETING:** Thursday 22 November at 7pm (Dates for extraordinary meetings to be advised).

The meeting closed at 9.30pm

SIGNED: _____ **DATE:** _____

DRAFT