

APPENDIX B



Minutes of a meeting of Cullompton Town Council held on Thursday 24 January 2019 commencing at 7pm at Cullompton Town Hall

Present: Cllr Iain Emmett (in the chair) and Cllrs: Eileen Andrews, Kerry Baldwin, Ian Findlay, Janet Johns, Kate Haslett, Will Jones, Lloyd Knight, Liza Oxford-Booth, Michael Oxford, Martin Smith and Mike Thompson.

Also in attendance: Approximately 12 members of the public.

Judy Morris: Town Clerk

It was noted that the meeting is being recorded.

141. **APOLOGIES** received and accepted from Cllr Eileen Andrews (unwell) and Cllr Gordon Guest (unwell).
142. **DECLARATIONS OF INTERESTS:** Cllr Mike Thompson declared a personal interest in respect of Item 143 as he owns property close to the route of the proposed relief road.
- 143 **RELIEF ROAD CONSULTATION: To receive a presentation update from Mid Devon District Council/Devon County Council on the relief road consultation.** Jenny Clifford (Head of Planning, MDDC), Stuart Jarvis (DCC Highway Officer) and Tim Obee (Project Manager WSP) presented the results of the relief road consultation.

617 responses were received as follows:

- 80% of the respondents were from the Cullompton area.
- The majority agreed with the need for a relief road (yes 77%, no 13%, not sure 10%).
- The majority thought most of the relief road should be located to the west of the motorway (61%) rather than to the east (39%).
- Option A: 22% support, 71% oppose.
- Option B: 54% support, 40% oppose.
- Option C: 33% support, 54% oppose.
- A clear preference was shown for Option B in response to the question:
- Which option do you prefer? Preferred option: A 15%, B 45%, C 27%, none 14%.
- Overall the consultation responses are considered to be a representative sample of the population of Cullompton. This conclusion is drawn by analysing responses against 2011 Census data by age and gender.

Jenny Clifford explained that a report will be considered at a MDDC Cabinet meeting on 31 January and a decision taken about the preferred option. Option B is the route recommended to Devon County Council as the preferred route, subject to technical studies which still need to be undertaken. DCC Cabinet meeting will be held in March 2019 to decide which route option will be taken forward.

Included in the responses to the consultation were a few suggestions about alternative routes and one of these suggestions will be considered as, if achievable, means that less of the CCA Fields will be affected.

There will be a further stage of public consultation before a planning application is submitted.

In response to questions from both Councillors and members of the public it was

- Confirmed that MDDC has been collecting financial contributions from developers for the relief road project through Air Quality contributions.
- **Meadow Lane:** Will become a link in the relief road whichever option is chosen. Concern about the impact on this road in terms of air quality and public safety (entrances off to housing estates, Culm Valley Leisure Centre and students from Community College crossing the road to reach sports field). What assessment has been done on the impact on that area? Jenny Clifford reported that a further level of work will be commissioned but don't have this level of detail at present. Any changes to the road design will need to go through a formal road safety audit. Devon County Council Highways confirmed that traffic modelling work had been completed and Cllr Mike Thompson asked that the Town Clerk be provided with a link to the documents so that they can be put on the Council's website.
- **Planning application** will be submitted by Devon County Council, hopefully June/July 2019.
- **M5 junction:** Accepted that significant improvement is required, policy included in Local Plan. MDDC/DCC in discussion with Highways England to identify funding and narrow down the options.
- **Option C:** It was suggested that Option C will provide more benefits for the M5 junction but will reduce the amount of traffic removed from the High Street.
- **Closure due to flooding:** It was confirmed that there will be occasions when the relief road could be closed due to flooding and traffic will need to be rerouted through the town centre or Swallow Way.
- **Cockpit Hill/Duke Street:** Concern that this does not become a 'rat run' to/from the relief road. It was confirmed that this issue will be looked at in detail.
- **Funding:** Confirmation that £10m government funding has still not been secured, waiting for the final outcome of the process.

The Town Mayor thanked Jenny Clifford, Stuart Jarvis and Tim Obee for attending and they left the meeting.

- 144. TAYLOR WIMPEY: To receive a presentation update from Taylor Wimpey on planning proposals for land off Siskin Chase:** Following the presentation to the Town Council on 15 November 2018 a public consultation had taken place, attended by about 130 people. The

intention is still to have the main access off Siskin Chase with a pedestrian access from Colebrook Lane.

Outline planning application for 105 dwelling has been submitted to MDDC, this includes landscaping to the south of the site with woodland walk, natural play trail and adult exercise equipment. Questions from Councillors and members of the public included:

- **Neighbour Plan:** As this is not yet published it is anticipated that the planning application will be determined in accordance with the adopted Local Plan.
- **Outline planning application:** The current application is an outline application only to establish the principle and agree access arrangements.
- **Open Space:** It is envisaged that a management company will be set up to manage the public open space.
- **Time scale:** If the Outline application is approved then a Reserves Matters application will be submitted early next year with a first occupation anticipated Summer/Autumn 2021.
- **Water course:** In response to a question about whether they had been asked to install a larger pipe under the road to help the community in the area where it gets flooded it was explained that South West Water has concerns that if the size of the pipe is increased then this could cause flooding further down.
- **S106 Agreement:** It was confirmed the Taylor Wimpey is happy to work with the Town Council on the content of the S106 Agreement.
- **Bio-diversity gain:** Ecological benefits fairly minimal but the developers felt that the site will achieve a net bio-diversity gain as the site is 4.9 hectares but the area of housing is only 2.6 hectares leaving an area of approximately 2.3 hectares as public open space.

The Town Mayor thanked the three representatives from Taylor Wimpey for attending and they left the meeting.

145. PUBLIC QUESTION TIME: To receive questions from member of the public present at the meeting.

(i) James Buczkowski asked the following questions:

1. Could members confirm what policy (and / or strategy) of the council supports the issuing of such a tender?
 - a. Why has this not been provided with the tender so that members can satisfy themselves that the tender will support the desired outcome of the policy / strategy.
2. Do members believe sufficient time has been allocated to discuss spending £20,000?
3. What process was used to identify that the continuation of the two evening youth clubs is the best way forward and will the council publish this process and its full report?
4. How has the Council come to the decision that entering into a contract with a third party to provide Youth Services is more effective and supports the objectives of the Councils youth strategy (Which is not yet in existence) rather than the current

system of providing grant funding? (Whereby the experts, the providers, create a programme and the council funds it...)

5. The tender mandates that youth sessions must be held at the John Tallack Centre, what process has the Council used to come to the decision that the JT Centre is the best place for delivery of these sessions, and can the council publish this process and its full report?
6. As you are now reverting to a formal tender process, for the same services that are currently provided for by way of grant aid, please can members confirm that both the Council and current provider has thoroughly reviewed and assessed that there are no matters under the Transfer of Undertakings (Protection of Employment) Regulations that should be disclosed in the invitation to tender?

Regarding spending £1,750 on two flag poles: Which budget is the £1,750 for two flag poles being paid from?

The questions were recorded and a response will be provided by the Town Clerk.

- (ii) **Chris Snow** asked about the frequency of payments to Shire Leasing for hire of the Council's phone system. **The Town Clerk confirmed that payment is made quarterly.**

146. **MINUTES: The Minutes of the previous meeting held on 10 January 2019 were approved and signed as a correct record.** Cllr Mike Thompson raised a concern that a point of order he had raised at the previous meeting had not been recorded in the Minutes.

RESOLVED: That approval of the Minutes is deferred until the next meeting in order to establish the correct procedure for recording a point of order. Proposed Cllr Mike Thompson, seconded Cllr Michael Oxford.

147. **REPORTS**

- (i) **Town Mayor:** None
- (ii) **District and County Councillors:** Written report received from MDDC Cllr Nikki Woollatt, this was circulated to all members present.
Devon County Councillor John Berry reported that DCC has received additional funding for adult and health care, that school admission age is being reduced and that road repairs are being carried out in Bradninch.
- (iii) **Police:** None
- (iv) **Any other meeting reports:** None

148. **RESOLUTIONS:** Noted

149. **COMMITTEE MEMBERSHIP: To review Committee list and approve any additional members**

RESOLVED: That Councillors join the Committees as follows:

Cllr Michael Oxford: Planning & Licensing Committee

Cllr Kerry Baldwin: Policy, Finance and Personnel Committee and Policy Review Working Group.

Cllr Martin Smith: Planning & Licensing Committee

Cllr Ian Findlay: Policy, Finance and Personnel Committee and Policy Review Working Group

Proposed Cllr Will Jones, seconded Cllr Lloyd Knight

150. BUSINESS AND FINANCE

(i) Payments: To approve payments for December 2018

RESOLVED: That payments totalling £20,349.85 for December 2018 are approved. Proposed Cllr Liza Oxford-Booth, seconded Cllr Jordann Barge.

(ii) Financial Statements: To note financial statements for December 2018: Noted

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

(i) Town Centre & Economic Development Committee meeting held on 3 January 2019: Noted

NOTE: The Clerk was requested to prepare an update report on the Harlequin Valet site.

(ii) Planning Committee meeting on 10 January 2019: Noted

(iii) Youth Services Working Group meeting held on 11 January including the following recommendation "that the Council invites tenders for the provision of a youth service in Cullompton from 1 April 2019 – 31 March 2020 as per attached draft tender document at Appendix I".

RESOLVED: That the Minutes of the Youth Services Working Group meeting held on 11 January 2019 are noted and the recommendation that the Council invites tenders for the provision of a youth service in Cullompton from 1 April 2019 – 31 March 2020 as per attached draft tender document is approved. Proposed Cllr Liza Oxford-Booth, seconded Cllr Martin Smith.

(iv) Christmas Lights Event Working Group meeting held on 14 January: Noted

(v) Policy, Finance and Personnel Committee meeting held on 15 January including the following recommendations

(a) That the Council approves the actions recommended in response to the internal audit report and

(b) that the Council purchases a replacement conferencing and sound system to include Teac CD player with USB/ipod at a cost of £5,666.00 to be installed early in the 2019.20 Financial Year.

RESOLVED:

1. That the Minutes of the Policy, Finance and Personnel Committee meeting held on 15 January 2019 are noted and the actions recommended in the internal audit report as follows are approved:

(a) That a rota is drawn up of Councillors that are not signatories to the Council's bank account and are willing to perform this task to call into the office to verify the bank reconciliations for all the Council's bank accounts.

- (b) That the Finance Officer is given a receipt book to record any cash income for which a receipt has not already been issued.
- (c) That the Audit Sub-Committee meets before the end of the 2018-19 Financial Year to carry out a review of financial risk.
- (d) That the Finance Officer, in liaison with the Responsible Finance Officer, compiles a list of all the Council's direct debit payments for authorisation by the PFP Committee.
- (e) That the Council approves the use of variable direct debits for payments such as utility supplies and Business Rates.
- (f) That, in future, a printout of the payments approval for online payments is taken and kept on file for audit purposes.
- (g) That the Audit Sub-Committee meets before the end of the 2018-19 Financial Year to carry out a review of financial controls and make recommendations to full council.
- (h) That, in future, all outstanding creditor balances are reported, at least quarterly, to the Policy, Finance and Personnel Committee.
- (i) That when the Finance Officer prepares the payroll, the payroll summary will be signed as approved by the Town Clerk.
- (j) That the Council reviews the Financial Regulations prior to the end of the Financial Year.

Proposed Cllr Mike Thompson, seconded Cllr Will Jones

2. **RESOLVED** : that the Council purchases a replacement conferencing and sound system to include Teac CD player with USB/ipod at a cost of £5,666.00. As there is currently £5,000 in the Tech Fund budget (£2,000 in the current year's budget and £3,000 in Ear Marked Reserves) the balance of £666 to be paid from the Contingency Budget. Proposed Cllr Mike Thompson, seconded Cllr Will Jones.

152. COMMUNITY AND ENVIRONMENT

- (i) **Tiverton Road junction: To receive response from Devon County Council with regard to installation of traffic lights.** Concern that the response was not acceptable, particularly as there will be many more houses built and thus more traffic before schemes such the relief road and construction of a new road between Tiverton Road and Willand Road are implemented.

RESOLVED: That the Council conducts a survey to assess public support for a traffic light junction. Once the results of the survey are available then the Council will decide whether to engage a traffic consultant to look in detail at the High Street/Tiverton Road junction and associated traffic flows. Proposed Cllr Liza Oxford-Booth, seconded Cllr Will Jones

- (ii) **Honiton Road, speed warning signs: To receive response from Devon County Council with regard to request from Cullompton United Charities for speed warning signs in Honiton Road:** It was noted that the response had been forwarded to Cullompton United Charities.

153. CORRESPONDENCE: None

154. DATE OF NEXT MEETING: Thursday 28 February at 7pm.

The meeting closed at

SIGNED: _____ **DATE:** _____

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