

APPENDIX A



MINUTES of a Meeting of Cullompton Town Council

held on

Thursday 24 November 2016 commencing at 7pm in Cullompton Town Hall

PRESENT: Deputy Town Mayor Cllr Martin Smith (in the chair)

Cllrs: Karl Busch, Iain Emmett, Gordon Guest, Kate Haslett, Camille Harrison, Janet Johns, Chris Stanford, Mike Thompson and Richard Thorne

Also in attendance: one member of the public and Dr John Womersley, NHS Northern, Eastern and Western Devon Clinical Commissioning Group

Mrs Judy Morris: Clerk

98. APOLOGIES received and accepted from: Town Mayor Cllr Rachel Sinclair (personal) and Cllrs: Eileen Andrews (health), Daniel Barnes (personal) and Chaim Ebanks (health).

99. DECLARATIONS OF INTEREST

- Cllr Kate Haslett declared a personal interest in respect of item 106 (i) as she is a member of the Cullompton Swimming Pool Campaign Committee.

100. PUBLIC QUESTION TIME:

(i) Mr Chris Snow asked about:

- Where agendas can be found on the Council's new website once the meeting date has passed.
- Why the contact form on the Council's website did not have a "copy back" facility so that the public can refer back at a later stage.
- Details of cemetery income/expenditure.

The Clerk will contact Mr Snow with a response to his questions.

101. NHS Commissioning Group: Dr John Womersley presented proposals for changes to the location of community inpatient beds. The aim is to transform community services and encourage the frail and elderly to be treated in their own homes rather than in hospital. The proposal means the closure of hospital beds and retraining of staff.

Concerns raised about the cost to the NHS of agency staff and that there is no-one to look after people when they come out of hospital. He explained that this was a new way to manage the care system and training will be provided.

The Chairman thanked Dr Womersley for attending and he left the meeting.

102. MINUTES: The Minutes of the previous Full Council meetings held on 27 October 2016 were approved and signed as a correct record. Proposed Cllr Mike Thompson, seconded Cllr Janet Johns.

103. REPORTS

(i) Town Mayor's Report: None

(ii) Police Report: Circulated to all those present and noted

(iii) County/District Councillor Reports: None – Concern raised about MDDC spending on extension to the Exe Valley Leisure Centre.

RESOLVED: That Mid Devon District Council is asked to explain why it has decided to fund an extension to the Exe Valley Leisure Centre and asking the following questions:

- Is there any justification for the extension on an increase in income basis, is it possible for the council to see projections compared with any similar investment in sports facilities in Cullompton?
- Cullompton has been requesting improvements to its leisure facilities for many years. At one stage a Committee was set up by MDDC to further this objective but nothing happened and eventually MDDC decided to disband the Committee – why?
- The Culm Valley Sports Centre and the All-Weather Sports pitch were both closed on Monday due to flooding – why is no money being invested in these facilities to resolve this flooding issue?
- The Town Council has been told by MDDC that if it wants to keep its public toilet open then it is required to pay the running costs as MDDC does not have the money to continue to fund public conveniences and yet it has the money to fund an extension to the Exe Valley Leisure Centre – please explain why?
- The Town Council recently received a letter from Stephen Walford, on behalf of MDDC, confirming that MDDC is fully supportive of the town's aspirations for a swimming pool and is happy to support any bid activity by the Town Council but is not in a position to offer any funding contribution. Please can you explain why MDDC is able to fund an extension to the Exe Valley Leisure Centre but is not willing to make a contribution to the provision of a swimming pool in Cullompton.

(iv) Devon & Somerset Metro Group meeting held on 28 October 2016: Cllr Mike Thompson attended the meeting on behalf of the Council, summary circulated with the agenda, he had found the meeting very interesting.

(v) Any other meeting reports. None

104. BUSINESS AND FINANCE

(i) To approve the Financial Statements for October 2016

RESOLVED: That payments totalling £33248.84 for October 2016 are approved and the Financial Statements for October 2016 are approved. Proposed Cllr Gordon Guest, seconded Cllr Kate Haslett.

NOTE: Cllr Mike Thompson suggested that the Council receives a breakdown of credit card expenditure. To be considered by the Policy, Finance and Personnel Committee.

- (ii) **Precept: To consider draft budget and precept 2017/18:** Budget and precept documents, as recommended by the Policy, Finance and Personnel Committee, were circulated with the agenda. It was explained that, as there are approximately 50 more houses in Cullompton (Band D equivalents) to share the precept between the Council can increase its 2017/18 precept by about £5k without any increase in what the public will pay.

The recommended increase is £14527.00 (from £304,573.00 to £319,100.00) and would mean that the average Band D household will pay an additional 29p per month, an increase of 4%.

RESOLVED: That the 2017/18 budget as recommended by the Policy, Finance and Personnel Committee is approved. The 2017/18 precept is £313,757.28 plus Council Tax grant of £5324.72 making a total receipt of £319,100.00. Proposed Cllr Gordon Guest, seconded Cllr Chris Standford.

NOTE: Press release to be issued explaining the Council's reasons for the increase which include the need to carry out improvement works in the old section of the cemetery (paths and chapels) and the Town Hall. Also paying the cost of keeping the public toilet in Station Road open, cutting roadside verges and maintenance of play areas.

- (iii) **TAP Fund application:** To confirm support for a TAP Fund application to replace play equipment in Bradninch.

RESOLVED: That the Council supports the TAP Fund application from the Bradninch Memorial Fund to install/replace play equipment in Bradninch play park. Proposed Cllr Kate Haslett, seconded Cllr Camille Harrison.

105. COMMITTEES: To receive the Minutes of the following Committee meetings and approve the recommendations contained therein:

- (i) **Planning & Licensing Committee** meeting held on 27 October 2016. *Noted*
(ii) **General Purposes Committee** meeting held on 1 November 2016. *Noted*

NOTE: It was noted that Cllr Mike Thompson made comment that no reference was made in the Minutes to a comment he had made at the beginning of the meeting that there are no signs displayed at the entrance to St Andrews car park.

- (iii) **Community Wellbeing Committee** meeting held on 8 November 2016. *Noted*

NOTE: Concern raised about the misplacing of the Deputy Town Mayor's chain of office. It was suggested that, in future, mayoral regalia is kept in the safe at the Town Hall.

- (iv) **Policy, Finance and Personnel Committee meetings** held on 15 November. *Noted (Recommendations approved as per Item 104 (ii)).*

- (v) **Market Committee** meeting held on 26 October including whether the Council supports a request for free on-street parking in High Street to be increased from 1 hour to 1.5 or 2 hours.

RESOLVED:

1. That the Minutes of the Market Committee meeting held on 26 October 2016 are noted.
2. That the Council does not support a request for time permitted for the free on-street car parking in High Street to be increased from the current 1 hour restriction. Proposed Cllr Chris Stanford, seconded Cllr Richard Thorne.

RESOLVED: That, as the time was 9pm, the meeting is extended for a further 20 minutes. Proposed Cllr Gordon Guest, seconded Cllr Kate Haslett.

106. COMMUNITY AND ENVIRONMENTAL MATTERS

- (i) **Cullompton Swimming Pool Campaign:** To receive response from Mid Devon District Council and agree any further action.

RESOLVED: That a response is sent to MDDC stating that in the light of what is being spent on an extension to the Exe Valley Leisure Centre it is disappointing to learn that MDDC is unable to make a contribution towards leisure facilities in Cullompton.

- (ii) **Kingfisher Reach: To receive any responses from Barratt Homes/David Wilson Homes and consider arranging a date for a follow-up public meeting.** Disappointment that Barratts/DWH have not yet started consistently cleaning wheels. Parking problems have still not been resolved, still extremely hazardous and still reversing lorries with no banksman.

RESOLVED: That a follow-up meeting is organised to monitor progress made since meeting on 20 October, provisional date 2 February. Cllrs Martin Smith and Richard Thorne offered to arrange to meet with the site manager to discuss the issues not yet resolved. Proposed Cllr Gordon Guest, seconded Cllr Martin Smith.

NOTE: Contact Environment Agency to ask if they can recommend specific planting for the leat area to slow down water flows rather than allowing the area to overgrow with weeds.

- (iii) **Grass cutting arrangements for DCC verges 2017:** To receive letter from Mid Devon District Council. *Grass verges Working Group to meet and discuss.*
- (iv) **Devon County Council:** Response to request for emergency action in Cullompton when there is a spontaneous closure of the M5. *Defer until the next meeting.*
- (v) **Swallow Way:** To receive any response to the road report. *Defer until the next meeting.*
- (vi) **Forge Way car park:** To discuss costs of permit parking.

RESOLVED: Contact MDDC to ask if they would be willing to look at special charge for residents' parking permits for Forge Way car park which is less than the current day and night permit charge of £400 per annum. Proposed Cllr Chris Stanford, seconded Cllr Gordon Guest.

107. CORRESPONDENCE

- (i) **Ian Jewson Planning:** Notice of intention to submit a planning application for land off Knowle Lane: *Invite to Planning & Licencing Committee meeting on 8 December.*

- (ii) **Devon Senior Voice:** Newsletter: *Noted*
- (iii) **NHS:** Healthwatch Voices newsletter: *Noted*
- (iv) **Cullompton Community Association:** Thanks for the contribution to the 10% third party funding for the Viridor grant for repair of the CCA entrance track: *Noted*
- (v) **Luke Ellis:** Provision of a convenience store at the northern end of Cullompton: *Noted*

108. DATE AND TIME OF NEXT MEETING: Thursday 15 December at 7pm.

The meeting closed at 9.20pm

SIGNED: _____ DATE: _____

DRAFT

APPENDIX B**CULLOMPTON TOWN COUNCIL****COMMITTEE AND WORKING GROUP MEMBERSHIP 2016.17 (Updated September 2016)**

NOTE: Committees will comprise a maximum of seven members plus the Town Mayor and Deputy Town Mayor who are ex-officio members of all committees

Policy, Finance and Personnel Committee	Eileen Andrews Iain Emmett Mike Thompson Gordon Guest Chaim Ebanks - Chairman
General Purposes Committee	Eileen Andrews Mike Thompson - Chairman Christopher Standford Gordon Guest Camille Harrison Danny Barnes
Planning & Licensing Committee	Eileen Andrews Iain Emmett Gordon Guest – Chairman Janet Johns Christopher Standford Kate Haslett Danny Barnes
Market Committee	Eileen Andrews - Chairman Chaim Ebanks Iain Emmett
Community Wellbeing Committee	Rachel Sinclair Eileen Andrews: Chairman Iain Emmett Kate Haslett Janet Johns Martin Smith Danny Barnes
s.106 Sub-Committee (Reports to Planning & Licensing Committee)	Eileen Andrews Gordon Guest Janet Johns Martin Smith Mike Thompson
Appeals Sub-Committee	Kate Haslett Janet Johns Chris Standford
Audit Sub-Committee (Reports to Policy, Finance and Personnel Committee)	Chaim Ebanks Camille Harrison Mike Thompson
Public Convenience Working Group	Chaim Ebanks Janet Johns Brett Lewis Mike Thompson

APPENDIX B

Grass verges Working Group	Mike Thompson Eileen Andrews Gordon Guest Martin Smith
Community Bus Working Group	Eileen Andrews Mike Thompson Martin Smith

WORKING GROUPS AND OUTSIDE BODIES

Allotment Association	
Cullompton John Tallack Centre	Mike Thompson Martin Smith Eileen Andrews
Citizens Advice Bureau	Eileen Andrews
Town Team (Two representatives)	Martin Smith Janet Johns
Cullompton Community Association	Martin Smith
Devon Playing Fields Ass	Eileen Andrews
Devon & Somerset Metro Group	Mike Thompson Gordon Guest (substitute)
Larger Local Councils	Iain Emmett Mike Thompson (substitute)
Community Safety Partnership Two representatives	Eileen Andrews Mike Thompson
Tree Protection Officer	Camille Harrison
Voluntary Car Scheme	Chaim Ebanks
Cullompton Swimming Pool Campaign	Kate Haslett
Culm Valley in Business	Rachel Sinclair Gordon Guest
Neighbourhood Plan	Eileen Andrews Gordon Guest Martin Smith
Cullompton United Charities	Eileen Andrews Martin Smith
Cullompton Pub-Watch Scheme	Martin Smith
IT Council/staff liaison	Camille Harrison Mike Thompson

Date: 08/12/2016

Cullompton Town Council

APPENDIX C

Time: 09:19

User : JPM

Bank Reconciliation Statement as at: 07/12/2016 for Cash Book 1 Current Bank Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	30/11/2016		76,113.93
			<u>76,113.93</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/10/2016 8554	Cullompton Rangers Football Cl	100.00	
16/11/2016 008566	Kagemusha Taiko	150.00	
16/11/2016 008567	Bradninch Millers Morris	40.00	
16/11/2016 008565	Honiton Band	130.00	
16/11/2016 008568	Charline Marzin	50.00	
23/11/2016 008570	Unison	9.70	
23/11/2016 008569	Gillian Graham Distributor	400.00	
23/11/2016 008571	Royal British Legion	50.00	
28/11/2016 008574	Baptist Church	20.00	
28/11/2016 008575	Gillian Graham Distributor	400.00	
30/11/2016 008573	Deep Blue Logic Ltd	399.00	
			<u>1,748.70</u>
			74,365.23
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			74,365.23
	Balance per Cash Book is :-		74,365.23
	Difference is :-		0.00

Detailed Income & Expenditure by Account 07/12/2016

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Expenditure Detail							
4000 Advertising	50	50	800	750		750	6.2 %
4005 CCTV	59	280	1,500	1,220		1,220	18.6 %
4010 Contingency	495	495	15,000	14,505		14,505	3.3 %
4015 Town Team Co-ordinator	0	0	3,000	3,000		3,000	0.0 %
4020 Cullompton Crier	1,442	2,484	4,028	1,544		1,544	61.7 %
4025 Extreme Sports Project	0	0	2,445	2,445		2,445	0.0 %
4030 Councillor Allowances	0	190	900	710		710	21.1 %
4035 General Administration/Other	0	757	2,900	2,143		2,143	26.1 %
4037 Miscellaneous Expenditure	83	285	1,000	715		715	28.5 %
4045 Sundries	154	592	1,000	408		408	59.2 %
4048 Audit Costs	1,220	2,204	2,000	-204		-204	110.2 %
4050 Photocopier	0	579	1,200	621		621	48.3 %
4051 Postage	0	303	650	347		347	46.6 %
4052 Stationery	114	363	750	387		387	48.4 %
4055 Subscriptions	0	1,457	1,500	43		43	97.1 %
4060 Telephone & Broadband	407	1,489	2,000	511		511	74.4 %
4065 Professional Fees	0	1,500	1,500	0		0	100.0 %
4067 Tec Fund	700	700	3,166	2,466		2,466	22.1 %
4068 IT Support	325	3,290	6,500	3,211		3,211	50.6 %
4070 Office Equipment	0	133	500	367		367	26.6 %
4072 Recycling Bags Expenditure	0	1,217	0	-1,217		-1,217	0.0 %
4075 Grants	350	2,325	2,870	545		545	81.0 %
4080 Mayor's Charity	0	0	323	323		323	0.0 %
4085 Mayoralty Fund	0	56	1,864	1,808		1,808	3.0 %
4090 Payroll Expenses	16,826	140,265	212,376	72,111		72,111	66.0 %
4095 Christmas Lights	0	258	10,000	9,742		9,742	2.6 %
4096 Christmas Lights Event	611	611	1,000	389		389	61.1 %
4100 Public Works Loan Repayment	0	17,647	17,600	-47		-47	100.3 %
4105 St Andrew's Car Park	676	2,302	2,000	-302		-302	115.1 %
4110 St Andrew's Car Park Improv.	0	0	6,000	6,000		6,000	0.0 %
4115 Staff & Councillor Training	350	1,336	4,540	3,204		3,204	29.4 %
4118 Public Rights of Way	282	282	0	-282		-282	0.0 %
4120 Town Maintenance	13,707	3,295	7,155	3,860		3,860	46.0 %
4125 Play Area Running Expenses	1,401	2,146	4,625	2,479		2,479	46.4 %
4130 Van Fund	0	0	6,500	6,500		6,500	0.0 %
4135 Van Running Expenses	790	2,089	5,366	3,277		3,277	38.9 %
4150 Public Toilets Contribution	3,422	3,797	6,670	2,873		2,873	56.9 %
4160 Community Wellbeing Committee	0	15	2,749	2,734		2,734	0.5 %
4165 Community Events	60	1,362	2,000	638		638	68.1 %
4170 Community Bus Service	0	0	5,000	5,000		5,000	0.0 %

Detailed Income & Expenditure by Account 07/12/2016

Month No : 8

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4200 Allotment Expenses	0	0	699	699		699	0.0 %
4300 Cemetery Equipment	0	487	1,000	513		513	48.7 %
4305 Cemetery Extension	1,500	6,780	10,658	3,878		3,878	63.6 %
4310 Cemetery Running Expenses	372	8,724	15,755	7,031		7,031	55.4 %
4320 Cemetery Paths	0	0	5,000	5,000		5,000	0.0 %
4400 Town Hall Improvements	0	4,980	33,023	28,043		28,043	15.1 %
4405 Town Hall Running Expenses	349	4,884	12,910	8,026		8,026	37.8 %
4800 Outdoor Market expenses	1,964	3,189	11,002	7,813		7,813	29.0 %
4805 Archive Project Expenditure	0	449	747	298	225	73	90.2 %
4806 Archive Project Payroll conts	0	179	252	73		73	71.0 %
4820 Neighbourhood Plan	1,458	3,549	2,700	-849		-849	131.5 %
4825 Townscape Heritage Sch	0	0	1,000	1,000		1,000	0.0 %
4830 Town Team Expenditure	0	1,248	1,950	702		702	64.0 %
4840 John Tallack Centre Exp	431	2,583	12,520	9,937		9,937	20.6 %
4850 Youth Services	0	12,452	20,428	7,976		7,976	61.0 %
4900 Flood Prevention Expense	237	697	0	-697		-697	0.0 %
Total OverHead	49,834	246,354	480,621	234,267	225	234,042	51.3 %
Income Detail							
1000 Crier Advertising	25	358	500	-142			71.6 %
1005 Hanging Baskets	0	820	250	570			327.8 %
1010 Interest Received	0	1,345	1,000	345			134.5 %
1020 Miscellaneous Income	4	845	500	345			169.0 %
1025 Photocopying Income	0	35	63	-28			55.6 %
1030 Precept	0	298,178	298,178	0			100.0 %
1035 Council Tax Support Grant	0	6,395	6,396	0			100.0 %
1040 Recycling Bags	200	1,580	0	1,580			0.0 %
1045 Staff Charge Back	50	250	500	-250			50.0 %
1050 Town Fayre/Christmas Lights	0	0	500	-500			0.0 %
1051 Christmas Lights event	169	169	0	169			0.0 %
1055 Town Maintenance Income	13,446	29,026	29,100	-74			99.7 %
1200 Allotment Rents - Top Field	0	380	350	30			108.6 %
1205 Allotment Rents - Haymans	0	102	150	-48			68.0 %
1300 Burial Fees	8,195	18,420	22,000	-3,580			83.7 %
1305 Cemetery Income, other	0	1,518	0	1,518			0.0 %
1400 Town Hall Hire	795	7,375	11,000	-3,625			67.0 %
1800 Market Income	1,660	3,464	0	3,464			0.0 %
1805 Archive Project Income	0	1,000	0	1,000			0.0 %
1820 Town Team Income	0	1,000	0	1,000			0.0 %
1830 John Tallack Centre Income	400	2,843	0	2,843			0.0 %
1850 Neighbourhood Plan Income	0	5,050	0	5,050			0.0 %

Detailed Income & Expenditure by Account 07/12/2016

Month No : 8

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1900 Flood Prevention Scheme	0	2,000	0	2,000			0.0 %
Total Income	24,943	382,153	370,487	11,666			103.1 %
Total Expenditure	49,834	246,354	480,621	234,267	225	234,042	51.3 %
Total Income	24,943	382,153	370,487	11,666			103.1 %
Net Expenditure over Income	24,891	-135,799	110,134	245,933			

Exmouth Town Council

Cash Book No : 1

Current Bank Account

between 01/11/2016 and 30/11/2016

<u>Date</u>	<u>Payee Name</u>	<u>Net Amount</u>	<u>VAT</u>	<u>£ Total Amnt</u>		
01/11/2016	Cullompton Community Association	200.00	0.00	200.00		Track repair grant
01/11/2016	Mid Devon District Council	155.00	0.00	155.00		NNDR St Andrews car park
02/11/2016	SLCC	235.00	0.00	235.00	CC	Annual subscription
	Amazon	77.85	15.57	93.42	CC	Xmas Lights timers
	Amazon	3.99	0.00	3.99	CC	Door stops
	Amazon	8.33	1.66	9.99	CC	wall clock
	Amazon	31.99	0.00	31.99	CC	Battery charger (flood defence)
	Amazon	2.94	0.00	2.94	CC	Door wedges
	Amazon	20.42	4.08	24.50	CC	LG Batteries (Flood prevention)
	Amazon	25.70	5.19	30.89	CC	Xmas lights timers
	Flags and Flagpoles	58.95	11.79	70.74	CC	Union flag
	Amazon	103.80	20.76	124.56	CC	Xmas Lights timers
04/11/2016	Culm Florist	23.75	4.75	28.50		Gift for meeting facilitator
04/11/2016	Auditing Solutions Ltd	420.00	84.00	504.00		Interim Audit
04/11/2016	Mr A Dolbear, Alfies	125.42	25.08	150.50		Black bags and sundries
04/11/2016	Exeter Road Garage	62.32	12.46	74.78		Cemetery running expenses
	Exeter Road Garage	65.16	13.03	78.19		Van running expenses
04/11/2016	Metcalfe Allen Ltd	59.00	11.80	70.80		CCTV Repairs
04/11/2016	P Stickland	80.00	0.00	80.00		Van recovery
04/11/2016	Mole Valley Farmers	21.77	4.35	26.12		Cemetery running expenses
04/11/2016	Mid Devon District Council	70.00	0.00	70.00		Renewal of Premises Licence for Town Hall
04/11/2016	Devon Association of Local Cou	50.00	10.00	60.00		New Councillor courses
04/11/2016	Grant Thornton UK LLP	800.00	160.00	960.00		2016 Annual Return Audit
04/11/2016	Kevin Pilgrim Ltd	1500.00	300.00	1800.00		Cemetery railings
04/11/2016	Vision ICT Ltd	700.00	140.00	840.00		New Website
04/11/2016	Streamline Corporate	275.15	55.03	330.18		Flood prevention
04/11/2016	EDF	9.05	0.45	9.50		Electric St Andrews car park

04/11/2016	Landscaping & Grounds	20.56	4.11	24.67	Grass Cutting Upcott Field
09/11/2016	U-Drive Ltd	859.92	151.98	1011.90	Van Hire
10/11/2016	O2	14.33	0.00	14.33	Mobile Phone (cemetery)
10/11/2016	Scottish Power	102.00	0.00	102.00	Electric 06.07.14 - 18-01.16
11/11/2016	Labdon Building Supplies	112.82	22.56	135.38	Cemetery/Town Hall/JT Centre/Town Maintenance
11/11/2016	Microshade Business Contsultan	324.50	64.90	389.40	Hosting Service
11/11/2016	Mole Valley Farmers	89.90	17.98	107.88	John Tallack Centre
11/11/2016	Professional Hygiene	17.00	3.40	20.40	Sanitary bins (JT and TH)
11/11/2016	Scrace, Tim	95.00	0.00	95.00	Window & road sign cleaning
11/11/2016	Janet Johns	44.62	8.93	53.55	Xmas Festival expenses
11/11/2016	AS Signs & Graphics	180.00	36.00	216.00	Xmas Banners
11/11/2016	Tozers	512.00	100.00	612.00	St Andrews car park land registration
11/11/2016	Tozers	1380.00	260.00	1640.00	Play area leases - legal fees
11/11/2016	Petty Cash	150.00	0.00	150.00	Petty Cash Cheque
11/11/2016	Opus Energy	94.63	4.73	99.36	TH Gas 26.9.16-
14/11/2016	E-on	40.20	2.01	42.21	JT Electric 29.9.16-30-10-16
14/11/2016	E-on	24.30	1.22	25.52	JT Gas 29.9.16- 30.10.16
15/11/2016	Mid Devon District Council	34.00	0.00	34.00	NNDR JT Centre
15/11/2016	British Telecom	21.20	4.24	25.44	TH 01.11.16 to 30.11.16
16/11/2016	Friends of Cullompton Library	150.00	0.00	150.00	Grant
16/11/2016	Honiton Band	130.00	0.00	130.00	Xmas Festival
16/11/2016	Kagemusha Taiko	150.00	0.00	150.00	Xmas Festival
16/11/2016	Bradninch Millers Morris	40.00	0.00	40.00	Xmas Festival
16/11/2016	Charline Marzin	50.00	0.00	50.00	Xmas Festival
22/11/2016	Salaries	11437.87	0.00	11437.87	Nov-16
22/11/2016	British Telecom	63.60	12.72	76.32	JT Telephone Nov-Jan
23/11/2016	Gillian Graham Distributor	400.00	0.00	400.00	Crier delivery Sept 2016
23/11/2016	Unison	9.70	0.00	9.70	Unison Subs Nov 16
23/11/2016	Royal British Legion	50.00	0.00	50.00	Donation for poppy wreath
23/11/2016	Pensions	2330.75	0.00	2330.75	Pensions Nov 2016
23/11/2016	HMRC	3173.31	0.00	3173.31	Tax & NIC Nov 2016
23/11/2016	Devon Commercial Stationers	114.27	22.86	137.13	Stationery
23/11/2016	Local World Ltd	50.00	10.00	60.00	Advertising
23/11/2016	Mid Devon District Council	3421.93	684.39	4106.32	Public Toilet running costs
23/11/2016	Mid Devon District Council	360.00	0.00	360.00	First Aid & Manual handling training

23/11/2016	Total Safety Training & Consul	75.00	15.00	90.00	Defid pad replacement
23/11/2016	Western Power Distribution	1718.54	343.71	2062.25	New electric connection - Higher Bullring (market)
23/11/2016	Spot On Supplies	58.62	11.72	70.34	Cleaning materials
23/11/2016	Astra Printing Group	642.00	128.40	770.40	Crier printing
23/11/2016	AS Signs & Graphics	60.00	12.00	72.00	Parking Signs
23/11/2016	British Telecom	64.39	12.88	77.27	JT Telephone
28/11/2016	Baptist Church	20.00	0.00	20.00	Christmas Festival donation
28/11/2016	400	400.00	0.00	400.00	Crier Distribution Nov 2016
28/11/2016	D & G Heating Plan	19.58	3.92	23.50	Boiler Insurance
30/11/2016	Deep Blue Logic Ltd	332.50	66.50	399.00	Neighbourhood Plan expenses (laptop computer)
30/11/2016	British Telecom	373.95	74.79	448.74	Phone/Broadband TH
		34998.58	2960.95	37959.53	



APPENDIX D

Planning and Licensing Committee

held on

Thursday 24 November 2016 commencing at 6.00pm at Cullompton Town Hall

Membership: Councillors Eileen Andrews, Gordon Guest, Janet Johns, Christopher Standford, Kate Haslett, Iain Emmett, Daniel Barnes.

Those present: Councillors Gordon Guest, Iain Emmett, Janet Johns, Kathryn Haslett, Chris Standford.

Councillor Richard Thorne

The Assistant Town Clerk (Clerk)

DRAFT MINUTES

1. **Apologies:** To receive apologies for absence. Councillor Eileen Andrews (illness).
2. **Declarations of Interests:** The following declarations of disclosable pecuniary interests and personal interests were made:

Janet Johns – personal – cockpit hill – lives nearby.
3. **Minutes:** The minutes of the Planning and Licensing Committee meeting held on 27 October 2016 were adopted as a true and correct record of the meeting and signed as such.
4. **Public question time:** To accept questions from members of the public present at the meeting. None present.
5. **Planning and Licensing matters:**
 - a. To consider and make comment on planning applications received for Cullompton 21 and available to view at the [Planning Portal](#):
 - i. [16/01718/FULL](#) - Mr N Helsing
Variation of Condition 2 of planning permission 15/01579/FULL to allow substitute plans in respect of change of design. at 8 Cockpit Hill, Cullompton.
Recommend grant permission. Proposed Councillor Gordon Guest, seconded Councillor Janet Johns.

ii. [16/01725/FULL](#) - Col M Woodcock

Erection of wooden garden shed at The Walronds, 6 Fore Street, Cullompton.

Recommend grant permission. Proposed Councillor Gordon Guest, seconded Councillor Kathryn Haslett.

b. To receive planning determinations and consider any other planning matters brought forward at the discretion of the Chair.

Approved

16/00840/FULL Erection of an agricultural storage building and formation of pond at Land at NGR 301860 104609 (Westcott), Westcott, Cullompton.

16/00884/FULL Change of use of land to form vehicular access to dwelling at Land at NGR 30058996 107384 Rear of 1 Heathaller Cottages), Knowle, Cullompton.

16/00957/HOUSE Erection of single storey rear extension at 11A Colebrooke Lane, Cullompton.

16/00966/FULL Conversion of former St John Ambulance Station into artist's studio, workshop and first floor dwelling and removal of asbestos lean-to roof at Gidley Coach House, Cullompton

16/00986/HOUSE Erection of single storey and two storey extension to include garage, indoor swimming pool and entertainment area at Hackland Manor, Cullompton.

16/00987/FULL Erection of a building to be used in association with existing D2 use for weddings (Revised Scheme) at Land and Building at NGR 303018 106493 (Upton), Cullompton.

16/00989/LBC Listed Building Consent for internal and external alterations at Fairfield Cottage, Colebrooke Lane, Cullompton.

16/01169/HOUSE Erection of extension to garage to form car port and additional garage at Court Lodge, Station Road, Cullompton at Integrated Dental Holdings, 25 High Street, Cullompton.

16/01206/FULL Erection of storage building for agricultural machinery at NGR 300786 106001 (Fulfords Farm).

16/01217/ADVERT Advertisement consent to display 1 non-illuminated fascia sign and 1 non-illuminated hanging sign at Integrated Dental Holdings, 25 High Street, Cullompton.

16/01231/HOUSE Erection of a single storey side and rear extension at 2 Walter's Orchard, Lower Mill Lane, Cullompton.

Refused

16/01237/FULL Variation of condition 2 to amend the approved plans of Planning Permission 14/01483/FULL at Stables, Newland Farm, Cullompton.

16/01239/FULL Variation of condition 2 to amend the approved plans of Planning Permission 14/01554/FULL at Newland Farm, Cullompton.

Withdrawn

16/00524/FULL Erection of an agricultural livestock and storage building at Woodmill Farm, Cullompton.

c. To consider applications for neighbouring parishes. None.

6. **Neighbourhood Plan Update:** To receive an update on the Neighbourhood Plan. NPSG have requested an extension. NP will go ahead regardless of the MDDC Local Plan review. Councillors were encouraged to read the plan and complete the consultation.

7. **Correspondence:**

a. Letter and enclosures from Ian Jewson Planning Ltd concerning a proposed development of 80 houses at Knowle Lane, Cullompton (Appendix B).

Land promoter has requested a meeting with the council and the Town Clerk has suggested the informal Town Council meeting which can be convened 8 December 2016. Following discussed it was:

RESOLVED: To invite Ian Jewson Planning Limited to a meeting of the council to take place on 8 December 2016 commencing at 7pm including a detailed discussion on making Knowle Lane accessible to the volume of traffic that will be experienced once this proposal and Knowle II are completed. Proposed Councillor Kathryn Haslett, seconded Councillor Gordon Guest.

b. To receive correspondence received after the despatch of this Agenda.

8. **Date and time of the next meeting:** To confirm the date and time of the next Planning Committee meeting as Thursday 15 December 2016 commencing at 6pm.



General Purposes Committee

held on

Tuesday 6 December 2016 at 7pm at Cullompton Town Hall

Membership: Councillors Mike Thompson, Eileen Andrews, Chris Stanford, Gordon Guest, Camille Harrison and Daniel Barnes.

Those Present: Councillors Gordon Guest, Camille Harrison, Daniel Barnes.

Councillor Richard Thorne.

The Assistant Town Clerk (Clerk).

DRAFT MINUTES

36. **Apologies for Absence:** To receive apologies for absence. Councillor Chris Stanford (work commitment), Councillor Mike Thompson (medical appointment).
37. **Declarations of Interests:** None declared.
38. **Public Question Time:** None present.
39. **Minutes:** The minutes of the General Purposes Committee meeting held on 1 November 2016 were adopted as a true and correct record of the meeting and signed as such. Proposed Councillor Daniel Barnes, seconded Councillor Camille Harrison.
40. **Cemetery:** To consider the future development of a Memorial Garden to be located between Camellia and Magnolia sections and the installation of memorial benches in the Cemetery (West).
 - A history behind the Cemetery (West) was provided and the plan produced by the Assistant Town Clerk was explained to the Committee members together with potential improvements for access as a result of the NW extension.
 - Memorial Benches:
 - **RESOLVED:** That the council will purchase and install benches to be used as Memorial Benches and lease space for memorial plaques on them to clients. The Assistant Town Clerk will investigate what charges are made in other Parishes. Proposed Councillor Daniel Barnes, seconded Councillor Gordon Guest.
 - **RESOLVED:** That the Maintenance Supervisor is requested to identify suitable benches for installation as Memorial Benches preferably from a local supplier. Proposed Councillor Gordon Guest, seconded Councillor Daniel Barnes.

- **RESOLVED:** That the Assistant Town Clerk investigate lease lengths for memorial benches in other Parishes. Proposed Councillor Camille Harrison, seconded Councillor Daniel Barnes.
- **RESOLVED:** That 3 benches are purchased in this Financial Year with a further allocation to be requested in the budget 2018/19. Proposed Councillor Daniel Barnes, seconded Councillor Gordon Guest.
- **RESOLVED:** To install a post and rail fence around the area proposed for the Memorial Garden between Camellia and Magnolia sections in Cemetery East. Proposed Councillor Camille Harrison, seconded Councillor Daniel Barnes.

In response to questioning concerning storage of the mechanical digger in the cemetery chapel, the Assistant Town Clerk explained that the digger is stored at the Cemetery as it is more cost effective to do so rather than to have a delivery and collection charge every time the digger is delivered and collected by the hire company. He further stated that the council only pays a hire charge when the digger is actually being used.

41. **Date and time of next meeting:** Tuesday 17 January 2017 at 7pm. Gordon Guest apologies as he is in Newcastle.



MINUTES

of the

Market Committee meeting

held on

Wednesday 7 December 2016 commencing at 2.00pm

at Cullompton Town Hall

PRESENT: Cllr Eileen Andrews (in the chair), Cllr Chaim Ebanks, Dorothy Anderson (Cullompton Farmers Market) and Jonathon Baker (Street Market).

Judy Morris (Town Clerk)

62. Apologies: None

RESOLVED:

1. That as Cllr Chaim Ebanks needed to leave by 2.30pm that item 12 is brought forward to the beginning of the meeting.
2. That, due to the commercially sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the 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.

PRIVATE AND CONFIDENTIAL

NOTE: Jonathon Baker declared a pecuniary interest in respect of the following item as he is a member of the association that submitted a tender for the development of the outdoor market contract. He left the meeting.

63. To consider applications for the Market Development tender contract: Clerk reported that the contract had been advertised in the Express & Echo, Council website and notice board and circulated to Culm Valley in Business and others. One tender received, which was read and discussed in detail.

RESOLVED: That the submitted tender is accepted on the following terms (subject to negotiaton).

- Period of contract to be 6 months from 1 January 2017 – 30 June 2017.
- £500 expenses to be paid upfront, with receipts to be provided to justify expenses and any monies remaining at the end of the 6 month period to be returned.

- £2,000 to be paid in 6 monthly instalments of £333.33, on receipt of invoice, and an additional £500 to be paid at the end of the six month period if target has been achieved. Target being: development of 4th Saturday street market and regular attendance of four additional stalls at the street market, meaning an increase in the number of stalls from 3 to 7.
 - Weekly up-date/informal report to Town Clerk, with monthly written reports to the Market Committee.
- Proposed Cllr Chaim Ebanks, seconded Cllr Eileen Andrews.

Cllr Chaim Ebanks left the meeting

The meeting went back into open session and Jonathon Baker re-joined the meeting.

- 64. Declarations of Interest:** No further interests declared.
- 65. Public question time:** None.
- 66. Minutes:** The minutes of the previous meeting held on 26 October 2016 were approved and signed as a correct record after correcting name of the person asking the question at Item 54 (Public Question Time) to Naomi Lihou (not Naomi Gear). Proposed Dorothy Anderson, seconded Eileen Andrews.
- 67. Finance:** The income and expenditure account was reviewed and discussed.
- 68. Street Market:**
- (i) To receive update:** Town Clerk reported that there is currently one additional stall at the Wednesday street market. JB stated that the traders continue to be pleased with the running of the market.
- (ii) Planning permission:** Town Clerk had obtained three estimates for scaled plans of the Higher Bullring area. Discussion about submitting a planning application to extend the number of stalls.

RESOLVED: To defer this item for further consultation.

- (iii) Premises Licence:** Current licence allows for the sale of alcohol OFF the premises between 9am and 2pm on Saturdays and Wednesdays. Would like to extend the time and also apply for the sale of alcohol ON premises so that it is possible for stall holders to sell alcoholic drinks such as mulled wine.

RESOLVED: To defer submission of a revised application until such time as someone willing to act as the Designated Premises Supervisor can be found.

- 69. Farmers Market:** DA reported that the Farmers' Market are in the process of having new banners made, also printing advertising cards with the dates of future markets which they hope to circulate around the town.

They have storage problems now that they have the new gazebos. JM explained that the Town Council is unable to assist at present as it also has problems finding sufficient storage

space for its equipment but will ask maintenance staff whether it is possible to move equipment around in the garage at St Andrews Estate to make more space.

The Council currently has a trailer, containing the old Farmers Market tents which it has nowhere appropriate to store and no-one wants to use them as they are difficult to erect. It was suggested that the tents and trailer are sold, wait until the Spring and erect, take photos and sell.

- 70. Higher Bullring Power Supply:** Town Clerk reported Western Power has been contracted to install the power supply. Waiting for confirmation of date for this work to be carried out. The company that makes the feeder pillar can pre-wire the pillar and have it ready to install. This means it will be custom made and door made to close, pre-cut to allow for cables. Only able to find one company that make a feeder pillar suitable for a Conservation Area. The MDDC Conservation Officer has approved the design of the pillar. The total cost of the pillar, to include gold trimpaint finish, pre-wired electrical equipment and delivery is £2,020.00 plus VAT.

RESOLVED: That a feeder pillar is ordered from Fisher & Company at a cost of £2020.00 plus VAT to include electrical equipment. It is recognised that this is more expensive than originally estimated but will provide a safer and better finished job as it will mean that the door can be locked when in use. Proposed Cllr Eileen Andrews, seconded Jonathon Baker.

- 71. Forward planning: Promotional ideas and future events action plan:** Will ask the Market Development contract group to submit their ideas at the next meeting.

- 72. Any other market matters:** None

- 73. Date for the next meeting:** Wednesday 25 January at 2pm

Chairman's signature:

Date:

APPENDIX G

CULLOMPTON TOWN COUNCIL

RESPONSE FROM MID DEVON DISTRICT COUNCIL RE PARKING PERMITS FOR FORGE WAY CAR PARK

RESPONSE:

Hi Judy

Thanks for getting back to me with regard to the £30 permit.

Whilst I understand the sentiment of your request - there is no easy financial solution. As I am sure you are aware Central Govt is making our funding situation harder each year – and to that end we must ensure that all of our charges are scrutinised and deliver value for money and where possible/practical are not subsidised by the local Council tax payer.

Currently we sell 19 annual permits for St Yard car park – generating circa £6k in annual revenue – this is broken down as follows: 18 daily permits @ £310 and 1 day/night permit @ £400.

From the records kept by our parking team these permits are sold to individuals with a Cullompton postcode. On that basis I am not sure how a local discount would apply – i.e. it would apply to all.

Any discount offered would need to be considered across the whole of the District and would then need to be compensated by a proportionate increase in sales to offset the discount applied.

I still consider that a permit which allows offstreet parking for 24hrs – 365 days a year for £1.10 a day to be very good value for money. This effectively gives a resident who buys an annual day/night permit the equivalent of a £695 discount against a customer who buys his parking daily – i.e $365 * £2 + 365 * £1 = £1,095 - £400$.

Note - We also offer quarterly payment instalments for individuals who find it difficult to make this payment upfront.

Clearly when we calculate our P&D and Permit tariffs for each year we have to take into account a number of variables – as you can imagine offering a very low annual permit may well result in a detrimental impact on the annual P&D income from our car parks.

I hope this gives you an indication of why we can't offer a reduced permit rate for local residents.

I am happy to discuss further if required.

It would appear that, at present, only one person is using the car park both day and night i.e. for residents' parking with the cost of the permit being £400. If it was possible for sell more permits albeit at a lower cost then MDDC could generate additional income but we would need to find a way of making it fair to all and simple to administer.

Several suggestions have been put forward including:

- Reduced rates for night time parking.
- Reduced rate day/night parking for anyone living within a certain distance of the car park.

In order to decide what people want and whether people would use this facility if it was offered then we first need to consult.

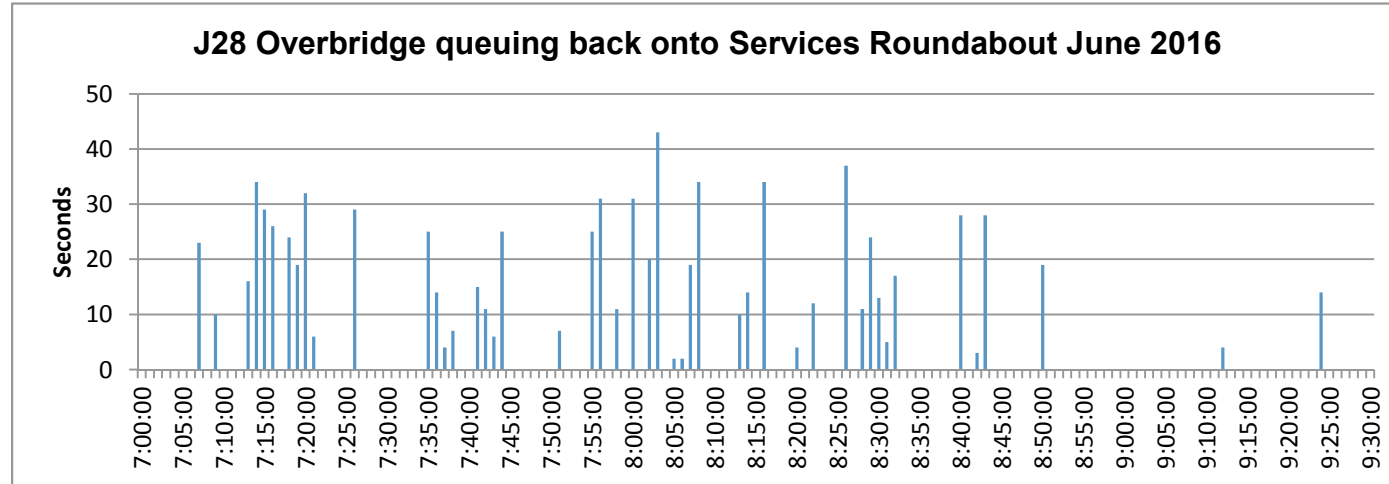
RECOMMENDATION: That the Council undertakes a consultation exercise to assess whether local residents will purchase residents' parking permits for Forge Way car park if they were available.

Vehicles were observed to queue back on Station Road to its junction with High Street, for a total of 6 minutes on 9th June, 3 minutes on 21st June and 1 minute on 22nd June.

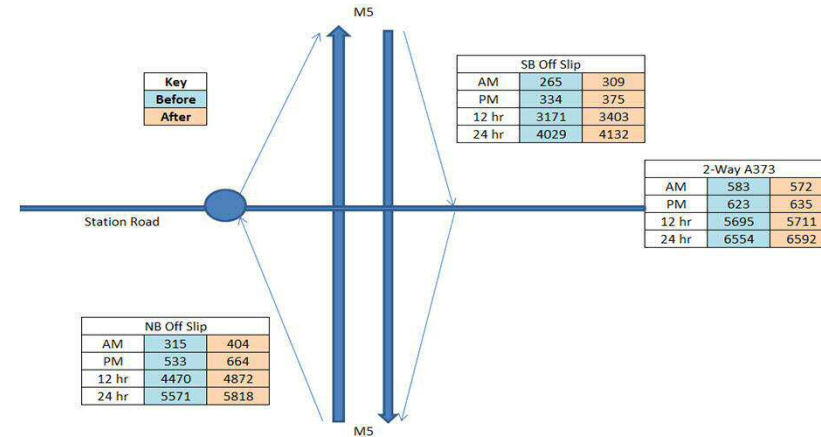
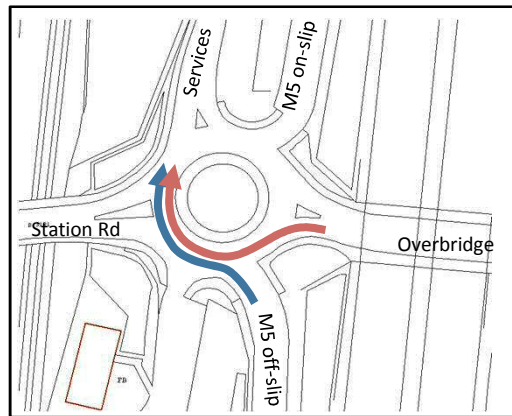
The maximum continuous time the queue on Station Road extended back to High Street was 4mins (on the 9th of June)

Only for one minute of one day was there a queue continuously between Junction 28 and the junction of High St with Tiverton Road (on 9th June)

The queue from the M5 signals onto the overbridge was seen to tail back to the services roundabout on occasions, as shown in the graph below. However, the detector embedded in the carriageway very close to the roundabout detects this queuing and triggers the signals to clear the queue and this was observed to work very effectively.



Analysis of traffic flows shows that there has been an increase in traffic leaving the M5 at Junction 28 and entering the improved roundabout and traffic signals. This is as a result of a requirement from Highways England, who manage the M5, to try and minimise the chance of queuing back onto the M5 and reduce serious collision risks. It is recognised by both Highway Authorities that queuing on the M5 would be a significant safety issue. However the effect of this is an increase in traffic crossing in front of Station Road, preventing traffic from entering the roundabout.



Conclusion

It has been calculated that the maximum capacity of the Station Road entry onto the J28 roundabout is around 800 vehicles per hour, when flows on the roundabout are around 400 vehicles.

The survey shows that during the morning peak hour, this capacity was reached. Therefore the reason there is queuing on Station Road is because of the limitations of the roundabout to cope with the traffic flows.

Cullompton Queue Length Monitoring

June 2016



Why was the monitoring undertaken?

It is known that there is congestion at certain times in Cullompton from M5 Junction 28, along Station Road toward the town centre. The monitoring was undertaken to evidence the extent of the congestion since the traffic signals were installed on the east side of the overbridge.

When was the monitoring undertaken?

Surveys were undertaken on three different week days in June 2016.

How was the monitoring undertaken?

The surveys were undertaken using a series of video cameras on each day with the resultant footage subsequently analysed. Cameras were placed at the roundabout at Junction 28, along Station Road, at the junction of High Street and Station Road, in High St and in Fore Street.

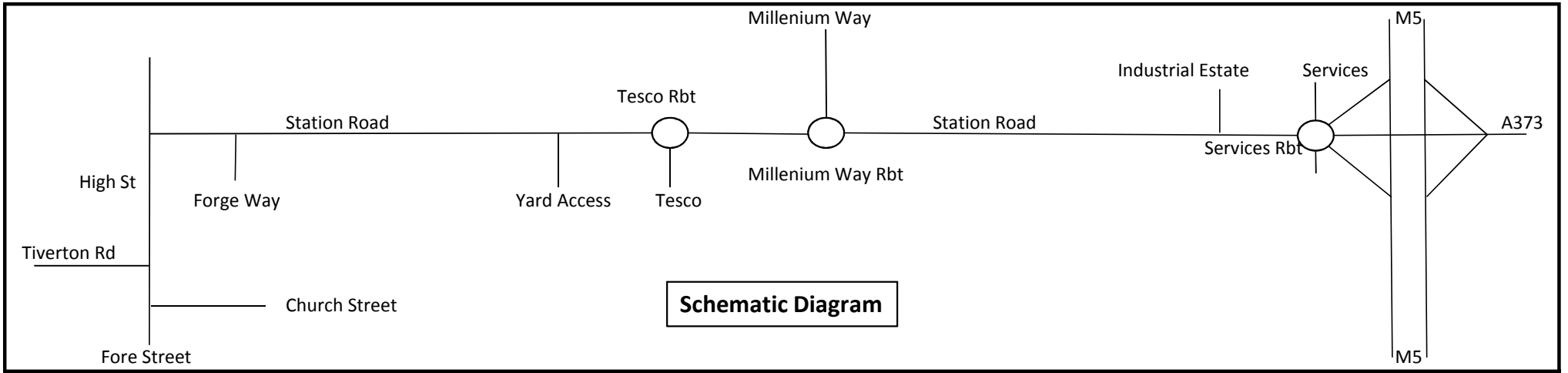
Vehicles heading out of the town centre towards the M5 have been analysed for the period between 07:00 and 09:30 on each of the three days.



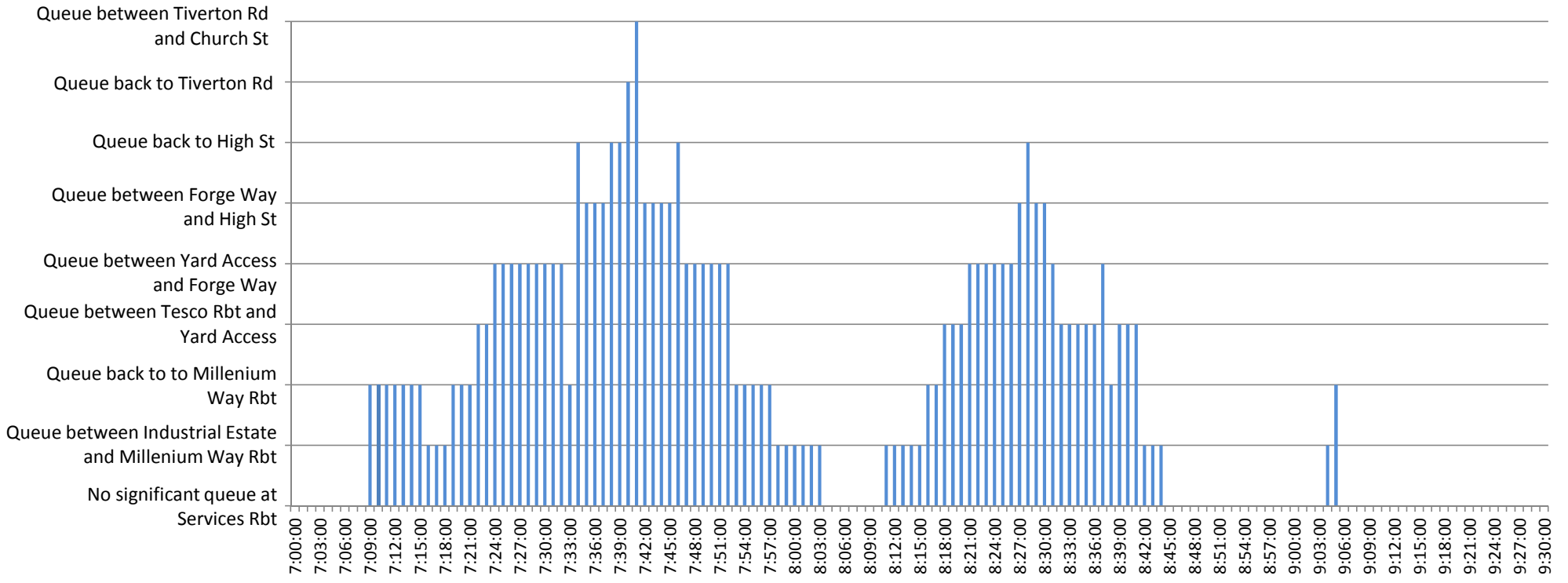
Results

The graphs overleaf show how far the queues extended and the times at which the queues occurred. Each thin blue line represents roughly one minute. It can be seen that queuing was at its worst on Thursday 9th June, so further analysis was undertaken using the results for this day.

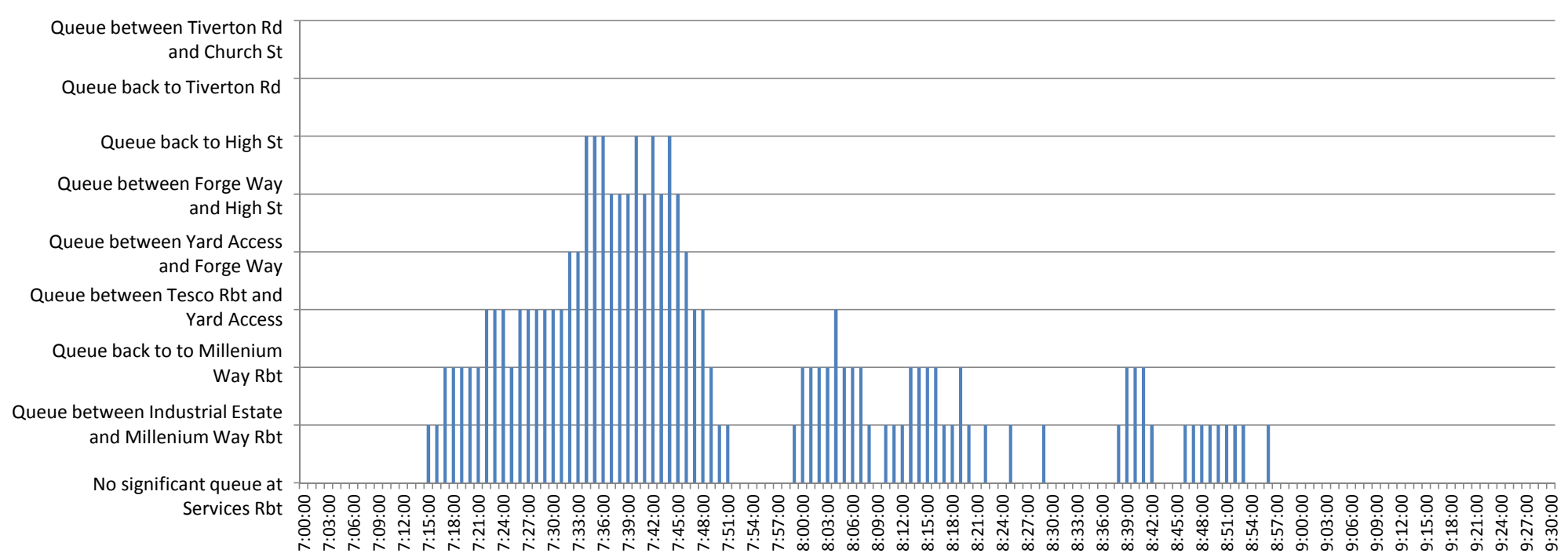
Cullompton Queue Monitoring June 2016



Cullompton Queue Length Monitoring - Thurs 9th June 2016 - AM Outbound



Cullompton Queue Length Monitoring - Tues 21st June 2016 - AM Outbound



Cullompton Queue Length Monitoring - Weds 22nd June 2016 - AM Outbound

