

No.	DATE OF MEETING	AGENDA ITEM/TOPIC/ MINUTE NO.	RESOLUTION	FINANCIAL IMPLICATIONS	TO BE ACTIONED BY	PROGRESS/ACTION TAKEN
1	18/03/21 17/06/21	CHIMNEY STACK	Contact Building Control. RESOLVED: Communicate with DCC Footpath Warden to establish his thoughts on the issue with the ex-chimney stack and to potentially install a fence around the structure.	TBC	DTC	Awaiting response from MDDC Building Control Manager in terms of MDDC view about how to progress. Chimney is listed and they do not wish this to be dismantled. Response received 09/03/22: <i>I have now received a response from XXXX (Conservation Officer) confirming that the structure is of local historic interest and that they will look to find the owner and discuss a repair programme with them. Hence, it is the Planning Department that will be taking action moving forward and not Building Control.</i> <i>Regards</i> <i>Building Control Manager</i>
2	02/07/20 20	LEAT BANK EROSION WHERE AFFECTING FOOTPATH	Clerk to write a specification for work to address the Leat bank erosion where this is/will be affecting the footpath	NIL FOR SPEC	DTC	Specification has been written. EA has confirmed a permit will be required. Volunteer Footpath Warden to arrange for DCC Warden to assess site. Work to be undertaken to establish landowners. Volunteer Footpath Warden to update. Position to be confirmed.
3	21/01/21	LEAT FOOTPATH WORK	i) overgrown vegetation (hedges) both on the Leat path (Footpath no. 1, close to Station Road) and on the pathway running behind the Bell public house (running down to Crow Green); ii) extend the wooden fencing on the Leat path at Higher Mill to address this potential health and safety issue where there is a high drop into the water from the public footpath.	TBC > Budget available	VFW & DTC	COMPLETED Outdoor Team have undertaken a cut of the Leat Path hedge 10/02/22
4	29/4/21	LEAT INCIDENT-H&S	1. letter is sent to Devon County Council to request, as a matter of urgency, improvements to the surface and if possible, widening of the public footpath for safety and that; 2. some form of safety rail/barrier is erected, particularly where the incident had	N/A	TC	Communication sent to Devon County Council – awaiting response. DCC Footpath Warden investigating & liaising with Tesco. In progress. Meeting scheduled (Sept) with Parish Paths Co-ordinator to consider footpath accessibility issues

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			happened i.e. where the slope (from Tesco car park) joins the foot path.			with a view to submitting these to DCC's Footpath Warden. Position to be confirmed.
5	29/4/21 17/2/22	DRAFT RESOURCE & WASTE STRATEGY	Letter is sent to Devon County Council requesting that consideration is given to the provision of a community waste facility, similar to those located in both Tiverton and Exeter e.g. for the disposal of bulky items.	N/A	TC	Involve Mid-Devon have submitted a request for a Community Waste facility – See agenda 17/02/22.
6	20/5/21 17/2/22	REFUSE COLLECTIONS	Concerns raised with CT Councillors by public. Make representation that the town centre needs to be considered separately. Town Clerk to draft a letter in consultation with Committee Chair.	N/A	TC & JJ	Position to be confirmed.
			RESOLVED: That following consideration by the Community Wellbeing Committee of Mid-Devon District Council's proposed three weekly waste collection cycle, that: i) a recommendation is made to the Town Council that it objects to this proposal; ii) the Town Council should write to Cullompton's Mid-Devon District Councillors to remind them of the issues that are faced in Fore Street in terms of residents refuse issues and to ascertain what they are doing to address these issues for their constituents.	N/A	TC	TC to refer to Full Council 24/03/22 & write to District Cllrs.
7	29/4/21	COMMUNITY NETWORKING	Options for future working practices (Supporting Paper H to the agenda). Add an agenda item for future Committee discussion/debate.	N/A	TC/DTC	Further work needed on the Terms of Reference for various Working Grps- will be added to Committee's agenda asap
8	20/5/21	CLEAN AIR STRATEGY	Monitoring data – where are the sensors, are they getting good representative samples? Charging points – vague and would like prioritised Strategy taking NHP into account? Limited parking – not possible for people to live in town centre and charge electric vehicles at home		TC	Town Clerk has confirmed this has been completed; - report and a map showing where the sensors are/were.

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9	17/06/21	P3 WORKS EQUIPMENT	Investigate required equipment (petrol strimmer & PPE) P3 funds can be used for the purchase of these items.	TBC	DTC/ATC/V FW	ATC has investigated required equipment & costs. Additional brush cutter ordered. Harness for strimmer ordered 10/02/22 COMPLETED
10	17/06/21	HAYMANS CLOSE ALLOTMENT	quotations sourced for the replacement and disposal of the full boundary fence at Hayman's Close Allotment Site.	TBC	AA	DTC has written specification which will be advertised/disseminated ASAP with a view to bringing quotations to Committee 17/03/22. 12/05/2022 – Nil quotations received and the work will be carried out by Outdoor Team as soon as time allows.
11	19/08/21	TOP FIELD ALLOTMENT	<ul style="list-style-type: none"> (i) To purchase and install wildlife cameras. (ii) To erect notices that CCTV is operating in the area. (iii) That the budget for (i) and (ii) above is £500.00, the expenditure to be met from the Community Wellbeing general budget. (iv) That the Town Clerk is given delegated authority to implement (i) and (ii) above. (v) That the Neighbourhood Plan Policing team are contacted and a) made aware of the problem b) requested to make random visits to the Top Field allotment site c) asked for relevant suggestions to improve security. 		Outdoor Team/TC	Outdoor Maintenance Supervisor has investigated cameras and has forwarded preferred options to the Town Clerk. Cameras to be purchased. Police are aware of the issues at the site and will undertake periodic inspections. Signage has been installed. 1 x Camera has been ordered, delivered and installed. Will assess effectiveness. COMPLETED
12	19/08/21	HEADWEIR PLAY AREA TREES	1. to accept all the recommendations contained in the Tree Assessment reports and give delegated authority to the Town Clerk to appoint a contractor		TC	Contractor has been contacted – Awaiting a start date for the works required. Oak tree has a Tree Preservation Order on it so an application has been

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			and get the work done. 2. That (i) above is subject to the usual financial limits and expenditure is met from play area running expenses.			submitted to MDDC. Permission for the works has been granted. Order erected close to location by the Outdoor Team. Delay with contractor undertaking the work but this will be carried out ASAP. Current position to be confirmed.
13	16/09/21	TOP FIELD TREES	A. J Lane Ltd. to undertake tree assessment survey i)_ Stage 1 Target Appraisal & Tree Risk Assessment; ii) Stage 2 Basic Tree Risk Assessment; Allotments budget (Code 1200)	£478.30	DTC	Contractor has submitted report – will be added to agenda Jan'22 for consideration. January meeting cancelled – see agenda 17/02/22
14	21/10/21	YOUTH SERVICES PROVISION	Recommendation Youth Services Working Group to revisits the Town Council's Youth Strategy with a view to making this into a more achievable and realistic vision.	DTC		8th Dec meeting re-scheduled 14/01/22. Referred to Town Council. Revise SLA for new contract commencing 01/04/2022.
15	18/11/21	FOOTPATH ACCESSIBILITY	Revised letter relating to Cullompton's Footpath Accessibility, including 2 no. associated maps, should be sent from the Town Council to the 4 no. addressees (as stated on the draft letter Supporting Paper I to the agenda)	N/A	DTC/TC	Letter has been revised according to comments made and agreed by members and has been forwarded to the Town Clerk to be signed. This has been forwarded as appropriate. See agenda 17/02/22 COMPLETED
16	18/11/21	GARDEN TRAIL COMPETITION	contact local parishes and Involve Mid-Devon to establish if they facilitate a similar project and how this is operated; ii) future agenda item	TBC	DTC	No action has been taken as yet. Add to future agenda as appropriate. Will be progressed asap.
17	18/11/21	ROCKET EQUIPMENT	The 'rocket' piece of play area equipment removed as a matter of urgency by the Town Council's Outdoor Team (unless there is a real objection to this by said team); Further, upon removal - ii) The area in which the equipment had been located, should then be assessed/repared with a view to making this safe or a determination made as to whether the specific area in question needs to be closed off to members of the public or indeed if the whole of the play area needs to be closed and made inaccessible.	TBC	DTC/OTS	See Outdoor Team Report Equipment removed and safety surfacing made good. Quote received from 1 no. play area company. Will be added to future agenda as appropriate – NB: Outdoor Team have made safe the surfacing. Regular play area inspections carried out by Outdoor Team. COMPLETED

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18	18/11/21	TREE PLANTING SCHEME	6 no. trees for planting at Clover Drive, Cullompton; ii) Cullompton Town Council to request from Mid-Devon District Council (MDDC), permission for these trees to be planted by residents of Clover Drive; <i>“ they will need to be supported by responsible body for insurance purposes (could be you or another body – there is Sustainable Tiverton and Sustainable Crediton that are covering that sort of things off in other Towns.”</i>	N/A	DTC/ Involve/ OTS	6 trees taken for Clover Drive. 12 trees for the cemetery + additional trees as left over. MDDC permission requested – MDDC has asked who will take responsibility for these trees: NEEDS DIRECTION
19	17/2/22	FINANCIALS	i) Code 4126 Play Equipment Funds - Establish why this is a negative figure; ii) EMR Code 342 (£8,119.00) - A transfer will be required from this budget to Allotment expenses Code 4200 to cover the deficit (£2,848.00) iii) Code 4096 Christmas Event budget - needs investigation to understand why this has overspent.	Various		Will be investigated asap. Town Clerk/Finance Officer apprised. Will be investigated asap.
20	17/2/22	OUTDOOR TEAM REPORT – HEADWEIR RD	Report 29 November 2021 -31st December 2021– Headweir Road Play Area: two plants removed. Confirmation sought regarding whether these plants would be replaced.	TBC	TC	Plants removed will be replaced – possibly with hedge planting infill. In progress. Town Clerk to confirm with Outdoor Team Supervisor. COMPLETED
21	17/2/22	TOP FIELD ALLOTMENT SITE TREES	quotations should be sourced as soon as possible for each element of the tree works as required			Quotation Spec. to be written asap with a view to obtaining quotes.
22	17/2/22	CHRISTMAS 2021	Town Clerk to investigate why work on the Christmas Lights contract was not ‘signed off’ and why contractors were not managed correctly; a report should be presented to the Community Wellbeing Committee for consideration.	N/A	TC	Town Clerk apprised.
23	17/2/22	CHRISTMAS – Recommendation	accept the recommendations (as per report N1 to the agenda; meeting date 17/02/2022); further, that Items J and K are of particular note.	N/A	TC	Town Clerk apprised.

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24	17/2/22	P3 ACCESSIBILITY - DCC	Delegate responsibility to the Deputy Town clerk, in conjunction with, it is suggested, support from Councillor Guest and Cullompton's Parish Paths Co-ordinator, to:i) share 'far and wide' the Town Council's aspirations/plans (letter; contents therein) to various strategic bodies as appropriate to include: Cullompton's Master Planning Team, Garden Village Team and Metro Group and to; ii) go back to Devon County Council regarding the immediate priorities which will require commitment, with the emphasis being that whilst it is understood the larger long-term strategic objectives will take time, the Town Council is also looking at the current 'here and now' position.	N/A	DTC VPPC GG	Both Parish Paths Co-Ordinator and Cllr. Guest apprised. To be progressed asap.
25	17/2/22	TOR – ANNUAL REPORT & CRIER WK GRP	RESOLVED: That following consideration by the Community Wellbeing Committee, the proposed Terms of Reference for a Working Group to make recommendations regarding the format and distribution the Town Council's Annual Report and Crier publications and subsequently to compile the content are accepted.	N/A	TC	Town Clerk apprised. COMPLETED
26	17/2/22	REVISED RENTAL – 1 no. plot	agree: i) The outstanding pro rata invoice of £7.50 is to be reduced by the sum of £2.50 thus resulting in £5.00 as payable; ii) Future years' annual rent for this plot should also be reduced by the sum of £2.50.		AA/FO	Admin. Asst. apprised. Tenant informed. COMPLETED
27	17/2/22	Gift of A. Burrows Allotment Site – Funding Application	Approve the monies requested for physical improvements to the site; funds should be paid from the Town Council's allotment budget - Ear-marked Reserve (Code 342) TOTAL £1,010.00	£360.00 Skip £250.00 Water pipe £400.00 Ground works	ATC/TC	Asst. Town Clerk apprised.

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21	21/04/2022	CW263(ii)	<ul style="list-style-type: none"> Power Supplies are to be rationalised as a priority. Supply pillar to be installed by Western Power Distribution at the North West portion of High Street is preferable to a junction box on the frontage of Ingleby House. New Power supply from lighting column outside The Old Manse to be installed by Devon County Council. Children's Centre donation of £2,000 is to be confirmed but the project will proceed regardless. Partial funding is to be taken from the Town Maintenance and Town Maintenance EMR and Street Furniture EMR. in Fore Street, Western Power Distribution are negotiated with regarding the provision of power supplies for trees in Fore Street after speaking with the Heritage Action Zone team. 	£5,000	Assistant Town Clerk	<p>12/05/2022 – Western Power Distribution have been requested to install an additional supply pillar at the north west of High Street and Devon County Council will be installing a power supply point into Lighting Column No 7 (outside The Old Manse); with these modifications, there will be independent control of power supplies to High Street. Western Power Distribution have also been requested for assistance in powering the 4' trees in Fore Street and, once their planning department has investigated, they will let the council know.</p> <p>Quotation requests have been published, both on the Town Council's website and Contracts Finder for the renewal of the wiring in the Lime trees and for the installation of the Christmas lighting display.</p>
22	21/04/2022	CW264	A gas fired beacon is to be purchased and lit from the Church roof as first preference or be lit in the Cemetery as second choice. Sufficient gas is to be purchased to keep the beacon lit in accordance with Government guidelines.		Assistant Town Clerk/ Outdoor Team	12/05/2022 – A gas fired beacon has been ordered and sufficient gas to light it has been purchased. The Church has, for Health and Safety reasons, not granted permission to light the beacon from the Church roof and an alternative location is being sought; it will, probably, be from the highest part of the Cemetery (West).
23	21/04/2022	CW266	all instances of complaints regarding waste management and fly tipping are to be reported to MDDC with Ward Members copied into the report, particularly those in relation to the New Cut and Jarman's Court.	Nil	Assistant Town Clerk/ Admin Staff	12/05/2022 – All administrative staff have been informed that complaints regarding waste management are reported, in the usual way, to Mid Devon District Council with Ward members included on the report.

