



Town Clerk: Miss Joy Norris MSc ACG

The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB

enquiries@cullomptontowncouncil.gov.uk

01884 38249

Minutes of the meeting of the Town Council held remotely on Thursday 25 February 2021 commencing at 19:00 hrs

Present

Chair: Councillor J Buczkowski

Councillors: M Dale, R Dietrich, I Emmett, G Guest, K Haslett, J Johns, L Knight, J Lochhead,
M Rowe, M Smith and C Snow.

In attendance

Devon County and Mid Devon District Councillor J Berry

YMCA Representative: H Hides

Officers: J Norris (Town Clerk) M Weston (Deputy Town Clerk)

3 members of the press attended the meeting

3 members of the public attended the meeting

214. Mayor's Announcements

The Mayor made announcements relevant to the work of the Town Council which included:

- On 4 February the Mayor had attended the Cullompton Health & Wellbeing Alliance, hosted by the charity Involve and brought together various volunteer groups and healthcare providers and it was very heartening to hear about the amazing work which is ongoing and the time people invest into the community
- 12 February Culm village forum – this provided an update and overview of the Cullompton Master Plan, garden village and north west development along with updates on the relief road and heritage action zone projects. This information was cascaded to all Councillors as part of the briefing on the work of the Special Projects Officer that was held on 16 February. On 17 February the Mayor represented the Town Council at a meeting of the CCA Trustees
- 23 February there had been a training sessions for all Councillors entitled “Roles, Responsibilities and Decision Making.”
- There are still 2 vacancies for Councillors to be filled by co-option and applications are welcome from people of all backgrounds in the community that have a desire to represent the town and help shape the future.

- The Post Office have reconsidered their decision to remove the ATM at the town's post office and it will be staying. This is positive news and the Mayor said thank you to the Town Team for their efforts in reaching out to the Post Office Management and convincing them to change their decision.

215. Apologies for Absence

An apology for absence was received from Councillor Andrews.

216. Declarations of Interests

No Declarations of Interest were made regarding any items on the Agenda at this point in the meeting.

217. Public Participation

This agenda item allows members of the public present at the meeting to raise matters which are relevant to Cullompton.

Speaker 1

Requested information on the work of the Town Council with the Keystone project. The Mayor said that the Town Clerk would respond.

Speaker 2

Cllr J Berry' written report had been circulated to Town Councillors that afternoon but there was a correction in that children are going back to school on 8 March not 15 March as stated in the report.

Adult care and childrens services and carers have been awarded several million pounds in the budget and that is the main reason for the budget increase.

When speaking to the PCC the Councillor has asked for speed tests in Cullompton and since then the speed detection van has been seen twice in the area. The Councillor has also asked for increase in number of police seen in the town and more local interaction with the community – for example going into the schools.

218. Minutes

The draft Minutes of the meeting held on 28 January 2021 were considered. (Supporting Paper A to the Agenda)

RESOLVED that the draft minutes of the meeting held on 28 January 2021 be confirmed as a correct record.

219. Action List

The Action List relating to the Town Council was received and reviewed. (Supporting Paper B to the Agenda)

220. Recommendation from Policy, Finance and Personnel Committee – Complaints Policy and Procedure

The recommendation of the Policy, Finance and Personnel Committee regarding a revised complaints policy and procedure was considered. (Supporting Paper C to the Agenda)

RESOLVED that the Complaints Policy and Procedure attached as Appendix A to these minutes, be adopted and implemented.

- 221. Recommendation from Policy, Finance and Personnel Committee – Employee Code of Conduct**
The recommendation of the Policy, Finance and Personnel Committee regarding an Employee Code of Conduct was considered. (Supporting Paper D to the Agenda)

RESOLVED that the Employee Code of Conduct attached as Appendix B to these minutes, be adopted and implemented.

- 222. Recommendation from Policy, Finance and Personnel Committee - Budget re-allocations**
The recommendation of the Policy, Finance and Personnel Committee regarding budget re-allocations was considered. (Supporting Paper E to the Agenda)

RESOLVED

- (i) That £16,000 from the rebate of non -domestic rates is allocated to the Earmarked Reserve for cemetery projects
- (ii) That £25,000 is returned to the General Reserve from the Earmarked Reserve for 19 High Street
- (iii) That £35,000 remains in the 19 High Street Earmarked reserve and Committees are asked what projects on their workplans could be brought forward to use the money; the Town Council to consider the suggestions and re-allocate the £35,000 within the first quarter of the 21/22 financial year

Note: 19:21 hrs Cllr Rowe left the meeting due to technical difficulties and returned at 19:24hrs

- 223. Recommendation from Policy, Finance and Personnel Committee - Business Procedures Risk Register**
The recommendation of the Policy, Finance and Personnel Committee regarding the Business Procedures Risk Register was considered. (Supporting Paper F to the Agenda)

RESOLVED that the Business Procedures Risk Register attached as Appendix C to these minutes, be approved.

- 224. Recommendation from Policy, Finance and Personnel Committee - Audit Reports**
Consideration was given to the recommendations of the Policy, Finance and Personnel Committee regarding

- (i) External Audit of 19/20 Annual Governance Statement and Annual Return (Supporting Paper G to the Agenda)
- and
- (ii) Interim Internal Audit (Supporting Paper H to the Agenda)

It was requested that the minutes record the fact that once again no fault has been found with the Town Council's accounts.

RESOLVED

- (i) that the External Auditor's report is received and noted but the Council's disappointment that planned expenditure was not recognised is recorded.
- (ii) that the Internal Auditor's interim report is received and noted.

225. Recommendation from Community Wellbeing Committee

Consideration was given to the recommendation of the Community Wellbeing Committee regarding the help@hand App. (Supporting Paper I to the Agenda)

RESOLVED

- (i) that the Town Council have a trial of the help@hand app for a period of one year at a cost of £850.00
- (ii) that the trial starts in the 21/22 financial year
- (iii) that the funding cost is met from the Community Wellbeing general fund

Note: 19:30 hrs Cllr Johns declared a pecuniary interest in this agenda item as a healthcare provider and went into the waiting room whilst the agenda item regarding the help@hand App was discussed and voted on; Cllr Johns was re admitted to the meeting at 19:33hrs

226. Recommendation from Policy, Finance and Personnel Committee – Grant Application

Consideration was given to the recommendation of the Policy, Finance and Personnel Committee regarding a grant application from the Community Life Hub Group. (Supporting Paper J to the Agenda)

RESOLVED

- (i) that Community Life Hub Group be awarded a £50.00 grant towards the Crafty Bag scheme
- (ii) That the Policy, Finance and Personnel Committee are given delegated authority to determine any grant application received until the end of the current financial year

227. Grant Application

Consideration was given to a grant application from the Keystone Project for a craft project. (Supporting Paper K to the Agenda)

RESOLVED to award the Keystone project a grant of £160.00 towards setting up a needle-felting project

Note 19:35 hrs Cllr Smith declared a personal interest in this agenda item as he knows the project workers at the keystone project.

228. Committee Composition

Consideration was given to requests from Cllrs Emmett and Snow to sit on Committees. (Supporting Paper L to the Agenda)

RESOLVED

- (i) That Cllr Emmett is appointed to sit on the Cemetery and Town Hall Committee
- (ii) That Cllr Snow is appointed to sit on the Policy, Finance and Personnel Committee
- (iii) That Cllr Emmett is appointed to sit on the town centre and Economic Development Committee

229. Bank Signatories

Consideration was given to adding

- a) Cllr Lochhead (Chair of Policy, Finance and Personnel Committee) to be a full signatory to the Lloyds Current account and the 32 day notice account
- b) To add Maria Weston (Deputy Town Clerk) to the on-line banking system with delegated access (the same access as the Town Clerk has)

RESOLVED

- c) That Cllr Lochhead be a full signatory on all the Town Council's bank and building society accounts
- (i) That the Deputy Town Clerk is given the same level of access to the Town Council's various bank and building society accounts as the Town Clerk

230. Payments for Authorisation

The accounts due for payment were examined. (Supporting Paper M to the Agenda)

RESOLVED that the invoices due for payment totalling £28,862.09 gross and the Direct Debits and standing authorisation items of £1,476.53 be approved.

231. Youth Services

To receive and to note the Cullompton YMCA's report regarding its service level agreement and to agree any associated payment (Supporting Paper N to the Agenda)

RESOLVED to pay the YMCA 50% of the amount originally agreed for the 2020/21 year

232 Parking St George's View, Cullompton

Consideration was given as to how the Town Council wished to proceed following complaints from a number of residents (Supporting Paper O to the Agenda)

This matter had previously been raised at Public Participation on 7 August 2020 and as a substantive Agenda item on 24 September 2020.

RESOLVED

- (i) That a letter is sent to Devon County Council requesting
 - a) That parking bays are introduced into Willand Road between St George's View and Goblin Lane, similar to those that are in Tiverton Road where you have parking bays a gap and then parking bays
 - b) That a resident's parking scheme is introduced into St George's View on the condition that there is consultation with all properties in St George's View who are made aware of all the conditions regarding the availability of permits etc and that the consultation receives a positive response
- (ii) That both District Councillors and County Councillors are contacted and asked to formally support the requests outlined in (i) above and they are supplied with the correspondence received from residents and up to date information about the possibility of purchasing permits for use in Station Road Car park

233 20:00hrs

RESOLVED to adjourn the meeting for 5 minutes

234. East Cullompton / Garden Village Initiative and Associated Infrastructure

Consideration was given to the Town Council's stance regarding matters associated with the large scale / large impact projects that are currently being developed for the town. (Supporting Paper P to the Agenda)

RESOLVED

- (i) That Cullompton Town Council should take the lead in the public consultation to find out what local people want in a country park.
- (ii) That overall responsibility and decision making regarding the public consultation to find out what local people want in a country park is delegated to the Planning and Licensing Committee.
- (iii) That the Special Projects Officer supports the Planning and Licensing Committee in its role regarding the public consultation to find out what local people want in a country park.
- (iv) That in principle Cullompton Town Council is prepared to consider more than 5000 houses provided that infrastructure required by a community (e.g. roads, motorway junction, schools, health and medical facilities) is provided and ready for use before the additional houses are occupied.
- (v) That as part of the master planning exercise, provision is made for a motorway services area for Cullompton, Junction 28 but not necessarily in the current location.
- (vi) That as the Town Council is already making a financial contribution to the feasibility study for the railway station the "powers that be" should come back with a funding proposal for consideration.

235 **21:00hrs RESOLVED** to extend the meeting until 21:15hrs

236 **East Cullompton / Garden Village Initiative and Associated Infrastructure**

RESOLVED

- (i) That in principle Cullompton Town Council would like a proper J28a across the motorway, not bus only slip roads
- (ii) To delegate monitoring progress of planning for the new motorway junction to Planning and Licensing Committee working in conjunction with Devon County Council and Highways England and the Mid Devon Master-planning Group

237. Members Questions

This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Committee.

There were no Members' questions.

The meeting closed at 21:12hrs