



Town Clerk: Miss Joy Norris MSc ACG

The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB
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**Minutes of a meeting of the Annual Town Council Meeting
held on Thursday 26 May 2022 commencing at 19:00 hrs**

Present

Chair: Councillor J Buczkowski

Councillors: M Dale, R Dietrich, I Findlay, G Guest, K Haslett, S Holvey, J Johns, L Knight, and
M Thompson

In attendance

Note: Councillors attending by remote access are not able to participate nor vote in the meeting

Officers: J Norris (Town Clerk)

5 members of the public attended the meeting in the Town Hall

547.	Election of Mayor The election of Mayor was held for the period until the 2023 Annual Meeting of the Town Council RESOLVED that Councillor Buczkowski e elected as Mayor until the 2023 Annual Meeting of the Town Council.
548.	Declaration of Acceptance of Office Councillor Buczkowski signed the Declaration of Acceptance of Office as the Mayor in front of the meeting.
549.	Appointment of Deputy Mayor Consideration was given to the appointment of a Deputy Mayor for the period until the 2023 Annual Meeting of the Town Council

	RESOLVED that Councillor Knight be appointed as Deputy Mayor until the 2023 Annual Meeting of the Town Council.
550.	<p>Mayor's Announcements</p> <p>(i) The Mayor (outgoing) said thanked the Deputy Mayor for her support during the year and Councillors generally for an interesting year during which had been complicated by the change from remote meetings back to face to face meeting with covid mitigations.</p> <p>(ii) The Mayor (incoming) said he was honoured to have been elected and thanked the outgoing Mayor and Deputy Mayor for their work in what had been a very challenging year. The Mayor then said whilst there were challenges ahead there were also some fantastic opportunities and Councillors would need to work together for the benefit of the town.</p>
551.	<p>Apologies for Absence</p> <p>Apologies for absence were received from Councillors Andrews, Smith and Snow.</p>
552.	<p>Declarations of Interests</p> <p>No Declarations of Interest were made regarding any items on the Agenda at this stage of the meeting, however at 19:23hrs Councillor Buczkowski declared a personal interest in the planning agenda item as he lives on Tiverton Road.</p>
553.	<p>Public Participation</p> <p>This agenda item allows members of the public present at the meeting to raise matters which are relevant to Cullompton.</p> <p>Speaker 1</p> <p>The Speaker emailed the Town Council 2 months ago about anti-social behaviour but had not received any response from Councillors. The situation is getting out of control and every incident has been reported to the police but nothing seems to be happening. The speaker asked what is the Town Council planning to do about anti- social behaviour; is there a dedicated Councillor to link to the police and what projects exist or are planned to help young people?</p> <p>The Chair responded that he was willing to meet the Speaker to discuss the matter of anti-social behaviour further.</p> <p>Speaker 2</p> <p>Spoke about anti-social behaviour from his perspective as a child and how it made him feel.</p>
554.	<p>Minutes</p> <p>i) To confirm the draft minutes of the Town Council meeting held on 24th February 2022 as a correct record. (Supporting Paper Ai to the Agenda)</p>

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	<p>ii) To confirm the draft minutes of the Town Council meeting held on 24th March 2022, subsequently adjourned and reconvened on 31st March 2022 as a correct record. (Supporting Paper Aii to the Agenda)</p> <p>iii) To confirm the draft minutes of the Town Council meeting held on 28th April 2022 as a correct record. (Supporting Paper Aiii)</p> <p>RESOLVED</p> <p>(i) That the draft minutes of the Town Council meeting held on 24th February 2022 be confirmed as a correct record.</p> <p>(ii) That the draft minutes of the Town Council meeting held on 24 March 2022 be confirmed as a correct record subject to a) the date in the title being changed from 28 March to 24 March and b) Minute 518 being amended by the insertion of the words “Before the meeting had started” being inserted at the start of the sixth paragraph.</p>
555.	<p>Action List The Action List relating to the Town Council was noted. (Supporting Paper B to the Agenda)</p>
556.	<p>Recommendations from the Planning and Licensing Working Group The agenda item was to receive recommendations from the Planning and Licensing Working Group however no recommendations had been made as only 2 Councillors attended the Working Group. (Supporting Paper C to the Agenda)</p>
Note:	<p>19:23hrs Councillor Buczkowski declared a personal interest in this agenda item as he lives on Tiverton Road.</p>
	<p>(i) 22/00706/MFUL Construction of vehicular access onto Tiverton Road and construction of spine road and associated infrastructure to facilitate the North West Cullompton urban extension at Land North West of Tiverton Road, Cullompton.</p> <p>RESOLVED –to send the following observations to Mid Devon District Council</p> <ul style="list-style-type: none"> • The application does not comply with Local Plan Policy CU1 and Neighbourhood Plan Policy SD01. • If permission is to be granted, the following considerations and conditions should be applied: <ul style="list-style-type: none"> ○ Cullompton Town Council demands an input into the formulation of the Construction Management Plan. ○ There are serious concerns about the width of pavements at Tiverton Road/Fore Street junction and the increased danger to pedestrians resulting from an increased number of LGV movements in and out of this junction. ○ A full traffic assessment and count is required the results of which should be incorporated into any Traffic Management Plan for this proposal. ○ That proper monitoring and enforcement of the Construction Management Plan, particularly in terms of contractor parking and early the early arrival of LGV

traffic waiting to make deliveries to site. In addition, close monitoring of wheel washing and the spreading of mud of the public highway.

- s38 and s138 of the Planning Act 2008 agreements should be in place prior to construction commencing.
- Traffic management measures to alleviate congestion and pedestrian safety issues at the High Street/Tiverton Road junction be conditioned and that, should the construction management plan indicate this junction will be used by construction traffic, these measures are implemented prior to any construction.
- Provision of a pedestrian crossing in the vicinity of the school crossing patrol area is conditioned.
- The new link road should be joined to the existing Tiverton Road by means of a roundabout.
- Traffic management measures to alleviate congestion and pedestrian safety issues at the High Street/Tiverton Road junction be conditioned and that should the construction management plan indicate this junction will be used by construction traffic that these measures are implemented prior
- to any construction.
- Provision of a safe signal-controlled pedestrian crossing in the vicinity of the school crossing patrol area on Tiverton Road be conditioned and in place before ANY construction is started.
- Parking be removed along Tiverton Road between Fore Street / High Street and the Site entrance
- The spine road is linked to Tiverton Road by way of Roundabout and NOT signal controlled Junction and in addition, due to their proximity, the Junctions of Langlands Road, and the entrance to the Cemetery should also form part of this junction.
- Tiverton Road Swept daily during construction (and more regularly if required).
- Bank person / supervisor on duty at the site entrance at all times when the site is open.
- No construction traffic to park or wait on Tiverton Road.
- CCTV installed around site entrance and along Tiverton Road to monitor compliance.
- No construction traffic to transit to or from the site between 07:30 and 09:30, 15:00 and 18:00 and overnight between 20:00 and 06:00
- All construction work to stop when a funeral is in progress at the Cemetery.
- Dust Control measures are put in place.
- It is understood that there is Japanese Knotweed on the site, this is an invasive species and the Landowner have been notified. It should be conditioned that no work is to commence until this Japanese Knotweed is treated and contaminated soil/vegetation removed.
- Goblin lane to remain open for the duration of work, providing an essential foot link to the Town Centre.

(ii) [22/00729/MFUL](#) Erection of 208 dwellings, open space, landscaping and associated infrastructure at Land at NGR 301738 107814 North of Tiverton Road/Goblin Lane, Cullompton.

RESOLVED to send the following observations to Mid Devon District Council

- No construction should take place until the spine road through the overall development allocation is completed and opened; this is Phase II and the spine road should be completed before Phase I is completed.
- Car parking in accordance with all NHP Policies, in particular Policy HS04 in terms of off-street parking provision.

(iii) [22/00596/MFUL](#) Engineering works to include the formation of a surface water attenuation pond and associated infrastructure following outline approval [17/01170/MOUT](#) at Land at NGR 302350 108810 (North West of Willand Road), Cullompton.

RESOLVED to send the following observations to Mid Devon District Council

- Concern that water from the attenuation ponds will drain into the leat and there are potentially both flooding and contamination concerns. There are further concerns that the existing infrastructure in Cullompton is of sufficient capacity to cope with the additional water as there is a history of flooding in this area.
- Further concern that attenuation ponds should have sufficient safety measures, including lifebuoys) in place and, as they are unsightly, should look like ponds with steps and/or a slipway to allow any that do fall into the ponds to safely escape.

557.

Appointment to Committees

Consideration was given to the appointment of Town Councillors to the following Committees:

- (i) Cemetery and Town Hall Committee
- (ii) Community Wellbeing Committee
- (iii) Governance Committee
- (iv) Planning and Licensing Committee
- (v) Resources Committee
- (vi) Town Centre and Economic Development Committee
- (vii) No 19 High Street Development Committee
- (viii) Appeals Committee

(Supporting Paper D to the Agenda gave details of the existing committee composition)

RESOLVED

- (i) That Councillors Dietrich, Holvey, Johns, Snow and Thompson plus the Mayor and Deputy Mayor sit on the Cemetery and Town Hall Committee.
- (ii) That Councillors Dale, Guest and Holvey, plus the Mayor and Deputy Mayor sit on the Community Wellbeing Committee
- (iii) That Councillors Dale, Dietrich and Findlay plus the Mayor and Deputy Mayor sit on the Governance Committee
- (iv) That Councillors Findlay, Haslett, Holvey, Snow and Thompson plus the Mayor and Deputy Mayor sit on the Resources Committee
- (v) That Councillors Findlay, Holvey, and Johns, plus the Mayor and Deputy Mayor sit on the Town Centre & Economic Development Committee
- (vi) That the No 19 High Street Committee is disbanded

	(vii) That Councillors Dale, Dietrich, and Johns, sit on the Appeals Committee										
558.	<p>Election of Committee Chairs The election of Committee Chairs was considered.</p> <p>RESOLVED that Committees elect their own chairs at their first meeting following the Annual Town Council meeting.</p>										
559.	<p>Appointment of Councillors to Gift of A. Burrows Committee To consider the appointment of Town Councillors to the Gift Of A Burrows Committee. (The current committee comprises Councillors Andrews, Buczkowski, Dietrich, plus the Mayor and Deputy Mayor)</p> <p>RESOLVED that Councillors Dale and Dietrich plus the Mayor and Deputy Mayor sit on the Gift of A., Burrows Committee.</p>										
560.	<p>Election of Chair of the Gift of A Burrows Committee The election of a Chair of the Gift of A. Burrows Committee was considered.</p> <p>RESOLVED that the Committee elects its own chair at the first meeting following the Annual Town Council meeting.</p>										
561.	<p>Appointment to Working Groups The appointment of Town Councillors as core members of Working Groups was considered. (Supporting Paper E to the Agenda gave details of the existing Working Group core membership. All Councillors may attend any Working Group</p> <p>RESOLVED</p> <ul style="list-style-type: none"> (i) That Councillor Dale is on the Christmas Event Working Group. (ii) That Councillors Dale and Thompson are on the IT Working Group. (iii) That all Town Councillors are on the Planning & Licensing Working Group. (iv) That Councillors Dale, Findlay and Holvey are on the Policy Review Working Group. (v) That Councillors Dietrich, Guest, Holvey Johns and Thompson are on the Town Hall Working Group. (vi) That Councillors Dale, Findlay, Haslett and Holvey are on the Youth Services Working Group. 										
562.	<p>Appointment of Representatives on Outside Bodies The appointment of Town Council representatives to various organisations was considered. (Supporting Paper F to the Agenda detailed the existing representatives)</p> <p>RESOLVED that representatives to outside bodies are appointed as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Allotment Association</td> <td>Councillor Buczkowski</td> </tr> <tr> <td>Cullompton Community Association</td> <td>Councillor Dale</td> </tr> <tr> <td>Cullompton Doing What Matters</td> <td>Councillor Smith</td> </tr> <tr> <td>Cullompton Swimming Pool Campaign</td> <td>Councillors Guest and Holvey</td> </tr> <tr> <td>Cullompton Town Team</td> <td>Councillors Johns and Smith</td> </tr> </table>	Allotment Association	Councillor Buczkowski	Cullompton Community Association	Councillor Dale	Cullompton Doing What Matters	Councillor Smith	Cullompton Swimming Pool Campaign	Councillors Guest and Holvey	Cullompton Town Team	Councillors Johns and Smith
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	<p>Cullompton United Charites</p> <p>Culm Garden Village Delivery Board Culm Garden Village Member Forum</p> <p>Culm Garden Village Stakeholder Forum Cullompton Town Centre Regeneration Partnership Culm Valley in Business Devon & Somerset Metro Group Larger Local Councils</p> <p>Police and Crime Commissioner advocacy Scheme Traffic & Environment Working Group Voluntary Car Scheme</p>	<p>Councillors Andrews, Buczkowski and Haslett, plus Mr Richard Stephenson and Mr Anthony Nderitu</p> <p>Councillors Findlay, Guest and Haslett</p> <p>Councillors Buczkowski, Dale and Guest,</p> <p>All Councillors & Town Clerk</p> <p>Councillors Buczkowski & Findlay</p> <p>Councillor Smith</p> <p>Councillor Smith</p> <p>Councillor Knight and Deputy Town Clerk</p> <p>Cllr Holvey</p> <p>Mayor</p> <p>Councillor Andrews</p>
<p>563.</p>	<p>Calendar of Meetings Consideration was given to the proposed dates of Full Town Council and committee meetings for the civic year 2022 to 2023 (Supporting Paper G to the Agenda)</p> <p>RESOLVED that subject to the changes given below the calendar of meetings as presented is agreed</p> <ul style="list-style-type: none"> • The Cemetery & Town Hall Committee originally scheduled for 2 June 2022 is moved to 7 June 2022 • There will be a Governance Committee at 18:00 hrs on 9 June 2022 • The Council meeting originally scheduled for 23 June 2022 is moved to 22 June 2022 	
<p>564.</p>	<p>Car Park Permits Consideration was given to modifying the agreement with Devon County Council to ensure town council staff and visitors to the Town Hall can use car parking permits with a guarantee that no penalty charges are issued. (Supporting Paper H to the Agenda)</p> <p>RESOLVED that this agenda item is referred to the Town Centre and Economic Development Committee for consideration and decision.</p>	
<p>565.</p>	<p>Regular Payments for Authorisation In accordance with the Town Council's Financial Regulations, consideration was given to the authorisation of payments which arise on a regular basis for the next 12 months. (Supporting Paper I to the Agenda)</p> <p>RESOLVED to approve the list of regular payments attached to these minutes as Appendix 1</p>	
<p>566</p>	<p>Bank Signatories The current signatories on the bank and building society accounts were reviewed.</p>	

	<p>(Supporting Paper J to the Agenda)</p> <p>RESOLVED</p> <p>(i) That Councillors Thompson and Holvey are added as full signatories to the Lloyds bank accounts and when they have access to the accounts Councillors Guest and Andrews are removed as full signatories.</p> <p>(ii) That the Cambridge and Counties bank account and the Unity bank account signatories mirror the signatories for the Lloyds bank accounts.</p>
<p>567.</p>	<p>Recommendations from Governance Committee</p> <p>To consider any recommendations deriving from the Governance Committee meeting held on 23rd May 2022. (Supporting Paper K to the Agenda)</p> <p>RESOLVED</p> <p>(i) To accept and note the interim audit report and in particular the comments regarding the bank reconciliations</p> <p>(ii) To agree the Business Procedures Risk Register s attached to these minutes as Appendix 2</p>
<p>568.</p>	<p>Recommendations from Resources Committee</p> <p>There were no recommendations deriving from the Resources Committee meeting held on 25th May 2022. (Supporting Paper L to follow, if required)</p>
<p>569.</p>	<p>Recommendations from Town Centre and Economic Development Committee</p> <p>To consider recommendations from the Town Centre and Economic Development Committee with regard to Market Fees (Supporting Paper M to the Agenda)</p> <p>RESOLVED</p> <p>(i) Not to accept the recommendation from the Town Centre & Economic Development Committee to re-instate the market fees as soon as practicable</p> <p>(ii) That market pitches are free of charge for 12 months from the date of this meeting</p>
<p>570.</p>	<p>Councillor Eileen Andrews – Recognition of Service</p> <p>An update report on recognising Councillors Andrews service was received.</p>
<p>571.</p>	<p>Members Questions</p> <p>This agenda item gives Councillors an opportunity to ask questions which are relevant to the work of the Council.</p> <p>The following matters were raised:</p> <ul style="list-style-type: none"> • It would be useful to have up to date about funding for the relief road • A recent leaflet about what people would like in the town did not have a box to tick for a relief road or motorway junction; the Mayor responded the leaflet not been published by a Council but was part of a political campaign • Cricket club - what progress has been made on preparing the new cricket square in readiness for the relief road?

572.	<p>Exclusion of the Press and Public</p> <p>RESOLVED in accordance with the 1960 Public Bodies (Admission to Meetings) Act to exclude the public and press during consideration of:</p> <ul style="list-style-type: none">• Agenda Item 32 – Confirmation of the arrangements for a Locum Town Clerk and Responsible Financial Officer on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (financial, legal and subject to negotiation).
573.	<p>Confirmation of Locum Town Clerk and Responsible Financial Officer</p> <p>An update was received on the appointment of a locum to the position of Town Clerk and Responsible Finance Officer. (Supporting Paper O to the Agenda confidential to Councillors)</p> <p>RESOLVED to accept the proposal from the Local Government Resource Centre to appoint Sam Winter as a Locum Town Clerk (Part time 2 days per week) and Carmel Wilkinson as a Locum Deputy Town Clerk (Part time 2 days per week)</p>

The meeting closed at 21:07hrs