



Town Clerk: Miss Joy Norris MSc ACG

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

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

Present

Chair: Councillor K Haslett

Councillors: J Buczkowski, R Dietrich, I Emmett, G Guest, J Johns, L Knight and M Smith

In attendance

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

Officers: J Norris (Town Clerk)

2 members of the public attended the meeting.

398	<p>After the housekeeping announcement had been played but before the Mayor had started the first agenda item, a point of order was raised that the room temperature was cold and below the guidance for the minimum working temperature and that the door did not need to be open.</p> <p>After the current government guidance was checked and further discussion a consensus was reached that the doors could be closed if facemasks were worn</p>
399	<p>Mayor's Announcements 19:14hours the Mayor started her announcements. The Mayor's Announcements included:</p> <ul style="list-style-type: none">• A reminder that the lantern parade followed by the Christmas light switch-on will take place on Saturday; there will also be a Farmers Market and Craft market during the morning. It would be helpful to have more marshals - Anyone who is willing to volunteer please let the Town Clerk know.• Cllr Beckwith has resigned as a Town Councillor due to work commitments• The Electronic Advent Calendar will be live on 1 December – there are still a couple of slots available if any person or Group would like to record a message – please contact the Deputy Clerk for details• The internal auditor visited on 4 November and undertook an interim audit. There were 2 observations – 1 relating to Councillors undertaking bank reconciliations and the other a reminder to review the Risk Register before 31 March (actually on the agenda for

	<p>tonight) The reports will be presented to the next meeting of the Governance Committee for consideration</p> <ul style="list-style-type: none"> • Yesterday representatives from the Institute of Cemetery and Crematoria Management visited the Cemetery and did a walk around with the Mayor and Chair of the Cemetery and Town Hall Committee (as well as Officers). They commented on how well the Cemetery was maintained and offered advice on areas such as management of memorials and levelling uneven ground. A report on the visit and advice will be made to a future Cemetery and Town Hall Committee. • Events attended as Mayor since the last Town Council meeting include: meetings of Creative Cullompton, the Remembrance Sunday service, coffee morning following that at the Walronds, Traders drop-in at the Hayridge about Cullompton Projects. The Deputy Mayor attended the Armistice Day Commemoration.
400.	<p>Apologies for Absence Apologies for absence were received from Councillors Andrews, Dale, Connolly and Rowe.</p>
401.	<p>Declarations of Interests No declarations of interests were made regarding any items on the Agenda at this stage of the meeting.</p>
402.	<p>Public Participation 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> <ol style="list-style-type: none"> 1. Yellow lines in Willand Road – there is a short document but no report. The yellow lines were put in to restrict parking and make the road safer. The Speaker said he thought the yellow lines should stay 2. On papers listed on the agenda are missing this happens too often 3. The speaker has not received replies to emails requesting meetings and audio recordings; he has already requested legal advice <p>The Chair thanked the speaker and said a response would be given.</p>
403.	<p>Policing Report To receive a report regarding local policing issues.</p> <p>Unfortunately, the police are unable to attend meetings but hope to be able to arrange an event where they will invite people to attend.</p>
404.	<p>Minutes Consideration was given to the Minutes of the meeting held on 28th October 2021. (Supporting Paper A to the Agenda)</p> <p>RESOLVED that the Minutes of the meeting held on 28 October 2021 be confirmed as a correct record.</p>
405.	<p>Action List The Action List relating to the Town Council was reviewed. (Supporting Paper B to the Agenda)</p>

<p>406.</p>	<p>Payments for Authorisation: The accounts due for payment were examined. (Supporting Paper C to the Agenda)</p> <p>RESOLVED</p> <ul style="list-style-type: none"> (i) that with the exception of the payment to Utilight the invoices due for payment as presented totalling £9,170.21 gross, plus the direct debits and standing authorisation items totalling £4060.48 be approved (i) that the 22.5 hours overtime related to 2 internments be approved for payment with the November salaries.
<p>407.</p>	<p>2022/23 Budget Process. Consideration was given to a request from a member of the public to hold a public meeting as part of the budget process. (Supporting Paper D to the Agenda)</p> <p>19:35 hours RESOLVED to suspend Standing Orders to enable the member of the public making the request to explain in more detail.</p> <p>The Speaker said that this was his 3rd request for a meeting in 3 years. In the pandemic situation the government has spent lots of money and there are lots of rumours about how that spending will affect taxes. The public have a right to speak and how can people get questions and answers during the public participation which is time limited to 15 minutes?</p> <p>19:41hours The meeting resumed.</p> <p>RESOLVED</p> <ul style="list-style-type: none"> (i) that in 2022/2023 there are 2 public meetings / consultation events during the year (ii) that there is additional publicity for meetings where the 22/23 will be discussed and that at those meetings the public participation session will not be limited to 15 minutes but will be of a duration at the Chair’s discretion.
<p>408.</p>	<p>Recommendations from The Governance Committee To consider recommendations from the Governance Committee</p> <ul style="list-style-type: none"> (i) Business Procedures Risk register (Supporting Paper E to the Agenda) (ii) Financial Regulations (Supporting Paper F) <p>RESOLVED</p> <ul style="list-style-type: none"> (i) That the Business Procedures Risk Register as attached as Appendix 1 to these minutes is approved. (ii) That the Financial Regulations as attached as Appendix 2 to these minutes is approved.
<p>409.</p>	<p>Reports from Representatives on Outside Bodies Reports from representatives on outside bodies were received:</p> <ul style="list-style-type: none"> • Swimming Pool Campaign – Councillor Guest • Allotment Association – Councillor Buczkowski • Cullompton United Charities – Councillor Haslett • Town Team – Councillor Smith • Metro Group – Councillor Smith

410.	<p>Review Of Meeting Arrangements</p> <p>(i) To consider the COVID_19 mitigations for meetings in the Town Hall (Supporting Paper G)</p> <p>(ii) Alternative Venues (Supporting Paper H)</p> <p>RESOLVED to defer this agenda item to the next Town Council meeting.</p>
411.	<p>Schedule of Meetings</p> <p>(i) Consideration was given to a request from the Chair of the Planning and Licensing Committee to change the Committee’s meeting day from a Tuesday</p> <p>(ii) Consideration was given to The Resources Committee having an additional 2 meetings in December 2021.</p> <p>RESOLVED</p> <p>(i) That the Planning and Licensing Committee has an item on its next Committee Agenda to discuss the day and time most suitable for the majority of the Committee and that it makes a decision as to the most suitable day for it meet.</p> <p>(ii) The Town Clerk is given delegated authority to call the extra meetings of the Resources Committee in December 2021.</p>
412.	<p>20:30hrs Councillor G Guest left due to the room temperature</p> <p>20:36Hours RESOLVED to adjourn the meeting to enable it to be reconvened in an alternative venue which has suitable COVID precautions in place.</p>
<p>The meeting was reconvened on 6 December 2021 at 19:00hrs in The Hayridge Centre, 1 Exeter Hill, Cullompton</p> <p>The following were present: Chair: Councillor K Haslett Councillors: A Connolly, I Emmett, J Johns, M Rowe, M Smith and C Snow</p> <p>In attendance <i>Note: Councillors attending by remote access are not able to participate nor vote in the meeting</i> Officers: J Norris (Town Clerk)</p> <p>1 member of the public and 1 member of the press attended the re-convened meeting. Apologies for absence for the reconvened meeting had been received from Councillors Andrews, Dale, Dietrich, Guest and Knight.</p> <p>Before formally starting the meeting with the listed agenda items, there were short discussions on:</p> <ul style="list-style-type: none"> • The 7 principles of public life that are expected of Councillors • The wearing of facemasks during the meeting 	
413.	<p>Christmas 2021</p> <p>To ratify recommendations from the Christmas Event Working Group with regard to</p> <p>(i) Providing the Walronds with funding of £400.00 to provide a Christmas workshop</p> <p>(ii) Small Christmas trees</p> <p>(iii) Purchase of large Christmas trees</p>

	<p>(Supporting Paper I to the Agenda)</p> <p>RESOLVED</p> <p>(iv) That the Walronds is provided with funding of £400.00 to provide a Christmas workshop</p> <p>(v) That no charge be made to retailers in High Street and Fore Street for the provision by the Town Council of a small, illuminated Christmas tree.</p> <p>(vi) That the expenditure for the large Christmas trees is approved, namely: £200 for delivery, installation and removal; £250 for a 25' tree in the Lower Bullring and £325.00 for a 30' tree in the Higher Bullring; the expenditure to be met from the Christmas event budget.</p>
414.	<p>Parking – Willand Road</p> <p>Consideration was given to proposals from Devon County Council regarding changing the current parking restrictions in Willand Road. (Supporting Paper J to the Agenda)</p> <p>RESOLVED that Devon County Council is informed that the Town Council wishes the existing double yellow lines in Willand Road to be retained.</p>
415.	<p>Motion Made Standing Order No 9</p> <p>Consideration was given to a motion submitted by Councillor Emmett, regarding Remembrance Sunday namely:</p> <p>“That the council clarifies the ongoing RBL event management to secure the future of the event for the benefit of the community. The outcome to be an event blueprint identifying activities deadlines and standards required to enable continuity of the days activity.’</p> <p>RESOLVED that the Council sets up a small Working Group, with the involvement of the Royal British Legion and churches in Cullompton, to look at the all aspects of running the Remembrance Sunday and Armistice Day commemorations with a view to devising a checklist for the activities required.</p>
416.	<p>Fire Service Community Risk Management Plan Consultation</p> <p>Consideration was given to the Town Council’s response to the draft five-year strategic plan for Devon and Somerset Fire and Rescue Service (Supporting Paper K to the Agenda)</p> <p>RESOLVED</p> <p>(i) That a working group comprising the Mayor, Deputy Mayor and any other interested Councillor work the Town Clerk to draft a response which is presented to Council for approval.</p>
417.	<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>Note: questions are to be for the purpose of obtaining information and not for debate nor discussion.</p> <p>The following questions / matters were raised:</p> <ul style="list-style-type: none"> Was a tendering process undertaken for the work in the Head Weir Road Play Area with particular reference to the planting? Also was due diligence taken

	<p>about the choice of plants as the plants have berries on them and whether or not they are poisonous.</p> <ul style="list-style-type: none"> • A Councillor said they were not impressed to read that a wildlife area was being created as non- native species were being planted in the Head Weir Road Play area. • A Councillor had been told he was named in a complaint but was surprised he had received no correspondence / information about the matter. • The Deputy Clerk had emailed and then phoned a Councillor to ask about the policy on grass cutting; the Councillor believes that more is being dealt with by phone calls than the written word as there is no audit trail. <p>The Mayor asked that a written response be given to the above points and that it was circulated to all Councillors.</p> <ul style="list-style-type: none"> • The negative public response to the Christmas event and learning that can be taken from what has happened. • There have been positive comments as well about the Christmas events
418	19:55hours RESOLVED to adjourn the meeting
	The meeting was reconvened on 6 December 2021 at 20:45hours (on the rising of the extraordinary Town Council meeting) in The Hayridge Centre, 1 Exeter Hill, Cullompton
419	<p>Exclusion of the Press and Public RESOLVED that 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 20, Station Road Toilets on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (items subject to legal advice and negotiation). <p>The reports relating to this item had been withheld from public circulation and deposit.</p>
420.	<p>Toilet Building, Station Road An update on matters pertaining to the toilet building on Station Road and to make any associated decisions was provided. (Supporting Paper L confidential for Councillors only)</p> <p>RESOLVED</p> <ul style="list-style-type: none"> (i) The Town Council agrees to the terms set out in the draft Short Term Agreement and Temporary Facilities Agreement supplied by Tozer’s solicitors (ii) The Town Council’s approves incurring the expenditure for Tozers fees (quoted as £3,500+VAT (iii) That Mid Devon District Council’s offer to pay 50% of the Town Council’s legal costs is accepted.

The meeting closed at 20:55hours