



COMMUNITY WELLBEING COMMITTEE

Minutes of a Committee meeting held on
Thursday 17th February 2022 at 19.00hrs in the Town Hall, 1 High Street,
Cullompton, EX15 1AB

Present

Chair: Councillor J. Johns

Committee Members: Councillors J. Buczkowski, M. Dale & K. Haslett (ex-officio)

In attendance

Note: Councillors attending by remote access are not able to participate nor vote in the meeting but may raise questions during the agenda item for Members' Questions

Officers: M. Weston (Deputy Town Clerk)

There were no members of the public present.

CW Chair's Announcements

225. The Chair undertook a 'roll call' of those present in the Town Hall.

CW Apologies for Absence

226. Apologies for absence were received from Councillors E. Andrews and G. Guest.

CW Declarations of Interests

227. No declarations of interests were made regarding any items on the Agenda at this stage of the meeting.

CW Public Participation

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

No matters were raised.

CW Minutes

229. Consideration was given to the draft Minutes of the meetings held on 16th December 2021 (Supporting Paper A to the Agenda) and it was:

RESOLVED to approve as a correct record, the draft minutes of the meetings held on 16th December 2021.

CW Action List

230. The Action List as applies to the Community Wellbeing Committee was received and reviewed (Supporting Paper B to the Agenda)

CW Financial Monitoring

231. Information about the Community Wellbeing Committee income, expenditure and commitments, compared to the 2020/21 budget estimates was received and reviewed; this included:

- (i) Financial Summary & Graphs (Supporting Paper C to the Agenda)
- (ii) Committee Income & Expenditure – Month 8, November 2021 (Supporting Paper D to the Agenda)
- (iii) Committee Income & Expenditure – Month 9 - December 2021 (Supporting Paper E to the agenda)
- (iv) Committee Income & Expenditure – Month 10 - January 2022 (Supporting Paper F to the agenda)
- (v) Nominal Ledger Year-to-date breakdown of Committee Expenses & Income (Supporting Paper G to the Agenda)
- (vi) Committee Earmarked Reserves (Supporting Paper H to the Agenda)

The following points were raised:

- i) Allotment budgets: We have taken more monies than had been budgeted for. Code: 1200 Top Field Rents - Was a refund actioned between months 9 and 10 as this has dropped (£40.00)?
- ii) Play Areas Code 4126 Why is this a negative figure?
- iii) Code 200 Allotment expenses – needs transfer from EMR.
- iv) Why were there two road closure orders for the Christmas Event?
- v) Grant made to The Walronds – Confirmation sought as to the amount paid. It was advised this was £400.00. This grant had been approved by the Town Council and should come out of the Christmas budget (Code 4096). This will put the Christmas funding significantly over budget; How was this approved by the Town Council with no reference to the funds available? There is also an additional charge for overtime incurred which will also need to be posted against code 4096. Needs a review as to why this budget has been overspent.

RESOLVED to note the Committees financial reports with the following:

- 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.

CW Outdoor Team Report

232. Consideration was given to a report from the Outdoor Team about recent and planned work (Supporting Paper I to the agenda) which was noted with the following:
Report 29 November 2021 -31st December 2021– Headweir Road Play Area: two plants removed. Confirmation sought regarding whether these plants would be replaced.

CW Comments & Complaints

233.

An overview of the Committee's Comments & Complaints Log was reviewed and noted (Supporting Paper J to the Agenda)

CW Tree Planting Initiative

234. Consideration was given to Involve Mid-Devon Requests in relation to:

- i) a Community Composting Site for Cullompton;
- ii) a Community Orchard initiative;
- iii) a 'landmark' tree for The Queen's Platinum Jubilee.
- and to comments in relation to:
- iv) Town Council assistance with the clearance of the Swallow Way Roundabout;
- v) M5 roundabout
(Supporting Paper J to the agenda)

Discussion ensued. It was agreed that the ideas for the Composting Site and Community Orchard were good but that further detail would be required from Involve before the Committee could agree in principle to any requests. If Involve needed guidance or wished to apply for funding, the Committee/Town Council could assist with this. Further:

Community Composting Site: There are one or two allotment sites planned for the North-West Extension; these should have good vehicular access which is essential. Both Hele and Willand have composting sites run by Allotment Associations.

Community Orchard: This again, has been planned into the North-West Extension. The question was asked as to who would be responsible for maintenance. Further, that the Town Council already pays out quite a large sum towards tree and hedge maintenance on an annual basis.

Landmark Tree: Again, where would this go and who would maintain this? It was agreed that the Town Council did not have a suitable location for the tree and it was suggested that perhaps Involve Mid-Devon may wish to contact the Cullompton Community Association (CCA) to see if the fields could accommodate the Landmark Platinum Jubilee tree.

Administrators Note: Councillor Buczkowski declared a personal interest as is a member of the CCA Committee.

Meeting Administrator to relay comments to Involve Mid-Devon.

CW Tree Assessment – Top Field Allotment Site

235. Consideration was given to:

- i) Tree Assessment Update Report (Supporting Paper L to the agenda);
- ii) Contractors Tree Assessment Report & Plan (Supporting Paper M to the agenda);

RESOLVED: Following consideration by the Community Wellbeing Committee of the Top Field Allotment Site Tree Assessment Report, it was agreed that quotations should be sourced as soon as possible for each element of the tree works as required; Quotations to be supplied to the Committee for consideration.

CW Christmas Organisational Learning Working Group; Notes and Recommendations

236. Consideration was given to:

- i) the notes of the Christmas Organisational Learning Working Group meeting held on 2nd February 2022 (Supporting Paper N to the agenda);
- ii) the associated Recommendations (Supporting Paper N1 to the agenda).

Discussion ensued and it was:

RESOLVED: That the Town Clerk should investigate why the work on the Christmas Lights contract was not 'signed off' and why the contractors were not managed correctly; a report should be presented to the Community Wellbeing Committee for consideration.

RESOLVED: That following consideration of the recommendations as made by the Christmas Organisational Learning Working Group at its meeting on 2nd February 2022, the Community Wellbeing Committee 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.

CW Public Rights of Way

237. Consideration was given to:

- i) an update report on Public Rights of Way matters as supplied by Cullompton's Volunteer Parish Paths Co-ordinator (Supporting Paper O to the agenda);
- ii) the response from Devon County Council (DCC) to the Town Council's correspondence regarding accessibility of Cullompton's Public Rights of Way (Town Council's correspondence: Supporting Paper P to the agenda & Response from DCC Supporting Paper Q to the agenda).
- iii) the request from Devon County Council to make comment regarding the Footways B3181 Cullompton to Hele Cross (Supporting Paper R to the agenda)

RESOLVED: That following consideration of the response from Devon County Council to the Town Council's correspondence regarding accessibility of Cullompton's Public Rights of Way, the Community Wellbeing Committee:
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.

CW Tree Planting Initiative

238. Consideration was given to the response from Mid-Devon District Council regarding tree planting provision at Crowbridge Park/Crow Green (Supporting Paper S to the agenda) which was noted.

CW Waste Collections Trial – Mid-Devon District Council

239. Consideration was given to an update report in relation to Mid-Devon District Council's Waste Collections Trial (Supporting Paper T to the agenda). It was:

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.

CW Annual Report & Crier Publication

240. Consideration was given to the 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. (Supporting Paper U to the agenda). It was:

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.

CW Allotment – Haymans Close

241. Consideration was given to a request for a reduced rate for an individual plot on the Haymans Close Allotment Site (Supporting Paper V to the agenda).

Note: It was advised that the annual (2021-22) rent for this half plot is £15.00 and that there is a pro-rata invoice of £7.50 outstanding; the annual rent will increase to £20.00 when due on 31st May 2022. Further, that this plot is smaller than other half plots on the Haymans Close Allotment Site as a communal water container (for the use of all plot holders) is located here.

RESOLVED: That following consideration of a request to charge a reduced rent for an individual half plot on the Haymans Close Allotment site, the Community Wellbeing Committee 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.

CW Grant Application - Recommendation

242. Consideration was given to the Recommendation from the Resources Committee in relation to a grant application received (Supporting Paper W to the agenda – Report + Appendix 1 Grants Policy & Supporting Paper W1 to the agenda -Redacted Grant Application).

It was noted that the Gift of A. Burrows (aka Tiverton Road) Allotment Charity exists to distribute residual funds to the 'poor' of Cullompton. Further, this request for funding should not be seen as a grant - the money requested is to make physical improvements to the allotment site.

RESOLVED: That following consideration of the recommendation from the Resources Committee in relation to an application for funding to make physical

- improvements to the Gift of A. Burrows Field (aka Tiverton Road Allotment site),
- i) the Community Wellbeing Committee approve the monies requested (£360.00 Skip, £250.00 Water pipe and £400.00 Ground works - totalling £1,010.00);
 - ii) funds should be paid from the Town Council's allotment budget - Ear-marked Reserve (Code 342)

CW

243. To consider Members Questions

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

Councillor Buczkowski: Is the Town Council confident its emergency plan is up-to-date and robust enough to support any challenges it may face in the future; particularly in regard to civil contingency and resilience? It is believed that the Town Council does have some responsibility for a civil contingency plan for local resilience.

Councillor Johns: It is suggested that this is the time of year when the Town Council reviews its emergency plan and its emergency equipment supplies. –

A response was given that regular checks are carried out on the emergency cupboard and its stock of supplies to ensure these are adequate for any potential eventuality (in so much as is reasonably practicable to plan for)

Councillor Dale: Has the Town Council thought about using portable gas cookers (e.g. for hot water, drinks and food) if there is power loss in certain areas of the town?

Note: It is suggested that Emergency Planning is added to the next Committee agenda for consideration

The Meeting closed at 8:15pm